

# Ratnapith College

Dist. Dhubri, Assam – 783324

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## NOTICE INVITING TENDAR

Ref: RPC/RUSA/Re-Quotation/2019/04

Dt. 31/12/2019

Re-quotation is invited from eligible bidders / manufactures / authorized dealers for supply Computer Sets in Ratnapith College, Dhubri. Detailed tender documents, terms and conditions can be obtained from College office during working hours.

Sl. No.	Particulars	Details
1	Name	Supply and installation of Computer & Equipments.
2	Estimated value of the tender	Rs. 18 Lakh (Approx)
3	Earnest Money Deposit (EMD)	2% of the project estimated cost
4	Last date and time for submission of tender	<b>13.01.2020</b> by 2.00 P.M.
5	Tender opening date	<b>19.01.2020</b> by 2.00 P.M
6	Address where the tenders are to be submitted	Principal Ratnapith College, Bahalpur P.O. Chapar, Dist. Dhubri (Assam) Pin 783371

Sealed tenders are invited as per tender schedule as mentioned in details in Annexure - 2

Principal i/c  
Ratnapith College

## **TERMS & CONDITIONS**

### **I. ESSENTIAL ELIGIBILITY CRITERIA**

The tenders must fulfill the following eligibility criteria failing which their offer will be summarily rejected.

1. The tenderer must possess required valid license, Registration etc. issued by Competent Authority as per law.
2. The tenderer should be a authorized dealer / sole distributor of items (i.e. Computers, Laptop, Printer cum Scanner, Projector, Sound System etc), the Certificate to this effect should be attached (not applicable for the manufacturer of the product).
3. The tenderer must submit audited balance sheet for last three Financial Years (2016-17, 2017-18 and 2018-19).
4. The tenderer must deposit earnest money of Rs. 36,000/- (Rupees Thirty six thousand) only along with tender in the form of Demand Draft favoring Principal Ratnapith College, Bahalpur Payable at SBI Chapar Branch (IFSC Code SBIN0013256).
5. The tenderer must have its own bank account, PAN, TIN and GST Number.

### **II. DOCUMENTS TO BE ENCLOSED :**

The tenderer must submit the following documents (self attested) along with the tender, failing which their offer will be summarily rejected.

1. Documentary proof of the registration / license etc. issued by the Competent Authority.
2. Copy of income tax return and / or annual accounts of the last 3 (three) Financial Years.
3. Photocopies of bank account, PAN and GST Number.
4. Original demand draft of Rs. 36,000/- pertaining to Earnest Money in the form of account payee demand draft in favour of Principal Ratnapith College, Bahalpur payable at SBI Chapar Branch, Chapar.
5. Certificate of dealership / distributorship as applicable

### **III. SUBMISSION OF BIDS**

1. The tenderer shall submit two bids - (i) Technical Bid and (ii) Financial Bid Separately.
  - (a) Technical Bid: The technical bid should be submitted on the letterhead of the tenderer addressed to the Principal, Ratnapith College, Bahalpur, P.O. Bahalpur, Dist. Dhubri, Pin – 783371 containing the information detailed at Annexure – I and Annexure – 2.
  - (b) Financial Bid: The financial bid should be submitted on the letterhead of the tender addressed to the Principal, Ratnapith College, Bahalpur strictly in the format at Annexure – 3.
  - (c) Technical Bid and Financial Bid must be placed in separate sealed envelopes clearly marked as Technical Bid and Financial Bid.

- (d) Technical Bid envelope must also contain one demand drafts pertaining to Earnest Money.
  - (e) Both the Technical Bid and Financial Bid envelopes must be enclosed in the bigger envelope duly sealed and super-scribed as “Tender for Computers vide NIT No. RP/RUSA/Re-Quotation/2019/04 Dt. 31-12-2020”.
  - (f) The tenderer may submit in person their sealed envelopes containing technical and financial bids in the office of the Principal, Ratnapith College, Bahalpur up to 2.00 P.M. of 13.01.2020.
  - (g) The tenderer may also send their bids by speed post or registered post addressed to the Principal, Ratnapith College, Bahalpur so as to reach the College before 2.00 P.M. of 13.01.2020.
  - (h) The bids sent through normal post or courier or submitted through Fax or/and e-mail shall not be considered at all.
2. **Bid Opening:** Technical Bids shall be opened first. Subsequently, Financial Bid of only those tenderer whose technical bids have been found suitable in accordance with the exact procedure, tender terms and conditions shall be opened by the College.
3. **Tender Documents Availability:** The tenderer / bidder must collect the tender documents from the College office during working hours.

