



ভট্টদেব বিশ্ববিদ্যালয়  
বজালী, পাঠশালা-৭৮১৩২৫, অসম  
**BHATTADEV UNIVERSITY**  
BAJALI, PATHSALA-781325, ASSAM  
www.bhattadevuniversity.ac.in

NIQ No.: Bhatt.U/E&A Sec./2023/3148

Date: 16/10/2023

**NOTICE INVITING QUOTATION**

Sealed quotations in two-bid system are invited from reputed manufacturers/authorized dealers for the supply and installation of laptops & printers for official use of the University, as per the following details:

The last date of submission :	30 October 2023 till 12 noon
Bid Opening Time :	30 October 2023 at 1 PM
Venue :	Office of the Registrar, Bhattadev University

**ELIGIBILITY CRITERIA**

Technical bids of only those bidders shall be considered who have submitted the quote for all the items along with the following documents:

1. Forwarding letter duly signed by the authorized person.
2. Proof of the authorized dealership for the items quoted.
3. Latest Income Tax Return.
4. Copy of Certificate of Registration for GST.
5. Copy of PAN Card.
6. Compliance sheet stating the deviation, if any, with reference to the terms and specifications of the equipment/ its accessories.
7. List of similar equipment supplied by the firm with addresses and phone numbers of Customers with satisfactory completion certificates/ working certificates or order Copy etc.
8. Tender fees
9. Annual Turnover of at least 1 Crore in each of the last three Financial years.
10. Balance Sheet of last two financial years duly certified by Chartered Accountant with valid UDIN.

All supporting documents against the above minimum qualifications must be submitted along with the bid. A simple undertaking claiming the stated criteria will not be treated as sufficient.



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## INSTRUCTIONS TO BIDDERS

### 1. How to apply:

The bidder should submit sealed quotations at the designated place of the **Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam** in the following format:

- A. **First Envelope:** The first envelope should be sealed and clearly marked as "Technical Bid" on its cover. It can contain only the Technical Bid (that includes the profile of the bidder) and supporting documents towards the eligibility conditions mentioned above along with a signed copy of this bid document as a mark of agreement to all the terms and conditions mentioned herein. Nowhere in this envelope should be any indication of the Financial Bid or Quote.
- B. **Second Envelope:** The second envelope should also be sealed and clearly marked as Price Bid on its cover. It can contain only the Price Bid / Financial Bid / Quote.
- C. **Third Envelope:** Both the First Envelope and Second Envelope should be put together in the Third Envelope and sealed. The third envelope should contain the name, address and contact details including mobile number and e-mail of the bidder. The same has to be submitted within the due date and time to the **Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam**.

### General Terms & Conditions

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

1. 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).
2. 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.
3. A non-refundable processing fee of **Rs. 1000/- (Rupees one 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.
4. The original copies of the instruments processing fee should be deposited/submitted or reach along with the bids.
5. Any given 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.
6. Charges for customs clearance (if required) and transportation to the place of installation (i.e., Pathsala) are to be borne by the supplier.
7. Applicable levies, surcharge and discounts should be clearly indicated item-wise.
8. Quoted rates should be valid at least for a period of three months.



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9. The rates should be quoted along with supporting documents of specifications and technical features, and lists of users, wherever applicable.
10. The computers, laptops & printer must be installed at the premises of Bhattadev University, Pathsala, Assam.
11. Warranty/ Guarantee period should be specifically mentioned in the quotation against each item.
12. Details of availability of after sales support and spare parts will have to be furnished. After sales support, directly from manufacturer will be preferred.
13. Product demonstration / on-site discussion may be sought from the vendors for authentication of quoted specifications and pricing.
14. Rates must be quoted item wise. Quotations for a selection of laptops & printer from the full list of laptops & printer are also acceptable. PAN/GSTN wherever applicable, must be mentioned.
15. 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.
16. 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.
17. All quotations must be supported with technical leaflet/literature and the specifications mentioned in the quotation must be reflected / supported by such technical literature.
18. 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.
19. 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.
20. Annual turnover of the bidder for last 3 years must be submitted.
21. 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.
22. All other terms and conditions will be as per the Bhattadev University rules and regulations.
23. Bhattadev University reserves the right of modifications, cancellations and decisions in regard to the entire process.
24. The University shall make the payment against the supply after successful delivery, 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.



