

SIBSAGAR UNIVERSITY, SIVASAGAR

P.O. Joysagar, Dist.Sivasagar

ASSAM-785665

E-Mail: sibcoll@rediffmail.com

Website: <https://sibsagaruniversity.ac.in>



NOTICE INVITING Re-QUOTATION

Quotation Notification: No. SU/F&AO/PUR- Equipment 02/2024/(01)-A

Date: 30/10/2024

Name of the work: Supply & Installation of Equipments

Name of Goods: **1. Computer System**
2. Smart TV
3. Projector

Last Date for submission of Quotation: 06/11/2024

Time for completion of Supply after release of Purchase Order: **10 days**

Address for submission of Quotation: The Registrar

Sibsagar University
P.O. Joysagar, DIST. Sivasagar
Sivasagar-785665, Assam


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Sivasagar



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Notice Inviting Quotation (NIQ)

The Assam Sibsagar University, Sivasagar invites sealed quotations affix with Rs.8.25 court fee as per the specification given in this NIQ for the following items subject to the terms and conditions, from the reputed manufacturers or its authorized dealers or supplier or contractor or registered firm so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Registrar, Sibsagar University, Sivasagar". The envelope shall be superscribed with the Quotation Notification Number and the name of the Goods for which quotation is submitted.

Name of Goods: **1. Computer System**
2. Smart TV
3. Projector

1. Time for completion of Supply after release of Purchase Order: **10 days**
2. Last Date for submission of Quotation: 06/11/2024(4pm)
3. **Bid opening Date** : **08/11/2024, 10AM**

Address for submission of Quotation: The Registrar

Sibsagar University
P.O. Joysagar, DIST. Sivasagar
Sivasagar-785665, Assam

Kind Attention:

The tender should be submitted in two separate sealed envelopes i.e Part-1 TECHNICAL BID and Part-II FINANCIAL BID. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Sibsagar University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Note: Institute shall not be responsible for any postal delay about non-receipt/ non-delivery of the bids or due to wrong address.

(Registrar)
Sibsagar University

Copy to:

1. Member Secretary tender opening committee, Sibsagar University, for information.
2. F&AO Sibsagar University, for information.

(Registrar)
Sibsagar University


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PART A-TERMS AND CONDITIONS

GENERAL INFORMATION

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Sibsagar. University, Assam. The Technical Bids so received, shall be opened on 08/11/2024 at 10:00 A.M. in the Office of the Registrar, Sibsagar University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the Tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Sibsagar University.

Terms and Conditions of Supply:

Qualifying Criteria:

- i. The bidder should be a manufacturer of nationally/internationally reputed brand or its authorized dealer/distributor. Either the bidder or the manufacturer shall have experience in dealing with the similar kind of supply and installation at central govt./ state govt. / institute of national importance / educational & research institutes for last three years. A copy of the purchase orders received from any of the institutes during the last three years along with satisfactory completion certificate from the user (s) should be submitted.
- ii. All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such technical leaflet/literature.
- iii. Dealers or agents quoting on behalf of manufacturer must submit valid authorization certificate.

1. The last date and time for the submission of the bids is 06/11/2024 up-to 04:00 P.M.

2. Suppliers shall submit the following documents along with their quotations:

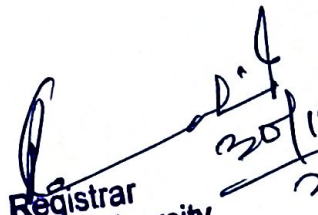
- i) VAT/TIN/GST Registration No.
 - ii) Technical specifications offered by the Supplier.
 - iii) The bidder must submit a detailed compliance statement clearly mentioning compliance with the specifications mentioned in the NIT document and deviation if any.
 - iv) Technical literature regarding the offered products including pictures/sketch/diagrams etc.
- 3. The rates should be mentioned in the FINANCIAL BID attached with the Tender Document as ANNEXURE-II. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he/she is signing the Tender.**
- 4. The supplier shall submit the tender in 02 (two) envelopes. The first envelope (Technical Bid) shall contain all the following documents and be sealed.**

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- Filled in Format Technical Specifications/Literature Valid copy of Trade License or Certificate of Incorporation or Partnership Deed.
 - PAN Card,
 - Dealership/Manufacturing/Small Scale Industry (SSI) Certificate (if any)
 - Registration certificate of GST,
 - The cost of tender of Rs. 1000.00 (Non refundable) + 18% GST, along with the Earnest Money of Rs. 5,000.00 (Rupees Five thousand) only in the form of Demand Draft/Bankers Cheque in favour of the Registrar, Sibsagar University, Assam payable at Sibsagar University.
 - The Firm(s) who are registered with MSME, National Small Industries Corporation (NSIC) /OR Small Scale Industries (SSI) are exempted to submit the Tender Cost/EMD. However, a copy of registration must be provided along with Technical Bid.
5. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately.
 6. Technical specifications of the instruments/equipments are given in Annexure I to these papers (Part B).
 7. The delivery and installation should be completed within 10 days or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
 8. The rates should be quoted for FOR destination from supply
 9. The bidder shall indicate the excise duty exemption for the goods if applicable.
 10. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemption if any.
 11. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training
 12. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
 13. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.



