



DISPUR COLLEGE
DISPUR, ASSAM
PIN-781006

NOTICE INVITING QUOTATION (NIQ)

(Ref. No. DC/RUSA/Tender/2021-125 dated 12-08-2021)

Affixing court fees stamp of rupees 8.25 (Eight rupees and twenty five paisa only), Sealed quotations are invited in two parts (Part I: Technical Bid and Part II: Financial Bid) by the Principal, Dispur College under the scheme of equipment for upgradation of existing degree college of Rastriya Uchatar Siksha Abhijan (RUSA) from reputed and experienced Firms/Suppliers, fulfilling the qualifying requirements as prescribed in Tendered Documents for following items:

NIQ No 1: Desktop Computers and Computer Table & Chairs

The details schedule of items, Terms and Conditions, Last date of submission, Date of Opening of quotations and others can be downloaded from the website www.dispurcollege.ac.in

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Particulars	Details
Nature of the work	NIQ: Desktop Computers and Computer Table & Chairs (per unit complete set)
Value of the Work	Rs 10,00,000/- (Ten Lakhs)
Details of Contact Persons for clarification/ queries	Mr. Ratul Borah Coordinator, RUSA Dispur College, Assam Phone: 9435543196 Email: bora.ratul@yahoo.com Or Dr Ajoy Mitra Phone: 9435046284 Email: ajoy444@gmail.com
Mode of tendering	<ol style="list-style-type: none">I. Details Terms and Conditions can be obtained/downloaded from the college website www.dispurcollege.ac.in.II. Tenders have to be submitted in the College Office during the Office hours.III. The Bidders have to submit the sealed tenders by affixing non refundable Court Fee Stamps of Rs. 8.25 (Eight rupees and twenty five paisa only)IV. The Bidders must have to submit their tenders NIQ. for the Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid (Annexure-I) and 'B' as Financial Bid (Annexure.....) - distinctly.
Cost of Tender Document	Rs 500/- paid through DD, Payable to Principal, Dispur College
No. of Covers	i) Technical Bid ii) Financial Bid
Estimated Tender items included in Price Schedule	Desktop Computers and Computer Table & Chairs
Total Fund – 10 Lakhs	
Earnest Money Deposit (EMD)	2 % for general, 1% for ST/SC and as per rule of Govt. of Assam
Date of Publishing	Tender 13 th August, 2021
Website for Downloading Tender Documents etc.	www.dispurcollege.ac.in
Last date of Pre bid Quarries	15 th August 2021
Bid Submission start date and time	14 th August 2021. From 10 A.M.

Bid Submission closing date and time	17 th August, 2021, up to 3 P.M.
Technical Bid and Financial Bid opening date and time	18 th August , 2021 at 11 .AM.
Address where the tenders are to be submitted	Principal Dispur College, Dispur, PO & Dist.- Dispur PIN- 781006 (Assam)
Venue for opening of technical bid and financial bid	Office of the Principal, Dispur College, Dispur in presence of RUSA Monitoring/Evaluation Committee

1. IMPORTANT NOTE:

- 1.1 Tenders Documents should be downloaded from the college website www.dispurcollege.ac.in
- 1.2 Bidder can access tender documents on the website.
- 1.3 Tenders and supporting documents should be submitted in the college office within the stipulated period of time.
- 1.4 The Bidders must have to submit their tenders of NIQ. The Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid (Annexure-I) and 'B' as Financial Bid (Annexure-II) - distinctly.

2. ELIGIBILITY:

- 2.1 The Bidder must submit a tender based Manufacturer's Authorization Certificate.
- 2.2 The Vendors should have the experience of supply of computer, computer table chair for govt. departments / college / universities, etc
- 2.3 The Vendors should submit and undertaking with the Technical Bid to the effect date he or his firm has not been black listed by any of the Departments / Organisation and No Criminal Case is pending against the said Firm on the date of submission of this bid
- 2.4 The Bidder must submit the GST Registration Certificate, PAN Card, & Trade License of the Firm
- 2.5 The Vendor must have minimum required turnover for last three years. ISO / Quality certificate holder will get preference in selection of bid.
- 2.6 Bidder must submit their local (Guwahati) service station details along with their bid

2.7 The rates quoted by the firm should be in Indian Rupees. In case of difference / discrepancy between the rates quoted in figures and words, the letters shall prevail.

