



(KAMRUP COLLEGE)

**TENDER DOCUMENT
SHORT NOTICE INVITING TENDER (NIT) IN TWO BIDS-
[Technical & Financial]
FOR
SUPPLY AND INSTALLATION OF LIBRARY SERVER & PROCESSOR
*(Tender No: KCC/NIT/2021/LIB/01)***

To be submitted

**OFFICE OF THE PRICIPAL
KAMRUP COLLEGE , CHAMATA
NALBARI –ASSAM**



OFFICE OF THE PRINCIPAL
KAMRUP COLLEGE CHAMATA

Principal, Kamrup College, Chamata, invites Tender as hardcopy , in **two bid system(Technical Bid & Financial Bid)** only from reputed firms/manufacturer/authorized Dealer for supply and installation of library server & processor at the Library of Kamrup College Chamata.

Sl No.	Reference No.	Items	Qty	Model/ Specifications	Tender Document Fee(Rs.)
01	KCC/NIT/2021/ LIB/01	SUPPLY AND INSTALLATION OF PROCESSOR	1	Lenovo/HP Model ST- 250 Processor : Intel XEON 2104, G 4 3 2 Ghy/ 8 MB Cache/16 GB RAM/ 1x1TB Enterprise 3.5 inch SATA	1500.00
		SUPPLY AND INSTALLATION OF LIBRARY SERVER	1	Microsoft Windows Server 2019/2020 with 5 cal Academic	

Important Dates for Bid Submission:

Download of Tender through Website	:- 03.07.2021 (14.00 Hrs) to 20.07.2021 (14.00 Hrs)
Last date of Submission of Bid	:- 20.07.2021 (14.00 Hrs)
Date and Time Of Technical Bid Opening	:- 22.07.2021 (12.00 Hrs)
Date and Time Of Financial Bid Opening	:- 22.07.2021 (12.00 Hrs)

The Technical bids will be opened in the presence of representatives of tenders, if any. **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 bids or Late/shall not be considered.

The Principal, Kamrup College, Chamata 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 liable for delay in submission of tenders and system errors (if any) **& The PMU, reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.**

Sd/

**Principal
Kamrup College, Chamata**

BID INSTRUCTION:

1. **Quotations will have to be submitted** in TWO Bids. Both Technical bid and Financial bid are to be submitted concurrently.
2. **Hardcopy of the Financial bid format must also be submitted along with the Technical Bid, in addition to the hard copies .**
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 manually sealed envelope super scribed with Tender No. and Due Date to the **The Principal, Kamrup College, Chamata on or before the closing date and time mentioned in the tender .The following documents should be enclosed with technical bid.**
 - i) **Original Tender Fee Reciept.**
 - ii) **Dealership Certificate/Manufacturer Certificate/Manufacturer authorization form.**

All documents submitted in physical and technical bid 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 Kamrup College, Chamata.
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.
3. The bidder should have Experience of executing at least 1(one) Single Work order of similar nature as per NIT of value not below **Rs.5 lakhs** successfully within last 3(Three) Financial Years at any educational institute preferably within North Eastern Region of India. The self-attested hard copy of the Purchase Order & the satisfactorily completion certificate/receipt challan/invoice/bill from the Customer against the supply to be duly filled in Annexure-IV should be enclosed along with the Technical Bid.
4. Quality Certificate from the Principal of the respective college regarding quality of the items is to be furnished at the time of submission of bill.
5. All bid submitted shall also include the following information or documents of manufacturer/authorized dealer in the technical bid.
 - i) The bidder must submit prescribed Tender fees of Rs. 1500/- (Rupees One thousand five only) in the form of demand draft/bankers cheque drawn on any nationalized/scheduled bank of India in favour of the **“General Fund, Principal Kamrup College Chamata” payable at Assam Gramin Vikash Bank , Chamata, Assam** The bidder must submit the copy of PAN Card and latest income tax clearance certificate.
 - ii) The bidder must submit copies of their GST registration certificate from the competent authority.
 - iii) The bidder must submit copies of there up to date Trade License from the competent authority.

