

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



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK:** Supply of Brush Cutter at Dibrugarh University.

**TENDER No: DU/RG/NIT/2023/5743 Date: 03/03/2023**

# CUT-OUT SLIP

**NAME OF THE WORK:** Supply of Brush Cutter at Dibrugarh University.

**TENDER NO. : DU/RG/NIT/2023/5743**

**Date: 03/03/2023**

**SUBMISSION DUE DATE & TIME : 17/03/2023 up-to 11:00 A.M.**

**FROM:**

Name:  
Address

**TO:**

THE REGISTRAR  
DIBRUGARH UNIVERSITY  
DIBRUGARH, ASSAM



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY:: DIBRUGARH**

**NOTICE INVITING TENDER**

Sealed Tenders are invited from reputed dealers/suppliers/vendors for Supplying Brush Cutter at Dibrugarh University. Detailed specification of the item, Terms & Conditions *etc.* are given below. The bids should reach the office of the undersigned with all relevant papers on or before **17/03/2023 up-to 11:00 A.M.**

Availability of Bid papers	From: <b>03/03/2023</b> to <b>17/03/2023</b> between 10:00 A.M. to 5:30 P.M.
Last date for receipt of Bid	<b>17/03/2023</b> upto <b>11:00 A.M.</b>
Time & Date of opening of Bid	<b>17/03/2023</b> at <b>02:30 P.M.</b>
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	1000/- Non refundable + 18% GST
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 Vice Chancellor, D.U. for favour of information.
2. The Deputy Registrar (F&A) *i/c*, D.U. for information.
3. Notice Board
4. Office File

**Sd/-**  
**Registrar**  
Dibrugarh University

**Part A - Terms and Conditions**

**Part B - Specifications**

**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 **17/03/2023 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 or eligible. Dibrugarh University reserves the right to reject any or all Tenders without assigning any reason thereof.

**Terms and Conditions of Supply:**

1. All the vendors/ suppliers/ stockiest should also give a brief profile about their firm/company and the facilities available with them of the quoted items. Their turnover and list of the organizations/firms/ Government Institutes/ P.S.U.s etc. to whom they are supplying/have supplied the quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **17/03/2023 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations as provided in the Checklist –**ANNEXURE-II**:
  - (a) PAN Card
  - (b) VAT/TIN/GST Registration No.
  - (c) Technical specifications offered by the Supplier.
  - (d) Technical compliance sheet.
  - (e) Technical literature regarding the offered products.
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 documents in two separate envelopes. The first envelope (TECHNICAL BID) shall contain all the documents referred to in **PART-B** and it should be sealed properly. The second envelope (FINANCIAL BID) shall contain the **price quoted rates**, in which the supplier shall register the rates of supply/goods/services. The second envelope shall also, likewise, be sealed.

Both the envelopes then should be put together, and should be sealed in another envelope on which the cut out slip provided as part of the tender document should be pasted or should be inscribed as “**Supply of Brush Cutter at Dibrugarh University**” and should reach the undersigned on or before the 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 FINANCIAL BIDs in respect of such tenders shall not be opened. The date and time of opening the FINANCIAL BIDs shall be announced in due course of time 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 **on 17/03/2023** or on the next working day if the offices of the University remain closed due to any reason.
8. Technical specifications of the instruments/equipment are given in **ANNEXURE-I** to these papers (**PART B**).
9. The Brush Cutter should be delivered at Dibrugarh University, Dibrugarh within a stipulated period i.e. 02 (two) weeks from the date of issue of letter of award or as specified from placing of the order. If the shortlisted tenderer fails to supply the ordered quantity within the stipulated time period or supplies sub-standard item(s), liquidated damages equivalent to 10% (ten percent) of invoice/bill value shall be deducted from the bills of the contractor subject to maximum of 10% of contract/ bill value.
10. If the supplier fails to deliver the article(s) as per the delivery schedule, the University shall be free to procure the balance/undelivered supply of goods and services, at the risk and cost of the supplier, from other such suppliers.
11. The specified items supplied should be of reputed brand. The materials supplied by the supplier shall be accepted only after inspection by an officer authorized by the competent authority of Dibrugarh University. Materials which do not conform to the specifications laid down in the terms and conditions or particulars shall not be accepted. Additionally, the delivered materials if found damaged in transit shall not be accepted and Dibrugarh University would not be liable to pay any delivery charges or cost of the said materials to the tenderer.
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. The vendor/supplier 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 03 (three) years or may be more as mentioned in the Tender Document.
15. This tender document is not transferable.
16. In the event of any breach of the terms and conditions of the supply, the University may terminate the purchase order placed 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 have to be enclosed with the TECHNICAL BID.
18. Copy of product literature and catalogue, *etc.* have to be provided.
19. The quantity as mentioned at **PART-B** (Specifications) may be increased or decreased at the time of placing Purchase 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.
22. **No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt of materials in good condition.**