2.8 The bids should be valid for a minimum period of 90 days after the closing date of submission.

2.9 The bidder must submit self attested copy of Certificate of Registration/incorporation of the firm in case the bid is submitted by firm.

2.10 The EMD of successful firm(s) shall be converted in to Performance Security Deposit and shall be returned after successful completion of contract.

2.11 The Principal of Dispur College as well as RUSA Monitoring/Evaluation Committee and other related Committees, RUSA reserve the right to accept/ reject any or all bids without assigning any reason.

2.12 The Firms/ Suppliers are requested to submit copies of the following documents along with the Technical Bid, failing which their Bids shall be rejected and shall not be further considered:-

(a) Copy of Earnest Money Deposit (EMD)

(b) Copy of PAN/ TIN/ GIR card/GST registration certificate

(c) Copy of Work Experience of similar work during the last three years

(d) Copy of Undertaking that the Firm is not Black Listed by any Government Departments/ Organisations.

(e) Original Tender document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of the tender.

2.13 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

2.14. The Bid should be submitted in the prescribed form duly signed by the bidder in sealed cover.

2.15 Bidder shall quote his/her rate exclusive of all taxes. Taxes should be shown separately

2.16 The rate quoted shall be valid for a period of three months the date of opening the bid

2.17 Bidder submitting their bid from outside Assam must have their local agent preferably in Guwahati with Sales Tax Registration in Assam & Local Service Centers, etc

2.18 Bidder on acceptance of their bid must be agreeable to sign with the authority an Annual Maintenance Contract (AMC) at an agreed amount, after the expiry of the warranty period

2.19 Bidder who furnish inadequate and ambiguous information are liable for rejection

2.20 The tender committee reserves the right to accept or reject any bid which is not in conformity with procedure without assigning any reason thereof; The decision of the tender committee shall be final and binding in respect of matters connected with this bid

3. TERMS AND CONDITIONS:

3.1 The contract is to commence from the date of award of contract to the firm and shall continue for the period of six months, unless it is curtailed or terminated by Dispur College owing to deficiency of service or supply of sub standard quality of materials.

3.2 The contract shall automatically expire after six months from commencements of the contract unless extended further by the mutual consent of contracting firm and Dispur College.

3.3 The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications and on satisfactory performance, for a further period of three months with mutual consent.

3.4 The contracting firm shall not be allowed to transfer, assign, pledge or sub-contracts rights and liabilities under this contract to any other company/ firm/ agency etc.

3.5 The contracting firm will be bound by the details furnished by the firm to Dispur College, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.

3.6 Financial bids of only those firms who are technically qualified shall be evaluated.

3.7 Dispur College, Guwahati reserves the right to terminate the contract during initial period after giving a week's notice to the firm.

3.8 All expenses for sending the items supplied and installation to Dispur College, Dispur Guwhati 781006, Assam should be borne by the firm.

3.9 The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained during the period of the contract. Order will be placed on the basis of NIQ and quantity will be decided accordingly.

3.10 The owner / supplier/ firm should be available on his/ her own direct telephone (office as well as residence) and also on mobile phone so that he/ she may be contacted immediately in emergency cases.

3.11 Before award of contract, all original documents will be checked by the authority of Dispur College and at that time attested photo copies are required to be furnished.

3.12 Dispur College shall not be responsible for any financial loss or other injuries to any person deployed by the contracting firm in the course of their performing the duties to Dispur College in connection with the supply of items.

3.13 In the event of failure to accept the offer of contract or failure of submission of Performance Security Deposit by the successful bidder within stipulated time line for whatsoever the reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.

3.14 Either party may terminate the contract by giving a notice of one month.

3.15 In case of breach of contract by the vendor, Dispur College shall have the authority to cancel/ terminate the contract, besides forfeiting the Security Deposits.

3.16 It may specifically be mentioned whether quotation is strictly as per tender specifications/ conditions. Deviation in any form will not be accepted.

3.17 Dispur College reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further Dispur College reserve the right to purchase or to purchase any item listed in the price schedules.

3.18 The contract shall be subject to Guwahati Jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian laws.

3.19 All disputes arising out of this contract shall be settled amicably by Dispur College and the contractor. In the event of failure to reach amicable settlement, the change shall be settled by an Arbitrator appointed by Dispur College as per the provisions contained in Arbitration and Conciliations Act 1956.

