

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

BID DOCUMENT

**Tender for supply and installation of portable scanners 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 (S)14/2017-2018/36
2.	Time and last date of depositing Tender / Bid	12.00 pm of July 11, 2019
3.	Time and Date of Opening of Technical Bids	12.10 pm of July 11, 2019
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. 5000.00
7.	Cost of Tender Document	Rs. 500.00 in cash.

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.
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.
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 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 last three financial years		
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				

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:

FINANCIAL BID

SI No	Items	No of Unit	Rate per unit (Rs.)	GST	Total Amount (Rs.)
1	Portable Scanner	7			
	GRAND TOTAL ::				

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

Signature of the Authorized Signatory

Name and Designation

Address