

# **BIDDING DOCUMENT**

**Name of work :  
Supply and Installation Computer**

**Office of the Principal  
B. H. COLLEGE, HOWLY  
P.O. Howly  
Dist. Barpeta (Assam)**

**Office of the Principal**  
**B. H. COLLEGE, HOWLY**

**P.O. Howly :: Dist. Barpeta (Assam)**

Ref : BHC/50/2019-20/01006

Date : 19/08/2019

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed manufacturer/authorized dealers affixing non refundable court fee Rs. 8.25/- for supply and installation of Computer of B. H. College to be funded by RUSA (Assam). Quotation will be received within 21 days from the date of issue of the notice. The undersigned has the right of placing order depending on quality of items and accepting subsequent negotiated rate. For further details, please contact the office of the undersigned during Office hours or visit B. H. College Website [www.bhcollege.in](http://www.bhcollege.in)

Sl. No.	Reference No.	Items	Qty.	EMD (Rs.) in the form of DD	Tender Document Fee (Rs.)
01	BHC/50/2019-20/01006 Dated 19/08/2019	Supply and Installation of Computer	1 Package (as mentioned in financial bid)	5,000/-	1,000/-
<b>BID Value : Rs. 5,00,000/-</b>					

**IMPOTANT DATES**

BID REFERENCE	DATE AND TIME
Date of commencement of issue of Tender documents	19-08-2019
Closing date & time for submission of Hard copy of bids	09-09-2019, 16.00 Hrs.
Date & Time of opening the bidding documents	10-09-2019, 15.00 Hrs.
Place of issue of tender documents/ Bid submission and opening of Technical and financial Bids	Office of the Principal, B. H. College, Howly



Principal  
B. H. College, Howly

**Principal**  
**B.H. College, Howly**

Memo No BHC/50/2019-20/01006

Date : 19/08/2019

Copy to :

1. The Mission Director, RUSA, Kahilipara, Guwahati- 19
2. College Notice Board
3. Office Copy

**A. ELIGIBILITY CRITERIA**

1. The bidder should be either original Equipment manufacturer (O.E.M) or Authorized Dealer (Please submit manufacturer authorization letter on the O.E.M's letter head duly signed by authorized signatory.)
2. The bidder firm must be incorporated and registered in India under the Indian Companies Act/Societies Registration Act/Trust Act/ any other Act, or any Govt. Firm doing similar work and should be in operations in India for minimum 3 years (Please enclose certificate).
3. The Bidders should have average annual financial Turnover during the last three years of Rs. 1 core (Please submit income Tax return certificate for the last three years)
4. The Bidder should have experience of having successfully completed supply and installation of Computers in State/Central Govt./PSUs during the last year. Please submit attested copies of work Order/ Completion Certificate.
5. Self declaration that the bidder has not been barred by any PSU/Govt.Dept.in doing business with them.
6. The bidder must submit copies of their GST Registration Certificate from the competent authority.
7. The bidder must submit PAN Card
8. Tender should be accompanied by a Tender Fee (non-refundable) of Rs. 1,000.00 (Rupees One Thousand) only and EMD (Earnest Money) of Rs. 15,000/- (Rupees Fifteen Thousand) in the form of demand draft/ banker's cheque in favour of Principal, B. H. College, Howly.

**B. INSTRUCTION TO BIDDERS**

**1. BIDDER TO BEAR COST OF PURCHASE OF TENDER DOCUMENT**

The Bidder shall bear all the costs associated with the preparation and submission of the bid. The purchaser in any case will not be responsible or liable for these costs regardless or conduct of the bidding process.

**2. AMMENDMENT OF BID DOCUMENTS**

- i. At any time, prior to the date of submission of bids, the purchaser may for any reason modify the Bid documents.
- ii. The amendment, if any will be notified on the College Website for updates on this tender.

**3. EXTENSION OF TIME**

In order to give required time to the prospective Bidder in which to take the amendments into action in preparing their bid, the Purchaser may at its discretion extend the deadline for submission of bid suitably.

**4. BID PRICE**

Prices should be inclusive of all taxes and duties. No claim whatsoever on the bid price will be entertained subsequently due to wrong quoting of tax or rate of any tax. However, rate of taxes and duties included in the price offered should also be given separately from the basic price. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation any account.

**5. VALIDITY PERIOD OF BID**

Bid shall remain valid for 120 days after the date of technical and financial Bid opening. The bid valid for a shorter period shall be rejected by the purchaser as non-responsive.

**6. SIGNING OF THE BID**

The purchaser notifies the successful bidder that its bid has been accepted. The successful bidder shall sign and date the Contract Form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded. (Annexure-V)

**7. DEADLINE FOR SUBMISSION OF BID**

Bid must be received by the purchaser at the address specified and not later than the date and time specified in the NIT. Any Bid received late by the purchaser shall be rejected automatically.

