

**OFFICE OF THE PRINCIPAL  
DR. B.K.B. COLLEGE  
PURANIGUDAM, NAGAON–ASSAM  
PIN: 782141**

**TENDER DOCUMENT  
NOTICE INVITING QUOTATION (NIQ) IN TWO BIDS-  
[Technical & Financial] SYSTEM  
FOR  
SUPPLY OF BRANDED DESKTOP & ACCESSORIES WITH  
FURNITURE**

**INFRASTRUCTURE GRANTS UNDER RUSA**

**OFFICE OF THE PRINCIPAL**  
**Dr. B.K.B. COLLEGE, PURANIGUDAM, NAGAON-782141**

Principal, Dr. BKB College, Puranigudam invites Quotation in *two bid system (Technical Bid & Financial Bid)* only from reputed Firm/Supplier/Authorized Dealer/Original Equipment Manufacturer (OEM) for supply and installation of Branded Desktop and Accessories with Furniture for Computer Centre at Dr. B.K.B. College.

Sl. No	Reference	Items	Estimated Amount	Tender Fees	Earnest Money
01	Advertise No. CD/TN/RP0010 47/1, Assam Tribune, Dated:05/10/19 and/or Advertisement Published in Amar Asom Dated: 5/10/19	Supply of Desktop & Accessories with Furniture for Computer Centre at Dr. B.K.B College, Puranigudam, Assam-782141	Rs. 15.00 Lakhs	Rs. 800.00	2% (Two percent) of the Order Value

**DATE OF AVAILABILITY OF BIDDING DOCUMENT:** 14-10-2019, Time: 10.00 hours

**LAST DATE OF PURCHASE OF BIDDING DOCUMENTS:** 24-10-2019, Time: 14.00 hours

**LAST DATE AND TIME FOR BID SUBMISSION:** 25/10/2019, Time: 14.00 hours

**DATE OF OPENING OF BIDDING DOCUMENTS:** 26/10/2019, Time: 14.00 hours

**Venue of Bid Opening at Office of the Principal, Dr. B.K.B. College, Puranigudam, Assam-782141**

The Technical Bid should contain all documents fulfilling eligibility criteria, experience and completion certificate, GST Registration Certificate and PAN Card, OEM's authorization letter, Trade License, Annual Return, etc. and is to be submitted in a single sealed envelope clearly scribed "Technical Bid".

The Financial Bid, to be submitted in a single sealed envelope clearly scribed "Financial Bid", should contain the price of the items clearly quoted inclusive of all taxes and duties and is to be submitted in the Annexure - V, provided by the college. Bids submitted not in the manner prescribed will be rejected.

A single sealed envelope properly scribed "**Tender for Desktop and Accessories with Furniture at Dr. B.K.B. College, Puranigudam**" containing two sealed envelopes scribed "Technical Bid" and "Financial Bid" is to be submitted. Each of the three sealed envelopes should also indicate name and address of the bidder.

The Bids will be opened in the presence of representatives of bidders and RUSA Committee of the College. **If the date of submission/opening happens to be a holiday, the bids shall be submitted/ opened next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email shall not be considered.

The Principal, Dr. BKB College reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. The department will not be liable for delay in submission of tenders and system errors (if any). **The Principal, Dr. BKB College Puranigudam, Assam-782141 reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.**

