



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL :::: ASSAM TEXTILE INSTITUTE
AMBARI, GUWAHATI-781001
☎(0361) 2544116, email: atiguwahati@gmail.com



TENDER DOCUMENTS FOR SUPPLY AND INSTALLATION OF
COMPUTER SOFTWARE FOR COMPUTER LAB. AT ASSAM
TEXTILE INSTITUTE, AMBARI, GUWAHATI-1

Tender Notice No. NEQUIP/TENDER/2016/325

Dated: 22/04/2016

R. Das
22/04/2016

Price: 500/-

TENDER DOCUMENT

TENDER NOTICE NO.	NEQUIP/TENDER/2016/325
LAST DATE & TIME FOR RECEIPT OF TENDER	29th April, 2016 at 01.00 pm.
DATE & TIME OF OPENING	29th April, 2016 at 02.00 pm.
NAME AND ADDRESS OF THE TENDERER	Assam Textile Institute, Ambari, Assam
FAX	XXXXXX

TENDER PURCHASE DETAILS:

Tender Documents can be obtained by downloading from our official website <http://assamtextileinstitute.org> .The cost of tender document amounting to Rs. 500/ only (Non-Refundable) should be submitted by means of demand draft only along with the tender document.

The demand draft must be in favour of the Principal, Assam Textile Institute, Guwahati and payable at Bank of Baroda, Ambari (code 012) A/c No. 39010100001081

Demand Draft No. _____ Dated _____.

EARNEST MONEY DETAILS (EMD): @2% of total cost value

The Demand Draft pertaining to Earnest Money should be submitted along with the Tender Document. The demand draft must be in favour of the Principal, Assam Textile Institute, Guwahati and payable at Bank of Baroda, Ambari (code 012) A/c No. 39010100001081

Demand Draft No. _____ Dated _____.

TENDER DOCUMENT

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SECTION I

INVITATION FOR BIDS

1. Assam Textile Institute (ATI) invites sealed bids from eligible bidders for Supply and Installation of Computer Software for Computer Lab at ATI, Ambari
2. Interested and eligible Bidders may obtain further information, if required, from the office of The Principal , Assam Textile Institute, Ambari, Guwahati-781001
3. The bidding document may be obtained by downloading it from <http://assamtextileinstitute.org>
4. The financial bid along with bidder's information should be submitted in the tabular form as per **Section - VII Deviations shall be submitted as enclosures point wise.**
5. The price bid should be submitted in the tabular form as per **Section - VII.**
6. In the event of the date specified for bid receipt and opening being declared as a Holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

TENDER DOCUMENT

The details of the tender are as under:

Sl. No.	Items	Description
1.	Scope of Work	Supply and Installation of Computer Software for Computer Lab at ATI, Ambari
2.	Cost of tender document	500/- for each category
3.	Last date& time of submission of bid	29th April, 2016 at 01.00 pm
4.	Date& time of opening of technical bid	29th April, 2016 at 02.00 pm
5.	Date & time of opening of commercial bid	To be Notified after completion of technical bid evaluation.
6.	EMD	@2% of Total Cost Value
7.	Place of opening of bids	Assam Textile Institute Ambari, Assam-781001
8.	Address for communication	Principal Assam Textile Institute Ambari, Assam-781001

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Name and Signature of the Authorized signatory.

TENDER DOCUMENT

SECTION II

INSTRUCTIONS TO BIDDERS

1. The Bidders shall give detailed tender in their own forms in two Bids in separate duly sealed envelopes. The envelopes shall bear the following inscriptions:
 - (a) "Part - I Technical Bid-Tender for Supply, Installation & Commissioning of Equipments of Computer Lab at ATI, Ambari
 - (b) "Part - II Financial Bid- Tender for Supply, Installation & Commissioning of Equipments of Computer Lab at ATI, Ambari

After placing both envelopes inside another envelop, the bid envelop shall be super scribed with Tender Subject, Tender notice No. and Due Date otherwise the bid will be rejected.

2. Bids shall be valid for a minimum period of 120 days after the due date.
3. Maximum Project duration from the date of issue of work order must be within 2 months
4. The Bids must reach the undersigned on or before the due date, i.e. Bids received after the due date and time is liable to be rejected. The Institute will not be responsible for any postal delays. However, in the event of due date being a holiday or declared Holiday for Assam Textile Institute, the due date for submission of the bids will be the following working day at the appointed time & venue.
5. Bids submitted by FAX/EMAILS will not be considered at all. Such tenders will be rejected without any notice to the bidder.
6. Bids (Technical Bids) received will be opened on the same day. Parties participating in the bid are requested to be available for opening of bids.
7. The College will preferably deal only with Companies/Firms who have their service centre/support infrastructure located for in Guwahati.
8. The quotations shall include all specifications as detailed in the tender. Silence in any of the specifications will be interpreted as non-conformity with purchaser's requirement. Tender enquiry may make this point clear to avoid further correspondence seeking clarification.

