



BHATTADEV UNIVERSITY

BAJALI, PATHSALA-781325, ASSAM

www.bhattadevuniversity.ac.in

NIQ No.: Bhatt.U/E&A Sec./151/ 2021/837

Date:12/03/2021

Notice Inviting Quotations

Sealed quotations are invited from reputed manufacturers/authorized dealers for the supply, installation and commissioning etc. of computers, laptops & printer required by the science departments of Bhattadev University and office use.

Please read this NIQ document carefully before participating because offers by the bidders shall be understood to have been prepared and submitted with full understanding of the NIQ terms and conditions. Any lack of information / understanding shall not in any way relieve the bidder of responsibilities to be fulfilled its obligations under the bid.

The University shall reject a proposal for award / purchase order if it determines that the bidder recommended for the award/order had engaged in corrupt or fraudulent practices while competing for, or in executing the purchase order. Fraudulent practice means a misrepresentation of facts in order to influence a procurement process and it includes collusive practices among bidders with a view to establishing bid prices at non-competitive levels and hence depriving Bhattadev University of benefits of free and fair competition. Corrupt practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official (including those associated with Bhattadev University) in the process of this purchase execution. Further, the Vice-Chancellor of Bhattadev University reserves the right to impose any other form of penalty, including blacklisting of the vendor, if deemed fit.

Bids submitted by vendors who are blacklisted by reputed universities/institutes/PSUs/Govt. Organizations will not be considered. Every vendor must submit a certificate of undertaking to this effect at the time of submitting the bid.

All communications must be addressed to the Registrar, Bhattadev University, Bajali, Pathsala - 781325, Assam, India and/or registrar@bhattadevuniversity.ac.in.

The following general terms and conditions, in brief, will be applicable:

- Two Bid Procedure:** The quotation must be in a two-bid system. All technical documents along with the supporting documents in conformity with the terms and conditions are to be placed in a sealed envelope to be marked as "Technical Bid". Price quotations for various components clearly indicating the amount including various tax components etc. must be in the second envelope to be marked as "Price Quotation". Both the envelopes are to be put in a single envelope and to be sealed and submitted to the **Working Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam.**
- No separate tender/quotation paper will be issued from the office; one should only download the List of Equipments along with Specifications from the university website: <https://www.bhattadevuniversity.ac.in/> (i.e., by downloading this document).
- At least one similar work/supply completion with successful implementation and completion certificate from the customer must be produced, the value of which should not be below 60% of the currently quoted value. Firms not fulfilling this condition shall not be considered.



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4. The rates should be quoted in Indian Rupees on FOR Bhattadev University, Pathsala, Assam, Door Delivery Basis for all items. The basic rates should be exclusive of GST and rate of applicable GST in % should be clearly indicated and total price quoted for any given piece of equipment is desired to be within budgeted total expenditure for each piece of equipment.
5. A non-refundable processing fee of **Rs. 2000/- (Two Thousand)** only in the form of a DD/Banker's Cheque drawn in favour of Registrar, Bhattadev University, payable at Canara Bank, Pathsala Branch should be submitted.
6. The original copies of the instruments processing fee should be deposited/submitted or reach along with the bids.
7. Any given computers, laptops & printer and/or the total number of each type of equipment/apparatus to be purchased shall depend on fund availability; and, the university may decide not to purchase any given type of equipment without giving any reason.
8. Charges for customs clearance (if required) and transportation to the place of installation (i.e., Pathsala) are to be borne by the supplier.
9. Applicable levies, surcharge and discounts should be clearly indicated item-wise.
10. Quoted rates should be valid at least for a period of sixty days.
11. The rates should be quoted along with supporting documents of specifications and technical features, and lists of users, wherever applicable.
12. The computers, laptops & printer must be installed at the premises of Bhattadev University, Pathsala, Assam and after installation a basic training must also be provided by the supplier without any additional cost.
13. Warranty/ Guarantee period should be specifically mentioned in the quotation against each item.
14. Details of availability of after sales support and spare parts will have to be furnished. After sales support, directly from manufacturer will be preferred.
15. Product demonstration / on-site discussion may be sought from the vendors for authentication of quoted specifications and pricing.
17. Rates must be quoted item wise. Quotations for a selection of computers, laptops & printer from the full list of computers, laptops & printer are also acceptable. PAN/GSTN wherever applicable, must be mentioned.
18. AMC policy including rate and other terms and conditions is required to be clearly stated along with the proposal for maintenance after the expiry of warranty period. This may be weighed as part of the total package value of the contract at the discretion of the Bhattadev University.
19. Bidders should clearly mention the detailed address, contact number, e-mail address of 'after sales service provider', preferably in Guwahati or places close to Pathsala, Assam without which their offers are liable to be rejected.
20. All quotations must be supported with technical leaflet/literature and the specifications mentioned in the quotation must be reflected / supported by such technical literature.

