GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
An Institute certified under the standards of ISO 9001:2015
JAWAHARNAGAR, KHANAPARA; GUWAHATI-22
PHONE NO.0361- 2363325, FAX NO.0361-2362361

NOTICE INVITING TENDER

No. AASC(IT)48/2022/1 Dated 19th of July, 2022

Sealed tenders in 2-bid system (*Technical Bid and Financial Bid Separately in sealed form*) affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty-five paisa)** only are invited from the reputed Firm/ Vendor/ Supplier with Service Centre at Guwahati for supply and installation of following items. The last date of submission of the tender is 9th September, 2022 (11:00 AM) and the tenders will be opened on the same day i.e. 9th September, 2021 (11:30 AM) in the presence of the firms or their authorised representative. The interested firms need to collect a receipt from AASC before last date of submission on payment of Rs. 500/- (Rupee Five Hundred) only in cash which will be non-refundable.

The tender documents may be downloaded from the website *https://aasc.assam.gov.in* . However, the payment of Rs. 500/- in cash will have to be made in any case.

Sl No.	Item	Qty
1	Microsoft Project 2019 Academic Version	Single user
2	Flip PDF Plus Pro for Windows	Single user

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati-22

TERMS & CONDITIONS

1. The tenderers should submit copies of valid trade license and GST registration and PAN card.

2. The tender should be accompanied by EMD in form of Demand Draft/Bankers Cheque of Rs. 2000.00 (Rupees Two Thousand) only in favour of "Director, Assam Administrative Staff College ", which will be refundable.

3. The bidder should be operational in India for last 3 financial years in the field of Information Technology (IT) business.

4. The bidder should possess at least 3 Nos of orders of Similar Item which was executed/ implemented during last 5 Years. Installation Certificate / Job Completion Certificate Should be submitted.

5. The Annual Turnover duly certified by a Chartered Accountant for the last 2 (two) years is to be submitted.

6. The Bidder should be either an Original Equipment Manufacturer (OEM) or Authorized Reseller/authorized Distributor of item. Tender specific Manufacturer's Authorization Letter should be submitted along with Technical Bid.

7. The Tenderer should have local establishment/support office/service centre in Guwahati.

8. The Party should rectify problem related to software whenever it is necessary during the licence period.

9. The party should submit details of service engineers along with their Contact details/complete address at Guwahati.

10. The rate must be quoted inclusive of all charges and taxes.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati-22

BID DOCUMENT

LIST OF DOCUMENTS TO BE SUBMITTED BY THE FIRM

Sl. No	Documents	Submitted
1.	Court fee stamps of Rs. 8.25/-	
2.	EMD of Rs. 2000/-	
3.	Valid Authorised Dealership Certificate (Point no 6 of Terms & conditions of tender notice)	
4.	Experience Certificates (enclose proof of documents. Point no 3 ,4 & 7 of Terms & conditions of tender notice)	
5.	Valid GST registration (enclose proof of document)	
6.	PAN (enclose proof of documents)	
7.	Annual turnover of 2 years (enclose proof of document. (Point no 5 of Terms & conditions of tender notice)	
8.	Valid Trade license/ Registration certificate (enclose proof of document)	

Signature of tenderer with date & seal

PRICE BID

Sl. No	Name of Product	Rate per Unit(in Rs/-)	GST per Unit (in Rs/-)	Total (inclusive of GST)
1.				
2.				
			Grand Total (Rs./-)	

Signature of tenderer with date & seal