ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA, GUWAHATI-781022

BID DOCUMENT

Tender for supply and installation of desktop computers, MS office, antivirus, photocopier machine, laser printer 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/
2.	Sale of Tender Document	W.e.f 01.12.2016 from 10 a.m. to 2 p.m. of 20.12.2016
3.	Time and last date of depositing Tender / Bid	3 p.m. of 22.12.2016
4.	Time and Date of Opening of Technical Bid	3.15 p.m. of 22.12.2016
5.	Time and Date of Opening of Financial Bid	Will be informed on 22.12.2016
6.	Minimum Validity of tender offer	One year from the date of opening of tender.
7.	Services to be offered	Supply and installation
8.	Amount of EM to be Deposited	Rs. 20000/-
9.	Cost of Tender Document	Rs. 500/-

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. 20000.00 (Rupees Twenty 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. The selected party should submit a bank guarantee equivalent to the ordered value in favour of "Director of Training, Assam Administrative Staff College", which will be released after expiry of warranty period.
10. 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.
11. 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.
12. The warranty should be comprehensive and should be valid for 3 (three) years.
13. 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.
14. 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.

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

Technical Specifications / Requirements

A) Desktop Computers – 10 no.s

Sl. No	Particulars	Specifications
1	Make	Firm should mention the desktop computer brand
2	Processor	Intel Core i5 6600, Quad Core, Turbo Boost Technology, Hyper Thread Technology, 3.3 GHz, 6MB Cache
3	Hard disk drive	500 GB, 5400 rpm
4	Memory	4 GB 2133MHz DDR4 Memory
5	Monitor	19” wide LED / TFT digital color monitor
6	Keyboard	USB Keyboard
7	Mouse	USB optical mouse
8	Ports	Minimum 6 USB ports with at least 2 USB ports in front and 4 (USB 3.0) at rear side, Audio ports for microphone and headphone in front
9	DVD Drive	8X or better DVD RW+/- drive
10	Operating System	Windows 8.x professional or higher OS, compatible with the above configuration
11	Desktop warranty	3 years onsite warranty from OEM.
12	Accessories	Firm should provide all the necessary compatible accessories for monitor signal and power connection and other resources media, 3 pin power consumption cable

B) Other items

Sl 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	Photo Copier Machine	1	Minimum copying speed (cpm): 45/45, Paper Size (Original/ image): A3/A3, RAM (MB): 256, Bye Pass: 50 Sheets
4	Laser Printer	6	Paper Size: A4 & Legal, Print Speed in PPM (A4): 14 with Duplex printing
5	White Board	10	3 feet X 5 feet with aluminium frame and stand

ANNEXURE-I

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: _____

ANNEXURE-II

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./ Sale 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		

ANNEXURE-III

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:

ANNEXURE-IV

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 abount 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	Photo Copier Machine	
4	Laser Printer	
5	White Board	

Signature of the Authorized Signatory

Name and Designation

Address

FINANCIAL BID

Sl 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	Photo Copier Machine	1		
5	Laser Printer	6		
6	White Board	10		
7			**GRAND TOTAL ::**	

Signature of the Authorized Signatory

Name and Designation

Address