



**ASSAM UNIVERSITY: SILCHAR  
TRIGUNA SEN SCHOOL OF TECHNOLOGY  
DEPARTMENT OF ELECTRONICS & COMMUNICATION  
ENGINEERING**

**TENDER PAPER**

OPEN TENDER NOTICE NO. AU/TSSOT/ETCE/06 Dated the 29<sup>th</sup> January, 2018

FOR SUPPLYING AND INSTALLATION OF FURNITURE AND DESKTOP COMPUTERS IN THE DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING.

COST OF TENDER PAPER : RS. 1000/-.

DATE OF ISSUE OF TENDER PAPER : 29<sup>th</sup> January 2018.

LAST DATE OF RECEIPT OF BIDS : 15<sup>th</sup> February 2018 upto 02.00P.M.

DATE OF OPENING OF BIDS : 16<sup>th</sup> February 2018 at 02.00P.M.

ISSUE NO. AU/TSSOT/ETCE/06 Dated the 29<sup>th</sup> January 2018

ISSUED TO :

**SIGNATURE OF ISSUING AUTHORITY**



## ASSAM UNIVERSITY: SILCHAR

### TENDER NOTICE

**Sealed Tenders** in two bid system are invited from the interested OEMs/authorised distributors for supplying FURNITURE AND DESKTOP COMPUTERS for the Department of Electronics & Communication Engineering. The Tender should be submitted in two parts, Part – I : Technical Bid; Part – II : Financial Bid in separate envelopes to the Office of the Head, Department of Electronics & Communication Engineering on or before 15<sup>th</sup> February'2018 up to 02.00p.m. No Tender shall be received after the specified time. The details of terms and conditions etc. can be downloaded from the website <http://www.aus.ac.in> or collected from the Office of the undersigned.

**(Dr. Debaprasad Das)**

Head

Department of Electronics &  
Communication Engineering



**ASSAM UNIVERSITY: SILCHAR  
TRIGUNA SEN SCHOOL OF TECHNOLOGY  
DEPARTMENT OF ELECTRONICS & COMMUNICATION  
ENGINEERING**

**SCOPE OF WORK**

1. Supply of material (Hardware and Software) as per tendered specifications.
2. Installation, commissioning, configuration and testing of FURNITURE AND DESKTOP COMPUTERS. The Vendor should include in their offer and supply all necessary accessories, parts & Cables required for installation/commissioning and configuration of all the tendered components.
3. Training on configuration, Administration & Management of the FURNITURE AND DESKTOP COMPUTERS solution to the staffs of the Department at no extra cost.



**ASSAM UNIVERSITY: SILCHAR**  
**TRIGUNA SEN SCHOOL OF TECHNOLOGY**  
**DEPARTMENT OF ELECTRONICS & COMMUNICATION**  
**ENGINEERING**

TERMS AND CONDITIONS FOR SUPPLYING AND INSTALLATION OF FURNITURE  
AND DESKTOP COMPUTERS IN THE DEPARTMENT OF ELECTRONICS &  
COMMUNICATION ENGINEERING

Ref: **AU/TSSOT/ETCE/06**

Dated the 29<sup>th</sup> January, 2018

1. The Bidder should be Original Equipment Manufacturer (OEM) or authorised distributor and also service provider for the systems. Attach documentary proof.
2. The Bidder should have been in operation for a period of at least 5 years as on last date of bid submission, as evidenced by the “Certificate of Incorporation and Certificate of Commencement issued by the Registrar of Companies”.
3. Bidders must have at least 3 years of experience in supply, installation, commissioning and maintenance of respective systems, out of which at least 2 years must be in similar kind of activities for single organization. The Bidder should give details of at least 2 Projects of the same scale in nature executed by him.
4. Sealed Tender should be submitted in prescribed form in two bid system as per the following instructions :
  - i) EMD to sealed in Envelop No. 1
  - ii) Technical Bid is to be sealed in Envelop No. 2
  - iii) Price Bid is to be sealed in Envelop No. 3
  - iv) Envelop No. 1, 2 & 3 to be inserted in single envelop properly sealed and super scribing, name of work, tender no., closing date and name of agency/contractor in the cover of the envelop.
  - v) Sealed means sealing by wax/gum/any type of adhesive tape etc. but not pinned.
  - vi) The envelope containing the tender should be addressed  
And should be dropped in the tender box placed in the Office of the
  - vii) Price Bid of only those bidders will be opened who are found qualified after technical bid evaluation.
  - viii) All pages of the tender document is required to be signed by the bidder.
5. The tender should be accompanied with EMD of **Rs. 40,000/-** (Rupees Forty Thousand) in the form of **call deposit** to be drawn from any **Nationalized Bank** pledged in favour of the **Finance Officer, Assam University, Silchar**.
6. The rate quoted should be for the items and specifications as mentioned in the list. The party should not quote for other specifications. **If the party wishes to quote for a higher/superior specification, it must be separately stated along with proof that the specification is higher/superior. In no case they**

