

TENDER DOCUMENT

**For Supply, Installation & Commissioning of Computer Hardware Equipments
at Khagarijan College, P.O. Chotahoibor, Nagaon, Assam, PIN-782003 to be
funded by RUSA (Assam)**

**Tender No.: 04
Issued on: ____/____/2023**

Issued by:

**Principal,
Khagarijan College, P.O. Chotahoibor, Nagaon, Assam, PIN-782003**

**Tel. No. 03672 230085
Web: www.khagarijancollege.co.in
E-mail: khagarijancollege1@gmail.com**

**OFFICE OF THE PRINCIPAL
KHAGARIJAN COLLEGE
P.O. CHOTAHOIBOR
DIST: NAGAON, ASSAM
PIN-782003**

Ref No. KC/RUSA/Computer/126/2022-23/TENDER Dated 28-01-2023

Work Sl. No /Group No. : _____

Name of Work : _____

Name of Bidder : _____

Address : _____

Schedule of Tender

Date of issue and receipt of Tender documents	From 28/01/ 2023 at 10.00AM to 04/02/2023 till 1.30PM
Opening of Tender Documents	Opening on 07-02-2023 at 02.00PM

Cost of Tender Documents Rs.1,000/- (Rupee One Thousand)Only

DD No _____ Dated /___/2023

N.B: The price for this set of Detailed Tender Documents is 1,000/-(Rupees One Thousand) only either Cash/Draft which is non-refundable and it is sold by Khagarijan College to the bidder during submission of Tender Documents as mentioned above and it is not transferable.

Full Signature of the Bidder with Seal

Details Information of Bidder

To,

The Principal,
Khagarijan College,
Dist:Nagaon, Assam

I/We furnishing the details information which are as follows (for organization, they are to submit their detail as mentioned in the documents).

- 1. Name of Bidder : _____
(In Block Letter)
- 2. Power of Attorney Holder: _____
(in case of Organization)
- 3. Postal Address : _____

- 4. Mobile No. : _____
- 5. Email address : _____
- 6. Contact person (if any) : _____
- 7. Detail of contact person : _____
- 8. Registration No. : _____
- 9. Department of Registration: _____
- 10. Registration renewed up to: _____
- 11. PAN No. : _____
- 12. GST No : _____

Yours faithfully

Full Signature of the Bidder with Seal

IMPORTANT DATES

BID REFERENCE	DATE AND TIME
Date of issue and receipt of Tender documents	From 28/01/ 2023 at 10.00AM to 04/02/ 2023 till 1.30PM
Date and time of opening the bidding document	07/02/2023 at 2.00PM
Place of issue of tender documents/ Bid submission and opening of Technical and financial Bids	Office of the Principal, Khagarijan College, P.O. Chotahoibor, Nagaon, Assam, PIN-782003

INSTRUCTION TO BIDDERS

Sl. No	Name of work	Qty	EMD(Rs.) in the form of DD	Submission fee of Quotation Paper (Cash/ DD)	Time of Completion
1	Supply Installation & Commissioning of Computer Hardware Equipments, Projector, Xerox Machine, Printer, Scanner	1 PACKAGES	10,000/-	1,000/-	15 Days

ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA

1. The bidder should have minimum of 10 years experience in the field of Educational Institute for supplying Computer hardware and software.
2. The Bidder's Firm should have its base in Assam and must be incorporated & registered under Companies Act/Societies Registration Act/Firm registration act/Trust Act and should be in operations for minimum of last 3 years in the relevant field. (Please submit Proof of Registration)
3. The rates quoted should be valid for 120 days from the date of opening of the quotation.
4. Average Financial Turnover during the last 3 years, should be minimum of Rs. 50 lakh (Rupees fifty lakhs) only. Please submit Annual Report (Balance Sheet and Profit & Loss Account) for the last three financial years). Document related to Average Annual Financial Turnover along with balance sheet should be certified from Chartered Accountant (CA). Bidder should submit bank solvency certificate as proof of financial soundness.
5. The rate quoted shall be inclusive of all taxes etc.
6. Bidder should have experience of having successfully completed similar projects in Govt./PSU/Education sector during last 3 financial years. (Please submit 3 Nos. of attested copies of work order at least 5 lakh each/completion certificate).
7. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).
8. Bidder should have updated valid trade license, PAN card, GST Registration, Firm Registration certificate.