**(Dr. N.C. Das)**  
Principal  
Dr. B.K.B. College, Puranigudam  
Nagaon, Assam

## **BID INSTRUCTION:**

1. **Quotations will have to be submitted** in two bids. Both Technical bid and financial bid are to be submitted concurrently.
2. **Cost of Tender or Tender Fee: Tender fee of Rs. 800/- (Eight Hundred only)** have to be paid by every Purchaser in the time of purchase of Bid documents. It should be drawn on any nationalized/scheduled bank of India in the form of **Demand Draft or Banker's Cheque** in favour of **the Principal, Dr. B.K.B. College Puranigudam, Assam-782141**, payable at **Nagaon Branch, Assam** only.
3. **Submission of Firm/Company Profile:** Duly filled Firm/Company Profile (as per formats at Annexure I) must be submitted with the Technical Bid.
4. **Submission of Compliance Certificate:** Duly filled Compliance Certificates (as per formats at Annexure II & III) must be submitted with the Technical Bid.
5. **Bid not transferable:** The bid documents are not transferable to any other Bidder
6. Please note that all tender forms and supporting documents are to be submitted in hard copy. All documents submitted along with the tender should be signed on all pages by the authorized signatory of the bidder.

## **QUALIFICATION REQUIREMENTS:**

1. The Bidder should be a firm of reputation having sufficient expertise and experience in the field of Supply and Installation of Computer with sound warranty/service support capability items. The firm should also have the capability & facility to take total responsibility to execute the contract at **Dr. B.K.B. College, Puranigudam, Assam-782141**. The Bidder has to quote rates for all the items in the Tender as a package and the comparative statement will be made as a package only. Bidders who do not quote rates for all the items as per the given Tender Specification are subject to be disqualified.

2. The Bidding documents submitted shall include the following information or documents of manufacturer/authorized dealer in the technical bid.

i) Manufacturer's Authorization Letter or OEM's Authorization Certificate duly signed by the authorized signatory must be submitted.

ii) The bidder should have Experience of successful execution of similar nature of Work at least of Rs. 10.00 Lakhs as per NIT within last 3(Three) Financial Years at any Central /State Govt./Semi State Govt. departments within North Eastern Region of India (Credentials of the Tenderer with his experience for procurement of Computers as per Format at Annexure VI). The self-attested hard copy of the Purchase Order & the satisfactorily completion certificate from the Customer should be attached along with the Technical Bid.

iii) Quality Certificate from the Purchasers, like - Principals of the respective colleges regarding quality of the items is to be furnished along with the Bidding Documents.

iv) The Bidder must submit Self Declaration certifying that the bidder has not been barred by any Government Department/PSU in dealing with Computers and Accessories with them.

v) The bidder must submit the copy of PAN Card.

vi) The bidder must submit copy of their GST registration certificate from the competent authority.

vii) The bidder must submit copies of their up to date Trade License from the competent authority.

viii) The bidder must have sales and service office in Assam at least for 3 years.

ix) The bidder must fill up the compliance statement as per Annexure-II and III.

x) Court Fee Stamp of Rs. 8.25.

- xi) Certificate Copies of up to date Annual Return of the Firm/Company (as applicable).
- xii) The RUSA Project Monitoring Committee will inspect the quality of articles as per specification/ brand as embodied in the tender after supply of articles by the vendor and if any item is identified as substandard; the same will have to be replaced by the vendor at their own cost before submission of bill for payment.

**NIT TERMS & CONDITIONS:**

1. **Rates:** Rates are quoted in the Financial Bid and should be of **DOOR DELIVERY** at Dr. BKB College, Puranigudam, Nagoan - Assam. The format of the Financial Bid is provided in Annexure-V. Bids submitted not in the manner prescribed will be rejected.

2. **Purchaser's right to accept any bid or to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to renew the bidding process and reject any or all bids at any time prior to award of contract.

3. **Signing of contract:** At the same time, the purchaser notifies the successful bidder that its bid has been accepted and a Contract will be signed between the College and the successful Bidder, incorporating all agreements between the parties. Accordingly a Supply Order is issued by the Principal of the College to the Bidder.

4. **Earnest Money:** Immediately after receipt of notification of award from the purchaser, the successful bidder shall furnish the Earnest Money. The supplier shall furnish Earnest Money to the College for an amount of 2% (**Two percent**) of the order value, valid for a period of **12 months** from the date of completion of order.

