



ASSAM UNIVERSITY, SILCHAR

**CALL FOR TENDER (2 BID SYSTEM) FOR
SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING,
FIXING & SUPPLY OF CURTAINS.**

**AT DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING, ASSAM
UNIVERSITY, SILCHAR**

NOTIFICATION NO. : 81/AU/TSSOT-IT/COURSE FEE/2013/HEAD

DATE OF ISSUE : 27/07/2018

IMPORTANT INSTRUCTIONS

LAST DATE AND TIME OF SUBMISSION OF THE TENDER	DATE: 21/08/2018 TIME:12:00 NOON
DATE AND TIME OF OPENING OF TENDER	DATE: 21/08/2018 TIME:02:00 PM
APPLICATION FEE	Rs. 1000.00/-
EMD	Rs. 15,000.00/-

TENDER DOCUMENT TO BE SUBMITTED:

**TO
THE HEAD
DEPARTMENT OF CSE,
ASSAM UNIVERSITY, SILCHAR-788011**



Assam University, Silchar-788011

Department of CSE, Assam University, Silchar invites Tender for the **SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING, FIXING & SUPPLY OF CURTAINS**. The tender document can be downloaded from the Institute website (<http://www.aus.ac.in>) and the downloaded form should be accompanied with Rs. 1000.00 in the form of Demand Draft in favour of the Finance Officer, Assam University, Silchar. The same can be collected from the office of the undersigned on producing Demand Draft of Rs. 1000.00 in favour of Finance Officer, Assam University, Silchar.

Last date of submission of tender is at 12:00 NOON

Head

**Deptt. of Computer Science and Engineering
Assam University, Silchar-788011**

Note: Interested tenderers may follow the website regularly for any amendments in the tender document.

ASSAM UNIVERSITY, SILCHAR

**SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING,
FIXING & SUPPLY OF CURTAINS.**

SCOPE OF TENDER

**The bidders may quote all the three parts of the tender or
can quote for any of the parts. It is not mandatory for a bidder to quote all three
parts.**

In general TENDER shall consist of two parts:

**1. PART-A (TECHNICAL PROPOSAL) SHALL CONTAIN – TECHNICAL LITERATURE
INCLUDING DOCUMENTS TO BE SUBMITTED**

- a) Covering letter with the signature of Proprietor/ Manager/ Authorized person of the firm.
- b) A DETAILED EXECUTION PLAN WITH LAYOUTS along with signature of the authorized person on each page of the execution plan.
- c) Demand Draft of Rs.1000/- from any Nationalized Bank of India, drawn in favour of “Finance Officer, Assam University, Silchar” payable at Silchar as application fee.
- d) Trade license/ Company registration/ Partnership deeds/ or other relevant document for conducting business issued by authorized agency/ department.
- e) Self-attested photocopy of the PAN Card.
- f) Self-attested photocopy of Service Tax Registration.
- g) Self-attested photocopy of TIN Registration (VAT).
- h) Self-attested photocopy of GST Registration.
- i) Self-attested photocopy of Audited statement of Last 3 Financial Year.
- j) Self-attested photocopy of ISO 9001:2008 Registration.
- k) Self- attested photocopy of previous work experience (Minimum 3 years of working experience for Execution of similar nature of works.)
- l) Dealership Certificate In-case of using branded materials.
- m) Manufacturing certificate in case of self-manufacturer.
- n) Letter of agreement on warranty period in the letter head.
- o) Letter of agreement on delivery period in the letter head.
- p) Other relevant supporting documents if any.

2. PART-B (FINANCIAL PROPOSAL) SHALL CONTAIN

- a) The Financial Offer as per the Financial Proposal Format. (Annexure-I). Do not insert unnecessary documents in the Financial Proposal.

N.B. (Merely lowest Quote does not guarantee that the firm/vendor is entitled to get the Work.)

ASSAM UNIVERSITY, SILCHAR

**SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING,
FIXING & SUPPLY OF CURTAINS.**

Ref: 81/AU/TSSOT-IT/COURSE FEE/2013/HEAD

Dated: 25/07/2018

1. The applicant should be a reputed manufacturer of Office furniture or authorized distributor and also service provider for the same. Attach documentary proof.
2. The applicant 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. Applicant must have at least 3 years of experience in supply and installation of respective furniture, out of which at least 2 years must be in similar nature of works for single organization. The bidder should give details of at least 2 projects of the same scale and nature executed by him.
4. The documents should be submitted in a sealed envelope super scribed as “**SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING, FIXING & SUPPLY OF CURTAINS.**” addressed to the Head, Department Of CSE., Assam University, Silchar.
5. The documents should be accompanied with an amount of **Rs. 15,000.00** as call deposit in the form of Demand Draft to be drawn from any nationalized bank pledged in favour of the “**Finance Officer, Assam University, Silchar**” as earnest money.
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 justification 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. 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 certification should be from any globally recognized Institution.
8. Bidder should submit valid documentary proof as Sales Tax/Service Tax registration number/Goods & Services Tax (GST) registration number and the details of income tax registration (PAN).
9. 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.
10. The University may place the whole order with single bidder even if the bidder has not quoted the lowest price for each item but overall his rate is lowest. **Merely quoting the lowest price does not entitle a bidder to get the order for the item.**