9. There should be no cuttings/ overwriting. The cutting, if any should be duly attested. Non attested Corrections/ amendments / overwriting will not be considered.
10. Supporting Documents- All the required supporting documents must be submitted as per the prescribed method along with Techno Commercial Bid of the tender.
11. The bidder should have technical staff capable of attending service calls & coordinate with OEM for repair/shifting work is to be taken urgently. The bidder should have on role technical employees.
12. Compliance sheet with offered specification has to be submitted.
13. All Software should be with Perpetual License
14. Falling to submit any relevant document asked in the tender will lead the bidder to be technically disqualified automatically.
15. The successful bidder shall be required to furnish a Performance Guarantee of 5 % of total order value for the period of 6 Months in the form of fixed deposit in favor of The Principal, Khagarijan College.
16. Falling to submit any relevant document asked in the tender will lead the bidder to be technically disqualified automatically.
17. Supporting Documents- All the required supporting documents must be submitted as per the prescribed method along with Techno Commercial Bid of the tender.
18. The bidder should have technical staff capable of attending service calls & coordinate with OEM for repair/shifting work is to be taken urgently.
19. Compliance sheet with offered specification has to be submitted.
20. All Software should be with Perpetual License
21. Falling to submit any relevant document asked in the tender will lead the bidder to be technically disqualified automatically.

PREPARATION & SUBMISSION OF BID

SUBMISSION OF BID

Bids are to be submitted in two Bid form comprising of

- 1) Technical Bid : a) Documents containing eligibility criteria
b) Other documentation
c) Earnest Money Rs. 10,000/- only
- 2) Financial / Price Bid : Financial Bid should contain the Price Bid Schedule Including all Taxes & FOR as per given annexure.
Each of the bid documents is to be sealed.

EARNEST MONEY DEPOSIT (EMD)

EMD Fix Rs.10,000/- is to be submitted with Technical Bid in terms of Bank Draft drawn in favor of Principal, Khagarijan College, Nagaon. Firms/Suppliers, who are registered with NSIC under Single Point Registration Scheme, shall be considered for exemption from furnishing the EMD and tender document cost by the Competent Authority.

Bids are to be submitted in Single Bid form comprising of

- a) Non refundable court fee Rs. 8.25/-
- b) Documents containing eligibility criteria
- c) Documents containing technical details with technical literatures, certifications etc.
- d) Financial offer
- e) Bidder has to do site inspection for scope of work and Quote accordingly for networking (Including all materials and installation charges)

2. Financial Offer:

Bid should contain the Price Schedule as per the following format-

Sl. No	Description of the items	Manufacture	Quantity	Rate per unit (in INR)	GST (In INR)	Total cost per unit in INR

Note: Rates inclusive of FOR destination.

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.

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.

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 on account.

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.

ADD ON/REPEAT ORDER

Tender Inviting Authority reserves the right to place Add on/Repeat order for additional quantity upto 100% of the original quantity at the same rate and terms & conditions of the purchase order within 1 year from the date of issue of purchase order.

DELIVERY SCHEDULE:

Within four to five weeks from the date of issue of work order.

SIGNING AND SUBMISSION OF THE BID

- i. The original copy of the bid shall be typed and shall be signed by the bidder or a person duly authorized by the bidder.
- ii. All pages of the original bid shall be initiated by the person signing the bid. The bid shall contain no interlineations; the person signing the bid shall give initial against each correction.

A Single envelope containing all the requisite documents, shall be addressed to the purchaser at the following address-

To

The Principal,

Khagarijan College, P.O. Chotahoibor, Nagaon, Assam, PIN-782003

The envelopes should be properly scribed as,

“ Supply, Installation & Commissioning of Computer Hardware Equipments etc. at Khagarijan College, Nagaon Assam”

- The tender Box shall be sealed at the stipulated deadline for submission.
- The tender Box shall be opened at the stipulated time.
- The inner and outer envelopes shall indicate the name and address of the Bidder to identify the Bid and to enable the Bid and enable to be returned unopened in case of is declared late or rejected.
- Bid submitted not in the manner prescribed are liable to be summarily rejected which will be sole discretion of the Authority.

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.

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, Khagarijan College, P.O. Chotahoibor, Nagaon, Assam, PIN-782003**. Once Bid withdrawn, the same Bidder must not bid for the second time. Such Bids, if received, will be rejected.

PURCHASER’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The authority will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid. The authority may award the contract in whole or in part. The Purchaser does not bind himself to accept the lowest or any other tender or bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for the Purchaser’s action.