**8. MODIFICATION AND WITHDRAWAL OF BIDS**

No modification of Bid shall be allowed unless there is any amendment made by the purchaser.

The Bidder may withdraw Bid with an application addressed to the Principal, B. H College, Howly. Once Bid withdrawn, the same Bidder must not Bid for the second time. Such Bids, If received , will be rejected.

**9. SUBMISSION OF BID**

Bids are to be submitted in two Bid form comprising of

- A) Technical Bid
- B) Financial Bid.

**N. B. :** *Each of the bid documents is to be sealed and to be sent to the following address-*

The Principal, B H. College, Howly, P.O. Howly, Dist. Barpeta (Assam),  
Pin - 781316

**10. PAYMENT AUTHORITY :** Principal, B. H. College, Howly, Assam

## **FINANCIAL BID**

Financial Bid should contain the Price Bid Schedule (Please submit as per the following format-

<b>Sl. No.</b>	<b>Items</b>	<b>No. of Units</b>	<b>Rate Per Units (Rs.)</b>	<b>Total without GST (Rs.)</b>	<b>GST (Rs.)</b>	<b>Total with GST (Rs)</b>
1	Desktop Computer	10				
2	UPS Output 220-240vac Capacity 600 VA	10				
3	Antivirus Quick Heal 10 user	1				

## **TECHNICAL BID**

Please submit the Technical Bid as per the following format-

<b>Sl. No.</b>	<b>Item</b>	<b>Description of items</b>	<b>Offered Model</b>
1	Desktop Computer	8 <sup>th</sup> Generation Intel Core i3 with Intel HD Graphics, 4GB RAM (minimum), 1TB HDD + 120GB SSD, Windows 10, MSO H&SN2019, 19.5" Monitor FHD	
2	UPS Output 220-240vac Capacity 600 VA	UPS Output 220-240vac Capacity 600 VA	
3	Antivirus Quick Heal 10 user	Antivirus Quick Heal 10 user	

## Terms and Conditions :

1. **Rates:** Rates quoted in the Price Bid should be on DOOR DELIVERY at B. H. College, Howly, P.O. Howly, Dist. Barpeta- 781316, Assam.
2. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.
3. **Notification of award:** Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by email, cable or telex or fax (to be confirmed in writing by registered letter), that its bid has been accepted. The notification of award will constitute the formation of the contract.
4. **Signing of contract:** The purchaser notifies the successful bidder that its bid has been accepted. The successful bidder shall sign and date the Contract Form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded. (Annexure-V)
5. **Performance Security:** Immediately after the receipt of notification of award from the purchaser, the successful bidder shall furnish the Performance Security. The supplier shall furnish Performance Security to the purchaser for an amount of 3% (three percent) of the order value, valid for a period of 6 months from the date of completion of order.

The performance security shall be returned on completion of one month after the expiry of warranty period. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encashed & the amount forfeited and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.
6. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

7. The Performance Security shall be denominated in the Indian Rupees and shall be in one of **PBG (Performance Bank Guarantee)**.
8. Unsuccessful bidder's EMD (bid security) will be discharged / returned as promptly as possible.
9. Saving clause: No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.
10. Reasonability of rates/ firm price:
  - (a) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
  - (b) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.
  - (c) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.
9. **The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.**
10. **Validity of Quotation:** Quoted rates must be valid for 120 days from the date of quotation.
11. **Warranty:** the quoted items must have warranty for a minimum of 1 (one) years from the date of supply. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship



(except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in India, i.e. the country of final destination.

12. **After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected.

13. **Tender Fee and Earnest Money:**

Tender fee of Rs. 1,000.00 (Rupees One Thousand ) only and Earnest money of Rs. 5,000.00 (Rupees Five Thousand Seven Hundred and Forty only) in favour of "PRINCIPAL, B. H. COLLEGE" payable at SBI BARPETA ROAD, Assam only shall be submitted manually in sealed envelope superscribed with Tender No. and Bid Closing date and Time mentioned in the Tender". If the tender fee and Earnest Money in ORIGINAL of above mentioned amount is not received within bid closing date, the bid submitted through electronic form will be rejected without any further consideration.

15. **Delivery:**

- a. **Time Limit:** Maximum within 30 days from the date of issue of this purchase order.
- b. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- c. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
- d. **Place of delivery:** B. H. College, Howly, P.O. Howly, Dist- Barpeta, Assam, Pin- 781316.

16. **Contacting the Purchaser:** Subject to clause 20(a), no bidder shall contact the purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bidder's bid and also banning of business dealings with the bidder for a period of three years from the date of such ban.