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25. **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.
26. Representatives of the bidders may attend the quotation opening meeting to be held in the office of the Registrar, Bhattadev University.

**Specification of the items:**

Sl. No.	Details of Items	Specifications/Descriptions
1.	<b>Laptop</b> (Quantity: 2)	<p>Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads), 12th Generation Intel® Core™ i5 processor</p> <p>8 GB DDR4-3400 MHz RAM (1 x 8 GB), 512 GB PCIe® NVMe™ M.2 SSD 39.6 cm (15.6) diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC</p> <p>Intel® Iris® X<sup>e</sup> Graphics, 1 USB Type-C® 10Gbps signaling rate (USB Power Delivery, Display Port™ 2.1); 3 USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 AC power; 1 HDMI 2.1b; 1 stereo headphone/microphone combo jack; 1 RJ-45, Dual stereo speakers, dual array microphones, 720p HD privacy camera, Fingerprint sensor, Spill-resistant, full-size keyboard with numeric keypad, Smart 65 W EM External AC power adapter, Long Life 3-cell, 42 W Li-ion with Backpack Laptop Bag</p> <p>OS: Windows 11 Pro OEM with 64 Bit operating system Office: Office Professional Plus 2021 by OEM. Warranty: Minimum 3 years warranty Supported by OEM</p>
2.	<b>Printer</b> (Quantity: 1)	<p><b>All in one Printer Specification (Duplex &amp; Networking)</b></p> <ul style="list-style-type: none"> <li>▪ A4 Black and White Laser Printer</li> <li>▪ Print, Copy and Scan</li> <li>▪ Print speed up to 22 ppm (black)</li> <li>▪ USB, Ethernet</li> <li>▪ Duplex Printing</li> <li>▪ Duty cycle : Up to 25000 pages per month</li> <li>▪ Print technology (Laser)</li> <li>▪ Print quality black (best) Up to 600 x 600 dpi</li> <li>▪ Connectivity, standard: 1 Hi-Speed USB 2.0, 1 Fast Ethernet 10/100Base-TX,</li> <li>▪ Memory: 64 MB</li> <li>▪ Duplex printing: Auto-duplex</li> <li>▪ Page Supported: A4, A5, A6, B5</li> <li>▪ Scanner Type: Flatbed</li> <li>▪ Warranty: Minimum 3 years warranty Supported by OEM</li> </ul>
3	<b>Printer</b> (Quantity: 1)	<p><b>All in one Printer Specification (USB)</b></p> <ul style="list-style-type: none"> <li>• Functions Supported: Print, Scan, Copy</li> </ul>



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		<ul style="list-style-type: none"><li>• Scanner Type : Flatbed</li><li>• Max. Print Resolution Up to 600 x 600 dpi</li><li>• Print Speed Up to 22 PPM (Black), letter), Up to 22 ppm (normal, A4)</li><li>• Max. Number of Copies Up to 99 copies</li><li>• Max. Paper Size A4; A5; A6; envelopes (C5, DL); custom</li><li>• Monthly Duty Cycle Up to 8000 Pages, 000 pages</li><li>• Copy Speed Up to 21 cpm</li><li>• Scan Resolution Up to 1200 x 1200 dpi, flatbed), Up to 1200 dpi (mono, flatbed), Hardware : Up to 600 x 600 dpi (color, flatbed), Up to 1200 x 1200 dpi (mono, flatbed)</li><li>• Max. Scan Size 215.9 x 297 mm</li><li>• Two side printing Manual</li><li>• Functions Supported: Print, Scan, Copy</li><li>• USB</li><li>• Printer Type : Multi-function</li><li>• Warranty: Minimum 3 years warranty Supported by OEM</li></ul>
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**Registrar**  
**Bhattadev University**