

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

**BID DOCUMENT**

**Quotation for supply and installation of audio equipment  
at  
Assam Administrative Staff College.**

(Visit us at [www.aasc.assam.gov.in](http://www.aasc.assam.gov.in) )

Name of the quotationer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost of Quotation Document – Rs. 500.00**

<b>SCHEDULE TO</b>		
<b>S. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1.	Quotation No	AASCS (IT) 02/2015/55
2.	Time and last date of depositing Quotation	2.00 p.m. of June 12, 2018
3.	Time and Date of Opening of Bids	3.00 p.m. of June 12, 2018
4.	Minimum Validity of quotation offer	One year from the date of opening of quotation.
5.	Services to be offered	Supply, installation and warranty.
6.	Amount of EM to be Deposited	Rs. 5000.00 (Five Thousand) only
7.	Cost of Quotation Document	Rs. 500.00 in cash. (Five Hundred) only

Sd/-

**Director**

**Assam Administrative Staff College Society,  
Jawaharnagar, Khanapara, Guwahati – 22**

**Terms and conditions:**

The following documents should be submitted along with the quotation:

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 quotations should be accompanied by a demand draft of Rs. 5000.00 (Rupees Five Thousand) only in favour of “Director, Assam Administrative Staff College Society”, which is refundable.
4. Copy of the registration and dealership certificate should be submitted along with the quotation/ proprietary articles certificate, in case of manufacturer.
5. Copies of the PAN and GST registration nos. should be submitted along with the quotation.
6. The quotationer should submit their proof of experience (minimum 3 years) which should include both government and private institutions.
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 quotation.
8. The items shall have to be installed at Assam Administrative Staff College, Khanapara, Guwahati.
9. Successful bidder will be solely responsible for after sales service and maintenance (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
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, Assam Administrative Staff College Society, Jawaharnagar, Guwahati-22 reserves the right to accept or reject any one or all quotations without assigning any reason thereof.

Sd/-

**Director**

**Assam Administrative Staff College Society,  
Jawaharnagar, Khanapara, Guwahati – 22**

**TECHNICAL BID**

Name of the Quotationer : \_\_\_\_\_

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**

<b>Sl.No.</b>	<b>Description of the company/firm</b>	<b>Proof requires Yes / No</b>	<b>Page No.</b>
1	Name of the firm along with registration details		
2	PAN Card No.		
3	GST No		
4	Details of after sales service facilities available at Guwahati should be mentioned along with address and contact number		
5	List of clients		
6	Proof of work experience of minimum 3 years in the sale and maintenance of items called for quotation.(Attach documentary proof in support of claim)		
7	Whether Court Fee and EMD submitted or not		
8	Money receipt of quotation document cost		

**TECHNICAL BID****EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

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

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 quotation 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 Quotationer :

Phone No.& Mob. No.:

Email Address:

Website address (if any):

Date:

**FINANCIAL BID**

<b>SI No</b>	<b>Items</b>	<b>No of Unit</b>	<b>Rate per unit in INR (inclusive of all taxes)</b>	<b>Total Amount in INR</b>
1	Chairman Unit	2 unit		
2	Central Amplifier	5 unit		
3	Delegate Unit	64 unit		
4	Wireless Mic	5 unit		
5	Conference Expansion Unit	1 unit		
			<b>GRAND TOTAL ::</b>	
<b>In Words Rupees.</b>				

(The prices quoted are inclusive of all admissible taxes and three years' comprehensive warranty)

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**