17. **Conditional tenders not acceptable:** all the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall

- not accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on RUSA, Assam.
18. **Road Permit:** B. H. College, Howly, P.O. Howly, Dist- Barpeta, Assam, Pin-781316 will not issue any Road Permit.
  19. **GST deduction at source:** In case of supply within Assam, GST deduction at source, as per Order/notification of the Govt. of Assam will be applicable.
  20. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.
  21. **Payment:** Payment will be made subject to availability of fund; however the Standard Payment Terms and Conditions are as follows:
    - (a) 100% payment on supply and delivery of Computers and equipments as per specification and satisfactory to the indenting authority.
  22. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

Sd/-  
Principal  
B. H. College, Howly

## Annexure - I

### COMPLIANCE CERTIFICATES FOR NIT TERMS

(To be enclosed in the Technical Bid)

Sl. No.	NIT Terms and Conditions	Yes/ No.
1	Rate quoted as per instruction	
2	Validity of quoted rate for 30 days agreed	
3	EMD Submitted	
4	PBG term agreed	
5	Payment term agreed	
6	Delivery terms agreed	
7	Warranty period agreed	
8	Technical Compliance Statement form for individual items	
9	Industry Registration Certificate/ Dealership/ Distributorship Certificate/Manufacturer Authorization form	
10	All the Items Quoted as per Instruction	
11	1(One) Single Work Order of similar items within last 3(Three) Financial Years from any IITs/ NITs/ Central/State Govt/Semi Govt. of North East Region of India	
12	Experience certificate along with their annual turnover for the last three years. i.e. 2015-16, 2016-17 & 2017-18	
13	After Sales Service	
14	Non Blacklisting certificate and tender acceptance	

Signature with Seal

Vendor : M/s. ....



**Annexure - III**

**MANUFACTURERS' AUTHORIZATION FORM  
(to be enclosed in the Technical Bid)**

Ref. No.

Dated:\_\_\_\_\_

To,

The Principal  
B. H. College, Howly  
P.O. Howly  
Dist. Barpeta (Assam)  
Pin - 781316

Dear Sir:

I/ We.....who are established and reputable manufacturer(s) of ..... having factories at (address of the factory) do hereby certify that M/s.....(Name and address of Agent) is our authorized dealer to quote against your tender enquiry No....., Last Date of Submission:

We hereby extend our full guarantee and warranty as per General Conditions of Contract and for the goods and services offered by the above firm.

Yours faithfully

(Name):

(Name of the manufacturers):

## Annexure - IV

Performa for Performance Statement (for a period of last three Years)

Bid No: .....

Date of Opening..... Time.....Hours

Name Of The Firm: .....

Order placed by (full address of purchaser)	Order No. and Date	Description and quantity of ordered Goods	Value of order	Target date & Date of completion of delivery		Remark indicating reason for late delivery if any
				Target Date	Completion Date	
1	2	3	4	5	6	7

### Signature and Seal of the Bidder

The above statement must be supported by order copy/ payments bills/ receipt vouchers. (self attested photocopy) of earlier supplies to purchase of reputed Govt. Departments support of the earlier performance.

N.B.: The filled- up form must be furnished in manufacturer/ authorize dealer letter head

## Annexure - V

### **CONTRACT FORM**

**(To be stamped as an agreement in the court stamp paper valued Rs. 100/-)**

This agreement made the .....day of..... 20.... between the Governor of Assam (hereinafter “the purchaser”) of the one part and (name of supplier) of (address, city and country of supplier) (hereinafter “the supplier”) of the other part.

Whereas the purchaser is desirous that certain goods and ancillary services, viz. (brief description of goods and services) and has accepted a bid by the supplier for supply of those goods and services in the sum of (contract price in words and figures) (hereinafter “the contract price”).

Now this Agreement witnesses as follows:

01. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- (a) the Technical Specifications,
- (b) the Terms and Conditions of the Tender Document
- (c) the Supplier’s bid and original Price Schedules and
- (d) the Purchaser’s Notification of Award

2. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

3. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

Sl. No.	Brief description Of goods/services	Quantity to be supplied	Unit price	Delivery terms (FOR etc)

**Total value:**

**Delivery schedule:**

In witness whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered by the said.....(for the purchaser)  
in the presence of .....

Signed, sealed and delivered by the said .....(for the supplier)  
in the presence of.....



**Annexure - VI**

**PERFORMANCE SECURITY FORM (BANK GUARANTEE)**

To,  
The Governor of Assam

Whereas..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No.....dated.....20.... to supply

(description of goods and services (hereinafter called "the contract")).

And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we have agreed to give the supplier such a bank guarantee.

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of .....(amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

**This guarantee shall be valid** for a period of **2 (Two) years** from the date of completion of order.

Place and Date

Signature and seal of the guarantor