3.20 The terms and conditions of Rastriya Uchchar Siksha Abhijan (RUSA) will be followed and implemented.

3.21 The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues.

3.22 The successful Bidder (s) must sign an agreement with the Authority of the Dispur College, Dispur regarding the contract and supply of materials as well.

4. PROCEDURE FOR SUBMISSION OF THE PROPOSAL/ TENDER

4.1 The Bidders must have to submit their tenders NIQ. Both the Bids, Technical and Financial should be submitted in separate and block making 'A' as Technical Bid (Annexure-I) and 'B' as Financial Bid (Annexure-II, & III,) – distinctly.

4.2 The copy of related documents must be submitted along with the Technical Bid and Financial Bid.

4.3 The Bidders can submit the tender either by post or by submitting in the box provided in the college in the following address –

Address : To, The Principal,
Dispur College,
Guwahati, Assam.
PIN- 781006

5. EARNEST MONEY DEPOSIT (EMD):

5.1 The Technical Bid must be accompanied by NEFT/DD/Bankers' Cheque for Earnest

Money Deposit, drawn on any Nationalized Bank/Scheduled bank in favour of Principal, Dispur College. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation submitted without EMD shall be summarily rejected.

5.2 The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD and Tender Document cost for the tender no." for

Supply of....." shall be dispatched/ submitted at the Office of the Principal, Dispur College at the address mentioned below :

The Principal,
Dispur College,
Guwahati, Assam. PIN- 781006

6. RETURN OF EMD:

6.1 The EMD of the unsuccessful Bidder will be return as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by Dispur College on the EMD.

6.2 The EMD of successful Bidder will be returned after the completion of the Contract.

6.3 The Financial Bids of only technically qualified Bidders will be opened.

7. DELIVERY:

7.1 Free delivery at Dispur College, Dispur, PO.- Dispur, PIN- 781006 (Assam).

8. BID EVALUATION CRITERIA:

8.1 In the first instance the Technical Bids shall be opened by the Authority of Dispur College, Dispur in the presence of representative of Bidders, if available and RUSA Monitoring/Evaluation Committee.

8.2 The date and time of the Technical Bids and Financial Bids is given for all.

8.3 The Bidders may depute their representatives for the opening of the Bids.

8.4 The Technical Bids will then be evaluated by the Dispur College internally.

8.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened.

8.6 If any vendors so desires, it may depute its representative for Financial Bid opening event also.

8.7 The decision of the Principal, Dispur College, Guwahati-781006 shall be final and binding.

8.8 The terms and conditions of Rastriya Ucchatar Shiksha Abhijan (RUSA) will be followed and implemented.

8.9 The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues.

Annexure-I
TECHNICAL BID

(Contract for supply of to Dispur College)

1. Name of the Tendering Company/Firm /Agency :
2. Name of Owner/ Director/Manager of Company/Firm /Agency:
3. Full Address of the Company/Firm/Agency of Registered Office:
Telephone / Mobile No.:
- Fax No.:
- E-mail Address:
4. Banker of the Company/Firm/Agency with Full address:
5. Details of Earnest Money Deposit (EMD):
RTGS/NEFT/DD
Drawn on Bank
6. Name of the items to be supplied:
7. PAN/GIR No. :
8. TIN No. :
9. GST No. :
10. Additional information, if any (Attach separate sheet, if required) :

Date:

Place:

Signature of authorized person

Full Name & Designation:

Seal:

Annexure-II

Financial Bids

Price schedule: C (Supply and Installation of Desktop Computers, Computer Table and Computer Chair)

Sl. No.	Item Name/ Description	Model	Detail Specification	Unit Rate	Discount	Others (if any)	Actual Cost
1	a) Desktop Computer						
	b) Computer Table						
	c) Computer Chair						

Annexure-III

SELF-DECLARATION-NO BLACKLISTING

To,

The Principal,

Dispur College, Guwahati

Assam. PIN- 781006

In response to the advertisement No.....,

Dated on Notice Inviting Quotation (NIQ), Dispur College,

I/We hereby declare that presently our Company/Firm.....

..... is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government /PSU/Autonomous Body.

