

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Supply, installation and commissioning of Electronic Equipments and Accessories for digitization of Historical records in the office of the Siu-Ka-Pha Chair, Dibrugarh University.

TENDER No: DU/NIT-2021/File-I/56

CUT-OUT SLIP

NAME OF THE WORK: Supply, installation and commissioning of Electronic Equipments and Accessories for digitization of Historical records in the office of the Siu-Ka-Pha Chair, Dibrugarh University.

TENDER NO. : DU/NIT-2021/File-I/56, Date: 11.05.2021

SUBMISSION DUE DATE & TIME : 01.06.2021 up-to 11.00 A.M.

FROM:

NAME:
ADDRESS

TO:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing "Technical"& "Commercial" bids)



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/ NIT-2021/File-I/56

Date: 11.05.2021

Tender Notice

Sealed Tenders are invited from reputed manufactures/authorized dealers/suppliers for Supply, installation and commissioning of Electronic Equipments and Accessories for digitization of Historical records in the office of the Siu-Ka-Pha Chair, Dibrugarh University. Detailed specification of the items, terms & conditions etc are given below. Last date of submission of Tender as per annexure with all relevant papers is **01/06/2021 up-to 11:00 A.M.** to be submitted at the Tender Box placed at Registrar's Office, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 12/05/2021
Last date for receipt of Bid	01/06/2021 upto 11:00 A.M.
Time & Date of opening of Bid	01/06/2021 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	1000/- Non refundable
EMD	2.5 % of the Tender value

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I TECHNICAL BID** and **Part – II FINANCIAL BID**. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Deputy Registrar (F&A), D.U. for information.
2. Dibrugarh University Website
3. Notice Board
4. Office File

Sd/-
Registrar
Dibrugarh University

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received, shall be opened on **01/06/2021 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

Terms and Conditions of Supply:

1. All the manufacturers/ distributors/ stockists should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **01/06/2021 up-to 11.00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
 - (a) TIN/GST Registration No.
 - (b) Technical specifications offered by the Supplier.
 - (c) Technical compliance table
 - (d) Technical literature regarding the offered products including diagrams.
4. The rates should be mentioned in the **Schedule** attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.
5. The supplier shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **2 above** and sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the supplier shall register the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in an envelope on which the cut out slip provided as part of the tender document should be pasted, and should prescribe time and date. The Technical Bid shall be opened first to ensure that suppliers have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the commercial bids in respect of such tenders shall not be opened. The date and time of opening the financial bids shall be announced one day after opening all the Technical bids.
6. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately.
7. The Technical Documents shall be opened, at **02:30 P.M. on 01/06/2021** or on the next working day if the offices of the University remain closed due to any reason
8. Technical specifications of the instruments/equipments are given in **Annexure** to these papers (Part B).

9. The delivery and installation should be completed within 1 month or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
10. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
11. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, inspected as above.
13. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document **Part - B**.
14. The warranty period shall be for minimum one year or may be more as offered.
15. The tendering firm must provide proof of documents for executing similar works earlier.
16. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
17. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of manufacturer shall be enclosed.
18. Copy of product literature and catalogue, testing report, BEE rating, ISO etc.
19. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
20. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
21. This tender document is not transferable.

Note:

(a) Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.

(b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.

(c) The University reserves the right to:

- (i) Accept/reject any/all tenders without assigning any reason thereof.
- (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
- (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
- (iv) Award the contract to one or more tenderers for the items covered by the tender.

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Unit Price	Taxes	Qty.	Total Amount
1					
2					
3					

Signature of the Tenderer
Seal of the Firm

Part - B**Specifications****Supply, installation and commissioning of Electronic Equipments and Accessories for digitization of Historical records in the office of the Siu-Ka-Pha Chair, Dibrugarh University**

Sl No.	Item	Specifications	Quantity
1	Workstation	Intel Core i7-10700 (8 Core, 16M cache, base 2.9GHz, up to 4.8GHz) DDR4-2933, 6GB 2X8GB DDR4 2666MHz or 2933MHz (2933MHz requires Intel Core i7 or above) UDIMM Non-ECC Memory, 256GB PCIe NVMe Class 40 M.2 SSD Hard Disk Drive, Additional 2.5 inch 2TB 5400rpm Hard Disk Drive, AMD Radeon Pro WX3200, 4GB, 4 mDP LP Graphics Card, Mouse and Keyboard, Windows 10 Professional, 24 inch professional monitor, 3 years onsite warranty.	01
2	DSLR Camera	Body: Pixels: 24 Million Sensor: 24 mm CMOS Shutter Speed: 1/4000 to 30 sec, Bulb ISO Sensitivity: 100-12800 Color Space: sRGB/Adobe RGB Focus: 9 Point AF/AF-S/Manual File Format Still Images: JPEG, RAW+JPEG, RAW Interface: Hi-Speed USB, Video output (PAL/ NTSC) (integrated with USB terminal), HDMI mini output (HDMI-CEC compatible), Built-in Wi-Fi transmission. Storage: SD card, SDHC card or SDXC card. LCD: Tilt/Rotate Lens: 18-55 mm Kit Lens Accessories: Camera Lace/Strap Carry Case/Bag Camera Tripod with Horizontal Arm for Overhead Shot Mini HDMI to HDMI Cable (3 mtrs.) Warranty: 1 Year	01
3	Photocopier Machine	Product type: Laser printers Print speed, black: 21 – 30 Functions: Print scan and copy Output capacity: Up to 250 Sheets Media type and capacity, tray 3: Optional Tray 3; Sheets: 250; Mid-weight: 190; Light: 250 Power: AC 220 - 240V: 50/60Hz, Normal Operation 550W, Ready 80W, Max/Peak 1.1kWh, Sleep/Power Off 1W/0.2W, TEC 0.998kwh Control panel: 4-Line LCD, 4 Quick-launch buttons Copier settings: 600 x 600 dpi x 2 bit; Originals content settings: Text, Text/Photo, Photo, Map; Recuce/Enlarge scaling: 25 to 400% ; Copy qty settings: 1 to 999; Darkness controls: 11 levels (Light, Normal, Dark); Colation: Yes (Limited); N-up: A3: 2/4/8/16-up; A4: 2/4/8-up Copies, maximum: Up to 999 copies Color output: Black and white Cable included: USB	01

4.	Computer	Desktop Computer with Intel(R) Core(TM) i3 processor, 4GB, 4Gx1, DDR4, 2666MHz RAM, 3.5" 1TB 7200RPM SATA Hard Drive, USB Keyboard and Mouse, windows 10 professional, 19.5" LED Monitor, 3 years onsite warranty.	01
5	UPS FOR Desktop	600 VA UPS, 2 years warranty on ups and one year warranty on battery.	01
6	UPS FOR WORKSTATION	1 KVA Line Interactive UPS, 1 year warranty.	01
7	Computer Tables	Good quality Computer tables measuring Three feet length, Two feet breadth, 2.5 feet Height with Keyboard holder tray and 2 shelves for UPS, CPU	02

Signature:

Date.....

Name :.....

Address :.....

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Mobile No.....