



# **ASSAM UNIVERSITY: SILCHAR**

## **TENDER DOCUMENT**

**Supply & Installation of Office Furniture, Computer and Printer with scanner for the Department of Pharmaceutical Sciences, Assam University Silchar.**

<b>Tender Reference</b>	No: AU/PS/08/2011, Vol- IV
<b>Price of Tender Document</b>	Rs. 500.00
<b>EMD</b>	5% of quoted amount
<b>Last Date and Time for receipt of tender offers</b>	17.11.2017 up to 11:00AM
<b>TIME AND DATE FOR OPENING of tender (Technical bid)</b>	17.11.2017 at 3: 00 PM
<b>TIME AND DATE FOR OPENING of tender (Financial bid)</b>	<b>Bidders will be informed separately</b>
<b>Address for Communication</b>	HOD Dept. of Pharmaceutical Sciences, Assam University, Silchar, P.O: Dorgakona, Pin-788011, Assam, India.

## NOTICE INVITING TENDER

### TENDER NOTICE FOR THE SUPPLY & INSTALLATION OF OFFICE FURNITURE, COMPUTER AND PRINTER WITH SCANNER

H.O.D Department of Pharmaceutical Sciences, Assam University Silchar, Assam, invites sealed tenders as a “3 Bid System” from reputable original manufacturers/ authorized dealers/ Suppliers for Supply & Installation of Office Furniture, Computer and printer with scanner to the Department of Pharmaceutical Sciences, Assam University Silchar.

1. Interested parties may send their tender offers in three separate covers (Pre-bid-qualification, Technical and Financial Bids) in a single sealed cover addressed to “HOD Department of Pharmaceutical Sciences, Assam University Silchar, P.O-Dorgakona, PIN-788011, Assam, India” superscripted with tender number and complete in all respects latest by **17.11.2017 up to 11:00AM. The Quotations (technical bid) will be opened on by 17.11.2017 at 3: 00 PM.** The tenders received after the scheduled date and time will be rejected out rightly. **The tender is Supply & Installation of Office Furniture, Computer and printer with scanner with mentioned terms and condition. The Technical Bid & Financial Bid are to be submitted in proforma given in Appendix-A/A & A/B.**
2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of Office Furniture, Computer and printer with scanner and should have a registered office anywhere in India, Preferably having a branch / service office at Guwahati / Silchar. The bidder should provide information about their earlier service and time taken with regard to execution for Supply & Installation of Office Furniture, Computer and printer with scanner to University / Educational or Research Institute / Government Departments. **The EMD will be 5% of quoted amount and Price of Tender Document of Rs. 500/- should be submitted separately either as a Bank Draft/ Pay Order/ Banker’ s cheque in favour of “Finance Officer, Assam University”.** The tenders submitted without EMD (Earnest Money Deposit) and cost of Tender Document shall be liable to be rejected summarily
3. After the pre-bid qualifications, the technical bid will be opened by the committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Committee in respect of those who qualify the terms and conditions of the technical bid.
4. The pre-bid qualifications, technical bid and financial bid should be sealed by the bidder in separate covers superscripted with “ Pre-bid qualification for tender for Supply & Installation of Office Furniture, Computer and printer with scanner and ” "Technical bid for Tender for Supply & Installation of Office Furniture, Computer and printer with scanner” and ” and “Financial Bid for Tender for Supply & Installation of Office Furniture, Computer and printer with scanner” and all three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as “Tender for Supply & Installation of Office Furniture, Computer and printer with scanner”.

