

RAJIV GANDHI UNIVERSITY RONO HILLS: DOIMUKH

District Papum Pare, Arunachal Pradesh, PIN 791112 Phone No. 2278523, Fax 0360 2277889

Quotation Ref No. : ST-329/Tender/2018

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites sealed quotations for Rate Contract of office equipments for a period of one year as per Annexure I - IV.

Terms and Conditions

1. Bidder should have operational office in Arunachal Pradesh /Assam for last 5 years. Document in support of their existence in Arunachal Pradesh/ Assam, GST registration, PAN card, company registration, trade license, and documents of IT returns must be submitted along with the bid.
2. Bid Security/ Earnest Money 5% of unit cost of every quoted item should be submitted along with the quotations favoring Registrar, Rajiv Gandhi University, payable at SBI Itanagar/ Naharlagun or Vijaya Bank Itanagar/ Naharlagun.
3. Quote the Core price & Tax, Duties, Discount etc separately. All rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh) with breakup. Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc." without mentioning the specific amount shall not be accepted. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances these components shall be added to the basic price and shown as single price. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
4. The equipment and its components under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University, (A signed Bidder's Warranty has to be submitted along with the Bid Document) If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
5. All the quotations must be supported by the printed technical leaflet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/ literature. For easy reference the model and specification quoted should invariably be highlighted in the leaflet/ literature.
6. The vendors should clearly state the after sales service centre and detail address in Arunachal Pradesh and Assam, without which their quotations shall be liable for rejection.
7. Dealers or agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
8. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

9. The University shall not be responsible for any delay/loss or non-receipt of tenders by post / courier service.
10. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.
11. The items should be delivered within 15 (fifteen) days from the date of issue of purchase order. All aspects of safe delivery shall be exclusive responsibility of the vendor. For sophisticated equipments the package will be opened only in the presence of University representative and vendor's representative. The intact condition of package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition
12. Part delivery is not allowed,
13. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.
14. 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.
15. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
16. Tender is not transferable.
17. Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training, etc. is the essence of the contract. In the event of delayed delivery, installation and commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage on the value of the undelivered item(s) subject to a maximum of 10% as detailed below.
 - i. @ 2% up to one week
 - ii. @ 3 % up to two weeks
 - iii. @ 5% up to three weeks
 - iv. @ 10% for four weeks and above subject to approval of competent authority of the University.
18. Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.



19. The offer must be in English. The rates/amounts should be indicated both in figures and words. The rates and units shall not be over written. All corrections must be signed in full by the firms.
20. The prices quoted shall remain firm/valid for a period of 1 (one) year from the date of commencement of the contract.
21. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
22. The University may terminate the contract/ supply order in whole / part and forfeit the EMD in case the supplier/ vendor fails to meet the contractual obligations.
23. Incomplete proposals and quotations received after due date shall not be entertained.
24. A self attested copy of valid Dealership Certificate, certificate of GST No., PAN No., Trading License must be enclosed along with the tender.
25. Quotations received without Bid Security (EMD) amount by way of Demand Draft in the favour of Registrar, Rajiv Gandhi University will not be considered at all.
26. No payment will be made for unsatisfactory supply.
27. Any offer containing incorrect and incomplete information shall be liable for rejection.
28. Rajiv Gandhi University, Doimukh reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.

Note :

- i. The sealed quotation envelope should be super scribed as : Quotation Ref. No. -----
- ii. Last date and time of receipt of quotation: 25.09.2018 (16.00 hrs.).

Sd/- Registrar

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Dated, the 31th August, 2018

Copy to:

1. Authorized dealers/suppliers, Naharlagun, Itanagar, Guwahati.
2. The Jt. Director, Computer Centre for uploading the quotation in the University website.
3. Notice Boards.
4. Office copy.


6.9.18
REGISTRAR

ANNEXURE – I

Sl.No..	Particulars	Specification	Remarks
1.	Desktop Computer (Dual Core, i3,i5,i7 Processor)	Different Make, Model, Specification & Capacity	At least 4-5 different Models
2.	Laptop (Dual Core, i3,i5,i7 Processor)		
3.	Printer (Simple, Duplex & Colour)		
4.	UPS (600VA & 1KVA)		
5.	CPU (Dual Core, i3,i5,i7)		
6.	Monitor (19", 20", 22", 24" etc.)		
7.	Key Board		
8.	Mouse		
9.	Air Conditioner and its accessories		
10.	Projector and its accessories		
11.	Pen Drive		
12.	Hard Drive		
13.	Refrigerator		
14.	Scanner		
15.	Television and its accessories		
16.	Stabilizer for AC, Refrigerator etc.		
17.	Online UPS, Battery and its accessories		
18.	Inverter and its accessories		
19.	Water Purifier		
20.	Water Cooler		

Handwritten Signature

