



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

NOTICE INVITING BID

Bids in 02 Bid System (Technical and Financial) are invited on GeM from reputed manufacturers/authorized dealers for supply of 35 nos of Desktop PC for the Department of Business Administration of Tezpur University.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in-order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in) or in the email id mentioned in the GeM Bid.

GENERAL TERMS & CONDITIONS:

1. The items desired to be procured through this bid are supplementary to each other and in execution of the project in entirety, as such interested participants may note that they are to quote for all the items as desired to be procured through this bid.
2. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
3. **Quotations should be accompanied by:**
 - i) **An EMD (2% of bid value)** (in the form of Demand Draft/Banker Cheque) for **Rs. 47,861/-** (Rupees Nineteen Thousand Nine Hundred Forty) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.**
 - ii) **Bidders who are MSME/NSIC registered** needs to furnish a "Bid Security Declaration" (format enclosed at Annexure - I) **in lieu of EMD** accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.**
 - iii) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for Bid No (as generated by GEM) addressed to the Deputy Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**



तेजपुर विश्वविद्यालय /TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम /TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

4. Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
5. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
6. Applicable levies, surcharge and discounts should be clearly indicated item wise.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
8. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
9. **After Sales Service Guidelines (wherever applicable):** In case of imported goods as well as local goods, bidders should clearly state the detailed address, contact number and email ids of 'after sales service centre' preferably in Tezpur/Guwahati, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24hours.
10. **Dealership Certificate (wherever applicable):** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate. OEM should have service centre all across Assam, toll free number, Service Matrix & SLA need to be furnished. Product datasheet, user manuals & brochures etc. need to be furnished against the technical parameters & the same should to be available with OEM website.
11. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
12. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
13. **Payment:** 100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
14. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
15. The University is exempted from paying Custom and Excise duty.
16. Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
17. Irresponsive/incomplete quote will be rejected.
18. Performance Bank Guarantee amounting to 3(Three)% of the order value needs to be submitted in the form of Bank Guarantee in favour of "The Registrar, Tezpur University" on or before final settlement of the bill. The Performance Bank Guarantee must remain valid for the entire period of warranty plus 60(sixty) days. No interest shall be paid on the Performance Bank Guarantee.
19. **Conditional tenders not acceptable:** 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 Tezpur University.
20. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) 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 (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

Termination for default: Default is said to have occurred.

- a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.
- d. Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

21. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

ii. Eligibility Criteria:

- a. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

iii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.

Delivery Period

22. The delivery installation and commissioning should be completed within **30 Days** of the award of BID without any deviation.



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

ADDITIONAL TERMS AND CONDITIONS

1. Bidder to submit bid specific authorization with name, address & mail id. of signatory of OEM for verification.
2. OEM Motherboard should be with OEM logo printed on the same. No stickers are allowed.
3. Wired keyboard and mouse (same make as OEM of desktop)
4. MS Windows 11(64 bit) SL or higher with latest service pack system with OEM Recovery DVD or option of Cloud Recovery. OEM to certify that original OS & other s/w will be pre-loaded before supply of goods from their factory. Declaration to be submitted along with bid signed by a person having Power of Attorney or Board resolution in OEM. Such POA is to be a part of bid submission. The same certificate should be available in the public domain (URL for the same to be provided in technical compliance).
5. FCC, CE, UL or equivalent, ROHS for the quoted desktop model (not for the series), Energy Star 8.0 or higher, Epeat India Gold, TCO
6. OEM ISO 9001, 14001, 27001 and 20001
7. Bidders shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 2 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.
8. Malicious code & warranty certificate
9. Bill of materials with part code on OEM letterhead to be part of bid submission signed by a person having Power of Attorney/Board Resolution in OEM
10. 3 Years Comprehensive warranty. OEM to submit undertaking that product is Not end of sale as on the date of bidding and that the product will be supported for the entire period of warranty. URL to check the warranty of the product should be available.
11. OEM should have minimum of 5 service centers at the time of bidding. Documentary evidence of such service centers to be part of bid submission.
12. Technical compliance of the offered product to be submitted on OEM letter head and signed a person having power of attorney/board resolution in OEM which also should be submitted in the bid.
13. The Supplier shall have its registered Office in North East of India. Trade license from Local Authority must be submitted.
14. The supplier shall be responsible for ensuring delivery, installation, and commissioning.
15. Power Supply of the product should have maximum 180W with minimum 90 percentage efficiency.



