

OFFICE OF THE REGISTRAR::GAUHATI UNIVERSITY
TENDER NOTICE FOR SUPPLY OFEQUIPMENTS

Sealed tenders in two bid system are invited for different equipment (List encloses) from Manufacturers/ Authorized Dealers /Distributors under two bid systems.

Tender fee Rs.1000/- in the form of DD from Nationalized Bank in favor of Registrar,Gauhati University and payable at SBI Gauhati University Branch only and other essential documents should be submitted against tenderon or before 3.00 pm of 18.05.2016 in the office of the Registrar, Gauhati University, GopinathBordoloi Nagar Guwahati- 781014.

Last Date of Submission of Bid	: 18.05.2016 (3.00 pm)
Date of opening Technical Bib	: 18.05.2016 (3.30 pm)
Date of Opening of Commercial Bid	: Will be communicated later.

Manner of submission of the tender and its accompaniments:

Tenderer should submit the tender in **two separate sealed envelopes** as detailed below.

A. Envelope No. I (Documents): The first envelope clearly marked as **Envelope No 1** shall contain the following documents.

- a) D.D.from Nationalized Bank for Tender fee.
- b) Sales Tax registration, clearance certificate & PAN card should be attached.
- c) Please attach experience certificate of last three years in the supply of proposed product and should have supplied to reputed Govt. institutes/Universities with customer list.
- d) Authorization certificate from principal company. (If authorized dealer/distributor/Vendor)

B. Envelope No. II: (Tender/Financial Bid): The second envelope marked as Envelope **No.II** shall contain only the main tender. The tenderer should quote his offer as per **Annexure enclosed** in the tender documents to be submitted only in envelope II.

He/she should not quote his/ her offer anywhere directly or **indirectly in Envelope No I.**

Submission of Tender:

The two sealed envelopes No.I and II shall be again put together in one common cover and sealed. This sealed cover shall be marked on the left hand top corner **"Tender for the Supply ofequipments,"**

The full name and address including Phone number & Email of the tenderer shall be written on the bottom left hand corner of the envelope containing the tender documents. If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. **The Tenders must be submitted to the Registrar, Gauhati University, Guwahati- 14.** The date and time for the receipt of envelope containing tenders shall strictly apply in all cases. The tenderer should ensure that their tenders are received by the Registrar, Gauhati University, before the expiry of the last date and time.

While submitting your tender, the following procedure may please be observed and other points borne in mind.

1. The maker's name is specified.
2. The "Terms and conditions" for supply and delivery of items, should be clearly indicated in the tender.
3. Tender received after the stipulated date and time may not be taken into consideration.
4. The price should be indicated both in word and figures. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, Vat, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. livable.
5. It would be appreciated if illustrated catalogues with the tender.
6. Price quoted must be inclusive of transportation, cost of delivery & installation the materials at Gauhati University.

Opening of Tenders: - Following procedure shall be adopted for the opening of Tenders:

- a) **Envelope No. I:** First of all, **Envelope No. I** of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the University, a note will be recorded accordingly by the tender opening authority and Envelope No.II the said tenderer will not be considered for further action but the same will be recorded.
- b) **Envelope No.II:** This envelope shall be considered to open for those tenderers whose Envelopes No I are found acceptable to the University. **The qualified tenderer may be present at the time of opening of Financial Bids (Envelope-II)**

Acceptance of Tender:

1. Acceptance of tender may be communicated to the supplier by E mail or by Telephone or otherwise by the authorized officer of the University
2. The right of not accepting the lowest offer is reserved with the Gauhati University.
3. The right to accept or reject any or all the tenders without assigning any reason is reserved with the Gauhati University.

Sd/- Jt. Registrar.

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

(To be returned by Tenderer along with the Tender duly signed)

- 1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of different equipment as enclosed list.
- 2) Quotations will be accepted only from manufacturers/ authorized dealers/Distributors for branded items, failing which the quotation will be summarily rejected.
- 3) The details of items and schedule of items is given Annexure.
- 4) Overwriting and corrections if any should be attested properly. The bid should be completed in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- 5) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) Price offered shall be valid for a period up to one year and delivery & installation your own cost at Gauhati University, Ghy-14. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to Gauhati University to any other clients.
- 7) The supply of items has to be made within a period 30 days from the date of issue supply order.
- 8) Increase like levy, taxes duties etc. if any during the period of contract will be allowed extra on summation of documentary evidence.
- 9) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. Area Code.
- 10) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.
- 11) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers
- 12) No Advance Payment will be made; Payment will be made after supply & successful installation.
- 13) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:

(a) The tenderer has understood all requirements as described in the Tender document.

b) Agreeing to execute order to the satisfaction Gauhati University authorized representatives within the stipulated time.