#### **IV. OTHER ESSENTIAL TENDER TERMS & CONDITIONS :**

1. **Validity of Bid:** Tender / Bids shall remain valid for 30 days from the tender opening date.
2. **Delivery of Period:** The successful tenderer must be able to supply and install the goods within 15 (fifteen) days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty / liquidated damages.
3. **Penalty:** If the supplier fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of the total order value will be deducted.
4. **Payment:** Advance Payment is not allowed in any case. 100% payment will be released after completion of the supply, successful installation and commissioning of Video Conferencing Equipments and Computers
5. **Tender Opening:** Technical Bids shall be opened on 19-01-2020 at Ratnapith College, Chapar. Bidders may also witness the opening. Financial Bids of only those tenderer whose Technical Bids have been found suitable in accordance with the extent procedure, tender terms and conditions shall be opened.
6. **Installation & Warranty Declaration:** Suppliers must give the comprehensive onsite warranty for at least 3 (three) years from the date of successful installation. The Warranty must be as per company terms and conditions. In the installation report the model number of instrument and all spares parts/accessories numbers should be in the line of purchase order. It must be written in the warranty declaration that *“Everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered,*

*shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways)". Installation must be done within stipulated time period from the date of delivery of the item/equipment as specified in the purchase order.*

7. **Settlement of Disputes:** In the event of any dispute or differences(s) between the College and the vendor arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the appointed arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision of the arbitrator(s) shall be final and binding on both the parties.
8. **Return of EMD:** The unsuccessful tenderer shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the College till the performance security deposit of the full amount is deposited by him in the form of Bank Guarantee
9. **Condition of Goods:** The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the College. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers must have to demonstrate and supply all the goods in the specified form to the satisfaction of the authority at their own cost.
10. Any fake documents submitted regarding tender is liable to be cancelled and the earnest money will be forfeited
11. The College reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.
12. Those who deposited Earnest Money in earlier need not pay again.

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**TECHNICAL BID (BIDDER PROFILE)**

1. Name of the tenderer:
2. Full Address of the tenderer:
3. Contact details of tenderer:
  - (a) Telephone No.:
  - (b) Mobile No.:
  - (c) Fax No.:
  - (d) E-mail id:
4. Details of Earnest Money Deposit: (DD must be placed in the Technical Bid envelope)
  - (a) DD. No:
  - (b) DD date:
  - (c) DD amount
  - (d) Issuing Bank and Branch:

5. Details of documents submitted:

Sl. No.	Name of the document	Information to be filled in this column	Whether photocopies of the documents enclosed (tick)
1	License/Registration (Number)		Yes/No
2	Dealership/Distributorship Certificate (Number)		Yes/No
3	Income Tax Return (Annual Income during last 03 Financial Years)	2016-17: Rs.	Yes/No
		2017-18: Rs.	Yes/No
		2018-19: Rs.	Yes/No
4	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2016-17: Rs.	Yes/No
		2017-18: Rs.	Yes/No
		2018-19: Rs.	
5	Bank Account (Bank Name, Branch & Account No.		
6	PAN (Number)		
7	TIN (Number)		
8	GST (Number)		

6. Detailed specifications of the goods proposed to be supplied by the tender (The tender must submit the same in the enclosed format only at Annexure -2).

7. Additional information, if any proposed to be furnished by the tender.

Certified that we accepted all the terms and conditions of the tender documents.

Date:

Signature of authorised person

Place:

Full Name:

Designation:

Seal:

**DETAILS OF THE TENDERED ITEMS**

**Name of the work:** Supply, Installation of Desktop Computers, Laptop, Printer and Sound System.

	Items	Quantity
<b>DESKTOP</b>	Desktop Set	20
	Table-Chair	20
<b>LAPTOP</b>	Laptop	08
<b>UPS</b>	Online UPS 5 kva	01
<b>PRINTER</b>	Laser Printer	02
<b>PROJECTOR</b>	Projector	02
<b>SOUND SYSTEM</b>	Amplifier, TZA-4000 (R) EM	02
	Speaker Box, ASC 20T	04
	Micro Phone, AWH 490 VHL	02
	Tie Micro Phone	02
	Micro Phone Stand, DGN	04
	Table Micro Phone, AGN 500	01
	Cordless Micro Phone	03
	Almirah, 20 Gaze Thickness	01

<b>ITEMS</b>	<b>BRAND</b>	<b>Specification</b>
<b>Desktop and Laptop</b>	Lenovo/ HP	Processors: Core i5 8 <sup>th</sup> Generation or above. RAM: 4 GB DDR4, HDD: SATA 1TB 7200 RPM OS: Genuine Microsoft Windows 10. WARRANTY: 3 Years Comprehensive
<b>UPS</b>	Luminous/ Numeric	5 kva, 3 Batteries
<b>Printer</b>	HP/ Canon	
<b>Projector</b>	BenQ/ Sonic	
<b>Sound System</b>	Ahuja/ Philips	

**FINANICAL BID**

1. Name of the Items:
2. Quantity required:
3. Quantity proposed to be supplied:
4. Rates quoted by the tendered in the following table:

Sl. No.	Name of Item	Make (Brand)	Quantity	Unit price (inclusive of basic cost, freight, taxes, duties etc.)	Total cost	Discount if any	Actual cost

Total Amount in words Rupees-

1. Validity period of the bid:
2. Delivery Period:
3. Warranty Period:
4. Installation Period:

N.B: *Offer with Special condition having additional financial implication for the College shall not be entertained.*

*Certified that we accepted all the terms and conditions of the documents.*

Date:

Signature of authorised person

Place:

Full Name:

Designation:

Seal: