



**GOVERNMENT OF ASSAM
DIRECTORATE OF MEDICAL EDUCATION, ASSAM,
SIXMILE, KHANAPARA, GUWAHATI-781022.**

BIDDING DOCUMENT

FOR

TENDER FOR SUPPLY OF DESKTOP AND ALL IN ONE COMPUTER, PRINTER, UPS, ANTI VIRUS AND XEROX FOR USE IN THE ASSAM HILLS MEDICAL COLLEGE & RESEARCH INSTITUTE, DIPHU UNDER THE HEALTH & F.W.(B) DEPARTMENT, GOVT. OF ASSAM

IFB NO.DME/284/2019/16471, Dated: 14 /11 /2019

Due for opening on

22-11-2019

at

3.00 PM

*Bidding Document issued to M/S.....
on datedagainst the receipt of Rs..5,000/-(Rupees Five Thousand) only in
the form of Bank Draft/Bankers' Cheque No.....
Dated.....*

Director of Medical Education, Assam.

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22
Tele-Fax No.0361-2366236, E-mail- dmeassam@gmail.com, dme@assam.gov.in,

No. DME/284/2019/16471

Dated: 14/11/2019

INVITATION FOR BIDS

Bids are invited in sealed envelopes following two bid system (separately for technical and financial bid) from eligible parties by the under signed to supply items given below for Assam Hills Medical College & Research Institute, Diphu under the Health & F.W. Department, Govt. of Assam.

1. Schedule of Events

Date of issue of bid	14-11-2019	
Date of Pre-Bid Meeting	19-11-2019	
Closing Date & Time for Receipt of Bids	22-11 -2019.	AT 2.00 P.M.
Bids Opening Date and Time	22-11 -2019.	AT 3.00 P.M.

2. Key Information

Name of Items	Tender Fee	EMD (Bid Security)
Supply of Desktop & All-in-One, Laptop Computer, UPS, Printer, Anti Virus and Xerox Machine	Rs.5,000/-	Given Item-wise. For details refer Clause 19 of Bid Document

- Bidding documents are available for sale at this office during the office hours on all working days from 15-11-2019 till a day prior to the closing date of receipt of Bid as indicating above, against payment of Tender Fee (non-refundable) as mentioned above in the form of crossed Demand Draft in favour of the "Director of Medical Education, Assam, Payable at SBI- Dispur (Guwahati) Branch. The bidding documents can also be downloaded from the official web site of Directorate of Medical Education, Assam (www.dme.assam.gov.in), In case of bid documents downloaded from the website, required Tender Fees as mentioned above shall have to be submitted along with the technical bid in the form of crossed Demand Draft in favour of the "Director of Medical Education, Assam, Payable at SBI- Dispur (Guwahati) Branch . In case of any disparity between the printed version of the tender documents sold through the Directorate and the downloaded version, the printed version will prevail.
- It is the responsibility of the Bidder to ensure that their Bid documents are dropped in the Tender Box in the office of the Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22 within the stipulated date and time as mentioned in the Tender. In case the bid documents are sent by post or by courier, the time and date of depositing the bid documents at the office of the DME Assam shall have to be countersigned by a responsible officer of this Directorate. The DME, Assam will not undertake any responsibility whatsoever for postal delay in the process of submission of Bids.
- Any appeal for alternation in the Technical Specifications, the bidders may submit their petition before/on the date of pre-bid meeting.
- Henceforth, any corrigendum/addendum related to this Tender may kindly be seen at the official website of Director of Medical Education, Assam (www.dme.assam.gov.in).
- The bid documents are not transferable

Director of Medical Education, Assam

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SECTION-I: TERMS & CONDITIONS

1. Eligibility Criteria for Bid Participation:

- a) The bidder should be a single entity registered in India under relevant law.
- b) The bidder should be a manufacturer or an authorised dealer or distributor of the manufacturer for the product manufactured by it.
- c) The bidder should have a minimum average annual turnover of **Rs 20.00 Lakh** (Twenty Lakh) in last 3 financial years (i.e. 2016-17, 2017-18 & 2018-19) from similar business. Bidder has to submit a Turnover Statement duly certified by the Auditor/Chartered Accountant in the format as given in **Annexure-VI**.
- d) The Bidder should have successfully executed minimum 3 (three) contract(s)/ purchase order(s) for supply and installation of similar and/or identical goods in the past 36 (thirty-six) months prior to the due date for tender submission. In support of this, the bidder shall furnish Performance Statement in the format enclosed as **Annexure-IV**. **For above purpose, each purchase order/contract of value more than Rs 10.00 (ten) lakhs shall only be considered.**
- e) The bidder should not have been blacklisted or debarred from participating in any bid by the Tender Inviting Authority or by any government (State/Central) agencies/bodies, PSUs or Urban Local Bodies.