The Earnest Money shall be returned on completion of twelve (12) months. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encashed & the amount will be forfeited, and the purchaser shall be at liberty to take necessary action for unreasonable/indefinite/inordinate delay of the said supply.

5. The proceeds of the Earnest Money shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract or for breach of contract at any stage in any form.

6. **The Earnest Money** shall be denominated in the Indian Rupees and shall be in one of the following forms:

(a) Post Office Cash Certificates, (b) National Savings Certificates, (c) Termed Deposit and (d) Fixed Deposit

The Earnest money, which is not held in the name of the bidder, shall not be accepted. The successful bidder must submit prescribed earnest money in favour of the Principal, Dr. B.K.B. College, Puranigudam, Assam-782141, payable at Nagaon Branch, Assam.

7. **Reasonability of Rates/ Firm Price:**

(a) The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.

(b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered unilaterally to effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.

(c) The prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.

(d) No bidder will be allowed at any time on any ground whatsoever, to claim

revision of or modification in the rates quoted by him. The representation of the bidder that computation/typographical or clerical error, etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.

**8. The college keeps the right reserves for selection of Bidder not merely on the basis of the price quoted. The undersigned is not bound to accept the unreasonably/abruptly lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever. Reputation and experience of the Firm, Reference, Service and Quality of the products will also be considered.**

**9. Warranty:** The quoted items must have warranty for a minimum of 1 (one) years from the date of installation. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials. The purchaser shall notify the supplier in writing of any claims arising under this warranty period and they have to provide free of cost services under the warranty period.

**10. After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected. The college shall inform the supplier in writing of any claims arising after the warranty period and they have to provide paid services after the warranty period.

**11. Delivery:**

- a. **Time Limit:** Maximum within 20 days from the date of issue of the Supply order.
- b. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- c. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
- d. **Place of delivery:** Dr. BKB College, Puranigudam, Nagoan - Assam.

**12. Road Permit:** The College will not issue any Road Permit.

**13. GST deduction:** The GST of the items supplied under the contract will have to be paid by the Supplier and they have to quote the rates inclusive of GST in the Financial Bid.

**14. Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/opening.

**15. Payment:** Payment will be made subject to availability of fund; however the Standard Payment Terms and Conditions will be followed. 100% payment will be provided to the Supplier on supply and completion of installation of Branded Desktop and Accessories with Furniture, as per specification and satisfactory to the competent authority.

**16. Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the RUSA Committee or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.

**17. Penalty for delay in delivery:** If supply is not completed within the given time, then two percent (2%) work value may be imposed as Late Fine. The contract shall be governed by the laws

and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Nagaon/Assam/India.

**(Dr. N.C. Das)**  
Principal  
Dr. B.K.B. College, Puranigudam  
Nagaon, Assam

**FIRM/COMPANY PROFILE:**

Sl. No.	Particulars of the Firm/ Company	Details
1	Name of the Firm/ Company	
2	Present Address of the Firm/ Company	
3	Contact Number	
4	Email Address	
5	Website	
6	Nature of Business	
7	License Number and State	
8	PAN No	
9	GSTIN	
10	Name of the Person authorized by or representing the FIRM/Company	
11	Designation of the Person	
12	Address of the Person	
13	Contact No of the Person	
<p>I, the undersigned, certify that the information stated above are true to my knowledge and, in the event of any change, details will be provided as early as possible. Further on behalf of our firm/company I do hereby ensure Dr. B.K.B. College that, if we are selected for the purpose, free service will be provided for the first year and will remain liable to provide service if required though on payment for next five years.</p> <p>Name: _____ Signature: _____</p> <p>Designation: _____ Date: _____</p>		

(Dr. N.C. Das)  
Principal  
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Nagaon, Assam



