

TENDER DOCUMENT



Installation of Language Lab

at

**Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.**

Tender No. BAC/RUSA-2

Issued on: 02-08-2019



Estd.- 1982

Issued by

Principal

**Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.**

Tel. No. 9435024378

Web-site: www.bacollege.ac.in

**E-mail: bacbhawanipur@gmail.com
info@bacollege.ac.in**

Section - 1

Office of the Principal
Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.
Short Notice Inviting Quotations
Tender No:BAC/RUSA-02

Sealed quotations are invited from reputed Authorised Dealers for **Supply-Installation & Setting up of Language Lab** at the **College Premise of Bhawanipur Anchalik College, Bhawanipur, Barpeta** as per advertisement published in The Assam Tribune dated 28th July, 2019.

Details may be obtained from the office of the undersigned from 02/08/2019
To 10/08/2019, during office hours.

Last date of submission of quotation is on 13/08/2019 up to 2-P.M. If any holiday falls on the submission date, the submission may be extended till next working day.




Principal/President
Dr. Mukunda Sarma, M.A., B.Ed., M.Phil., Ph.D.
Bhawanipur Anchalik College/RUSA Unit
Bhawanipur, Barpeta, Assam

(Dr. Mukunda Sarma)
(Principal)
Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.

General Terms and Conditions

1. The bid must be submitted as per specifications provided by college, signed by the Quotationers along with the seal of the Firm/Company in a **Double Bid format**.
2. The Quotationers are requested to quote-total price of the items quoted indicating the basic price, applicable taxes, installation charges and other expenditure item wise as per the format given in Annexure-A attached herewith. If the prices/values of the items are quoted other than the format given in Annexure-A, Bid/Quotation/Tender will be rejected.
3. The validity of Quotation would be for a minimum period of 60 days from the date of opening of Quotations.
4. The installation and commissioning of the equipments are to done by the supplier within the month of August/2019
5. Full payment will be released on delivery, installation and successful commissioning of the items supplied subject to the release of the total project amount RUSA Assam.
6. The authority of **Bhawanipur Anchalik College,, Bhawanipur, Barpeta, Assam**, does not bind himself to accept the lowest tendered/Quoted rate and may reject any or all the quotation without assigning any reason thereof.
7. All legal proceedings during out of any dispute between the parties shall be settled within the territorial jurisdiction of Guwahati.




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(Principal)
Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.

Eligibility Criteria:

1. The Bidder should write a letter of application in its own letter head to the undersigned affixing the non-refundable court fee of Rs 8.25/- therein expressing willingness to participate in the Bidding.
2. The bidder should be either Original Equipment Manufacturer (O.E.M) or authorized Dealer(please submit manufacturer's authorization letter on the O.E.M's letter head duly signed by authorized signatory.)
3. The Bidder's firm must be incorporated & registered in India under the Indian Companies Act/Societies Registration Act/ Trust Act/ any other Act, or any Govt. Regd. firm and should be in operations in India for minimum 5 years.
4. The Bidders should have average annual Financial Turnover during the last three years of Rs. 10 lakhs (Please submit Income Tax Return Certificate for the last three years)
5. Self-declaration that the Bidder has not been barred by any PSU/ Govt. Dept. in doing business with them.
6. The Bidders should have valid GST Registration Certificate, PAN Card and Trade License.
7. Cost of Bidding documents through non-refundable fee of INR 1000/- (INR One Thousand only) by DD/Banker's in favour of Principal, Bhawanipur Anchalik College, payable at Bhawanipur, Barpeta (Those who downloaded Tender Document).



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Bhawanipur Anchalik College/BHISA Unit
Bhawanipur, Barpeta, Assam

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(Principal)
Bhawanipur Anchalik College,
Bhawanipur, Barpeta, Assam.

The summary of various activities with regard to this invitation of bids are listed in the table below:

Particulars	Details
Nature of the Work	Supply & Implementation of Language Lab
Details of Contact Persons for clarification/ quarries	Principal, Bhawanipur Anchalik College, Bhawanipur.
Mode of tendering	Details Terms and Conditions can be obtained/ downloaded from the college website. Hard copy can be obtained from College Office during the office hours. II. Tenders have to be submitted in the College Office during the Office hours. III. The Bidders have to submit the sealed tenders by affixing non refundable Court Fee Stamps of Rs. 8.25 (Eight rupees and twenty five paisa only)
Cost of Tender Document	Rs. 1000 INR
EMD	2% of Quoted Price
Detail Specification of materials	Annexure A
No. of Covers	i) Technical Bid ii) Financial Bid
Date of Publishing	28/8/2019 in "The Assam Tribune"
Website for Obtaining/Downloading tender documents etc.	www.bacollege.ac.in
Bid submission start date and time	02/08/2019 from 11-00 A.M.
Bid submission closing date and time	13/08/2019 at 2-P.M.
Technical Bid and Financial Bid opening date and Time	14/8/2019 at 2-00 P.M. If College office is close on 14/08/2019 for any unavoidable circumstances, bid will open in the next day
Address where the tenders are to be submitted	Principal Bhawanipur Anchalik College, Bhawanipur, Barpeta.
Venue for opening of technical bid and financial bid	Office of the Principal, Bhawanipur Anchalik College, Barpeta in presence of RUSA Monitoring/Evaluation Committee

Section - 2

INSTRUCTION TO BIDDERS

BIDDER TO BEAR COST OF PURCHASE OF TENDER DOCUMENT

The Bidder shall bear all costs associated with the preparation and submission of the Bid. The purchaser in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

PURCHASE OF TENDER DOCUMENTS

The Bidders are to purchase/download the Bid documents from the concerned Office of INR 1000/- (nonrefundable).

