



ASSAM UNIVERSITY: SILCHAR

COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION)

TENDER PAPER

OPEN TENDER NOTICE NO. AUD/CC(AUS)/Open Tender/2016 Dated the 30th December, 2016

FOR SUPPLYING AND INSTALLATION OF LABORATORY EQUIPMENTS IN THE COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION) PROGRAMME

COST OF TENDER PAPER : RS. 1000/-.

DATE OF ISSUE OF TENDER PAPER : 30TH DECEMBER, 2016 – 01.00 PM OF 23RD JANUARY, 2017.

LAST DATE OF RECEIPT OF BIDS : 23RD JANUARY, 2017 UPTO 02.00 PM.

DATE OF OPENING OF BIDS : 23RD JANUARY, 2017 AT 03.00 PM.

ISSUE NO. AUD/CC(AUS)/Open Tender/2016 Dated the 30th December, 2016

ISSUED TO :

SIGNATURE OF ISSUING AUTHORITY



ASSAM UNIVERSITY: SILCHAR

TENDER NOTICE

Sealed Tenders in two bid system are invited from the interested OEMs/authorised distributors for supplying **LABORATORY EQUIPMENTS** for the Community College (Photography and Video Production) Programme. The Tender should be submitted in two parts, Part – I : Technical Bid; Part – II : Financial Bid in separate envelopes to the Office of the Nodal Officer (Community College), Raja Rammohan Roy Administrative Block on or before 23rd January, 2017 up to 02.00 p.m. No Tender shall be received after the specified time. The tender documents can be downloaded from the website <http://www.aus.ac.in> and the downloaded form should be accompanied by a DD of Rs. 1,000/- drawn in favour of Finance Officer, Assam University, Silchar. The same can also be collected from the Office of the undersigned by producing the DD of Rs. 1000/-.

Sd/-

(Dr. Debasis Kar)

Nodal Officer (Community College)
Raja Rammohan Roy Administrative Block
Assam University, Silchar



**ASSAM UNIVERSITY: SILCHAR
COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION)
PROGRAMME**

SCOPE OF WORK

1. Supply of material as per tendered specifications.
2. Installation and testing of laboratory equipments.
3. The Vendor should include in their offer and supply all necessary accessories for installation of all the tendered components.



ASSAM UNIVERSITY: SILCHAR
COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION)
PROGRAMME

TERMS AND CONDITIONS FOR SUPPLYING AND INSTALLATION OF LABORATORY EQUIPMENTS IN THE COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION) PROGRAMME.

Ref : **AUD/CC(AUS)/Open Tender/2016**

Dated the 30th December, 2016

1. The Bidder should be Original Equipment Manufacturer (OEM) or authorised distributor and also service provider for the equipments. Attach documentary proof.
2. The Bidder should have been in operation for a period of at least 5 years as on last date of bid submission, as evidenced by the "Certificate of Incorporation and Certificate of Commencement issued by the Registrar of Companies".
3. Bidders must have at least 3 years of experience in supply and maintenance of respective items, out of which at least 2 years must be in similar kind of activities for single organization. The Bidder should give details of at least 2 services of the same scale in nature executed by him.
4. Sealed Tender should be submitted in prescribed form in two bid system as per the following instructions :
 - i) EMD is to be sealed in Envelop No. 1
 - ii) Technical Bid is to be sealed in Envelop No. 2
 - iii) Price Bid is to be sealed in Envelop No. 3
 - iv) Envelop No. 1, 2 & 3 to be inserted in single envelop properly sealed and superscribing, name of work, tender No., closing date and name of agency/contractor in the cover of the envelop.
 - v) Sealed means sealing by wax/gum/any type of adhesive tape etc. but not pinned.
 - vi) The envelope containing the tender should be addressed and should be dropped in the tender box placed in the Office of the Nodal Officer (Community College) located in the Raja Rammohan Roy Administrative Block.
 - vii) Price Bid of only those bidders will be opened who are found qualified after technical bid evaluation.
 - viii) All pages of the tender document is required to be signed by the bidder.

