



Assam University: Silchar

Notice Inviting Tender

No:AUES/COMP-9/2013

Date:30.08.2017

Sealed tenders valid for 90 days from the date of opening of tender invited from manufacturer / agent / authorized distributor/dealer for **Supply of Desktop Computer & Peripherals to Assam University, Silchar.**

The details of **tender document** can be downloaded from Assam University website www.aus.ac.in.

The last date of submission of tender document is 20/09/2017 up to 03:00 PM.

Sd/-
Registrar



ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

For

SUPPLY OF DESKTOP COMPUTER & PERIPHERALS TO
ASSAM UNIVERSITY, SILCHAR.

Tender Notice No. AUES/COMP-9/2013 Date: 30th August, 2017

ASSAM UNIVERSITY: SILCHAR

TENDER DETAILS & SCHEDULE EVENTS

| | |
|---|---|
| Tender Reference | AUES/COMP-9/2013 ; Date: 30/08/2017 |
| Price of Tender Document | Rs. 1000.00 (submitted either as Bank Draft/ Pay Order/Banker' s cheque in favour of "Finance Officer, Assam University") |
| EMD (Earnest Money Deposit) | Rs. 34, 000.00 |
| Last Date and Time for receipt of tender offers | 20.09.2017 up to 3:00 PM |
| TIME AND DATE FOR OPENING of Technical bid | 20.09.2017 at 3:30 PM |
| TIME AND DATE FOR OPENING of Financial bid | Bidders will be informed separately |
| Address for Communication | The Registrar, Assam University, Silchar, P.O Dorgakona,Pin-788011, Assam, India |

1. Interested parties may send their tender offers in two separate covers (Technical and Financial Bids) in a single sealed cover addressed to "The Registrar, Assam University, Silchar, P.O Dorgakona,Pin-788011, Assam, India superscripted with tender number and complete in all respects latest by **20.09.2017**. The Quotations (technical bid) will be opened on **20.09.2017 at 3:30 PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply of DESKTOP COMPUTER & PERIPHERALS to as per specifications (Annexure B/B-4) with Assam University terms and condition. The Technical Bid & Financial Bid are to be submitted in proforma given in Appendix- "B/A" & "B/B"**
2. For technical bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of computer and peripherals 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 of Desktop Computer & Peripherals to University / Educational or Research Institute / Government Departments. The EMD of Rs. 34,000.00 and cost of tender document Rs. 1,000/- should be submitted 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. 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 technical bid and financial bid should be sealed by the bidder in separate covers superscripted with "Technical bid for **Supply of Desktop Computer & Peripherals**" and "Financial Bid for **Supply of Desktop Computer & Peripherals**". Both sealed envelopes should be kept in a main/ bigger envelope superscripted as "Tender for **Supply of Desktop Computer & Peripherals**."

TERMS AND CONDITIONS

1. The supply and installation of **Desktop Computer & Peripherals** shall be done by the vendor free of charges within 5 weeks from the date of issue of purchase order by the Estate Section, Assam University, Silchar, to the vendor. The installation of the **Desktop Computer & Peripherals** will be done at different locations in the Silchar Campus of Assam University, Silchar.
2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Assam University, Silchar, inclusive of all taxes.
3. Payment terms: Payments will be made after delivery and successful installation by factory trained engineers / authorized persons.
4. 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 order.
5. The **Desktop Computer & Peripherals** will carry 03 years on site comprehensive warranty. Warranty period will start from the date of successful installation of all the items at site. If any defect is found during this period, the bidder will be liable to replace the item free of charge. The **Desktop Computer & Peripherals** quoted shall be of a reputed brand.
6. The registration number of the firm along with the GST No. allotted by the appropriate authority and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
7. Attested copies of Certificate of dealership / distributorship is required to be submitted.
8. Assam University reserves the right to accept / reject any of the tenders, if situation so warrant.
9. 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.
10. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, product literature and compliance stated.
11. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
12. The tender not conforming to any or all the above terms and conditions will be rejected.
13. Incomplete tenders are liable to be rejected.

14. 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.
15. Actual quantity requirement is tentative and it may vary at the time of placing the order.
16. **Performance Security:** 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 scheduled commercial bank in favour of Assam University, Silchar payable at Silchar as Performance Security Deposit. The Performance security deposit shall be released after three years of successful supply and performance of the product. The validity of the performance security deposit must be valid beyond six months of warranty period.
17. 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 Branch/dept./Section.
18. 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.
19. **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.
20. **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.
21. **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.
22. **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.

23. 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.
24. 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.
25. Conditional bid will be treated as unresponsive and it may be rejected.
26. 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).