## **TERMS AND CONDITIONS**

1. The supply and installation of the Office Furniture, Computer and printer with scanner shall be done by the vendor free of charges within 4 weeks from the date of issue of purchase order by the HOD Department of Pharmaceutical Sciences, Assam University, Silchar, to the vendor. The installation of the items will be done at the Department of Pharmaceutical Sciences, Assam University, Silchar.
2. The intending supplier should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, freight, insurance, etc. i.e. All "Inclusive" with free delivery up to Department of Pharmaceutical Sciences, Assam University, Silchar.
3. The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
4. University will not accept the assembled items.
5. Tenderers will have to supply Office Furniture, Computer and printer with scanner manufactured by any one of the reputed companies or groups and not of local brand name or assembled.
6. Payment terms: Payments will be made after delivery and successful installation and demonstration by factory trained engineers / authorized persons.
7. Validity: The bids should be valid for a maximum period of 90 days from the date of opening of tender and the prices should remain valid till execution of purchase agreement.
8. **Warranty:**
  - a) **Warranty terms as per Annexure-1.** During the warranty period, replacement of any part of Office Furniture, Computer and printer with scanner or rectification of defects of works including the transportation expenditure incurred for such repairs will be free of cost.
  - b) Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.
  - c) Free maintenance and service during warranty.
  - d) Manual - Hard copies of instruction/operation/service manuals should be supplied
9. **Shifting & Reinstallation:** If required, manufacturer /supplier has to take all the responsibilities for shifting and reinstallation of the Office Furniture, Computer and printer with scanner from the temporary building to permanent building. This responsibility has to be given in writing by the manufacturer. All terms and conditions remain same at permanent site. Also, the performance of the instrument should be reproducible after shifting.
10. **Installation:**
  - a) Suppliers of the Office Furniture, Computer and printer with scanner must provide free installation at the current temporary site and thereafter at permanent site.

11. The registration number of the firm along with the GSTIN No. and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
12. Certificate of dealership / distributorship is required to be submitted.
13. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, technical brochures of the proposed items, makes & models, consumption of power & utilities for individual items and complete system, man power requirement, proposed drawings etc. and compliance stated.
14. The bidder should enclose latest sales tax / GST / income tax clearance certificates along with PAN number.
15. The tender not conforming to any or all the above terms and conditions will be rejected.
16. Incomplete tenders are liable to be rejected.
17. University hereby reserves the right to place whole of the order with single tenderer even if the tenderer has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a tenderer to get or receive the order.
18. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
- 19. The selected bidder after receipt of supply order has to deposit 10% of supply order value in the form of call deposit/TDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product.**
20. No request for advance payment shall be entertained in any circumstance. After completion of the supply the firm will submit bills in triplicate for payment with a certificate of successful installation of the materials from the Head of concerned Department.
21. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.
- 22. Documents:**
  - a. All pages of the Tender should be numbered and indexed.
  - b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
  - c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.

23. **Additional information and instruction on Duties and Taxes:** If the Bidder desires to ask for excise duty, sales tax/GST, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
24. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Assam University, Silchar in that event the security deposit shall also stands forfeited.
25. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified Assam University, Silchar shall have the power to terminate the contract without any prior notice.
26. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
27. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
28. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
29. Conditional bid will be treated as unresponsive and it may be rejected.
30. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

## **ANNEXURE - I**

### **TECHNICAL SPECIFICATIONS**

#### **Item - 1**

**Name of item:** Desk Cum Bench 2 Seater

**Quantity:** 20

**Specification:** Width: 1048 ± 10, Depth 895 ± 10, (H) 750±10 (Size in mm)

**Warranty:** One Year

#### **Item - 2**

**Name of item:** 4 Door Book Case

**Quantity:** 02

**Specification:** Width: 914 ± 20, Depth: 320 ± 20, Height: 1742 ± 20 (Size in mm)

Material: Prime quality CRCA Steel with anti rust treatment

**Warranty:** One Year

#### **Item - 3**

**Name of item:** Book Rack-all steel book rack double sided

**Quantity:** 01

**Specification:** Width: 900 ± 10 , Depth: 600 ± 10, Height: 1850± 10 (Size in mm)

Material: Steel

12 height wise adjustable loading levels

**Warranty:** One Year

#### **Item - 4**

**Name of item:** Table for library

**Quantity:** 10

**Specification:** Insight (2x2)

Width: 1665 ± 10 , Depth: 900 ± 10, Height: 740 ± 10 (Size in mm)