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21. Lowest rate may or may not be the sole selection criterion for award of the supply order. However, the negotiations, if necessary, to be made by Bhattadev University with bidders of technically qualified offers may be held for finalizing the order.
22. Suppliers must provide valid authorized dealership documents from original equipment manufacturer (OEM) along with quotations. In addition, bidders also are required to provide valid certificate(s) to prove that the products are genuine and of international / national standard and for the purpose, manufacturer's certificate and / or ISO/ISI certificate etc. need to be submitted.
23. Annual turnover of the bidder for last 3 years must be submitted.
24. Performance Bank Guarantee (PBG): In the Purchase Order (PO) value is above Rs. 5 lakhs, the successful bidder, with whom the PO is placed, shall furnish an unconditional PBG from a scheduled bank in India for 10% of the PO, along with Bill/Invoice. Validity period of the PBG, which shall be mentioned therein, shall be warranty period + 2 months before and 3 months after the warranty period.

By submitting the PBG, the vendor will be understood to have guaranteed the following.

- (i) The PO shall be executed as per terms and conditions mentioned therein.
- (ii) The vendor shall at its own cost rectify/replace defects / defective items, if any, during the guarantee period.

In case of failure to comply with the above guarantees, Bhattadev University, at its discretion, shall procure goods similar to those ordered for, and the defaulting supplier/vendor shall be liable to compensate for the extra expenditure incurred by Bhattadev University for the purpose.

25. The vendor is to ensure that the quoted price is not more than the price offered to any other customer, particularly universities/institutes/government organizations, in India to whom this particular item has been sold.
26. All other terms and conditions will be as per the Bhattadev University rules and regulations.
27. Bhattadev University reserves the right of modifications, cancellations and decisions in regard to the entire process.
28. The University shall make the payment against the supply after successful deliver, installation, commissioning and acceptance by the users. It may please be noted that under no circumstances Bhattadev University shall make any advance payment for the purchases to be made presently. The vendor should strictly adhere to the stated date of delivery and in the event of delayed delivery, installation and commissioning the vendor shall be liable to penalty deductions as per standard norms.
29. **Evaluation of Bids:** Technical merit of the offered items will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the bids for ACCEPTED items will be considered for price bid.
30. Queries regarding details of items for the bid should be directed to info@bhattadevuniversity.ac.in on or before 14/03/2021. Answers to relevant queries

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may also be sought over phone calls made to the number 9864623699 during office hours on 13th-15th of March, 2021.

31. **The last date of submission of quotations is 17/03/2021 at 04.00 pm.** The quotations will be opened on 18/03/2021 at 11.00am or on a date to be announced through the university website. Representatives of the bidders may attend the quotation opening meeting to be held in the office of the Registrar, Bhattadev University.

Supply of computers, laptops & printer for Science Departments and office use

Approximate value: Rs. 10 lakhs

Sl. No.	Details of Items Names	Specifications/Descriptions
1.	Desktop PC	Intel Core i5 1TB HDD+256 GB SSD /8GB RAM /ODD/Win10P/3 yrs onsite warranty Monitor.
2.	Laptop	i5, 8GB DDR4 RAM, 512GB SSD, Win 10 Pro, 14" LED HD, No ODD, 3 Year Onsite Warranty with 1 year ADP, With Bag
3.	LaserJet MFP Colour Printer	(i) Speed- min. 25ppm A4, Letter, tabloid, draft min. 12ppm A3 (ii) Duplex print option (iii) Processor speed: min. 1.2GHz (iv) Duty cycle: min. 3000000 pages (v) Copy resolution: min. 1200x1200dpi colour (vi) ADF facility (vii) Standard networking capability (viii) Min. 3 years warranty (ix) Minimum 300 GSM

Working Registrar
Bhattadev University