BID DOCUMENTS

Bid Documents include-

Section 1: Notice Inviting Tender

Section 2: Instruction to Bidders.

Annexure-1: Specification for installation of Language Lab.

AMMENDMENT OF BID DOCUMENTS:

- i) At any time, prior to the date of submission of bids, the purchaser may for any reason modify the Bid documents.
- ii) The amendment, if any, will be notified on the College website www.bacollege.ac.in. Bidders are advised to visit the website for updates on this Tender.

Extension of Time:

In order to give required time to the prospective Bidders in which to take the amendments into action in preparing their bid, the Purchaser may at its discretion extend the deadline for submission of Bid suitably.

BID PRICE:

Prices should be inclusive of all taxes and duties. No claim whatsoever on the bid price will be entertained subsequently due to wrong quoting of tax or rate of any tax. However, rate of taxes and duties included in the price offered should also be given separately from the basic price. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account.

SIGNING OF THE BID

- i) The original copy of the Bid shall be typed and shall be signed by the Bidder or a person duly authorized by the bidder.
- ii) All pages of the original Bid shall be initialed by the person signing the Bid. The Bid shall contain no interlineations, erasures or overwritten. In case of corrections, the person signing the bid shall give initial against each correction.

DEADLINE FOR SUBMISSION OF BID

Bid must be received by the Purchaser at the address specified and not later than the date and time specified in the NIT/TD. Any Bid received late by the purchaser shall be rejected automatically.

MODIFICATION AND WITHDRAWAL OF BIDS

No modification of Bid shall be allowed unless there is any amendment made by the Purchaser. The Bidder may withdraw Bid with an application addressed to the Principal, Bhawanipur Anchaik College, Barpeta. Once Bid withdrawn, the same Bidder must not Bid for the second time. Such Bids, if received, will be rejected.

SUBMISSION OF BID

Bids are to be submitted in two Bid forms comprising of

1) Technical Bid: (a) Documents containing eligibility criteria (b) Other documentation, and (2) Financial Bid.

Each of the Bid document is to be sealed in separate envelop and both envelop are combine in a single envelop.

EVALUATION OF BIDS

The evaluation would consist of following phases

Phase-I: Evaluation of Eligibility Criteria/Technical Bid: In this part the Agency/party will be evaluated for the fulfillment of the conditions specified in the Eligibility Criteria.

Phase-II: Evaluation of Financial Bids: In this phase evaluation of only those agencies/parties who have qualified the Phase I will be evaluated.


PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The purchaser does not bind himself to accept the lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for the Purchaser's action.

NOTIFICATION OF SUCCESSFUL BIDDER AND SIGNING OF CONTRACT

Prior to the expiration of the Bid period, the Purchaser will issue letter to the successful bidder in writing by registered letter or fax or e-mail, or over phone.

The successful bidder shall submit a letter of acceptance to the Purchaser after receiving the letter from the Purchaser. Afterwards the successful bidder is bound to sign the contract form within 7 days.



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ANNEXURE-A
ESTIMATE FOR ORGANIZATION OF LANGUAGE LAB OF
BHAWANIPUR ANCHALIK COLLEGE, BHAWANIPUR.

SL.NO	ITEM/ PARTICULARS	QNTY	RATE	AMOUNT
1.	The Proposed room having 730 sqft area for 20 seating capacity	730 sqft area	Existing	Existing
2.	False ceiling (Made of Galvanized steel framed and 2'x2' size Armstrong Tiles)	730 sqft		
3.	Vertical Blinds (Best quality blinds)	175 sqft		
4.	Colouring & Painting of the wall	984 sqft		
5.	Ceramic tiles fitting on the floor	730 sqft		
6.	Electrical wiring and electrical appliances (Decorative Lights etc.) (Havels accessories)	730 sqft		
7.	Online UPS (5 KVA with 16 Batteries with all accessories and stand (2 hours backup)	One set		
8.	Participants table (Computer Table) Made of water proof block board& sun mica laminated (3'Lx20"Bx2.5'H size)	20 nos		
9.	Participant chair (Revolving/ Hydraulic/ Armless)	20 nos		
10.	Teachers working table (4'Lx2'Bx2.5'H size) (teacher unit) with provision of note book, laptop, desktop and sound system with drawer, cupboard & One Chair	One set		
11.	Server (Compatible with the system) including Monitor, Keyboard- Mouse etc.	One set		
12.	PC (Dual Core Processor, 4 GB RAM, 1 TB HDD, OS Win 10 (Original) Keyboard, Mouse, Monitor 18.5")	21 nos		
13.	Laptop (i3 Processor, 4 GB RAM, 1TB HDD, OS Win 10 (Original) with VIP Bag)	One		
14.	Headphone with mic (Branded)	21 nos		
15.	AV connector, booster, VGA connector USB to HDMI etc.	21 set		
16.	Software for Language Lab (English)	With Genuine licenses		
17.	Planning/ Survey/ Installation/ Training/ Caring & Delivery charges etc.	Should not Exceed 5% on total bill amount		
			GST12%	
			Grand Total	

Signature of the Bidder