11. 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 **Finance Officer, Assam University** payable at **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.
12. 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. 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, retendering will be done.
13. Earnest money of unsuccessful bidders will be released after finalization of the order.
14. **Warranty:** The quoted components must be warranted for a minimum of **three years**.
15. 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 decided by the University shall be forfeited.
16. The ASSAM UNIVERSITY reserves the right to accept any tender(s) or reject any or all of the tenders, reasons for rejection shall be recorded by the university.
17. **A) Rate:** The rate which should be quoted both in figure & words must be inclusive of packing forwarding freight and all other incidentals charges.
B) GST: Rate inclusive of 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' & 'D': Assam University Silchar is not authorized to issue 'C' & 'D' Form against CST / GST.
18. **A) Consignee:** All stores are required to be consigned to the Head, Department of Computer Science and Engineering, Assam University, Silchar – 788011 (Assam).
B) Mode of dispatch: The consignment is required to be dispatched 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) Dispatch of Document: The consignment note along with the quadruplicate of copy of relevant bill and two copies of priced challan should be dispatched to the Head, Department of Computer Science and Engineering, Assam University, Silchar-78011 (Assam) immediately on completion of dispatch 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.
19. **Delivery:** The stores are required to be delivered / dispatched within thirty **(30) days** from the date of receipt of the supply order / or as per mutual agreement, suppliers are

requested to take care that all the items mentioned above which are to be supplied in full set basis and the items are required to be installed in the Office/Library/Laboratory.

20. **Quality Specification:** The stores offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the specification cited. The Registrar reserves the right to reject such stores as are found unacceptable on these grounds. Items of only reputed manufacturers will be given preference.
21. **Liquidated damages:** If a firm accepts the order and fails to execute the order in full or part as per terms and conditions stipulated therein, it will be open to the Competent Authority to recover liquidated damaged from the firm at the rate of **1% per month** or the part thereof, subject to a **maximum of 5%** of the value of the undelivered stores. It will also be open to the Competent Authority, alternatively to arrange procurement of the required stores from and source, at the risk and expense of the firm that has accepted the order and failed to execute the order according in stipulations agreed upon. This will also entail removal of the defaulters name from the approved / registered list of suppliers.
22. **Special discount / rebate:** Special discount/rebate admissible to educational institute of National importance may be specifically indicated in the quotation.
23. **Rejection of offer:** Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
24. **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 HEAD of concerned department for technical conditions and Commercial conditions.
25. **Discretionary power :** The Head/Competent Authority, Assam University, Silchar, reserves the right to accept or reject any or all tenders after recording reasons for the same 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.
26. **Payment:** 100% Payment shall be made after successful delivery, installation, commissioning and demonstration of goods at Department of Computer Science and Engineering, Assam University, Silchar through direct payment to the bank account of the supplier..

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

- Trade License.
- Income Tax clearance certificate.
- Sale Tax clearance certificate.
- GST/CST/VAT clearance certificate if quoted in the tender for GST/CST/VAT.

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

28. In case of dispute or difference between the parties in the contract or its execution thereof, the same will be sorted out amicably mutually. In the event that an amicable settlement cannot be reached, any dispute arising out of or relating to this agreement shall be settled by a sole Arbitrator appointed by mutual agreement, the place of Arbitration shall be Assam University Silchar and in case of failure to settle the matter through arbitration the provisions of Arbitration and Conciliation Act,1996 will be applicable and subject to jurisdiction of civil court of Silchar at the request of either party.

This Agreement shall be guided by relevant applicable Laws of land.

Sd/-

Head

**Deptt. of Computer Science and Engineering
Assam University, Silchar-788011**

Memo No. 81/AU/TSSOT-IT/COURSE FEE/2013/HEAD

Dated: 25/07/2018

Copy To:

1. The Secretary to VC for kind information of Hon'ble Vice Chancellor.
2. The Finance Officer, Assam University Silchar for kind information.
3. Registrar, Assam University Silchar for kind information
4. The Dean, Triguna Sen School of Technology for kind information.
- 5. Director, Computer Centre, Assam University, Silchar for Web site uploading.**
6. Sri/ M/S _____ for kind information.
7. File

Sd/-

Head

**Deptt. of Computer Science and Engineering
Assam University, Silchar-788011**

ASSAM UNIVERSITY, SILCHAR

TERMS AND CONDITIONS

FOR SUPPLY OF OFFICE CONSUMABLES, LABORATORY CONSUMABLES AND FITTING, FIXING & SUPPLY OF CURTAINS.