**Warranty:** One Year

#### **Item - 5**

**Name of item:** Multipurpose chair-staq

**Quantity:** 15

**Specification:** Width:55 ± 2, Depth:54 ± 2, Height: 86 ± 2, Seat height: 45.5 ± 2 (Size in cm)

Material: Natural veneers (Rubber wood / Teak / Mahogany)

**Warranty:** One Year

#### **Item - 6**

**Name of item:** Rack for chemicals

**Quantity:** 20

**Specification:** Material: Galvanised stainless steel

Size: 78" x 36" x 15"

No of Shelves: Five (05) shelves (Adjustable shelves)

Warranty: One Year

### **Item - 7**

**Name of item:** 3 seater combine chair

**Quantity:** 02

**Specification:** 3 Seater combine chair

Height:  $77.5 \pm 2$ , Width :  $160.0 \pm 2$ , Depth:  $57.5 \pm 2$ , Seat height:  $44.5 \pm 2$  (Size in cm)

**Warranty:** One Year

### **Item-8**

**Name of item:** Executive Table

**Quantity:** 02

**Specification:** Executive Desk Size: Width:  $1650 \pm 150$ , Depth:  $675 \pm 75$ , Height:  $730 \pm 5$

Side Unit with sliding door unit: Width:  $1200 \pm 150$ , Depth:  $525 \pm 75$ , Height:  $730 \pm 5$

Cut out facilities for concealed wiring.

Smart storage options

**Warranty:** One Year

### **Item-9**

**Name of item:** Computer table

**Quantity:** 01

**Specification:** Width:  $1350 \pm 150$ , Depth:  $675 \pm 75$ , Height:  $740 \pm 5$  (Size in mm)

All-wood compact desk, Sufficient storage with integrated pedestal and an in-built shelf underneath the work top

**Warranty:** One Year

### **Item-10**

**Name of item:** Executive Chair

**Quantity:** 02

**Specification:** Width :75.0cm, Depth: 75.0 cm, Height:103.0 cm-115.5 cm, Seat height: 44.0-56.5 cm

Centre Tilt Mechanism, Tilt Locking, The seat and the backrest should be made up of moulded polyurethane foam of the right density and thickness, Pneumatic height adjustment, Swivel Mechanism & Twin wheel castors

**Warranty:** One Year

### **Item-11**

**Name of item:** Chair

**Quantity:** 10

**Specification:** Width: 55.0 cm, Depth: 61.0 cm, Height:80.0 cm, Seat height: 43.0 cm

Center Tilt Mechanism

The seat and the backrest should be made up of moulded polyurethane foam of the right density and thickness

**Warranty:** One Year

### **Item-12**

**Name of item:** Steel Almirah

**Quantity:** 08

**Specification:** 2door 4 shelves of any reputed brand (Big)

Size-(in mm)1981± 10 (H)x918 ± 10 (W)x485 ± 10 (D)

**Warranty:** One Year

### **Item-13**

**Name of item:** Computer (All in one desktop)

**Quantity:** 01

**Specification:** Processor :Intel Pentium Quad Core/i3

RAM: 4GB

Hard Disk: 500 – 600 GB

Monitor size: 18-20 “

Wired optical mouse, wired multimedia USB Keyboard, DVD Writer

Intel HD graphics,

Operating System: Windows

**Warranty:** One Year

### **Item-14**

**Name of item:** Computer printer with scanner

**Quantity:** 01

**Specification:** Laser Printer (Multifunction)

Functions: Print, Copy & Scan

Connectivity-High Speed USB 2.0

**Warranty:** One Year



**TECHNICAL BID FORM**

To,  
The HOD  
Department of Pharmaceutical Sciences  
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No.

