

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



BID DOCUMENT

FOR

NAME OF THE WORK: Infrastructure Development of Centre for Studies in Language
(Bodo Department), Dibrugarh University

TENDER No: DU/RG/B.01.07/19/3159

CUT-OUT SLIP

NAME OF THE WORK: Infrastructure Development of Centre for Studies in Language
(Bodo Department), Dibrugarh University

TENDER NO. : DU/RG/B.01.07/19/ 3159 Date: 23/02/2019

SUBMISSION DUE DATE & TIME : 12/03/2019 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.01.07/19/3159

Date: 23/02/2019

Tender Notice

Sealed Tenders are invited from reputed manufactures/authorized dealers/suppliers for Supply, Installation and Commissioning of Furnitures & Equipments for infrastructure development of Centre for Studies in Language (Bodo Department) at 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 12/03/2019 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 23/02/2019 to 11/03/2019 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	12/03/2019 upto 11:00 A.M.
Time & Date of opening of Bid	12/03/2019 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 Tender 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. Notice Board
3. 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 **12/03/2019 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 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 **12/03/2019 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
 - (a) VAT/TIN/GST Registration No.
 - (b) Technical specifications offered by the Supplier.
 - (c) Technical compliance table
 - (d) 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, on **12/03/2019** 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 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.

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 mentioned in the Tender Document.

15. This tender document is not transferable.

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. 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.

22. No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt of materials in good condition.

23. The Tendering Firm must have a permanent establishment in Dibrugarh.

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.

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Unit Price	Taxes	Qty.	Total Amount
1					
2					
3					

Signature of the Tenderer
Seal of the Firm

Part - B

Specifications

A	For Classroom	
A1	<u>White Board</u> : Super Quality Long Term Intensive Ceramic (Porcelain Enamel) Fused at high temperature on steel surface has a very high surface hardness & excellent abrasion resistance semi matt surface can be used as a screen for OHP also.	04 Nos.
A2	<u>Lecture Stand</u> : A complete PA System integrated inside an attractive and elegant black plastic lectern with built-in 40 Watts amplifier, speakers, MP3 playback cum recording facility and wireless microphone receiver. Fitted with an adjustable lamp and a gooseneck wired microphone.	04 Nos.
B	For Smart Class Room	
B1	<u>Smart Board</u> : Large screen for high impact lessons 77" (UB-T580), Both finger-touch and stylus pen compatible, Dynamic Image Control, USB powered, Slim depth - less than 80 mm	01 Nos.
C	For HoD's Room	
C1	<u>Desktop Computer</u> : Intel® Core™ i5-8400 (8 th Gen) Processor, 2.8 GHz base frequency, up to 4 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores, Intel® H370 Chipset Motherboard, 8 GB DDR4 RAM , 1 TB Hard disk, DVD Writer, Intel® UHD Graphics 630, 1 audio-in; 1 audio-out; 4 USB 2.0; 2 USB 3.1 Ports, LAN, Wireless LAN, Bluetooth, Windows 10 Pre Installed Operating System, MS Office Licensed Software with 21.5" LED Monitor, Keyboard, Mouse and UPS.	01 Nos.
C2	<u>Printer</u> : Printer Type - LaserJet; Functionality - Multi-Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only Connectivity - USB; Dual digit numeric LED display Pages per minute - 18 pages; Page size supported - A4, A5, B5, C5, C6, DL, Postcard; Duplex Print - Manual; Print resolution - Up to 600 x 600 DPI (1200 DPI effective)	01 Nos.
D	For Teacher's Room	
D1	<u>Desktop Computer</u> : Intel® Core™ i5-8400 (8 th Gen) Processor, 2.8 GHz base frequency, up to 4 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores, Intel® H370 Chipset Motherboard, 8 GB DDR4 RAM , 1 TB Hard disk, DVD Writer, Intel® UHD Graphics 630, 1 audio-in; 1 audio-out; 4 USB 2.0; 2 USB 3.1 Ports, LAN, Wireless LAN, Bluetooth, Windows 10 Pre Installed Operating System, MS Office Licensed Software with 21.5" LED Monitor, Keyboard, Mouse and UPS.	06 Nos.
D2	<u>Printer with Scanner</u> : Printer Type - LaserJet; Functionality - Multi-Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only Connectivity - USB; Dual digit numeric LED display Pages per minute - 18 pages; Page size supported - A4, A5, B5, C5, C6, DL, Postcard; Duplex Print - Manual; Print resolution - Up to 600 x 600 DPI (1200 DPI effective)	06 Nos.
E	For Office Room	
E1	<u>Printer with Scanner</u> : Printer Type - LaserJet; Functionality - Multi-Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only Connectivity - USB; Dual digit numeric LED display Pages per minute - 18 pages; Page size supported - A4, A5, B5, C5, C6, DL, Postcard; Duplex Print - Manual; Print resolution - Up to 600 x 600 DPI (1200 DPI effective)	01 Nos.
E2	<u>Photocopier Machine</u> : Reading/Writing Resolution: 600 dpi × 600 dpi, Memory Size: 512 MB (Standard), Input paper capacity: STD: 1 tray: Plain paper/Recycle paper: 250 sheets, Thick paper: 20 sheets, Envelopes: 10 sheets, OHP: 10 sheets Additional paper tray: Max: 4 trays: Plain paper/Recycle paper: 250 sheets Multi bypass tray: Plain paper/Recycle paper: 100 sheets, Thick paper: 20 sheets, Envelopes: 10 sheets, OHP: 10 sheets Application software: Page Scope Net Care Device Manager & Plug-in LSU(Local Setting Utility), Page Scope Mobile (Scan, Print)	01 Nos.

E3	<u>Desktop Computer:</u> Intel® Core™ i5-8400 (8th Gen) Processor, 2.8 GHz base frequency, up to 4 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores, Intel® H370 Chipset Motherboard, 8 GB DDR4 RAM , 1 TB Hard disk, DVD Writer, Intel® UHD Graphics 630, 1 audio-in; 1 audio-out; 4 USB 2.0; 2 USB 3.1 Ports, LAN, Wireless LAN, Bluetooth, Windows 10 Pre Installed Operating System, MS Office Licensed Software with 21.5” LED Monitor, Keyboard, Mouse and UPS.	02 Nos.
----	---	---------

Signature:

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....