SCOPE OF THE WORK

Part-A : Office Consumables

SL NO	NAME	SPECIFICATION
01	A4 PAPER	75 gsm (JK Max)
02	LEGAL PAPER	75 gsm (JK Max)
03	WHITE BOARD DUSTER	Made: Plastic (Good quality)
04	PAGE MARKER	Multi-colour(40 sheet)
05	CELLOTAPE CUTTER	Big
06	TRANSPARENT TAPE	1 inch width(100 mtr.)
07	TRANSPARENT TAPE	1.5 inch width (100 mtr.)
08	PACKING TAPE (COLOUR)	2 inch width (100 mtr.)
09	WHITE BOARD MARKER(Refillable)	Black/Blue/Red
10	PERMANENT MARKER	Black(Pen)
11	ENVELOP (10 inch x 4.5 inch)	SMALL (BROWN/WHITE)
12	REGISTER	NO: 6/10/15/20
13	FILE BOARD	HARD (Good quality)
14	FILE COVER	(Good quality)
15	FILE TRAY	Made: Plastic (Good quality)
16	TAG	Nylon
17	SCALE	2 feet (steel)
18	SCISSOR	MEDIUM
19	PACKING ROPE	NYLON
20	CALCULATOR (BIG)	Casio(non-scientific)
21	GLUE STICK	50 gm
22	POKER	single
23	PUNCHING MACHINE	DOUBLE
24	STAPLER PIN	SMALL (10)
25	STAPLER PIN	BIG
26	DUSTBIN	SMALL (PLASTIC)
27	DUSTBIN	BIG (PLASTIC)
28	INK FOR STAMP PAD	Blue
29	BOARD MARKER INK	Black/Blue/Red
30	ROOM FRESHNER	200 ml
31	NEPTHALIN BALL	BIG SIZE
32	CARTRIDGE	88A
33	CARTRIDGE	12A
34	XEROX CARTRIDGE	WORK CENTER 5020
35	XEROX CARTRIDGE	Kilburn (KM-1635)

Part-B : Laboratory Consumables

SL NO.	ITEM	SPECIFICATION								
01	Key Board	USB type membrane KBD								
02	Mouse	USB type Optical Mouse								
03	Hard disk	500 GB SATA Desktop Internal Hard Disk/ 7200 rpm								
04	Motherboard	<p>i) Intel Core2Duo CPU E7500@2.93 GHz (HP Compaq Desktop PC) ii) Intel Core i7 CPU 3700@3.40 GHz (HP Compaq Elite 8300 SPF Desktop PC) iii) Intel Core i7 CPU 2600@3.40 GHz (HP Compaq 6200 Pro MT Desktop PC)</p> <table border="1"> <tr> <td>Internal I/O Ports:</td> <td>1 x 24-pin ATX main power connector, 1 x 4-pin ATX 12V power connector, 4 x SATA 3Gb/s connectors, 1 x CPU fan header, 1 x system fan header, 1 x front panel header, 1 x front panel audio header, 2 x USB 2.0/1.1 headers, 1 x speaker header, 1 x chassis intrusion header, 1 x Clear CMOS jumper</td> </tr> <tr> <td>Rear I/O Ports:</td> <td>1 x PS/2 keyboard port, 1 x PS/2 mouse port, 1 x D-Sub port, 4 x USB 2.0/1.1 headers, 1 x RJ-45 port, 3 x audio jacks (Line In, Line Out, Mic In)</td> </tr> <tr> <td>LAN:</td> <td>Realtek GbE LAN chip (10/100/1000 Mbit)</td> </tr> <tr> <td>Expansion Slots:</td> <td>1 x PCI Express x16 slot, running at x16, 1 x PCI Express x1 slot</td> </tr> </table>	Internal I/O Ports:	1 x 24-pin ATX main power connector, 1 x 4-pin ATX 12V power connector, 4 x SATA 3Gb/s connectors, 1 x CPU fan header, 1 x system fan header, 1 x front panel header, 1 x front panel audio header, 2 x USB 2.0/1.1 headers, 1 x speaker header, 1 x chassis intrusion header, 1 x Clear CMOS jumper	Rear I/O Ports:	1 x PS/2 keyboard port, 1 x PS/2 mouse port, 1 x D-Sub port, 4 x USB 2.0/1.1 headers, 1 x RJ-45 port, 3 x audio jacks (Line In, Line Out, Mic In)	LAN:	Realtek GbE LAN chip (10/100/1000 Mbit)	Expansion Slots:	1 x PCI Express x16 slot, running at x16, 1 x PCI Express x1 slot
Internal I/O Ports:	1 x 24-pin ATX main power connector, 1 x 4-pin ATX 12V power connector, 4 x SATA 3Gb/s connectors, 1 x CPU fan header, 1 x system fan header, 1 x front panel header, 1 x front panel audio header, 2 x USB 2.0/1.1 headers, 1 x speaker header, 1 x chassis intrusion header, 1 x Clear CMOS jumper									
Rear I/O Ports:	1 x PS/2 keyboard port, 1 x PS/2 mouse port, 1 x D-Sub port, 4 x USB 2.0/1.1 headers, 1 x RJ-45 port, 3 x audio jacks (Line In, Line Out, Mic In)									
LAN:	Realtek GbE LAN chip (10/100/1000 Mbit)									
Expansion Slots:	1 x PCI Express x16 slot, running at x16, 1 x PCI Express x1 slot									
05	CCTV cable	CCTV Wire Cable 3+1 Copper wire (90 mtr.bundle) make: CP Plus								
06	Pen Drive (32GB)	USB 3.0 Flash Drive (Kingston/SanDisk)								
07	HP Printer Cartridge (combo pack)	88A								
08	HP Printer Cartridge	12A								