14) Gauhati University will not be responsible for any postal delays.

15)Tenders from Manufacturers/Suppliers/ Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

16) Gauhati University is not bound to accept the lowest quotation and reserves the right to reject or partly accept any or all quotations received without assigning any reason.

Please do not forget to Attach:

- 1.Proof of payment of non-refundable Tender fee of Rs 1000/- (Either in the form of Demand Draft payable to the Registrar, GU or Cash receipt from the GU Cash Counter)
2. Attested copy of Registration Certificate, Sales Tax registration & clearance certificate & PAN Card should be attached.
3. Attached copy of authorization certificate issued by Principal Company if any.
- 4.The authorized dealer or distributor should have at least three years' experience. Attach proofs of the same.

Important Note:

Please do note that omission to attach any of the above listed documents may cause rejection of the Tender.

Gauhati University

Sd/-Jt. Registrar.

Annexure

Details of required Equipment's

1.

Required Department	IQAC Gauhati University
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SL. No	Items	Particulars/ Specifications	Estimated Value (Rs)
1	Server	ProLiant ML150 Gen9 (M5N00A)	1,70,000/-
2	Workstation	Workstation with Xeon quad core(with table+ operation system+ antivirus)and one Laptop	1,00,000/-
3	Printer	All in one Laser printer	30,000/-
4	LCD Projector	Resolution: 1280x800wxGA,ANSI Lumen: Minimum 3000	40,000/-
5	Network	Network access+ Wi-fi	10,000/-
6	UPS	Online UPS 5kva with battery and fitting	2,00,000/-
			5,50,000/-

2.

Required Department	PD seminar hall & AT Seminar hall
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SL. No	Items	Particulars/ Specifications	Quantity
1	LCD Projector	Resolution: 1280x800wxGA,ANSI Lumen: Minimum 3000	02+01=03No
2	VGA Cable	For 3 projector	20x3= 60 meter
3	Screen	Motorize screen (8'x6')	3 no
4	Chilling Mount	As required	3 no
5	Installation	Electrification & Installation	3 no

3.

Required Department	Controller of Examination
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SL. No	Items	Particulars/ Specifications	Quantity
1	LaserJet Printer	Speed: Up to 30ppm Document delivery: first page 8 second Print Resolution: 600by 600dpi Processor: minimum 260 MHz Memory: Minimum 16MBDurability rating: 500-2500pages monthly, Duly cycle up to 25000pages Paper: 50 sheet multipurpose tray1, 250 sheet tray 2 Paper size: A4,Legal,statement,executive,index card, envelope Interfaces facility Network operating system	01
2	Cartridge	HP 53A original	

4.

Required Department	Superintending Engineer
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SL. No	Items	Particulars/ Specifications	Quantity
1	Digital Photocopier Machine	Color Print/Copier/ Scanner/ Networking HDD:250 GB Memory: minimum 2 GB Printing Resolution: 1200x1200dpi Warm up time:20 second Interface: Ethernet (10 Base-T/100 BaseTX/1000Base-T) Network: Zoom: 25% to 400% Paper weight: 60-300 gsm By pass: Duplex: In-built Paper input capacity: Paper size: A3,A4,A5,A6,B4,B5,B6 Support: Pen drive Tonner Yield: Black Colour Drum Yield: Rate of all consumable	01
2	Buy back RichoAficio 1600	Minimum value of old RichoAficio 1600 machine	Rs.20,000/-

5.

Required Department	Director G.U.Press
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SL. No	Items	Particulars/ Specifications	Quantity
1	Digital Printing Machine	HDD:250 GB Memory: minimum 2 GB Printing Resolution: 1200x2400dpi Processor: 1GHz Paper weight: Maximum 300 gsm Paper size: 12.6"x19" Rate of all consumable	01