



ASSAM UNIVERSITY SILCHAR

F.NO.: AUL/PLS/66/

Date: 02/02/2017

NOTICE INVITING TENDER

Sealed quotations under **Two Bid System** are invited from reputed manufacturers/authorized dealers/registered firms for supply of 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 (Technical Bid and Financial Bid) 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 racks, double face) (16 units + 64 add on units)

Height = 6' – 7.5' or (1830 - 2286 mm)
Width = 2.75' – 3' or (838 - 915 mm)
Depth = 20'' – 25'' or (510 - 635 mm)

B) Book Trolleys (5 units , steel book trolley, double face)

Fitted with heavy duty rubber wheels
Height = 30'' – 40'' or (762 - 1016 mm)
Width = 25'' – 35'' or (635 - 890 mm)
Depth = 15'' – 20'' or (381 - 510 mm)

C) Step Stools/ Kick Step Stools (15 nos)

Fitted with retraceable wheels
Height = 15'' – 20'' or (381 – 510 mm)
Width = 12'' – 16'' or (304 - 406 mm)
Length = 12'' – 16'' or (304 - 406 mm)

D) Computer Tables (20nos)

Having steel/iron frame with board top having facility to store CPU, Keyboard, Mouse and Monitor of the Personal Computer with a specification as given below-

Width- 650-750 mm

Depth- 450- 550 mm

Height- 700-800 mm

E) Computer Chairs (20 nos)

Suitable with the above Table(s) for library Computer Lab having comfortable sitting with the table(s) mentioned above..

TERMS & CONDITIONS

1. Terms of accomplishment of order: 20-25 days.
2. **The tender should be submitted in two Bid System (Technical Bid and Financial Bid) in three separate sealed envelopes along with tender processing fee of Rs. 1000.00. All the envelopes should superscribe clearly-“Technical Bid/Financial Bid/Tender Fee”.**
3. Vendors should submit item wise quotations for specific items.
4. The quantity of items mentioned in the tender notice is tentative and it may be increased or decreased if required.
5. **Tender processing fee:** Tender/Quotation must be submitted along with a DD of Rs. 1000.00 as tender processing fee.
6. In case of any modification in specifications/terms and conditions/any clarification regarding the Tender 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.
7. The price should include delivery and installation at the Central Library, Assam University, Silchar.
8. The rate should be inclusive of taxes and applicable tax should be clearly indicated.
9. The university is exempted from paying Customs and Excise duty.
10. The rates should be quoted along with supporting documents of specifications, technical features, list of users, catalogues and authorized dealership documents (if applicable).
11. Details of availability of after sales support/services is to be furnished.
12. Special discount/rebate admissible to Educational Institution/Central University may be specifically indicated in the quotation.

A handwritten signature or stamp in black ink, appearing to be a stylized name or initials, possibly 'A. S. S.', written diagonally across the bottom right corner of the page.

13. 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.
14. Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
15. The quotation/tender received after due date and time or incomplete in any aspect shall be rejected out rightly.
16. The quotation/tender should be accompanied with a DD of **Rs. 10,000.00 (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 successful bidder will be released within two month after the finalization of successful bidder.
17. 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 if any.
18. After completion of the supply and installation, the firm will submit bills in triplicate for processing of payment.
19. All disputes will be under Silchar jurisdiction.
20. **Last date & time for submission of quotation is 23rd February 2017 and tender will be opened on 27th February, 2016 at 3.00 PM.**
21. The successful bidder after receipt of the supply order has to deposit 5% of supply total order value in the form of FDR/BG from any nationalized bank in favour of Finance Officer, Assam University payable at Silchar as security deposit along with the confirmation of acceptance of the Supply Order. The security deposit will be released only after the completion of warranty period.

Librarian

