

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

BID DOCUMENT

Short Tender for supply and installation of laptops, MS office, antivirus, and network printer 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 | AASCS (IT)01/2017-2018/7 |
| 2. | Time and last date of depositing Tender / Bid | 3 p.m. of September 15, 2017 |
| 3. | Time and Date of Opening of Bids | 3.15 p.m. of September 15, 2017 |
| 4. | Minimum Validity of tender offer | One year from the date of opening of tender. |
| 5. | Services to be offered | Supply and installation |
| 6. | Amount of EM to be Deposited | Rs. 5000/- |
| 7. | Cost of Tender Document | Rs. 500/- in cash. |

Sd/-
Director
Assam Administrative Staff College Society,
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, Assam Administrative Staff College Society”, 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 GST 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. 2014-15, 2015-16, 2016-17.
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

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

Technical Specifications / Requirements

A) Laptops – 5 units

LAPTOP

| Particulars | Specifications |
|------------------|----------------|
| Processors | |
| Motherboard | |
| RAM | |
| Graphics | |
| HDD | |
| Monitor | |
| Ethernet | |
| Ports | |
| Audio | |
| Operating System | |
| Keyboard/Mouse | |
| No of Bays | |
| PMA Complied | |
| Power Supply | |
| Warranty | |

B) Other items

| SI No | Items | Unit | Specifications |
|-------|--------------------------------------|------|---|
| 1 | MS Office 2016 | 5 | (With User License) |
| 2 | Antivirus: Quick Heal Total Security | 5 | Latest version (With User License) |
| 3 | Network Printer | 1 | 1200 X 1200dpi, minimum 40 ppm, Laser, B/W, Ethernet 100 Base T, Auto Duplex, 8 GB internal |

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 | GST No | | |
| 4 | Annual turn over for the financial year 2014-15 2015-16 2016-17 | | |
| 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- LAPTOPS"**

| 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 | Network Printer | |

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 | Laptops | 5 | | |
| 2 | MS Office 2016 | 5 | | |
| 3 | Antivirus: Quick Heal Total Security | 5 | | |
| 4 | Network Printer | 1 | | |
| | | | GRAND TOTAL :: | |

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

Signature of the Authorized Signatory

Name and Designation

Address