

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY  
DIBRUGARH :: ASSAM  
PIN: 786 004**



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK:**

Supply, Installation and Commissioning of Desktop Computers &  
other IT Products

**TENDER No: DU/RG/B.01.07/17/2409(A)**

# CUT-OUT SLIP

**NAME OF THE WORK:** Supply, Installation and Commissioning of Desktop Computers & other IT Products

TENDER NO. : **DU/RG/B.01.07/17/2409(A)**    **Date: 15/12/2017**

SUBMISSION DUE DATE & TIME            : 27/12/2017 up-to 11:00 A.M.

**FROM:**

NAME:  
ADDRESS

**TO:**

THE REGISTRAR  
DIBRUGARH UNIVERSITY  
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing “Technical”& “Commercial” bids



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/17/2409(A)

Date: 15/12/2017

**Tender Notice**

Sealed tenders are invited from experienced and financially sound supplier(s) (individual or joint venture/firms)/ manufacturers/ distributors/ stockists for supplying of Desktop Computers and other IT Products to Dibrugarh University. Detailed specification of the items, terms & conditions etc are given below. **Last date of submission of Tender as per annexure with all relevant papers is ...../12/2017 up-to 11:00 A.M.** to be submitted at the Tender Box placed at Registrar's Office, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 15/12/2017 to 26/12/2017 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	27/12/2017 upto 11:00 A.M.
Time & Date of opening of Bid	27/12/2017 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	500/- Non refundable
EMD	2.5 % of the total tendered value

The tender should be submitted in two separate sealed envelopes *i. e.* **Part - I** 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. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

**Sd/-**  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Assistant Registrar (F&A), D.U. for information.
2. Dibrugarh University Website
3. Notice Board
4. Office File

**Sd/-**  
**Registrar**  
Dibrugarh University

**Part A - Terms and Conditions**

**Part B - Specifications**

## **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, Dibrugarh University. The Technical Bids so received, shall be opened on **27/12/2017 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh 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 Dibrugarh University.

### **Terms and Conditions of Supply:**

1. All the manufacturers/ distributors/ stockists should also give a brief profile about their company and the facilities available with them for manufacturing of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **27/12/2017 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
  - (a) The bidder must have executed a similar single order of value Rs 10,00,000/- (Rupees ten lakhs only) during the last 3 years. The names of the organizations to which similar equipment has been supplied should be provided with documentary proof.
  - (c) VAT/TIN/GST Registration No.
  - (d) Technical specifications offered by the Supplier.
  - (e) Technical compliance table
  - (f) Technical literature regarding the offered products including diagrams.
4. The rates should be mentioned in the **Schedule** attached with the Tender Document. 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 or she is signing the Tender.
5. The supplier shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **2 above** and sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the supplier shall register the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in an envelope on which the cut out slip provided as part of the tender document should be pasted, and should prescribe time and date. The Technical Bid shall be opened first to ensure that suppliers have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the commercial bids in respect of such tenders shall not be opened. The date and time of opening the financial bids shall be announced one day after opening all the Technical bids.
6. 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.

7. The Technical Documents shall be opened, at **02:30 P.M. on 27/12/2017** or on the next working day if the offices of the University remain closed due to any reason
8. Technical specifications of the instruments/equipments are given in **Annexure** to these papers (Part B).
9. The delivery and installation should be completed within 1 month from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
10. 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.
11. 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.
12. 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.
13. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document **Part - B**.
14. The warranty period shall be for minimum one year or may be more as offered by the Company.
15. The items shall be supplied to Dibrugarh University.
16. 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.
17. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of manufacturer shall be enclosed.
18. Copy of product literature and catalogue, testing report, BEE rating, ISO etc.
19. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
- 20. The tendering firm must have a permanent establishment or local service provider at Dibrugarh. The details of the same must be enclosed with the Technical Bid, failing which the Tender shall be rejected.**

**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.
- (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.

<b>ITEM No</b>	<b>DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS</b>	<b>Price</b>	<b>Taxes</b>	<b>Any other details</b>	<b>Total Amount</b>
1					
2					
3					

**Signature of the Tenderer**  
**Seal of the Firm**

**Part - B**  
**Specifications**

<b>Sl. No.</b>	<b>Description</b>	<b>Preferred Brand</b>	<b>Qty.</b>
01	Projector, 3000 ANSI Lumens (5 years onsite warranty on Projector and 1 year warranty on lamp)	Dell/Sony/Epson	06
02	Wall Mount Projector Kit	--	06
03	8'x4' Board with Sunmica	--	06
04	HDMI Cable (10 Metre)	--	06
05	<b><u>Desktop Computer:</u></b> Intel Pentium Processor, 4GB RAM, 1TB HDD, DVD Writer, Windows 10 Pro. O.S., Keyboard & Mouse, 19.5" LED Monitor (3 years warranty)	Dell/HP/Lenovo	25
06	Inverter 2000W/ 24 Volts (1 year onsite warranty)	Microtek/Luminous	02
07	150 AH Tubular Battery (3 years warranty)	Amaron/Exide	04
08	Inverter Tubular Battery Trolley	--	04
09	49" LHD Display Monitor with SOC (w/o storage) 350 Nits (3 years warranty)	LG/Samsung	02
10	55" LHD Display Monitor with SOC (w/o storage) 350 Nits (3 years warranty)	LG/Samsung	02
11	10 KVA Online UPS (3 Phase Input-Single Phase Output) (2 years warranty)	Elnova/Numeric/Delta	02
12	65 AH SMF Batteries for 1 (one) hour back-up (2 years warranty)	Exide/Quanta/Amaron	40
13	Battery Rack and Interlink Cables	--	As per requirement

Signature: .....

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....