5. The tender should be accompanied with EMD of 2.5% of the final value in the form of **call deposit** to be drawn from any **Nationalized Bank** pledged in favour of the **Finance Officer, Assam University, Silchar**.
6. The rate quoted should be for the items and specifications as mentioned in the list. The party should not quote for other specifications. **If the party wishes to quote for a higher/superior specifications, it must be separately stated along with proof that the specification is higher/superior. In no case they should quote for lower/inferior specification. In that case the tender will not be considered.**
7. Being an Educational Institution, Assam University, Silchar is entitled for Custom and Central Excise Duty exemption for procurement of Scientific Equipments etc. The interested party while quoting rates should indicate the Excise Duty component and Tax component separately.
8. The Bidder should enclose a copy of quality certificate from a recognized institution for their manufacturing/assembly/system integration facilities anywhere located in India or abroad. This certificate should be from any globally recognized institution.
9. Bidder should submit valid documentary proof of Sales Tax/VAT, Service Tax Registration No. and the details of Income Tax Registration (PAN).
10. The Vendor must fulfil the above criteria. Technical bid of Vendors fulfilling the criteria will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the criteria given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
11. University may place the supply order to the individual bidder who quotes the lowest price for individual item. **Merely quoting the lowest price overall does not entitle a bidder to get the order for all the items.**
12. **The selected bidder after receipt of supply order has to deposit 7.5% of the supply order value in the form of FDR valid for 18 months from the date of tender from any Nationalized bank in favour of the Finance Officer, Assam University, Silchar payable at Dargakona, Silchar as security deposit. In addition, the earnest money deposited shall also be retained as security deposit. The security deposit will be released only after completion of warranty period.**
13. **The successful bidder shall have to supply the materials strictly as per the configuration, make/brand as stated in the supply order and shall have to complete the supply within 30 days from the date of issue of order/or as per mutual agreement in full set basis and the items are required to be installed in the Laboratory. Otherwise, the order shall automatically stand cancelled and the security deposit of the bidder shall be forfeited. No communication in this regard will be entertained. User manuals, Operating System CD, Driver CD etc. are also to be provided along with the items supplied.**
14. **Earnest money of unsuccessful bidders will be released after finalization of the order.**
15. The successful bidder shall have to provide comprehensive onsite warranty support as per specifications from the date of successful installation. If any

breakdown, non-functioning or malfunctioning of the machine/equipment occurs during the warranty period, the supplier shall have to attend to the complain within 24 hours (or in next working day in case of holidays) after receiving verbal/written/e-mail complain and will make the machines functional free of cost. In case the system has to be taken out of the University campus, the bidder should provide a standby support system/peripheral with same or higher/new configuration/specification.

16. If the vendor/supplier/bidder fails to attend to the breakdown calls made within the warranty period, a portion or whole of the security deposits as decided by the University shall be forfeited.
17. The ASSAM UNIVERSITY reserves the right to reject all of the tenders. The reasons for rejection of tenders, if any, shall be informed to the concerned bidders. The decision of the University authority in this regard shall be final.
18. A) **RATE**: The rate which should be quoted both in figure and words must be inclusive of packing forwarding freight and all other incidental charges.
B) **SALE TAX/VAT** : Rate inclusive of Sales Tax / VAT will be preferred. However, where quoted separately the rates payable should be clearly cited in accordance with provision of relevant Act and rules.
C) **Form 'C' and 'D'** : Assam University, Silchar is not authorised to issue 'C' & 'D' Form against CST.
21. A) **Consignee** : All stores are required to be consigned to the Nodal Officer (Community College), Raja Rammohan Roy Administrative Block, Assam University, Silchar – 788 011 (Assam).
B) **Mode of Despatch** : The consignment is required to be despatched by Road Transport or delivered at this University under Supplier's own arrangement free of additional charges. All offers of delivery should be made ex-stock and clear note should be inserted. In case of damage or loss in transit, if any will be recoverable from the suppliers.
C) **Despatch of Documents** : The consignment note along with the quadruplicate copy of relevant bill and two copies of priced challan should despatched to the Nodal Officer (Community College), Raja Rammohan Roy Administrative Block, Assam University, Silchar – 788 011 (Assam) immediately on completion of despatch of consignment. If these documents do not reach the said office in time all wharf age / demurrage incurred, if any will be recoverable from the suppliers.
22. **Quality Specification** : The stores offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the specification cited. The University reserves the right to reject such stores as are found unacceptable on these grounds. Items of only reputed manufacturers will be given preferences.
23. **Liquidated Damages** : If a firm accepts the order and fails to execute the order in full or part as per terms and conditions therein, it will be open to the competent authority to recover liquidated damaged from the firm at the rate of 1% per month or the part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Competent Authority, alternatively to arrange procurement of the required stores from and source, at the risk and expenses of the firm that has accepted the order

and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulters name from the approved/registered list of suppliers.

24. **Special Discount/Rebate** : Special Discount/rebate admissible to Educational Institute of National importance may be specifically indicated in the quotation.
25. **Rejection of Offer** : Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
26. **Guarantee/Warranty** : The stores should be covered by comprehensive onsite warranty as per specifications from the date of satisfactory installation.
27. **Special Condition** : Special condition, if any, printed on the quotation sheets of the tenders or condition attached with the tender will not be applicable to the contract unless these are expressly accepted in writing by the Nodal Officer concerned for technical conditions and commercial conditions.
28. **Discretionary Power** : The Head/Competent Authority, Assam University, Silchar reserves the right to modify in exceptional case any of the stipulated terms and conditions on merit on genuine and justifying grounds if it is in the larger interest of the University, before submission of bids. The modifications, if any, will be duly notified in the University web site. The bidders are therefore requested to go through the University web site for the modifications in terms and conditions, if any, before submission of the bids. The final acceptance of the tender rests entirely with the Vice Chancellor who does not bind himself to accept the lowest tender.
29. The following updated documents should also accompany the tenders :
 - * Trade License.
 - * Income Tax Clearance Certificate.
 - * Sale Tax Clearance Certificate.
 - * CST/VAT Clearance certificate if quoted in the tender for CST/VAT.

