



ASSAM UNIVERSITY SILCHAR

Ref.- AUL/492/2015

Date: 14/12/2015

NOTICE INVITING TENDER

Sealed quotations are invited from reputed manufacturers/authorized dealers/registered firms for supply of following items listed below for the Central Library, Assam University, Silchar. The quotation/tender should be submitted in the **two Bid System** (Technical Bid & Financial Bid) in separate envelopes. Both the envelope should superscribe clearly-“Technical Bid/Financial Bid” and addressed to **Dr. AK Sharma, Librarian, Central Library, Assam University, Silchar-788011**. The specification and rate must be shown in the tender.

A) LIBRARY STACK (STEEL RACK, DOUBLE FACE)

Height of main unit	: 8790-8810 mm
Width of main unit with side	: 980-990 mm
Width of main unit without side	: 930-940 mm
Width of add on unit	: 880-890 mm
Depth of single face stack	: 345-355 mm
Depth of double face stack	: 845-855 mm

Terms & Conditions:

1. Terms of accomplishment of order: 15- 20 days.
2. The tender should be in two Bid System- Technical Bid and Financial Bid in separate sealed envelope. Both the envelope should superscribe clearly-“Technical Bid/Financial Bid”.
3. In case of any modification in specifications / terms and conditions / any clarification to the bid document, it will be hosted in the university website only and the bidders are requested to log in to our website from time to time and no separate notification/corrigendum will be issued in this regard.
4. The price should include delivery and installation at the Central Library, Assam University, Silchar.
5. The rate should be inclusive of taxes and applicable tax should be clearly indicated.

6. The rates should be quoted along with supporting documents of specifications, technical features, list of users, catalogues and authorized dealership documents (if applicable).
7. Details of availability of after sales support will have to be furnished.
8. Special discount/rebate admissible to Educational Institution/Central University may be specifically indicated in the quotation.
9. The university is exempted from paying Customs and Excise duty.
10. The Firm/Supplier should have experience in supplying these types of materials in Educational Institutions/Central Universities and they must have expertise in such kind of installations.
11. The annual turnover of the firm/supplier should not be less than 50 lakhs rupees for participating in the tender process (Supporting document must be enclosed with the tender).
12. Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
13. The quotation/tender received after due date and time or incomplete in any aspect shall be rejected out rightly.
14. The quotation/tender should be accompanied with a DD of **Rs. 10000.00 (Ten thousand)** from any nationalized bank in favor of the **Finance Officer, Assam University, Silchar** as **BG/EMD/Call Deposit**. The EMD/call deposit of bidders, other than selected bidder will be released within two month after the finalization of successful bidder.
15. The earnest money/call deposit of successful bidder will be released only after the acceptance of work order by him and deposit of security amount.
16. After completion of the supply and installation, the firm will submit bills in triplicate for processing of payment.
17. All disputes will be under Silchar jurisdiction.
18. **Last date & time for submission of quotation is 16th January, 2016 and tender will be opened on 19th January, 2016 at 3.00 PM.**



Librarian