I hereby offer to supply the stores given in schedule and agree to hold offer open till last date of tender. I shall be bound by a communication of acceptance within the prescribed time. I have understood the terms and conditions and it certify that I will be fully abided by terms and conditions. If I/We fail to comply with any of the terms and conditions Earnest Money Deposit (EMD)/ Security money already deposited may be forfeited.

An amount of Rs. \_\_\_\_\_ /-(Rupees..... ) only as EMD/Security enclosed herewith in form of Bank Draft/Pay Order/Banker's Cheque No.....dated..... issued by Bank..... Photo copy of valid GST/Sale tax clearance and past experience certificate of such supply enclosed. Certified that I/we have no pre-conditions attached with tender/ specifications.

Encl: Annexure- A/A-1, A/A-2, A/A-3

Yours faithfully.

Signature.....

Name of tenderer.....

Address with seal.....

**PROFORMA “A/A-1”**

**DETAILS OF AGENT / DISTRIBUTOR / DEALER/MANUFACTURER REGISTRATION**

1. Name of Agent / Distributor /Dealer/Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number (if any):
4. Validity period: With effect from\_\_\_\_\_ to\_\_\_\_\_

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor  
Seal

**PROFORMA “A/A-2”**

List of similar nature of works with regard to execution for supply & Installation of Office Furniture, Computer and Printer with scanner to University / Educational or Research Institute / Government Departments

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer  
Seal

Date:

## PROFORMA "A/A-3"

### List Ongoing work

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer  
Seal

Date:

### Declaration

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern are registered for the above work. We are in the business of above work for few years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State)/ Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder\_\_\_\_\_

Address\_\_\_\_\_

Telephone no-

Mobile No-

Email id-

Signature of the Bidder

With Seal & Date

Date:.....

## **CHECK LIST OF DOCUMENTS**

1. Valid Agent / Distributorship /Manufacturer certificate (Xerox copy self attested)

Proforma A/A-1

Experience of similar nature of works with regard to execution Supply & Installation Office Furniture, Computer and Printer with scanner to University / Educational or Research Institute / Government Departments, Proforma A/A-2

(Xerox copy self attested): Yes/No

2. Ongoing works statement (if any) Proforma A/A-3

(Xerox copy self attested): Yes/No

3. PAN CARD (Xerox copy self attested): Yes/No

4. GSTIN No. Yes/No

(Xerox copy self attested)

**FINANCIAL BID FORM**

To,  
HOD, Dept. of Pharmaceutical Sciences  
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No.

Sir,

I/We hereby quote the following rates for supply & Installation Office Furniture, Computer and Printer with scanner as per specification shown in Annexure-1. Description of store with specification Rate for each item is also given in the Annexure "A/A.4".

(i) GSTIN No @.....

Certified that I/we have no pre-conditions attached with tender/specification.

Yours faithfully.

Encl.:- Annexure "A/A-4"

(Signature of Tenderer )

Address with seal.....

**ANNEXURE "A/A-4"**

**Rate quotation for supply & Installation of Office Furniture, Computer and Printer with scanner  
(Pharmaceutical Science Department)**

No:

Date:

Sl. No	Name of the items	Qty	Make/Model	Rate per Unit (Rs.)	GST @.....	Total Price for unit	Grand total (Rs.)
1.	Desk Cum Bench 2 Seater	20					
2.	4 Door Book Case	02					
3.	Book Rack-all steel book rack double sided	01					
4.	Table for library	10					
5.	Multipurpose chair-staq	15					
6.	Rack for chemicals	20					
7.	3 seaters combine chair	02					
8.	Executive table	02					
9	Computer table	01					
10	Executive chair	02					
11	Chair	10					
12	Steel Almirah	08					
13	Computer	01					
14	Computer printer with scanner	01					

Signature with seal\_\_\_\_\_

Name :\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_ Mobile No.\_\_\_\_\_