

Dr. Subhajit Choudhury
Deputy Registrar

Assam University

Diphu Campus

অসম বিশ্ববিদ্যালয় দিফু কেম্পাস

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Ref:AUDC/GAD/Purchase/2014/2403

Date: 21 November 2014

To

SUBJECT: Notice inviting quotation for purchase of Tracing Table for **Geography Department, AUDC**

Dear Sir/ Madam,

The Assam University Diphu Campus, invites quotations for purchase of Furniture for Physics and Geography Department as per details mentioned in Section II of the Bid. The quotation in two bid systems is to be submitted in sealed envelopes to the undersigned on or before 13/12/2014, 12 hrs. The invitation to tender is subject to fulfillment of instructions and conditions as per the details given below:

- a) Section-I : Rules and Regulation including Eligibility Conditions
- b) Section-II: Technical Requirements
- c) Annexure I-Compliance certificate
- d) Annexure II - Declaration by the Vendor/firm.
- e) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read both the Section I and II which are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us either by email (subhajit.lib@gmail.com) or by Cell Phone (+919954033145) .

Thanking you.

Yours Sincerely,

(Subhajit Choudhury)
Deputy Registrar (Administration)

Section-I

General Terms and Conditions for the Purchase of the Tracing Table

1. Important Date and Time :
- (i) Last date & time of receipt of Tender : 13.12.2014 (Wednesday), 12 HRS
 - (ii) Due date & Time of opening Tender : 13.12.2014 (Wednesday), 15 HRS
 - (iii) Venue of Bid opening : Conference Room, Administrative Building, AUDC.

On the day of Tender Opening only Techno Commercial Bids (Technical Bid) will be opened. Price/ Commercial Bid will be opened on a fixed later date for the successful technical bidders.

2. The tender is to be submitted under "TWO BID" system viz. Two separate sealed covers each should contain Techno Commercial bid (except price) with superscription as "Technical Bid", and other should contain commercial /Price Bid with superscription as "Price Bid". Both the bids are to be packed in one sealed cover with superscription as "Tender for Purchase of Tracing Table for Geography Department". All 3 covers should be superscripted separately with nomenclature of each envelope/cover as per their respective content.
- The address of the firm submitting the quotation and the officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on top sealed cover (containing both the Bids), the following are to be written:

<p>QUOTATION FOR PURCHASE OF FURNITURE FOR GEOGRAPHY DEPARTMENT Individual NIQ No..... LAST DATE OF SUBMISSION: 13/12/2014(12 HRS)</p>
<p>To The Deputy Registrar(Administration) Assam University Diphu Campus, Diphu-782462, Karbi Anglong, Assam, India</p>
<p>From: M/s _____ Phone No. : _____ Email ID : _____</p>

3. Submission of Compliance Certificate: **Duly filled and signed Compliance Certificate (as per format at ANNEXURE I) must be enclosed.**
4. Bid not transferable: **The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.**
5. **Rates (to be submitted in price/commercial bid in separate envelope) :** Rates quoted for indigenous items should be on **FOR Assam University Diphu Campus, on DOOR DELIVERY basis**, with break-ups as per details below.

	Particulars	Rate
I	Basic Price (Ex work)	
II	Sales Tax (CST/ VAT)	
III	Transportation charge up to AUDC premises	
IV	Transit Insurance covering All Risk up to 10 days after delivery	
V	Excise Duty against Exemption Certificate	

VI	Installation & Commissioning Charge, if any	
	Grand total on door delivery at Assam University Diphu Campus	
VII	Annual Maintenance Contract rate (after expiry of warranty period)	

Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. **AMC price will not be taken into consideration for evaluation of the Price Bid.**