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14. **Payment:** No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier.
15. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, inspected as above.
16. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document Annexure III
17. The tendering firm must provide proof of documents for executing similar works earlier.
18. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
19. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of manufacturer shall be enclosed.
20. Copy of product literature and catalogue, testing report, BEE rating, ISO etc.
21. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
22. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
23. The Bidder should not have been blacklisted in anywhere in India or abroad. A self-declaration letter by the Bidder on the company's letter head should be submitted along with technical bid.
24. This tender document is not transferable.
25. In case of dispute, the matter will be subject to Sivasagar Jurisdiction only.

Note:

- (a) Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The University reserves the right to:
- (i) Accept/reject any/all tenders without assigning any reason thereof.
- (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.


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(iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary

(iv) Award the contract to one or more tenderers for the items covered by the tender.

(Signature with seal of Bidder)

PART B

ANNEXURE 1


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Technical Specifications

| Sl. No. | Item Name | Description | Quantity |
|---------|----------------------|--|----------|
| 1. | Computer System | 1. Processor: Intel Pentium Quad Core, Speed: 2.4 GHz, cache memory: 4MB 2. RAM: Speed 2400 MHz mt/s, 8GB DDR4 3. Storage: 512 GB SSD 4. In-built speaker-set & cyberpower 600 VA UPS | 3 nos |
| 2 | 43 " LED Television" | XIAOMI Smart TV | 1 nos |
| 3 | Projector | BENQMX 560 x GA | 8 nos |


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Schedule of Requirements, Specifications and allied Details

| Items Name to be Procured | Specification |
|---------------------------|---------------|
| Computer System | |
| Smart TV | |
| Projector | |

Brief Specification of the Items : Attached

Quantity : As per mentioned (The quantity may vary)

Any other details/ requirement : N/A

Warranty/ Subscription Period required : As per company policy

Delivery Schedule expected after placement of Purchase order: 10 days

Signature:.....

Date:.....

Name:.....

Address:.....

.....

Mobile No:.....


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ANNEXURE II

Financial BID (To be Written in Bidders Letter Head Only)

| Sl. No. | Item Name | Description | Rate per Unit (in INR) | Quantity | Total Cost (in INR) |
|---------|----------------------|--|------------------------|----------|---------------------|
| 1 | Computer System | 1. Processor: Intel Pentium Quad Core, Speed: 2.4 GHz, cache memory: 4MB 2. RAM: Speed 2400 MHz mt/s, 8GB DDR4 3. Storage: 512 GB SSD 4. In-built speaker-set & cyberpower 600 VA UPS | | 3 nos | |
| 2 | 43 " LED Television" | XIAOMI Smart TV | | 1 nos | |
| 3. | Projector | BENQMX 560 x GA | | 8 nos | |

1. Name & Address of the firm for placing purchase order:
2. Signature of the Bidder:
3. Name and Designation:

Place:

Date:

Seal of the Bidder's Firm


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ANNEXURE III**COMPLIANCE SHEET****Supply & Installation of Equipments**

| Sl. No. | Item Name | Specification | Complied/Non-Complied |
|---------|----------------------|--|-----------------------|
| 1. | Computer System | 1. Processor: Intel Pentium Quad Core, Speed: 2.4 GHz, cache memory: 4MB 2. RAM: Speed 2400 MHz mt/s, 8GB DDR4 3. Storage: 512 GB SSD 4. In-built speaker-set & cyberpower 600 VA UPS | |
| 2 | 43 " LED Television" | XIAOMI Smart TV | |
| 3 | Projector | BENQMX 560 x GA | |


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TECHNICAL BID - CHECK LIST

| Sl. No | Particulars | Mention 'Yes' / 'No' | Page no. |
|--------|--|----------------------|----------|
| 1. | Whether "Technical Bid" & "Financial Bids" submitted separately and the respective envelopes super scribed properly | | |
| 2. | Whether Tender Fee submitted? (if applicable). | | |
| 3. | Whether EMD submitted? (if applicable) | | |
| 4. | Whether MSME/NSIC/SSI certificate submitted? (in case of seeking Exemption) | | |
| 5. | Whether copy of PAN submitted? | | |
| 6. | Whether valid Trade License or Certificate of Incorporation or Partnership Deed submitted? | | |
| 7. | Whether GST Regn. Certificate provided? | | |
| 8. | Whether dealership/OEM certificate provided? | | |
| 9. | Whether detailed compliance sheet submitted? | | |
| 10. | Whether technical specification/ Literature provided? | | |
| 11. | Whether declaration regarding Non-Blacklist of Bidder/OEM anywhere in India or abroad on Bidders Letterhead submitted? | | |

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.


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CONTRACT FORM

(To be provided by the bidder in the business letter head)

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and Service will be rendered to the satisfaction of Sibsagar University, Sivasagar during this period.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place:

Date:

Seal of the Bidder's Firm


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