

**GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL,
MANKACHAR COLLEGE, MANKACHAR
ASSAM
PIN: : 783131**

**TENDER DOCUMENT
NOTICE INVITING QUOTATION (NIQ) IN TWO BIDS
[Technical & Financial] SYSTEM
FOR
SUPPLY OF DESKTOP COMPUTER SETS
UNDER RUSA INFRASTRUCTURE GRANTS
TO COLLEGES**

To be submitted to

**OFFICE OF THE PRINCIPAL
MANKACHAR COLLEGE, MANKACHAR
ASSAM
PIN: : 783131**

**GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL,
MANKACHAR COLLEGE, MANKACHAR
ASSAM
PIN: : 783131**

Ref. No. MKR.C/NIQ/2022/01

Dated: 16.06.2022

1. Principal Mankachar College invites Quotation in *two bid system (Technical Bid & Financial Bid)* only from reputed firms/ manufacturer/ authorized dealer/OEM for supply of various items as mentioned below.

Sl No.	Reference No.	Items	Sanctioned Amount	Qty	EMD	Tender Fees
01	Ref. No. MKR.C/NIQ//2022/ 01	Supply of Desktop Computer sets at Mankachar College, Mankachar, Assam.	10,00,000/-	As per technical bid (Annexure IV)	10,000.00	1,000.00

DATE OF AVAILABILITY OF NIQ ON COLLEGE WEB PORTAL: 16.06.2022

LAST DATE AND TIME FOR BID SUBMISSION: 24.06.2022 up to 3 PM

**Venue of Bid Opening: Office of the Principal, Mankachar College, Mankachar
PIN: 783131 (Assam)**

The Technical bids will be opened in the presence of representatives of bidders and Project Monitoring Unit (PMU) of the college. **If the date of submission/opening happens to be a holiday, the bids shall be submitted/ opened next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email shall not be considered.

The Principal, Mankachar College reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. The department will not be liable for delay in submission of tenders and system errors (if any). **The PMU, Mankachar College reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.**

Sd/-
Principal
Mankachar College
Mankachar

BID INSTRUCTION:

1. **Quotations will have to be submitted** in two bids. Both Technical bid and financial bid are to be submitted concurrently.
2. **Submission of Compliance Certificate: Duly filled Compliance Certificates (as per formats at Annexure I & II) must be with the Technical Bid.**
3. **Bid not transferable:** The bid documents are not transferable.
4. Please note that all tender forms and supporting documents are to be submitted in hard copy. Documents which are to be submitted manually in sealed envelope must be superscribed with Tender No. and Due Date to the office of the principal Mankachar College, Mankachar, Assam on or before the Bid Closing Date and Time mentioned in the Tender. The following documents should be enclosed with technical bid.
 - i) **Original Tender Fee**
 - ii) **Original Earnest Money**
 - iii) **Manufacturer authorization form against the bid**
 - iv) **Any other document required to be submitted in original as per tender requirement.**

All documents submitted in physical form should be signed on all pages by the authorized signatory of the bidder except for the DDs.

QUALIFICATION REQUIREMENTS

1. The Bidder should be a firm of reputation having sufficient expertise and experience in the subject tender with sound warranty/service support capability items. The firm should also have the capability & facility to take total responsibility to execute of the contract at Mankachar College, Mankachar.
2. The Bidder has to quote for all the items in the Tender as a package and the comparative statement will be made as a package only. Bidders who do not quote for all the items as per the given Tender Specification are subject to be disqualified. The bidder should have Experience of executing at least 1(one) Single Work order of similar nature as per NIQ within last 3 (three) Financial Years at any Central /State Govt./Semi State Govt. departments within North Eastern Region of India. The self-attested hard copy of the Purchase Order & the satisfactorily completion certificate from the Customer if any should be attached along with the Technical Bid.
3. Quality Certificate from the principals/heads of the respective colleges/institutions regarding quality of the items (if available) is to be furnished at the time of submission of bill.
4. All bids submitted shall also include the following information or documents of manufacturer/authorized dealer in the technical bid.

- i) The bidder must submit prescribed earnest money of Rs. 10,000/- (in the form of demand draft/bankers cheque drawn on SBI in favour of the Principal Mankachar College, payable at SBI Mankachar - Assam.
- ii) The bidder must submit the copy of PAN Card.
- iii) The bidder must submit copies of their GST registration certificate from the competent authority.
- iv) The bidder must submit copies of their up to date Trade License from the competent authority.
- v) Notwithstanding anything stated above, the purchaser reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract. The circumstances should warrant such an assessment in the overall interest of the purchaser.
- vi) The bidder must have sales and service office in Assam at least for 3 years.
- vii) The bidder must fill up the compliance statement as per Annexure-1.
- viii) The PMU will inspect the quality of articles as per specification/ brand as embodied in the tender/quotation after supply of articles by the vendor and if any item is identified as substandard; the same will have to be replaced by the vendor at their own cost before submission of bill for payment.

NIQ TERMS & CONDITIONS:

- Rates:** Rates are to be quoted in the Price Bid and should be of DOOR DELIVERY at Mankachar College, Mankachar -Assam.

