

BIDDING DOCUMENT

Name of work :

Supply and Installation of
Computers

Office of the Principal

B. H. COLLEGE, HOWLY

P.O. Howly

Dist. Barpeta (Assam)

Office of the Principal
B. H. COLLEGE, HOWLY
P.O. Howly :: Dist. Barpeta (Assam)

Ref : BHC/84/2021-22/30

Date : 11/12/2021

NOTICE INVITING QUOTATION

Sealed quotations are invited from authorized firms for supply and installation of Computers at B. H. College Computer Lab. Quotation will be received within 7 days from the date of issue of the notice (till 5.00 PM of 17/12/2021). The undersigned has the right of placing order depending on quality of items and accepting subsequent negotiated rate. For further details, please contact the office of the undersigned during Office hours or visit B. H. College Website www.bhcollege.ac.in

Sl. No.	Reference No.	Items	Qty.	EMD (Rs.) in the form of DD	Tender Document Fee (Rs.)
01	BHC/84/2021-22/30 Dated 11/12/2021	Supply and installation of Computers	56 Nos.	NIL	NIL
BID Value : As Applicable					

IMPOTANT DATES

BID REFERENCE	DATE AND TIME
Date of commencement of issue of Tender documents	11/12/2021
Closing date & time for submission of Hard copy of bids	17/12/2021, 5.00 P.M.
Date & Time of opening the bidding documents	18/12/2021, 3.00 P.M.
Submit your Quotation at : bhcollege1966@gmail.com	



Principal
B. H. College, Howly

Memo No BHC/84/2021-22/30

Date : 11/12/2021

Principal
B.H. College, Howly

Copy to :

1. College Notice Board
2. College Website
3. Office Copy

A. ELIGIBILITY CRITERIA

1. The bidder should be Authorized Firm or Distributor of Computer.
2. The bidder firm must be incorporated and registered in India under the Indian Companies Act/Societies Registration Act/Trust Act/ any other Act, or any Govt. Firm doing similar work and should be in operations in India for minimum 3 years (Please enclose certificate).
3. The Bidder should have experience of having successfully completed supply and installation of Computers in State/Central Govt./PSUs during the last year. Please submit attested copies of work Order/ Completion Certificate.
4. Self declaration that the bidder has not been barred by any PSU/Govt.Dept.in doing business with them.
5. The bidder must submit copies of their GST Registration Certificate from the competent authority.
6. The bidder must submit PAN Card

7. 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.

8. 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 any account.

9. 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.

10. SIGNING OF THE BID

The purchaser notifies the successful bidder that its bid has been accepted. The successful bidder shall sign and date the Contract Form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded. (Annexure-III)

11. 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.

12. 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, B. H College, Howly. Once Bid withdrawn, the same Bidder must not Bid for the second time. Such Bids, If received , will be rejected.

13. PAYMENT AUTHORITY : Principal, B. H. College, Howly, Assam

BID SPECIFICATION

Bid should contain the Price Bid Schedule (Please submit as per the following format)-

Sl. No.	Items	No. of Units	Minimum Technical Specification	Rate Per Units (Rs.)	Total without GST(Rs.)	GST (Rs.)	Total with GST (Rs)
1	Desktop Computer (Please quote the prices of 3 different brands namely Dell, HP and Acer)	56	Processor – Core i3 RAM – 8 GB OS- Windows 10 Professional, MS Office (Genuine) Monitor – LED 21 inch Storage – 500 GB Graphics – 2 GB				
2	Online UPS	1 or 2 (To supply power to at least 56 computers)	As per requirement				

Terms and Conditions :

1. Rates: Rates quoted in the Price Bid should be on DOOR DELIVERY at B. H. College, Howly, P.O. Howly, Dist. Barpeta- 781316, Assam.
2. Purchaser's right to accept any bid and to reject any or all bids: 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.
3. 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 email, 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.
4. Signing of contract: The purchaser notifies the successful bidder that its bid has been accepted. The successful bidder shall sign and date the Contract Form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded. (Annexure-V)

5. Performance Security: Immediately after the receipt of notification of award from the purchaser, the successful bidder shall furnish the Performance Security. The supplier shall furnish Performance Security to the purchaser for an amount of 3% (three percent) of the order value, valid for a period of 6 months from the date of completion of order.

The performance security shall be returned on completion of one month after the expiry of warranty period. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encashed & the amount forfeited and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.

6. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
7. The Performance Security shall be denominated in the Indian Rupees and shall be in one of PBG (Performance Bank Guarantee).

8. 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.

9. Reasonability of rates/ firm price:

(a) 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.

(b) 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.

(c) 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.

10. 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.

11. Validity of Quotation: Quoted rates must be valid for 120 days from the date of quotation.
12. Warranty: the quoted items must have warranty for a minimum of 1 (one) years from the date of supply. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in India, i.e. the country of final destination.
13. After Sales Service: Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will berejected.
14. Tender Fee and Earnest Money: NIL
15. Delivery:
 - a. Time Limit: Maximum within 7 days from the date of issue of this purchase order.
 - b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor.
 - c. Place of delivery: B. H. College, Howly, P.O. Howly, Dist- Barpeta, Assam, Pin- 781316.
16. Contacting the Purchaser: Subject to clause 20(a), no bidder shall contact the purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bidder's bid and also banning of business dealings with the bidder for a period of three years from the date of such ban.
17. Road Permit: B. H. College, Howly, P.O. Howly, Dist- Barpeta, Assam, Pin- 781316 will not issue any Road Permit.
18. GST deduction at source: In case of supply within Assam, GST deduction at source, as per Order/notification of the Govt. of Assam will be applicable.

19. 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.
20. Payment: Payment will be made subject to availability of fund; however the Standard Payment Terms and Conditions are as follows:
 - (a) 100% payment on supply and delivery of Computers and equipments as per specification and satisfactory to the indenting authority.
21. Enquiry during the course of evaluation not allowed: No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

NOTE: THE PURCHASER IS LOOKING FOR PRODUCTS HAVING MAXIMUM 3 (Three) YEARS OF COMPANY WARRANTY WITH THE PRODUCT.

Sd/-
Principal
B. H. College, Howly

Annexure – I

COMPLIANCE CERTIFICATES FOR NIT TERMS
(To be enclosed in the 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	PBG term agreed	
4	Payment term agreed	
5	Delivery terms agreed	
6	Warranty period agreed	
7	Technical Compliance Statement form for individual items	
8	Industry Registration Certificate/ Dealership/ Distributorship Certificate/Manufacturer Authorization form	
9	All the Items Quoted as per Instruction	
10	1 (One) Single Work Order of similar items within last 3 (Three) Financial Years from any IITs/ NITs/ Central/State Govt/Semi Govt. of North East Region of India	
11	Experience certificate along with their annual turnover for the last three years. i.e. 2015-16, 2016-17 & 2017-18	
12	After Sales Service	
13	Non Blacklisting certificate and tender acceptance	

Signature with Seal

Vendor : M/s.

Annexure – III
CONTRACT FORM

(To be stamped as an agreement in the court stamp paper valued Rs.
100/-)

This agreement made theday of..... 20....
between the Governor of Assam (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

2. 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.

3. 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/services	Quantity to be supplied	Unit price	Delivery terms (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.....