Sd/
Principal
Khagarijan College, Nagaon

DETAILED BILL OF MATERIALS

Sl. No.	Items	No of Unit	Required Specification
1	Desktop Computer	Per Unit	As per Annexure A
2	Laptop Computer	Per Unit	As per Annexure A
3	Inktank Printer With Legal Print And Legal Scan	Per Unit	As per Annexure A
4	All-in-One Color Inkjet Printer	Per Unit	As per Annexure A
5	All-in-One Laser Printer	Per Unit	As per Annexure A
6	Long Throw Projector along with Mounting Kit	Per Unit	As per Annexure A
7	Xerox Machine	Per Unit	As per Annexure A
8	Legal Scanner	Per Unit	As per Annexure A
9	Fitting & Installation Job	L/S	As per Annexure A

DETAILED TECHNICAL SPECIFICATION

ANNEXURE - A

DESKTOP COMPUTER (HP/LENOVO)

Sl.No.	Feature	Specifications
1	Processor	Intel i3 8gen or above
2	RAM	4GB
3	Hard Disk Drive	1 TB HDD
4	Graphics	Integrated HD Graphics
5	Audio	High Definition Integrated Audio
6	Keyboard/Mouse	USB 104 keys keyboard (Same make as PC)
		USB 2 Button Scroll Mouse (Same make as PC)
7	Monitor	18.5" Monitor with resolution of 1600 x 900 or higher with VGA & HDMI Ports TCO 8.0 Certified
8	Operating System	Windows 10 or 1
9	UPS	600 VA

LAPTOP COMPUTER (Lenovo/HP or equivalent)

Sl.No.	Feature	Specifications
1	Processor	Intel i3 10 gen or better
2	RAM	4GB or 8GB
3	Hard Disk Drive	500GD SSD or 1TB HDD
4	Graphics	Integrated Graphics HD
5	Display	Not more than 15.6-inch
6	Operating System	Windows 10 or 11

INKTANK PRINTER WITH LEGAL PRINT AND LEGAL SCAN (CANON/EPSON or EQUIVALENT)

Sl.No.	Feature	Specifications
1	Number of Functions	Print, Scan, Copy
2	Print Technology	Inkjet
3	Scanner type	Color, Flatbed Scanning
4	Paper size	A4, Legal, Indian Legal ,Letter

All-in-one Inkjet Color Printer (CANON)

Sl.No.	Feature	Specifications
1	Number of Functions	Print, Scan, Copy
2	Print Technology	Inkjet
3	Scanner type	Color
4	Paper size	A4, Indian Legal, Letter

LASERJET PRINTER WITH SCANER (CANON/EPSON or EQUIVALENT)

Sl.No.	Feature	Specifications
1	Number of Functions	Print ,scan and copy
2	Print Technology	Laser
5	Print Resolution (Max)	1200 x 1200 dpi
6	Max paper size	A4, Letter, Legal
7	Interface	Hi Speed USB,
8	Processor and RAM	750 MHz with 128MB RAM
9	Duty cycle	up to 30,000 pages per month

LONG THROW PROJECTOR (OPTOMA/BENQ or equivalent)

Sl No:	Specifications	Feature
1	Display Technology	DLP
2	Resolution	1280 x 800
3	Connection	VGA, HDMI, USB-A Power, Audio 3.5 mm (In/Out)
4	Mounting Kit	As per Item

Xerox Machine (Canon or equivalent)

Sl.No	Feature	Specifications
2	Printing Technology	Laser
3	Type of Product	Laser Printers
4	Print Resolution	600 x 600 dpi
5	Function	Print, Scan, Copy
6	Sheet Size	A3,A4

Legal size Scanner (Canon or equivalent)

Sl. No	Specifications	Feature
1	Number of Functions	Scan

Fitting & Installation Job:

Delivery and Installation.

Full Signature of the Bidder with Seal

**Encl: ANNEXURE-I, ANNEXURE –II, ANNEXURE-III, ANNEXURE-IV, ANNEXURE-V &
ANNEXURE-VI
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	Dealership/Distributorship certificate/Manufacturer Authorization form	
10	Applicable law terms agreed	
11	All the Items Quoted as per Instruction	
12	1(One) Single Work Order of similar items value not below Rs 5 lakhs successfully within last 3(Three) Financial Years from any educational institute of repute and Rs.50 lacs during the last 3 Financial Years preferably within North Eastern Region of India.	
13	ESI Registration	
14	PPF Registration	

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	Quoted Item Specs	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

MANUFACTURERS'/DISTRIBUTOR'S AUTHORIZATION FORM
(to be enclosed in the Technical Bid)

No.

Dated:

The Principal
Khagarijan College, Nagaon

Dear Sir: 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)

Note: This letter of authority should be on the letterhead of the manufacturer/distributor and should be signed by a person competent and having the power of attorney to bind the manufacturer.

It should be included by the Bidder in its technical bid.

Annexure-IV

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 r)	Order No. and Date	Description and quantity of ordered Goods	Value of order	Target date & Date of completing of delivery		Remark indication reason for late delivery, if any
				Target date	Completion date	

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 theday of..... 2023 between the Principal (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

02. 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.

03. 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/service	Quantity to be supplied	Unit price	Unit price (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 Principal
khagarijan College, Nagaon

Whereas.....(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No.....dated.....2023 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 **3(three)** years from the date of completion of order.

Place and Date

Signature and seal of the guarantor