Format of financial bid:

Sl. No.	Items Description	Brand	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)

- Purchaser's right to accept any bid or 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.
- Signing of contract:** At the same time, the purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send the bidder the contract form provided in the bidding documents, incorporating all agreements between the parties. 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.
- 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 5% (**Five percent**) of the order value, valid for a period of 3 (**three**) months from the date of completion of order. The performance security shall be returned on completion of 3 (three) months. 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 will be forfeited, and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.
- 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 or for breach of contract at any stage in any form.
- The Performance Security** shall be denominated in the Indian Rupees and shall be in one of the following forms:
 - Post Office Cash Certificates, National Savings Certificates (**Certificates which are not held in the name of the bidder shall not be accepted**)
- Unsuccessful bidder's EMD (bid security) will be discharged / returned as promptly as possible.
- 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.

9. **Reasonability of rates/ firm price:**
- (a) **The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.**
- (b) 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 unilaterally to effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
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.
11. **The undersigned is not bound to accept the unreasonably/abruptly lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.**
12. **Validity of Quotation:** Quoted rates must be valid for 30 days from the date of quotation.
Warranty: the quoted items must have warranty for a minimum of 1 (one) year 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.
i) The purchaser shall notify the supplier in writing of any claims arising under this warranty.
13. **After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected.
14. **Tender Fee and Earnest Money:**
Tender fee of Rs. 1,000/- (One thousand) only and Earnest money of Rs. 10,000/- (Rupees ten thousand) only for each Project in favour of "The Principal, Mankachar College, Mankachar Assam" payable at Mankachar, Assam only shall be submitted manually in sealed envelope super scribed with Tender No. and Bid Closing date and Time mentioned in the Tender".
- N.B. These documents are enveloped in technical bid.*
15. **Delivery:**
- Time Limit:** Maximum within 7 days from the date of issue of this purchase order.
 - Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
 - Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
 - Place of delivery:** Mankachar College, Mankachar-Assam.
16. **Road Permit:** Mankachar College, Mankachar, will not issue any Road Permit.

17. **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.
18. **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.
19. **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 equipment as per specification and satisfactory to the indenting authority.
20. 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 PMU or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
21. The acceptance of the quotation will rest solely with the PMU, Mankachar College, Mankachar, Assam, who in the interest of the institution is not bound to accept the abruptly lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.
22. **Force Majeure:**
If the performance of the obligation of either party is rendered commercially impossible by any of the events herewith mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 7 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- i. Any law, statute or ordinance, order action or regulations of the Government of India/State Govt.
- ii. Any kind of natural disaster, and
- iii. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
23. **Penalty for delay in delivery:** LD of 2% order value may be imposed if supply is not completed within the given time.
24. No. of items may be increased or decreased as per the direction of RUSA, Assam.
25. **Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati/ India only.

Sd/-
Principal
Mankachar College
Mankachar

ANNEXURE-I

COMPLIANCE CERTIFICATE FOR NIQ**(To be enclosed in the Technical bid)**

SI No.	NIQ Terms and Conditions	Yes/No
1.	Rate quoted as per instruction	
2.	Validity of quoted rate for 45 days agreed	
3.	EMD Submitted	
4.	Payment term agreed	
5.	Delivery terms agreed	
6.	Warranty period agreed	
7.	Technical Compliance Statement form for individual items	
8.	Applicable law terms agreed	
9.	All the Items Quoted as per Instruction	
10.	1(One) Single Work Order of similar items within last 3(Three) Financial Years from any IITs/NITs/Central/State Govt./Semi Govt. Institutions of North East Region of India	
11.	After Sales Service	

Signature with Seal:.....

Vendor: M/s.....

ANNEXURE-II**TECHNICAL COMPLIANCE STATEMENT FORM**

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

(For each item to be enclosed in the Technical bid)

Item SI No.	Specifications as per Annexure-IV	Quoted Item Specs (Brand also to be mentioned)	Complied (Yes/No)

(Technical literature/brochure should be attached along with this format.)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted item to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature) for all the points noted above, failure regarding which may result in rejection of bid.

Signature with Seal:.....

Vendor: M/s.....

ANNEXURE III

(MANKACHAR COLLEGE, MANKACHAR)

BID DOCUMENT

Tender Ref No: MKR.C/NIQ/2022/01

Dated:.....

Quotation/Tender for Supply of Desktop Computer Sets

Name & address of the tenderer _____

Signature & seal of the Principal

Signature & seal of the supplier

ANNEXURE (IV)**1) Technical Bid – Desktop Computer sets.**

A. **Quantity = 25 sets** (*May vary depending on available fund*)

Sl. No.	Specification
1	LED Monitor = Not less than 18.5 inch
2	CPU = Intel Core i3 minimum (with Bluetooth, Wi-Fi, etc.)
3	RAM = 4 GB to 8 GB
4	Storage = SSD + HDD 500 GB (Minimum)
5	Keyboard = Multimedia
6	Optical Mouse
7	UPS = 600 W minimum
8	Operating System = Windows 10 Pro (Genuine)
9	Microsoft Office latest version
10	Anti-Virus for all unit for at least 1 yr.