- iv) 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, should circumstances warrant such an assessment in the overall interest of the purchaser.
- v) The bidder must submit reports on their financial statements (Audited)/balance sheet and auditors report for the last 3 (three) years (2018-19, 2019-20, 2020-21) certified by the registered chartered accountant. The minimum annual turnover should be Rs 50 lakhs
- vi) The bidder must submit Xerox copy of money receipt/Bank draft for Rs.1500.00 (Rupees One Thousand Five Hundred) **“General Fund, Principal Kamrup College Chamata” payable at Assam Gramin Vikash Bank , Chamata, Assam** towards the payment of non- refundable tender fee.
- vii) Financial soundness certificate from the bank.
- viii) The bidder or manufacturer should furnish ISO/BIS award letter No. (In case it is awarded to the firm)
- ix) Bidder who do not meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

NIT TERMS & CONDITIONS:

Rates: rates quoted in the Price/Financial Bid should be on DOOR DELIVERY at Kamrup College, Chamata, Assam, as per details below:

Sl. No.	Items Description	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)
1.							
2.							

Note: Vague terms like 'packing, forwarding, transportation *etc.* extra' without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.

1. **Validity of Quotation:** Quoted rates must be valid for 180 days from the date of quotation.
2. **Literature must:** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. The model no. and specifications quoted should invariably be highlighted in the data sheets/ literature for easy reference.
3. Bidders should have **previous experience** of similar nature of works.
4. The bidder should have own office at Assam to provide quality after sales service.
5. Dealership Certificate: Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
6. Bidders should have their own quality certificates either BIS or ISO.
7. **Delivery:**
 1. **Time Limit:** Maximum within 07(Seven) days from the date of issue of formal purchase order.
8. **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.

9. **Payment:** 100% payment will be made after submission of bill with the satisfactory completion of supply and installation report from the principal of the colleges.

10. The acceptance of the quotation will rest solely with the Tender authority, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

11. **Termination for default:** Default is said to have occurred

(a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.

(b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the authority.

(c) If the supplier fails to perform any other obligation(s) under the contract.

(d) Under the above circumstances authority may terminate the contract / purchase order in whole or in part.

12. Tender authority reserves the right to Add / modify / relax or waive any of the conditions stipulated in the tender document whenever deemed necessary.

13. 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.

14. **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 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.

15. **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.

16. Reasonability of rates/ firm price:

1. **The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.**
2. 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.
3. 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.
4. 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.

17. 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.

18. Self Declaration letter that the bidder has not been barred by any PSU/ Govt. Dept in doing business with them.

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

20. **Quality Certificate:** The Bidder Should be an ISO-9001 Certificate Firm/Company. They should provide the ISO-9001 Certificate along with the Technical Bid.

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

Tender fee of Rs. 1,500.00 (Rupees One Thousand) only in favour of “General Fund, Principal Kamrup College Chamata” payable at Assam Gramin Vikash Bank , Chamata, Assam only shall be submitted manually in sealed envelope super scribed with Tender No. and Bid Closing date and Time mentioned in the Tender”.

22. **Delivery:**

1. **Time Limit:** Maximum within 07 days from the date of issue of this purchase order.
2. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
3. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
4. **Place of delivery:** **kamrup College, Chamata, Nalbari, Assam**

23. No. of items may be increased or decreased as per the direction of Principal, Kamrup College, Chamata , Assam.

24. .Applicable Law:

1. 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.

2. Any dispute arising out of this purchase shall be referred to The Principal, Kamrup College, Chamata, Assam, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by The Principal, Kamrup College, Chamata, Assam. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

Principal

Kamrup College, Chamata

nnexure-I

FINANCIAL BID EQUIPMENT(Per Unit)

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

Signature Of the authorized Signatory,

Name and Designation:

Address:

Annexure-II

Vendors Information

1. Type: Society/Company/Proprietary concern
2. Name of the firm
3. Name of Proprietor
4. Father's Name
5. Address of the registered office
 - i.City
 - ii. lane/Street Road
 - iii. Post Office
 - iv. District
 - v. State
 - vi. Country
 - vii. Pin Code
6. Telephone No or Mobile No.
7. Email Id.
8. PAN No.
9. TIN No. (if any)
10. TAN No. (If any)
11. VAT/GST/Sales Tax/ Registration No.
12. Service Tax No. if applicable
13. Bank Account Name
14. Bank Account Number
15. Bank Name
16. Branch name of the Bank
17. IFSC Code.
18. Experience of supplying quoted items to colleges/ universities/ Govt. Institution for the last 5 years.
Enclose order copies for the same.

(Signature of the authorized signatory with seal of tendering firm)

Name :

Address :

Date :