**ANNEXURE II**

**COMPLIANCE CERTIFICATES FOR NIT TERMS: (To be enclosed in the Technical bid)**

<b>Sl No.</b>	<b>NIT Terms and Conditions</b>	<b>Yes/No</b>
<b>1.</b>	Rate quoted as per instruction	
<b>2.</b>	Validity of quoted rates as per instruction	
<b>3.</b>	Payment term agreed	
<b>4.</b>	Delivery terms agreed	
<b>5.</b>	Warranty period agreed	
<b>6.</b>	Technical Compliance Statement (form for individual items) submitted	
<b>7.</b>	Applicable law terms agreed	
<b>8.</b>	All the Items Quoted as per Instruction	
<b>9.</b>	Experience of successful execution of similar nature of Work at least of Rs. 10.00 Lakhs as per NIT within last 3(Three) Financial Years at any Central /State Govt./Semi State Govt. departments within North Eastern Region of India	
<b>10.</b>	After Sales Service	

**Signature with Seal: .....**

**Vendor: M/S .....**

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**ANNEXURE III**

**TECHNICAL COMPLIANCE STATEMENT FORM:**

An item-by-item commentary on the Purchaser’s Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

<b>Specifications as per Annexure-IV</b>	<b>Quoted Item Specs</b>	<b>Complied (Yes/No)</b>

*(Technical literature/brochure should be attached along with this format.)*

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted item to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature) for all the points noted above, failure regarding which may result in rejection of bid.

**Signature with Seal: .....**

**Vendor: M/S.....**

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Nagaon, Assam

## ANNEXURE IV

**Technical Bid:** Branded Desktop and Accessories with Furniture

**Reference:** Advertisement No. CD/TN/RP001047/1, Assam Tribune, Dated: 05/10/19 and/or Advertisement Published in Amar Asom, Dated: 5/10/19

**Estimated Amount:** 15 Lakhs only

Sl No	Specifications	Qty
1	<u>Branded Desktop</u> <ul style="list-style-type: none"><li>• Windows Genuine, Server 8th Gen, Core i3, 4 GB DDR4 RAM, 1 TB HDD, Windows 10, MS Office, Card Reader, etc.</li><li>• UPS APC 1KV</li><li>• Monitor 21.5", keyboard, mouse, Antivirus, etc.</li><li>• Installation with Networking passive &amp; active devices and consumables as per requirement with VGA cable.</li></ul>	30
2	<u>Furniture</u> <ul style="list-style-type: none"><li>• Pair of Computer Table (48" X 24") and Revolving Chair for each computer</li></ul>	30

**Signature of the Authorized Signatory  
Name and Designation:  
Address:**

(Dr. N.C. Das)  
Principal  
Dr. B.K.B. College, Puranigudam  
Nagaon, Assam

**ANNEXURE V****Financial Bid: Branded Desktop and Accessories with Furniture**

**Reference:** Advertisement No. CD/TN/RP001047/1, Assam Tribune, Dated: 05/10/19 and/or Advertisement Published in Amar Asom, Dated: 5/10/19

**Estimated Amount:** 15 Lakhs only

Sl. No	Items Description	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)
1	Windows Genuine, Server 8th Gen, Core i3, 4 GB DDR4 RAM, 1 TB HDD, Windows 10, MS Office, Card Reader, etc.	30					
2	UPS APC 1KV	30					
3	Monitor 21.5", keyboard, mouse, Antivirus, etc.	30					
4	Installation with Networking passive & active devices and consumables as per requirement with VGA cable.						
5	Revolving Chair for each computer	30					
6	Computer Table (48" X 24") for each computer	30					

**Signature of the Authorized Signatory**  
**Name and Designation:**  
**Address:**

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Dr. B.K.B. College, Puranigudam  
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**Experience of the Bidder for Procurement of Computer:**

<b>Sl. No.</b>	<b>Year</b>	<b>Date of Receipt of order</b>	<b>Name of the Department</b>	<b>Value of order</b>	<b>Whether full supply was made within the time stipulated, if not, Give details of delayed offers and reasons thereof.</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					