

**ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA, GUWAHATI-781022**

BID DOCUMENT

Short Tender for supply and installation of desktop computers, MS office, antivirus, and white board for class room at Assam Administrative Staff College.

(Visit us at www.aasc.gov.in)

Name of the tenderer _____

Cost of Tender Document – Rs. 500/-

SCHEDULE TO TENDER		
S. No.	Activity Description	Schedule
1.	Tender No	AASC (T/C) 37/2010/ Pt. I/63
2.	Sale of Tender Document	W.e.f 23.02.2017 from 10 a.m. to 2 p.m. of 03.03.2017
3.	Time and last date of depositing Tender / Bid	3 p.m. of 03.03.2017
4.	Time and Date of Opening of Bids	3.15 p.m. of 03.03.2017
5.	Minimum Validity of tender offer	One year from the date of opening of tender.
6.	Services to be offered	Supply and installation
7.	Amount of EM to be Deposited	Rs. 5000/-
8.	Cost of Tender Document	Rs. 500/-

Sd/
Director of Training
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati – 22

Terms and conditions:

The following documents should be submitted along with the tender:

1. Items quoted should be of national/international brand with technical literature.
2. Parties should have authorized service centres at Guwahati. Details of after sales service facilities available at Guwahati and should be mentioned along with address, name(s) of contact person(s), number of service engineers available etc.
3. The tenders should be accompanied by a demand draft of Rs. 5000.00 (Rupees Five Thousand) only in favour of “Director of Training, Assam Administrative Staff College”, which is refundable.
4. Copy of the dealership certificate and registration should be submitted along with the tender/ proprietary articles certificate, in case of manufacturer.
5. Copies of the PAN and VAT registration nos. should be submitted along with the tender.
6. The tenderer should submit their experience certificate along with their annual turnover for the last three years. i.e. 2013-14, 2014-15, 2015-16
7. Rates should be quoted both in figure and words inclusive of all admissible taxes and should be valid for a period of 1 (one) year from the date of opening of the tender.
8. The items should be installed at Assam Administrative Staff College, Khanapara, Guwahati.
9. Successful bidder will be solely responsible for after sales service maintenance (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
10. There is no bar on any registered dealers or their authorized dealers/ manufacturers on quoting for any item(s) they feel like or for all items stipulated in the notice inviting tender.
11. The warranty should be comprehensive and should be valid for 3 (three) years.
12. The number of unit per item(s) may vary (if any) depending upon the quantity requirement(s) of item(s) at the time of ordering.
13. The Director of Training, Assam Administrative Staff College, Jawaharnagar, Guwahati-22 reserves the right to accept or reject any one or all tenders without assigning any reason thereof.

**Sd/
Director of Training
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati – 22**

Technical Specifications / Requirements

A) Desktop Computers – 10 no.s

Core i5 Desktop PC

Particulars	Specifications
Processors	Intel 6th generation , Intel® Core i5-6500 Processor 3.2 GHz base frequency or higher) 6 MB cache
Motherboard	Intel Q150 chipset or higher with 4 DIMM slots
RAM	4GB expandable to 64 GB Non-ECC DDR4 , 2133 MHz SDRAM Memory (4 DIMM slots)
Graphics	Integrated Intel HD Graphics
HDD	500GB HDD SATA 7200 RPM
Monitor	20" LED backlit TFT-LCD display color monitor, maximum resolution - 1366 x 768; Response time (typical)- 5ms ; TCO 6 certification for Monitor
Ethernet	NIC: On-board Gigabit (10/100/1000 Mbps) Ethernet Controller with WOL support
Ports	8 nos. USB ports (4 nos. on the Front; at least 1 No. port should be 3.0 or above), 1 No. RJ-45, 1 No. VGA, 1 No. Line in, 1 No. Line out (should have provision for head-phone & microphone)
Audio	High Definition Audio
Operating System	Windows 10 Professional Preloaded and Linux with Media
Keyboard/Mouse	USB Keyboard & USB Scroll Mouse (Same Make as OEM)
No of Bays	4nos
PMA Complied	(PRODUCT FOR INDIA, MADE IN INDIA AS PER GOVT INITIATIVE) Mandatory
Power Supply	300W
Warranty	3 Years Onsite from OEM

B) Other items

SI No	Items	Unit	Specifications
1	MS Office 2016	10	(With User License)
2	Antivirus: Quick Heal Total Security	10	Latest version (With User License)
3	White Board	10	3 feet X 5 feet with aluminium frame and stand

TECHNICAL BID

Name of the Tenderer : _____

Address : _____

Pin Code No.: _____

Tel. No: _____

Mobile No: _____

Email. : _____

Status of the Company: **Proprietor/ Partnership/ Company**

(Pls. Tick mark as applicable) :

Name of the Proprietor/Partners/ : _____

Directors of the company/firm: _____

TECHNICAL BID

Sl.No.	Description of the company/firm	Proof requires Yes / No	Page No.
1	Name of the firm		
2	PAN Card No.		
3	VAT Reg. No./ Sales Tax No.		
4	Annual turn over for the financial year 2013-14 2014-15 2015-16		
5	Details of after sales service facilities available at Guwahati should be mentioned along with address, name(s), of contact person(s), number of service engineers available etc.		
6	List of clients		
7	Proof of work experience of minimum 10 years in the sale and maintenance of items called for quotation.(Attach documentary proof in support of claim)		
8	Illustrated pamphlets containing all the technical details; specification of the tendered item should be enclosed along with the tender.		
9	Whether EMD submitted or not		
10	Money receipt of tender document cost		

TECHNICAL BID**EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

Sl. #	D.D. No.	Date	Name of the Bank/Branch and Place	Amount
1				
2				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Phone No.& Mob. No.:

Email Address:

Website address (if any):

Date:

TECHNICAL BID**A- "TECHNICAL COMPLIANCE FORM- DESKTOP COMPUTER"**

S.No	Description	Specification
1	Make & Model	
2	Processor	
3	Mother Board	
4	Memory	
5	Hard Drive	
6	Optical Drive	
7	Key Board	
8	Mouse	
9	Monitor	
10	Networking	
11	Graphics	
12	Cabinet/Chassis	
13	Operating System	
14	Supported OS	
15	Input Power Supply	
16	SMPS power supply rating	
17	Power Consumption	
18	Audio	
19	External Connectors	
20	I / O Ports	
21	USB Ports	
22	SATA Interface	
23	PCI/PCIe x1 Slots	
24	Memory Slots	
25	Maximum amount of RAM supported	
26	Internal Drive Bays	
27	Cabinet Dimensions	
28	Warranty	

B- "TECHNICAL COMPLIANCE FORM- OTHER ITEMS"

S.No	Items	Specifications
1	MS Office 2016	
2	Antivirus: Quick Heal Total Security	
3	White Board	

Signature of the Authorized Signatory

Name and Designation

Address

FINANCIAL BID

SI No	Items	No of Unit	Rate per unit in INR (inclusive of all taxes)	Total Amount
1	Desktop Computers	10		
2	MS Office 2016	10		
3	Antivirus: Quick Heal Total Security	10		
4	White Board	10		
	GRAND TOTAL ::			

(The prices quoted are inclusive of three years comprehensive warranty)

Signature of the Authorized Signatory

Name and Designation

Address