6. **Validity of Quotation:** Quoted rates must be valid for **120 days** from the last date of submission of quotation.
7. **Warranty :** The quoted equipment and components must be warranted for a minimum of one year.
8. **Literature a must :** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
9. **After Sales Service :** In case of imported goods, vendors should clearly state the available nearest after sales service centre and detail address in India, preferably in Diphu/Guwahati, without which their offers shall be liable for rejection.
10. **Dealership Certificate :** Dealers or Agents quoting on behalf of Manufacturer must enclosed valid dealership certificate.
11. **Delivery:**
 - a) **Time Limit:** Maximum within 45 (forty-five) days from the date of issue of purchase order.
 - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of AUDC user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tempered with shall form the basis for certifying the receipt in good condition.
 - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at AUDC.
 - d) **Part Delivery:** Part delivery is not allowed.
 - e) **Penalty Delay delivery:** The date of delivery should be strictly adhered to otherwise the AUDC reserves the right not to accept delivery in part or full.
12. **Genuine Pricing :** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
13. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.
14. **VAT/CST:**
 - (a) Up-to-date Sales Tax clearance certificate, CST/VAT Registration Certificate indicating also the TIN number of the firm must be clearly mentioned in the quotation. For exemption from paying Octroi duty, wherever required, the Institute shall issue necessary certificates.
 - (b) Concessional Form C & D is not applicable to us.
 - (c) VAT Deduction at source: In case of supplier within Assam, VAT deduction at source, as per Order/ notification of the Govt. of Assam will be applicable.

14. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
15. **Payment:**
- (a) 100% Payment within 45 days from the date of successful delivery, installation and commissioning/ acceptance of goods at AUDC, generally through A/c payee cheque.
OR
 - (b) 90% Payment against delivery and 10% payment after successful installation and/ or commissioning of the ordered goods at site.
- Please note as per University norm advance payment is not allowed for indigenous purchase.**
16. **PENALTY FOR DELAYED DELIVERY:**
In case of supply order for the scientific equipments/ apparatus, the date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:
- @1% up to one week;
 - @2.5% up to two weeks;
 - @5% up to three weeks;
 - @10% for four weeks and above
- For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the AUDC reserves the right not to accept the subject consignment.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (AUDC) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
18. **Acceptance of quotations:** The acceptance of the quotation will rest solely with the AUDC, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
19. **Force Majeure:**
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- I) any law, statute or ordinance, order action or regulations of the Government of India,
 - II) Any kind of natural disaster, and
 - III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
20. **Termination for default:** Default is said to have occurred
- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by AUDC.
 - (c) If the supplier fails to perform any other obligation(s) under the contract.
 - (d) Under the above circumstances AUDC may terminate the contract / purchase order in whole or in part. In addition to above, AUDC may at its discretion also take the following actions: AUDC may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products

and the defaulting supplier shall be liable to compensate AUDC for any extra expenditure involved towards goods and services obtained.

21. Applicable Law:

(a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.

(b) Any dispute arising out of this purchase shall be referred to the Registrar, Assam University Silchar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Assam University. The decision of such Arbitrator shall be final and binding on both the parties.

Section-II

Details of Furniture along with Technical Specification

A. Requirements/Technical Specifications:

Sl No	Item Description	Qty.	Drawing
Details technical specifications of the item to be purchase			
01	Tracing Table Size 36'x39'x40' with tube light fitting inside box with the clear glass top fitted on the wooden table, the frame below will be made of iron	07 (Seven) Nos	Annexure-A

B. Note:

- It will be the responsibility of the supplier to deliver the ordered materials and **INSTALL** the systems at Assam University Diphu Campus, Diphu, Karbi Anglong, Assam.
- All required materials for satisfactory installation are to be provided by the supplier at their own cost.
- Interested firms/vendors are requested to visit the concerned department to clarify the doubt regarding the size and specification of the furniture required for the department.
- Please refer to drawing (tentative) at Annexure-A

Deputy Registrar (Administration)
Assam University Diphu Campus

Encl: Annexure-I, Annexure-II and Annexure-A(Drawing)

ANNEXURE -I

COMPLIANCE CERTIFICATE

(A certificate of compliance to NIQ term to be enclosed in the Technical bid)

Sl. No.	NIQ Terms and Conditions	Yes/No
01	Rate quoted as per instruction	
02	Validity of quoted rate for 120 days agreed	
03	Payment term agreed	
04	Delivery terms agreed	
05	Warranty period agreed	
06	Sales Service :address of after Sales Service centre in India provided	
07	Manufacturer certificate provided	
08	Whether the tenderer is black listed for supplying any item by any Govt concern or otherwise penalized	
9	Whether each page of Tender Document and its Annexures, have been signed stamped and enclosed	
10	Applicable law terms agreed	