**should quote for lower/inferior specification. In that case the tender will not be considered.**

7. Being an Educational Institution, Assam University, Silchar is entitled for Custom and Central Excise Duty exemption for procurement of Scientific Equipments etc. The interested party while quoting rates should indicate the Excise Duty component and Tax component separately.
8. The Bidder should enclose a copy of quality certificate from a recognized institution for their manufacturing/assembly/system integration facilities anywhere located in India or abroad. This certificate should be from any globally recognized institution.
9. The Bidder should be an ISO 9001-2000 certified company.
10. Bidder should submit valid documentary proof of GST Registration Service Tax Registration No. and the details of Income Tax Registration (PAN).
11. The Vendor must fulfill the above criteria. Technical bid of Vendors fulfilling the criteria will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the criteria given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
12. The University may place the purchase order to the bidder who has quoted least for individual items. **Merely quoting overall lowest price does not entitle a bidder to get the order for the item.**
13. **The selected bidder after receipt of supply order has to deposit 7.5% of the supply order value in the form of FDR from any Nationalized bank in favour of the Finance Officer, Assam University, Silchar payable at Dargakona, Silchar as security deposit. In addition, the earnest money deposited shall also be retained as security deposit. The security deposit will be released only after completion of Warranty: period.**
14. **The successful bidder shall have to supply the materials strictly as per the configuration, make/brand as stated in the supply order and shall have to complete the supply within 30 days from the date of issue of order/or as per mutual agreement in full set basis and the items are required to be installed in the Laboratory. Otherwise, the order shall automatically stand cancelled and the security deposit of the bidder shall be forfeited. No communication in this regard will be entertained. In such eventuality the University will have the right to place order to the next bidder from the panel. User manuals, Operating System CD, Driver CD etc. are also to be provided along with the items supplied.**
15. **Earnest money of unsuccessful bidders will be released after finalization of the order.**
16. The successful bidder shall have to provide comprehensive onsite Warranty: support as per specifications from the date of successful installation. If any breakdown, non-functioning or malfunctioning of the machine/equipment occurs during the Warranty: period, the supplier shall have to attend to the complain within 24 hours (or in next working day in case of holidays) after receiving verbal/written/e-mail complain and will make the machines functional free of cost. In case the system has to be taken out of the University campus, the bidder should provide a standby support system/peripheral with same or higher/new configuration/specification.

17. If the vendor/supplier/bidder fails to attend to the breakdown calls made within the Warranty: period, a portion or whole of the security deposits as decided by the University shall be forfeited.
18. The ASSAM UNIVERSITY reserves the right to accept any tender(s) or reject any or all of the tenders without assigning any reasons whatsoever. The decision of the University authority in this regard shall be final.
19. A) **RATE:** The rate which should be quoted both in figure and words must be inclusive of packing forwarding freight and all other incidental charges.  
B) **GST:** Rate inclusive of Goods and Services Tax (GST) will be preferred. However, where quoted separately the rates payable should be clearly cited in accordance with provision of relevant Act and rules.  
C) **Form 'C' and 'D' :** Assam University, Silchar is not authorised to issue 'C' & 'D' Form against CST.
21. A) **Consignee :** All stores are required to be consigned to the Head, Department of Electronics & Communication Engineering, TSSOT, Assam University, Silchar – 788 011 (Assam).  
B) **Mode of Despatch :** The consignment is required to be despatched by Road Transport or delivered at this University under Supplier's own arrangement free of additional charges. All offers of delivery should be made ex-stock and clear note should be inserted. In case of damage or loss in transit, if any will be recoverable from the suppliers.  
C) **Despatch of Documents :** The consignment note along with the quadruplicate copy of relevant bill and two copies of priced challan should be dispatched to the Head, Department of Electronics & Communication Engineering, TSSOT, Assam University, Silchar – 788 011 (Assam) immediately on completion of despatch of consignment. If these documents do not reach the said office in time all wharf age / demurrage incurred, if any will be recoverable from the suppliers.
22. **Quality Specification :** The stores offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the specification cited. The University reserves the right to reject such stores as are found unacceptable on these grounds. Items of only reputed manufacturers will be given preferences.
23. **Liquidated Damages :** If a firm accepts the order and fails to execute the order in full or part as per terms and conditions therein, or in case of delay in supply of the items, the EMD will be forfeited. It will also be open to the Competent Authority, alternatively to arrange procurement of the required items from another source. This will also entail removal of the firm from the approved/registered list of suppliers.
24. **Special Discount/Rebate :** Special Discount/rebate admissible to Educational Institute of National importance may be specifically indicated in the quotation.
25. **Rejection of Offer :** Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
26. **Guarantee/Warranty: :** The stores should be covered by comprehensive onsite Warranty: as per specifications from the date of satisfactory installation.
27. **Special Condition :** Special condition, if any, printed on the quotation sheets of the tenders or condition attached with the tender will not be applicable to

