



Office of the Principal
ARYA VIDYAPEETH COLLEGE
GOPINATH NAGAR, GUWAHATI-781016

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Ref.No.AVC:Esstt./2021/2194

Date: 30/11/2021

**Quotation for Desktop Computer and accessories
for Computer Cell of Arya Vidyapeeth College, Guwahati-16.**

D A T E
30/11/2021

Sealed tenders in affixing court Fees stamp of Rs. 8.25 (Rupees eight and twenty five paise) only with a validity period of 6 (six) month from the date of opening of tenders for each tender are hereby invited from the experienced tenderer for supply of Desktop Computer (Commercial) and will be received by the undersign up to **2.00 P.M.** of **14/12/2021** and will be opened on next day at **1.00 P.M.** in presence of the tenderers or their authorized representatives. In case of unscheduled holiday in the date of opening of the tender, the tender will received and opened in the next working day at the same time.

1. Name of the work: Supply of Desktop Computer (Commercial) for the computer cell of Arya Vidyapeeth College, Guwahati-16.

The tender papers may obtain from College Office on any working days on payment of Rs. 500.00 pledged to the Principal, Arya Vidyapeeth College, Guwahati-16 and payable to Guwahati.

TERMS AND CONDITIONS:

1. The time allowed for supply is 10 (ten) days from the date of issue of the formal supply order.
2. Earnest Money at the rate of 2% (1% only for the tenderer belonging to ST, SC, OBC & UGE) of the tenderer quoted amount will have to be submitted along with the tender in the form of Bank Draft and NSC or KVP only (other form will not be accepted), pledged to the Principal, Arya Vidyapeeth College, Guwahati-16 and payable to Guwahati. Reduced rate of earnest money as per Govt. circular will be applicable for ST, SC, OBC and UGE etc tenderers provided the copy of the circular is enclosed along with the tender. Without earnest money, the tender will not be accepted.
3. The acceptance of tender will rest with the Principal, Arya Vidyapeeth College who does not bind himself to accept the lowest tender and reserves to himself the Authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

4. Canvassing in connection with tender is strictly prohibited and the tender submitted the tenderers who resort to such canvassing will be liable to rejection.
5. The tenderers must enclose true copies of **Pan Card, and GST Registration Certificate** (as applicable) on the latest form as prescribed by the Ministry of Finance/Commerce, Government of India duly attested by Gazetted officer or self-attached without which the tender will not be accepted. Further, the tenderers also must enclose the photocopies of **upto date Registration Certificate, Work Experience Certificate and Financial Soundness Certificate (Bank Solvency Certificate)** etc. duly attested by Gazetted officer or self-attached without which the tender will not be accepted.
6. The validity of acceptance of the tenders shall remain open for a period of 180 (one eighty) days from the date of opening the tenders. If any tenderer withdraws his tender before the said period or makes any modification in the items and conditions of the tender, which are not acceptable to the authority, then, the Authority shall without prejudice to any other right or remedy be at liberty to forfeit an amount equivalent to 2% of the value of the contract.
7. The authority shall have the rights to divide the work/sub works considering the urgency of completion of the work.
8. Detailed particulars of the tenderer like permanent address, partnership deed if applicable etc. shall be submitted along with the tenders. Power of Attorney or other proof of authority of the person signing the tender shall be submitted in case of firms which should be duly attested by Gazetted Officer or self-attached, if photocopy is submitted.
9. The tenderer shall submit a list of works similar in nature to the work under tender executed during the last three to five years giving the following details:-
 - (a) Name of Work
 - (b) Name of Departments under which the work was executed
 - (c) Value of works
 - (d) Date of starting and completion
 - (e) Remarks if any
10. The tenderer shall submit a list of work which are in hand giving the following details:-
 - (a) Name of work
 - (b) Name and particulars where work is being executed
 - (c) Amount of works
 - (d) Position of works in progress, Remarks, if any
11. The tenderer responsibility for the contract shall commence from the date of issue orders of acceptance of tender.
12. Unsealed tender will be summarily rejected.
13. The tenderer, should read the specifications and study the other terms and conditions carefully before submitting the tender.

14. If it is found that the tender is not submitted in the proper manner or conditions too many corrections or absurd rates or amount are entered, it would be open for the Authority to take suitable action against the contractor. The tenderer also must sign on the every pages of the detailed tender, otherwise his tender will be summarily rejected.
15. It may be noted that the lowest quoted rates may not be the sole criteria for selection of successful tenderer. Other requirements like experience of work in similar nature, work at hand, financial soundness will be considered for selection. Certificates regarding work experience, financial soundness etc. will have to be duly attested by Gazetted officer of self-attached and original copies may be required to submit if asked for.
16. The tenderer shall sign a declaration as per format given in the covering letter or the tender under the official secret act for maintaining secrecy of the tender documents, drawings or any other records connected with the work given to them (if any). The tenders who had been issued with tender papers but did not submit tenders shall return all the documents given to them.
17. Contractors should quote their rates keeping in mind all the taxes prevailing the State.

Sl. No.	Items	Make/Configuration	Rate
1	Desktop Computer Commercial	<u>Brand</u> – HP, Dell. <u>Processor</u> (with Compatible Motherboard (i) Intel core i3 – 10 th Generation <u>RAM</u> : 4GB DDR4 <u>Hard Disk</u> : 1 TB SATA Monitor: 18.5" / 19.5" Keyboard & Mouse- USB Keyboard & Mouse OS – DOS ODD – DVD Writer Warranty – 3 years on site OEM	

The undersigned reserves the right to accept or reject any or all the tender papers without assigning any reason thereof and is not bound to accept the lowest tender rate.

Sd/-Principal,
 Arya Vidyapeeth College, Ghy-16.