We further declare that presently our Company/Firm

..... is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State/Central Government/PSU/ Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you

Place :.....

Date :.....

Signature: _____

(Seal) Name in Full

Designation _____

ANNEXURE – IV
List of Detail Specification of Equipments for
NIQ funded by RUSA

Sl.No	Items	Specification
1	Computer Desktop (Branded with license version)	Corei5 ,10th Gen, 8GB RAM, DDR4, 1TB HDD, Win 10 HOME, Office Home & Student 2019 USB KBD, 19.5" HDMI FHD UPS and 3 YEAR ONSITE warranty with integrated Wi-Fi and Bluetooth
2	Computer Table	2.5 ft x 1.5 ft (Steel Frame and Lamination Board)
3	Computer Chair	Executive - Standard Size (Low Back, with Aram)



Sd/-
Principal
Dispur College
Guwahati – 781006

RASTRIYA UCHCHATAR SHIKSHYA ABHIYAN
Under Education (HIGHER) Department
DISPUR COLLEGE, DISPUR, GUWAHATI 781006

NOTICE INVITING QUOTATION (NIQ)
(TENDER Ref. No. DC/RUSA/Tender/2021-125 dated 12-08-2021)

Procurement of New Equipment/Facilities under RUSA Infrastructure Grant

TECHNICAL BID (Check List)

Sl. No.	Description	Remarks
1	The bidder (prime bidder in case of consortium) should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932.	Incorporation certificate / Registration Certificate in case of Firm
2	Experience in development and maintenance in similar work	Work Order/PO/ Work completion certificate from customer
3	Name of Firm/Company Registration Number & Registering Authority) VAT No., CST No., PAN No. Or GST No	Photocopy to be submitted
4	The bidder should be a ISO 9001-2008 certified Company. ISO 9001-2008 or more is related to "Quality Management" process or EPF / EISI provider	Photocopy to be submitted
5	The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a Corporation or any other autonomous organization of central or state Government for breach of contractual conditions as on bid calling date	Self declaration to be submitted

NOTE: Please submit all documentary evidence in support of above evaluation criteria

DRAFT AGREEMENT

This Contract is made and entered into on this _____ day of _____, 2021 by Principal, Dispur College and between The Principal, Dispur College, Assam, having its office in Ganeshguri, Dispur, P.O Assam Sachivala, Assam, Kamrup (M), Pin 781006 (herein after referred to as Purchaser) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART and M/s _____, a company/firm registered under the Indian Companies Act, 1956 with its registered office at _____ (herein after referred as the “Successful Bidder/ Supplier”) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas, Purchaser is desirous of appointing an agency for “Procurement of New Equipments/facilities under RUSA Infrastructure Grant“ as per the Scope of Work and Terms and Conditions as set forth in the Tender document dated 13-08-2021 of **Ref. No. DC/RUSA-1/MC/2017-18/132** and whereas M/s _____ represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIT and Tender document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time and whereas Purchaser has accepted the bid of M/s _____ and has placed the Work Order vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____. And whereas M/s _____ has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIQ Ref. No. _____ dated _____ and Tender document dated _____ issued by Principal, Dispur College along with its enclosures/ annexure, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.

2. In consideration of the payment to be made by Principal, Dispur College to M/s _____ at the rates set forth in the work order no. _____, _____ will duly supply the said articles set forth in “Annexure – II “ Financial Bid” thereof and provide related services in the manner set forth in the Tender, along with its enclosures/ annexure and Technical Bid along with subsequent clarifications submitted by M/s _____.

3. The Principal, Dispur College do hereby agree that if M/s_____ shall complete all work as mentioned in the scope of work in the manner aforesaid observe and keep the said terms and conditions of the Tender and Contract, the Principal, Dispur Colelge will pay or cause to be paid to M/s_____, at the time and the manner set forth in the said conditions of the Tender. The mode of Payment will be as specified in the Tender document.

4. The timelines for the prescribed Scope of Work and requirement of services shall be effective from the date of work order i.e. _____ and completed by M/s_____ within the period as specified in the Tender document.

5. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the Tender document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this ____day of _____, 2017.

Signature of the Approved
bidder

Signature for and on behalf of
Principal, Dispur College

Designation:

Designation:

Date:

Date:

Witness No.1

Witness No.1

Witness No.2

Witness No.2