the contract unless these are expressly accepted in writing by the HOD concerned for technical conditions and commercial conditions.

28. **Discretionary Power** : The Head/Competent Authority, Assam University, Silchar reserves the right to accept or reject any or all tenders without assigning any reason there of and also to modify in exceptional case any of the stipulated terms and conditions on merit on genuine and justifying grounds if it is in the larger interest of the University. The final acceptance of the tender rests entirely with the Vice Chancellor who does not bind himself to accept the lowest tender.

29. Any changes in the terms and conditions and specifications will be notified in the university website and the bidders are requested to check the website.

30. The following updated documents should also accompany the tenders :

- \* Trade License.
- \* Income Tax Clearance Certificate.
- \* Sale Tax Clearance Certificate.
- \* GST Clearance certificate if quoted in the tender for GST.

Those Bidders who accept the above terms and conditions may submit their tenders in the prescribed format along with all documents to the Office of the undersigned on or before the stipulated date. The Bidders must also submit a certificate in their official pad stating that all the above terms and conditions are acceptable to them.

**( Dr. Debaprasad Das )**  
Head  
Department of Electronics &  
Communication Engineering

**TENDER FOR SUPPLY AND INSTALLATION OF FURNITURE AND DESKTOP COMPUTERS IN THE DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING, TRIGUNA SEN SCHOOL OF TECHNOLOGY, ASSAM UNIVERSITY, SILCHAR – 788 011.**

To  
 Dr. Debaprasad Das  
 Head  
 Department of Electronics & Communication Engineering  
 Triguna Sen School of Technology  
 Assam University  
 Silchar – 788 011.

Sir,

With reference to your Tender Notice No. ....  
 Dated the ....., 2018 published in the Newspaper and posted at Assam University Website for supply of Furniture and Desktop Computers in the Department of Electronics and Communication Engineering, Triguna Sen School of Technology, Assam University, Silchar – 11, I/we hereby submit the bond.

I/we confirm that I/we are the owners/authorised person to offer you the item as per the desired specifications.

**FORMAT FOR COMMERCIAL BID**

SL. NO.	ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	RATE	TOTAL AMOUNT
1	<b>Desktop Computer</b> 1. Desktop computer with all accessories					
2	<b>Furniture</b> 1. Scholar desk 2. Executive arm chair					

Date :

( Signature of the Bidder )

SEAL  
 Address

Ph.  
 FAX  
 PAN NO.

Mobile :

(Use extra sheet for additional information, if necessary).



## ANNEXURE - I

### SCHEDULE 1:- Computers

Item	Specification	Quantity
Desktop Computer	Processor: Core i5 RAM: 4 GB DDR3 Hard disk: 1 TB Operating System:- Windows OS Display:- 21.6" Graphics:- Dedicated 512 MB or more. Brands Preferred such as HP, Dell, Acer etc.	20

### SCHEDULE 2:- Furniture

Item	Specification	Quantity
Scholar Desk	Steel Table cum bench (2 seater) with sunmica or processed wood top for students' classroom with 18mm thickness Approximate dimension (in mm) <ul style="list-style-type: none"><li>• Table: 1000(L) x 350(B) x 700(H) ± 50mm</li><li>• Bench: 1000(L) x 325(B) x 425(H) ± 50mm</li></ul>	40
Executive Arm Chair	Executive arm chair of reputed brand, soft top fixed arms.	20

Sd/-

**HOD, ECE**