Part-C : Curtains

SL NO	ITEM	SPECIFICATION
01	DOOR (Curtain)	Product width : 48 inches, Product Length : 84 inches Color : Blue, Product Fabric : Polyester Design : Stripes/abstract/ Transparent: No Curtain style : Eyelet Headed Curtains with 8 Golden color rings in each curtain at equal distance using taped method.
02	WINDOW (Curtain)	Product width : 48 inches, Product Length : 72 inches Color : Blue, Product Fabric : Polyester Design : Stripes/abstract/ Transparent : No Curtain style : Eyelet Headed Curtains with 8 Golden color rings in each curtain at equal distance using taped method.
03	Installation & Fitting	Pipe: Round Steel, Bracket: Single Rod Bracket(Silver color), Screws, Guthkas, etc.

Sd/-

Head

Deptt. of Computer Science and Engineering
Assam University, Silchar-788011

ASSAM UNIVERSITY, SILCHAR

TERMS AND CONDITIONS FOR SUPPLY AND INSTALLATION OF METAL
ALMIRAH, BOOK CASE, & BOOK RACK.Financial Proposal FormatPart-A : Office Consumables

ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	TOTAL AMOUNT in Rs.
A4 PAPER	10 boxes			
LEGAL PAPER	02 boxes			
WHITE BOARD DUSTER	30 nos.			
PAGE MARKER	05 nos.			
CELLOTAPE CUTTER	01 no.			
TRANSPARENT TAPE	20 nos.			
TRANSPARENT TAPE	10 nos.			
PACKING TAPE (COLOUR)	05 nos.			
WHITE BOARD MARKER	10 box			
PERMANENT MARKER	02 Pcs			
ENVELOP	200 nos.			
REGISTER	15(3/5/5/2) nos.			
FILE BOARD	25 nos.			
FILE COVER	25 nos.			
FILE TRAY	25 nos.			
TAG	05 nos.			
SCALE	03 nos.			
SCISSOR	02 nos.			
PACKING ROPE	03 nos.			
CALCULATOR (BIG)	01 no.			
GLUE STICK	30 nos.			
PUKER	03 nos.			
PUNCHING MACHINE	03 nos.			
STAPLER PIN	02 boxes			
STAPLER PIN	01 box			
DUSTBIN	10 nos.			
DUSTBIN	05 nos.			
INK FOR STAMP PAD	03 nos.			
BOARD MARKER INK	10 nos.			
ROOM FRESHNER	03 nos.			
NEPTHALIN BALL	10 pkts.			
CARTRIDGE	12 nos.			
CARTRIDGE	02 nos.			
XEROX CARTRIDGE	02 nos.			
XEROX CARTRIDGE	01 nos.			
Grand Total (inclusive of all Taxes)				

Part-B : Laboratory Consumables

ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	TOTAL AMOUNT in Rs.
Key Board	10 nos.			
Mouse	20 nos.			
Harddisk	10 nos.			
Motherboard	i) 01 nos. ii)02 nos. iii)02 nos. (Total 05 nos.)			
CCTV cable	01 bundle			
Pen Drive (32GB)	20 nos.			
HP Printer Cartridge (combo pack)	10 nos.			
HP Printer Cartridge	01 nos.			
Grand Total (inclusive of all Taxes)				

Part-C : Curtains

ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	TOTAL AMOUNT in Rs.
DOOR (Curtain)	10 nos.			
WINDOW (Curtain)	40 nos.			
Installation & Fitting	50 nos.			
Grand Total (inclusive of all Taxes)				

N.B. Extra rows if needed can be added without hampering the format of the financial proposal.

Sd/-

Head
Deptt. of Computer Science and Engineering
Assam University, Silchar-788011