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

Annexure-II

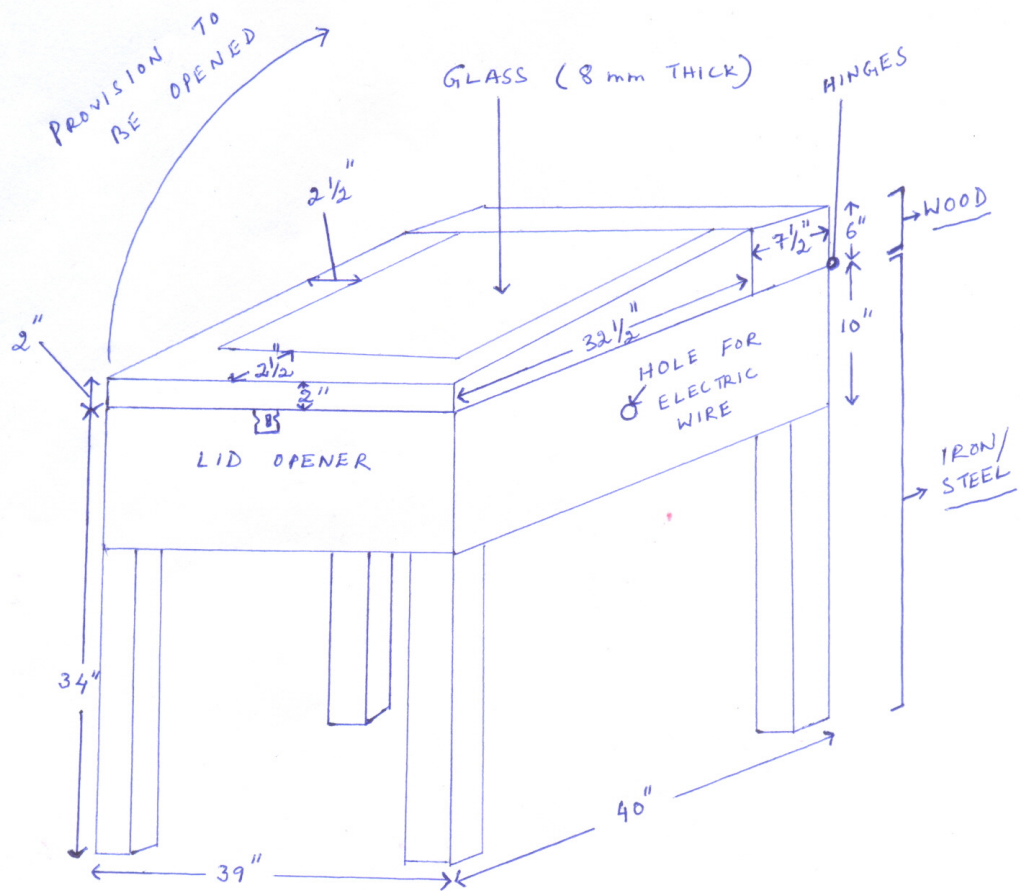
UNDERTAKING

[To be printed on the letter-head of Tenderer]

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of furniture items and shall abide by tem.
2. I/We also undertake that I/We have understood “Parameters and Technical Specifications terms and conditions for executing the Order” mentioned in this Tender and shall conduct the work strictly as per these “Parameters and Technical Specifications”.
3. I/We further undertake that the information given in the Tender ae true and correct in all respect and we hold the responsibility for the same.
4. I/We aso undertake that the materials to be supplied will be in accordance with the specification given in the tender document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the materials supplied is found such-standard. We also undertake to incur the costs necessary for the tests or any other certification required by AUDC to confirm the compliance of the product with the specifications cited in the Notice for Tender.

Signature (with stamp).....
Name.....
Designation.....
Company Seal.....

Date:
Place:

TRACING TABLE

- SMALL TUBE LIGHT TO BE FITTED INSIDE
- INTERIOR TO BE PAINTED IN WHITE PAINT
- PROVISION TO OPEN THE GLASS LID FROM ONE SIDE