Those Bidders who accept the above terms and conditions may submit their tenders in the prescribed format along with all documents to the Office of the undersigned on or before the stipulated date. The Bidders must also submit a certificate in their official pad stating that all the above terms and conditions are acceptable to them.

Sd/-
(Dr. Debasis Kar)
Nodal Officer (Community College)
Raja Rammohan Roy Administrative Block
Assam University, Silchar

**TENDER FOR SUPPLY AND INSTALLATION OF LABORATORY EQUIPMENTS IN THE
COMMUNITY COLLEGE (PHOTOGRAPHY AND VIDEO PRODUCTION) PROGRAMME, ASSAM
UNIVERSITY, SILCHAR – 788 011.**

To
Dr. Debasis Kar
Nodal Officer (Community College)
Raja Rammohan Roy Administrative Block
Assam University
Silchar – 788 011.

Sir,

With reference to your Tender Notice No. AUD/CC(AUS)/Open Tender/2016, dated the 30th December, 2016 published in the Newspaper and posted at Assam University Website for supply of Laboratory Equipments in the Community College (Photography and Video Production) Programme, Raja Rammohan Roy Administrative Block, Assam University, Silchar – 788011, I/we hereby submit the bond.

I/we confirm that I/we are the owners/authorised person to offer you the item as per the desired specifications.

FORMAT FOR COMMERCIAL BID

SL. NO.	ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	RATE	TOTAL AMOUNT
1	LABORATORY EQUIPMENTS 1. 2. 3. 4. 5.					

Date :

(Signature of the Bidder)

SEAL
Address

Ph.
FAX
PAN NO.

Mobile :

(Use extra sheet for additional information, if necessary).

ANNEXURE – I

Laboratory Equipments

Sl. No.	Item	Specification	Quantity
1.	Digital SLR Camera	Digital, single-lens reflex, AF/AE camera with built in flash and lens of 18-105mm or above, 39-point Auto Focus system or above, Speed 1/4000 to 30 s in steps of 1/3 EV; Bulb; Time, 16 megapixels or above, CMOS sensor, Eye-level pentamirror single-lens reflex viewfinder, Frame coverage Approx. 95% horizontal and 95% vertical, ISO Sensitivity Range ISO 100 to 6400 or above, 7.5 cm LCD display or above, Media: SD memory card, SDHC memory card, SDXC memory card, MOV H.264/MPEG-4 Advanced Video Coding, Audio Linear PCM, Movie play back Enabled (LCD monitor, HDMI OUT) Built-in speaker, Full HD D-Movie Movie with 8 GB memory card & bag.	1
2.	Tripod (DSLR)	Loading capacity of up to 3 kg 3-section Tripod, 3-way Pan Head, Elevation Adjustment Gear, Bubble level, light weight design, quick-flip leg locks for quick setup, and anti-slip rubber feet.	1
3.	Desktop	Retina 4K display 21.5-inch (diagonal) Retina 4K display with IPS technology; 4096x2304 resolution with support for millions of colours, 3.1GHz quad-core Intel Core i5 (Turbo Boost up to 3.6GHz), 8GB of 1867MHz LPDDR3 onboard memory, 1TB (5400-rpm) hard drive, Intel Iris Pro Graphics 6200,SDXC card slot, Four USB 3 ports (compatible with USB 2), Two Thunderbolt 2 ports, Gigabit Ethernet ,Mini Display Port output, Support for HDMI, DVI, VGA and dual-link DVI,10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector) Kensington lock slot, Magic Keyboard ,Magic Mouse 2,802.11ac Wi-Fi wireless networking,IEEE 802.11a/b/g/n compatible,, Bluetooth 4.0 wireless technology, Mac OSX/LINUX/WINDOW	1
4.	Camcorder	1/3-type 3CMOS Solid-State Memory HD 422 Camcorder featuring 25X Optical Zoom, Recording speed of 112Mbps in XAVS format, continuously variable ND Filter from 1/4 ND to 1/128ND, OLED Viewfinder, XLR Input, HDMI Output, BNC-3G SDI output, BNC Composite output/ GENLOC-In, BNC TC In/Out, DC-input, Multi-Interface shoe for attachment of various accessories	1

5.	Rechargeable Battery	Rechargeable Lithium-ion Battery, 65 Watt 14.4V, Pack of 2	1
6.	Memory Card	32GB, 125MB/s Read speed	2
7.	Adaptor	Express card adaptor for Memory Card	1
8.	Card Reader	Memory Card Reader having PC Interface viz. USB 3.0/2.0 Transfer speed 125 MB/s with USB 3.0 & 43 MB/s with USB 2.0.	1
9.	Microphone	Electret Condenser Microphone works with battery/phantom power having specification viz. Uni-Directional (Super Cardioid) Sencetivity -36dB (\pm 3dB) Output impedance : 220ohms \pm 20% - balanced, Dynamic Range: Phantom:107dB or more, Battery: 98dB or more	1
10.	Tripod (Camcorder)	Flud Head Tripod, Load Capacity: 5kg.	1