

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

BID DOCUMENT

**Tender for supply and installation of laptops, MS office and antivirus at Assam
Administrative Staff College.**

(Visit us at www.aasc.assam.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)01/2017-2018/52
2.	Time and last date of depositing Tender / Bid	2 p.m. of January 21, 2017
3.	Time and Date of Opening of Bids	3 p.m. of January 21, 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.

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 – 3 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	3	(With User License)
2	Antivirus: Quick Heal Total Security	3	Latest version (With User License)

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 3 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	Display	
10	Networking	
11	Graphics	
13	Operating System	
14	Supported OS	
15	Input Power Supply	
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	
28	Warranty	

B- "TECHNICAL COMPLIANCE FORM- OTHER ITEMS"

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

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	3		
2	MS Office 2016	3		
3	Antivirus: Quick Heal Total Security	3		
	GRAND TOTAL ::			

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

Signature of the Authorized Signatory

Name and Designation

Address