Sd/-
Registrar

APPENDIX 'B/A'

TECHNICAL BID FORM

(To be typed in original letter head/stationary and enclosed in a separate sealed envelope)

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. AUES/COMP-9/2013 ; Dated 30/08/2017

I hereby offer to supply the Desktop Computer & Peripherals 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 VAT/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- B/A-1, B/A-2, B/A-3

Yours faithfully.

Signature.....

Name of bidder.....

Address with seal.....

PROFORMA “B/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 bidder

Seal

PROFORMA “B/A-2”

List of similar nature of works with regard to execution for supply of the Desktop Computer & Peripherals 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

Signature of the bidder

Seal

Date:

PROFORMA “B/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

Signature of bidder

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:.....

APPENDIX 'B/B'

FINANCIAL BID FORM

(To be typed in original letter head/stationary and enclosed in a separate sealed envelope)

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. AUES/COMP-9/2013 ; Dated 30/08/2017

Sir,

I/We hereby quote the following rates for **“Supply of Desktop Computer & Peripherals”** as per specification shown in Annexure “B.4”. Description of store with specification Rate for each item is also given in the Annexure “B.4”.

(i) GST @.....

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

Yours faithfully.

Encl.:- Annexure “B/B-4”

(Signature of bidder)

Address with seal.....

ANNEXURE ‘B/B-4’

Specification of required items for submitting rate quotation

| Item | Feature | Specifications | Rate per unit(Rs) inclusive of all taxes |
|-------------------------------------|-------------------------------------|--|--|
| DESKTOP COMPUTER (26 number) | Processor | Intel Core i3 6100 3.7GHz, 3MB Cache or higher | (In figure and words) |
| | Chipset | Chipset compatible with the processor | |
| | Motherboard | OEM Motherboard | |
| | Memory | 4 GB DDR 4 RAM expandable to 32GB; Two DIMM slots; Non-ECC dual-channel upto 2133 MT/s DDR4 SDRAM | |
| | Hard Disk Drive | 500 GB HDD, 7200 RPM, NCQ | |
| | Optical Drive | SuperMulti DVD Writer | |
| | Graphics | Integrated Graphics | |
| | Audio | High Definition Integrated Audio with Internal Speaker | |
| | Ethernet | Integrated Gigabit (10/100/1000 NIC) LAN | |
| | Slots | Min. 2 PCI/PCI express slots | |
| | Bays | Min. 3 Bays | |
| | Ports | Rear I/O (4) USB 2.0 ports (1) VGA video port; (1) HDMI Port (1) RJ-45 network connector 3.5mm audio in/out jacks Front I/O (2) USB 3.0 ports 3.5mm headphone/microphone jack | |
| | Form Factor | MT (Mini Tower) | |
| | Power Supply | 180W Active PFC power supply with 85% efficiency | |
| | Keyboard/ Mouse | USB keys keyboard (Same make as PC) USB 2 Button Scroll Mouse (Same make as PC) | |
| | Operating System | Genuine OEM install Microsoft Windows 10 Pro 64-bit | |
| | Diagnostic Tool | BIOS Diagnostics | |
| | Security | TPM 1.2 Security Chip Support for chassis padlocks and cable lock devices | |
| | Compliance And Certification | Energy Star ver 6 for the given form factor EPEAT certified for the given form factor | |
| | Information Accessibility | The detailed Technical specifications and brochures of the Model with images should be available in public domain on OEM's official website for verification. The Part Numbers with make & Model of all items of the BOM of the offered Model for cross verification, and to mention in Purchase Order. | |
| Support | 3 years Onsite Warranty from OEM | | |
| Monitor | 18.5 TFT Monitor (Same make as PC) | | |

| Item | Feature | specifications | Rate per unit(Rs) inclusive of all taxes (In figure and words) |
|---|-----------------------------|---|---|
| LASERJET PRINTERS (27 Numbers) | Printing Speed | 12 PPM (A4) | |
| | Resolution | 600 X 600 dpi | |
| | Warm up time | 0 Sec. from standing by Mode | |
| | First print Out time | 9.3 Sec. or Less | |
| | Paper Size | A4, B5, A5, LGL, LTR etc. | |
| | Paper Input | Front ray 150 sheets | |
| | Paper Output | Face down 100 sheets | |
| | Interface | USB 2.0 Hi speed | |
| UPS (26 Numbers) | 600/700 VA | Minimum 15 minutes backup of reputed brand with 1 year warranty | |

Signature_____

Name :_____

Address:_____

Mobile No._____