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

16. Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the Data Sheet with the product specifications offered.
17. Public URL of the quoted product (not the OEM website) to be part of bid submission. Declaration from OEM on their letterhead for non tampering of the public URL post tender publication date and time to be part of bid submission

AC
22/7/27
Deputy Registrar-GA
Tezpur University

List of enclosures

SI No	Type of Document	Submitted	Page No.
Mandatory:			
1.	PAN Card	Yes/No	
2.	GST Certificate	Yes/No	
3.	Valid Trade License/ Registration Certificate	Yes/No	
4.	ITR Returns (Last 03 Financial Years)	Yes/No	
5.	Bidder Financial Standing	Yes/No	
6.	Declaration of Non-Blacklisting	Yes/No	
7.	Acceptance to Tender Condition	Yes/No	
8.	Technical Specifications and Compliance Sheet including model supported by leaflet	Yes/No	
9.	Audited Balance Sheet certified by CA for last 03 yrs. *	Yes/No	
10.	Annual Turnover (last 03 Financial Years) *	Yes/No	
11.	Proof of Experience *	Yes/No	
12.	Earnest Money Deposit *	Yes/No	
13.	MSME / NSIC (* for those who are seeking exemption)	Yes/No	
Optional :			
1.	Proof of Office Address (If applicable)		
2.	ISO Certificates (If applicable)	Yes/No	
3.	Address of After Sales Support /Service Centres (if applicable)	Yes/No	
4.	Dealership Certificate/Authorization Certificate (if applicable)	Yes/No	
5.	MII Declaration (if applicable)		
6.	Escalation Matrix	Yes/No	
7.	Product Datasheet, User Manual and brochure in support of technical parameters	Yes/No	
8.	Certification for Genuine Pricing	Yes/No	



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम /TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Technical Specifications cum Compliance Report (To be submitted on Company's/Firm's Letterhead Signed and Sealed)

Form factor	Tower
Processor	Minimum Intel 12 th Generation core i5/i7 with minimum clock speed of 3.0 GHz or higher with Turbo frequency upto 4.6 GHz or higher
Processor cache	Minimum 18 MB
Motherboard	OEM Motherboard with OEM logo printed on the same. No stickers allowed.
Chipset	Minimum H670 or higher
Peripherals	All peripherals key board(104 keys with USB interface), mouse(optical) with USB interface etc. should be from the same OEM make
I/O	Minimum 8 USB ports with minimum 2 USB 3.2 Gen 2 in front
	Minimum 1 HDMI port
	Minimum 1 VGA port
	Minimum 1 RJ 45 port
	Headphone microphone combo
Graphic type	Integrated
SSD capacity	Minimum 512GB NVMe SSD with support upto 1 TB NVMe SSD
Wireless & network	Integrated Gigabit LAN; Integrated WiFi and blue tooth.
Memory/ RAM size, type	Minimum 8 GB or more and type DDR4 3200 MHz with expandability to 64 GB.
Security	Hardware TPM
Keyboard/Mouse	Wired keyboard and mouse (same make as OEM of desktop)
Power supply	Maximum 180watt with Minimum 90% efficiency or higher
OS	MS Windows 11 SL (64 bit) or higher with latest service pack system with OEM Recovery DVD or option of Cloud Recovery. OEM to certify that original OS & other s/w will be pre-loaded before supply of goods from their factory. Declaration to be submitted along with bid signed by a person having Power of Attorney or Board resolution in OEM. Such POA to be part of bid submission. The same certificate should be available in the public domain (URL for the same to be provided in technical compliance).



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Display	Minimum 21.5" display FHD with minimum 02 ports of either 1 HDMI or 1 VGA or 1 DP(Same make of OEM of desktop)
Warranty	3 years onsite OEM warranty
Other certification and clauses	1. FCC, CE, UL or equivalent, ROHS for the quoted desktop model (not for the series), Energy Star 8.0 or higher, Epeat India Gold, TCO
	2. OEM ISO 9001, 14001, 27001 and 20001
	3. Declaration required on end to end life by the OEM before this period
	4. Malicious code & warranty certificate
	5. Bidder to submit bid specific authorization with name, address & mail id. of signatory of OEM for verification.
	6. Bill of materials with part code on OEM letterhead to be part of bid submission signed by a person having Power of Attorney/Board Resolution in OEM



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Annexure-I

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on

_____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).