

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



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK: Supply, installation and commissioning of Heavy Duty Duplex Printer at Dibrugarh University.**

**TENDER No: DU/NIT-2023/File-VI/165 dated 13.01.2023**

# CUT-OUT SLIP

**NAME OF THE WORK:** Supply, installation and commissioning of Heavy Duty Duplex Printer at Dibrugarh University.

**TENDER No:** DU/NIT-2023/File-VI/165 dated 13.01.2023

SUBMISSION DUE DATE & TIME : 02.02.2023 up-to 11.30 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-2023/File-VI/165

Date: 13.01.2023

**Tender Notice**

Sealed Tenders are invited from reputed manufactures/authorized dealers/suppliers for **Supply, installation and commissioning of Heavy Duty Duplex Printer at Dibrugarh University..** Detailed specification of the items, terms & conditions etc are given at Part-B. Last date of submission of Tender with all relevant papers is **02.02.2023 up-to 11:30 A.M.** to be submitted at the Office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 13.01.2023
Last date for receipt of Bid	02.02.2023 upto 11:30 A.M.
Time & Date of opening of Bid	02.02.2023 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	500/- Non refundable
EMD	Rs. 10,000.00

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 i/c**  
Dibrugarh University

**Copy to:**

1. The Deputy Registrar (F&A) i/c, D.U. for information.
2. The Programmer, D.U., with a request to upload the NIT at D.U. website.
3. Office File

Sd/-  
**Registrar i/c**  
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, Assam. The Technical Bids so received, shall be opened on 02.02.2023 **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/ authorized dealers 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 submission of the bids is **02.02.2023 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
  - i) VAT/TIN/GST Registration No.
  - ii) Technical specifications offered by the Supplier.
  - iii) Technical compliance table
  - iv) Technical literature regarding the offered products including pictures/sketch/diagrams *etc.*
4. The rates should be mentioned in the **FINANCIAL BID** attached with the Tender Document as **ANNEXURE-II**. 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/she is signing the Tender.
5. The supplier shall submit the tender in 02 (two) envelopes. The first envelope (Technical Bid) shall contain all the following documents and be sealed.
  - Filled in Format Technical Specifications/Literature
  - Valid copy of Trade License,
  - PAN Card,
  - Registration certificate of GST,
  - Dealership/Manufacturing/Small Scale Industry (SSI) Certificate (if any)
  - The cost of tender of Rs. 500/- (Rupees five hundred) only which is non-refundable, along with the Earnest Money of Rs. 10,000.00 (Rupees ten thousand) only in the form of Demand Draft/Bankers Cheque in favour of the Registrar, Dibrugarh University, Assam payable at Dibrugarh University.
  - The Firm(s) who are registered with MSME, National Small Industries Corporation (NSIC) /OR Small Scale Industries (SSI) are exempted to submit the Tender Cost/EMD. However, a copy of registration must be provided along with Technical Bid.
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 02.02.2023** 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 I** 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 **Annexure III**
14. The tendering firm must provide proof of documents for executing similar works earlier.
15. 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.
16. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of manufacturer shall be enclosed.
17. Copy of product literature and catalogue, testing report, BEE rating, ISO etc.
18. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
19. 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.
20. The tendering firm must have permanent establishment at Assam
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.

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

**Signature of the Tenderer**  
**Seal of the Firm**

Specifications**Supply, installation and commissioning of Heavy Duty Duplex Printer at Dibrugarh University.**

Sl. No.	Features	Specification	Quantity
01	Functions	Print (Duplex), Scan, Copy	01
02	Print Speed	50 ppm	
03	Print Technology	Laser	
04	Processing Speed	1.2 Ghz	
05	Memory	7 GB	
06	Duty Cycle	Up to 3,00,000 pages per month	
07	Paper Handling	A3, A4, A5, LEGAL up to 300 GSM 2 x 500 sheet input tray 1 x 100 sheet multipurpose tray	
08	Scan Technology	Flatbed with Auto Document Feeder	
09	Network	10/100/1000T Ethernet	
10	Connectivity	USB, LAN	

**Preferred brand: HP or equivalent.**

Signature: .....

Date.....

Name : .....

Address : .....

.....

.....

Mobile No.....

**ANNEXURE-II**

To

The Registrar  
Dibrugarh University  
Dibrugarh

Ref: NIT no. ....dated.....

Sub: Financial Bid

Sir,

In reference to the NIT cited above, the undersigned would like to submit the Financial Bid as per the unit price, taxes, quantity *etc.*

<b>Item No.</b>	<b>DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS</b>	<b>Qty.</b>	<b>Per Unit Price (INR)</b>	<b>GST (INR)</b>	<b>Total Amount (INR)</b>
01		01			

This is for your kind perusal and acceptance please.

Signature

Seal

Date:

Place:



**COMPLIANCE SHEET****Supply, installation and commissioning of Heavy Duty Duplex Printer at  
Dibrugarh University.**

<b>Sl. No.</b>	<b>Features</b>	<b>Specification</b>	<b>Compliance (Complied/Not Complied)</b>
01	Functions	Print (Duplex), Scan, Copy	
02	Print Speed	50 ppm	
03	Print Technology	Laser	
04	Processing Speed	1.2 Ghz	
05	Memory	7 GB	
06	Duty Cycle	Up to 3,00,000 pages per month	
07	Paper Handling	A3, A4, A5, LEGAL up to 300 GSM 2 x 500 sheet input tray 1 x 100 sheet multipurpose tray	
08	Scan Technology	Flatbed with Auto Document Feeder	
09	Network	10/100/1000T Ethernet	
10	Connectivity	USB, LAN	

Signature

Seal

Date:

Place:

**ANNEXURE-IV****TECHNICAL BID - CHECK LIST**

<b>Sl. No</b>	<b>Particulars</b>	<b>Mention 'Yes' / 'No'</b>
1.	Whether "Technical Bid" & "Financial Bids" submitted separately and the respective envelopes superscribed properly	
2.	Whether Tender Fee submitted? (if applicable).	
3.	Whether EMD submitted? (if applicable)	
4.	Whether MSME/NSIC/SSI certificate submitted? (in case of seeking Exemption)	
5.	Whether copy of PAN submitted?	
6.	Whether valid Trade License submitted?	
7.	Whether GST regn. Certificate provided?	
8.	Whether dealership/OEM certificate provided?	
9.	Whether detailed compliance sheet submitted?	
10.	Whether technical specification/ Literature provided?	

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with  
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.