**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.

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

## ANNEXURE-I

### PART - B (Specifications):

Sl. No.	Name of the product	Specification/Particulars	Quantity
01.	Brush Cutter	<p>Brush Cutter with Mini 4-Stroke OHC engine capable to work through a full 360° with 2 blade cutter. The product should be made of fine trigger throttle and capable to adjust speed boost.</p> <p>The Petrol Brush Cutter should have 4-stroke engine type with weight not more than 9 kg. It should have over head Cam Single Cylinder with displacement of 35.8 cc. The Cutter Type should be of 2-Blade Cutter ideal for cutting dense undergrowth, unwanted weeds, pruning trees &amp; trimming hedges. The Brush Cutter should be capable to work through a full 360 degrees. The product should be lightweighted yet capable to deliver a heavyweight performance. The product should have fuel tank capacity of 630 ml or more. The blade diameter should be of 305mm and the dimension should be 1920mm x 637mm x 444mm.</p> <p>The product should be of 1.5 h.p. The ignition system should be of transistorized Magneto Ignition. The Starting system should have a recoiler starter. The compression ration of the product should be of 8.0:1. The oil capacity of the product should be 0.1 litre.</p> <p>The cooling system should be of forced air and the air cleaner should be of dry type.</p> <p>The product should have a 28mm diameter pipe frame housed up to 7 bushes and yield low vibration.</p> <p>It should be double belt. The Cutter Diameter should be 305mm. The Net Power (kW/rpm) should be 0.81@7500. The attachment should be measuring 12 inch (3 teeth blade) Nylon line cutter. The Clutch system should be Automatic centrifugal. The operating weight should be 8.05kg(approximate).</p> <p>The Supplier should provide warranty of the product for 3 years from the date of supply.</p> <p><b>Brand: Honda or its equivalent</b></p>	15 nos.

## GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid evaluation)

### Brief Description of the Tenderer

1. Name of tendering Company/ Firm: \_\_\_\_\_
2. Type of Organization (Individual/Partnership/ Pvt. Ltd): \_\_\_\_\_
3. Name of Owner / Partners: \_\_\_\_\_
4. Full particulars of office
  - (a) Address: \_\_\_\_\_  
\_\_\_\_\_
  - (b) Telephone No.: \_\_\_\_\_
  - (c) Mobile No.: \_\_\_\_\_
  - (d) e-mail address: \_\_\_\_\_
  - (e) Company website, If any: \_\_\_\_\_
  - (f) Year of establishment: \_\_\_\_\_
5. Registration details: (Details of supporting documents enclosed with self-attested)

Sl. No.	Registration Under	Registration No.	Valid up-to	Proof enclosed in Page No:
1.	Firm/Company Registration/Individual			
2.	Proof for having registration in Firm/manufacturer/registered dealer/ other Govt. organization.			
3.	PAN Card No./ TAN			
4.	GST Reg. No			
5.	Income tax return			
6.	Any other additional Information			

### 6. Details of payment:

Sl. No	Particulars	Bank Details	Amount with date	Valid up to
1.	Cost of the document Rs. 1000.00 + 18% GST			

Note: Self-attested copy as proof of the above must be attached to qualify, compulsorily and original papers/documents should be produced as and if required for verification purpose. All the above copies of documents to be sealed in the Technical Bid cover along with EMD.



## ANNEXURE-II

### TECHNICAL BID - CHECK LIST

Sl. No	Particulars	Mention 'Yes' / 'No'
1.	Whether "TECHNICAL BID" & "FINANCIAL BIDS" submitted separately and the respective envelopes superscribed properly	
2.	Whether Demand Draft/Receipt in favour of the Registrar, Dibrugarh University is enclosed with the tender submitted.	
3.	Whether Trade License for this kind of jobs enclosed	
4.	Whether copy of PAN Card enclosed	
5.	Whether copy of other statutory registration certificates like VAT/Goods & Service Tax etc. enclosed [As applicable]	
6.	Whether agreed to abide by all the terms & conditions of this tender	
7.	Whether relevant documents of authorized dealership/distributorship is 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.

## **UNDETAKING FROM THE BIDDER**

(In the original letter Head of the Firm)

To

The Registrar  
Dibrugarh University  
Dibrugarh

Dear Sir,

I/We hereby unconditionally accept all terms and condition mentioned in the Tender no. \_\_\_\_\_ for "*Supply of Brush Cutter at Dibrugarh University*".

I /We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD/Money receipt drawn in favour of the Registrar, Dibrugarh University, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item(s) supplied shall liable to repair and replace the defected part(s) for whole for a period of 3 (three) years.

I/ We having our office at ..... declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU.

Regards,

(Authorized Signatory)

(Company Seal)

Date:

## FINANCIAL BID

<b>ITEM No</b>	<b>DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS</b>	<b>Unit Price (INR)</b>	<b>Taxes (GST%) to be levied</b>	<b>Qty.</b>	<b>Total Amount</b>
1					
2					
3					