TENDER DOCUMENT

9. The rates quoted should indicate clearly all applicable taxes and any other expenses to deliver the equipment at Assam Textile Institute, Ambari, Guwahati-1, and should be in INR
10. If required, bidders will be invited to give a presentation/demonstration in ATI on the proposed solution. However, concerned vendor will have to bear his/her own cost of travel to ATI.
11. The tender is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in the terms and conditions are not mentioned.
12. All the pages of the bid should be signed along with company's seal.
13. Evaluation Criteria: - Evaluation will be based on the Technical Proposal. Price Bid will be opened for only those bidder who is technically qualified
14. The Institute authority reserves the right to reject any or whole quotations without assigning any reasons thereof and does not bind itself to accept the lowest quotations whatsoever.
15. That in case of any disputes between concerned parties under the contract dispute shall be settled through amicable resolutions and if not then only courts of Guwahati will have exclusive jurisdiction to try and entertain suits between the parties under the Contract.

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SECTION III TERMS AND CONDITIONS

1. Successful bidders shall be required to deposit an amount of 5% of the order value towards Performance Security Deposit in the form of Bank guarantee from any nationalized bank as performance guarantee.
2. The E.M.D. of the successful tenderer will only be released, when the successful bidder deposits the Security Deposit as mentioned in No1. of Terms and Conditions.
3. Interest will not be paid either on E.M.D. or Security Deposit in any case for any period whatsoever.
4. Rates should be valid for a period of 60 days from the date of the opening of the price bid and that the institute may give orders or repeat orders during this period.
5. The Institute Authority reserves the right to only procure some items at a time.
6. Payment will be made 100% after successful Installation to be certified by Institute Authority.
7. Bidders shall respond to Technical Specifications in the prescribed format only as mentioned in **Section – VII** of Tender Document.
8. Bidders shall quote for price/commercial bid in the prescribed format only as mentioned in **Section – VII** of Tender Document.
9. Bidder should have Valid Academic Education Reseller (AER) certificate from Microsoft. Copy of the same to be enclosed along with the bid.
10. Bidder should have valid MPN (Microsoft Partner Network) Number.
11. Bidder should submit Authorization letter (MAF) from OEM i.e. Microsoft along with their bid.
12. Bidder should have ISO 9001 and ISO 14001 certification. Copy of the same to be enclosed.
13. The terms and conditions of the tender are binding.

TENDER DOCUMENT

SECTION IV

DETAILS OF BIDDER

Sl. No.	Required Details	
1	Name of the Bidder	
2	Address of the Bidder	
3	Contact No.	
4	Fax No.	
5	Mobile No.	
6	Email	
7	Name of Authorized Signatory	
8	Sales Tax /CST No.	
9	Income Tax No. /PAN/ GIR No.	
10	Year of Establishment	
11	Name and address of Banker	
12	EMD Details DD No and date: Amount: ` Name of the Bank:	
15	Tender Document Purchase Details DD No and date: Amount : ` Name of the Bank:	

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Signature of the Tenderer
With stamp and date

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SECTION V

ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE TENDER (Valid & Up to date Documentary Evidence to be enclosed point wise)

1. The Bidder must have been in the respective business field for at least 1 financial year. Copy of Trade License, PAN Card & Sales Tax Registration should also be submitted along with the offer.
2. The registration number of the bidder along with the CST Number & TIN Number allotted by the Sales Tax Authorities must be given in the tender bid.
3. Proposed solution should be vetted by the OEM (where necessary) with assurance for minimum one year support on the quoted product and model.
4. The bidder has the capability of supplying, installation and / or implementing training program in any Central/State Government Institution/colleges/universities. Documentary evidences like Purchase order in support of the same needs to be enclosed (for equipment).
5. The Data sheets and technical documents submitted should be available on the global websites of the respective product manufacturer and the URL links to the respective documentation should be provided in the compliance statement. Any document which is not available on the Global website of the OEM would be treated as invalid document submitted and noncompliance against the technical specification asked in the tender.
6. OEM's authorizing multiple bidders for the tender should ensure all the authorized bidders quote 100% compliant BOM and the BOM should be same with the same part codes with all the Authorized bidders (where applicable).

TENDER DOCUMENT

SECTION- VI

Product Technical Specification

SUPPLY AND INSTALLATION OF COMPUTER SOFTWARE FOR COMPUTER LAB.
AT ASSAM TEXTILE INSTITUTE, AMBARY, GUWAHAT-1

SI N o.	Item	Technical Specification	Quantity
1	Windows Microsoft Office	Microsoft Office Standard 2016 Single OLP (Open License Policy) Academic Edition (Paper License)	45 Nos.