2. Submission of Bid

- a) The bid should be submitted within the date and time as stipulated in the IFB either through courier or drop box in the address of the Tender Inviting Authority I.e. Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22 during the office hours.
- b) This Invitation for Bids is open to all eligible manufacturer and/or their authorised dealers/distributors.
- c) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Tender Inviting Authority, herein after referred to as “the Purchaser” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- d) No Bid will be considered for acceptance unless the prescribed **Tender Fee** in prescribed mode is submitted along with the Technical Bid within the stipulated time by the Bidder.
- e) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder’s risk and may result in the rejection of its bid.

- f) The Bid documents should be down loaded and subsequently submitted (hardcopy only) by signing every page of the Bid document as a token of acceptance of the terms and conditions mentioned therein.
3. Bid or modifications to Bid received after the stipulated last date and hour of receiving the Bid will not be considered.
 4. The Tender Inviting Authority takes no responsibility for delay, loss or non-receipt of the bid send through courier/post.
 5. Technical & Financial bids should be sealed separately in two different envelop and put in a third envelop and duly sealed and reach to the tender inviting authority within due date and time. Both the envelopes containing technical and financial bid should have clearly superscribe on it (i) IFB Reference No.. (ii) Bidder Name & Address (iii) Title of the Tender (iv) Type (Technical/Financial) of the Bid in Capital letters. In this regard unsealed envelope or Telex/Telegraphic/ Fax correspondence shall not be considered for acceptance.
 6. The Bid shall be completely filled in all respects and shall be submitted with requisite information and Annexures. Any Bid incomplete in any particulars shall be liable for rejection.
 7. If the space in the Bid or any schedule or annexure thereof is insufficient, pages shall be separately added. These shall be consecutively page numbered and shall be signed by the Bidder and entered in the index of the Bid.
 8. This Bid is invited in **Two Bid System**. The Bid documents is issued in two parts; Part-I : The Technical Bid & Part – II : Price Bid. Both the part, completed in all respect is to be submitted on or before the stipulated time & date.
- 9. Preparation, Submission and Evaluation of Bid.**
- a) **Technical Bid: Each bidder shall prepare the technical bid in the manner prescribed in this document, complete in all respect. Each page of the bid document shall be number serially and signed by the authorised representative before being sealed in a separate envelop. The technical bid shall be submitted in duplicate (Original & Duplicate (1)).** The bids should be complete in all respect, an incomplete bid shall be liable rejection. Checklist for the Technical Bid preparation is given in **Annexure-XI, indicating the list of documents to be furnished.**
 - b) Bidder must affix court fee stamp of Rs.8.25 (Rupees eight and paise twenty-five only) or I.P.O of Rs 10.00 (Rupees ten only) in case of Bidders outside the State of Assam, on the Technical Bid (Original Copy).
 - c) Bidders whose technical bids are found substantially responsive will be informed accordingly for opening of their price bids.
 - d) Tender will be evaluated with reference to various criteria of technical bid. Only those bidders who fulfill both technical and eligibility criteria shall be shortlisted for price bid opening.

- e) The price bids of the technically qualified bidders shall only be opened and then item-wise price comparison shall be made to determine L1 (lowest) price for each item. The bidder having the lowest quote against an item shall be declared as the preferred bidder for that item.
 - f) It may be noted that when the Bid shall be opened on the date and time scheduled for Bid opening, only the technical bids will be opened and read out in presence of bidders.
 - g) **Bidders are allowed quote for one of more items and accordingly submit the EMD amount. Item-wise EMD amount as given under Para 19.**
 - h) **Any amendment or correction to the bid document shall be published in the website of the Tender Inviting Authority i.e. (www.dme.assam.gov.in)**
10. Technical bids of all bidders received within due date and time will be opened and the bidder(s) may choose to participate in the bid opening through their authorised representatives. Any complain against any technical bid are to be raised before Technical Evaluation Committee at the meeting or before financial bid opening in writing and after which the TIA shall not be liable to entertain any complain.
 11. The original bid shall be signed by the authorized signatory of the bidder in each page. The bidder has to submit the letter of authorization along with the bid.
 12. The bidder shall also complete the **Price bids** showing item wise prices to be quoted in the format given in **Annexure-III and submit separately in a sealed envelope.**
 13. The price/purchase preference to be allowed shall be determined by the purchaser on the merits of individual cases based on the prevailing government policy including Purchase Preference Policy, Assam, 2015 and his decision shall be final and binding and the tender inviting authority shall entertain no representations on this ground.
 14. To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
 15. Preliminary examination: The purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the document have been properly signed, whether the bid validity is as required and whether the bids are generally in order.
 16. The Bid without a proper authorization from the manufacturers as dealer or distributor shall be treated as non-responsive and shall be rejected.
 17. **The bid shall remain valid for 180 (Hundred Eighty) days after date of bid opening.** The Purchaser shall reject a bid valid for a shorter period. In exceptional circumstances, the purchaser may solicit the bidder's consent to an extension of the period of tender validity. The request and the responses thereto shall be made in writing. The EMD (bid security) validity as provided under Clause 20 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.
 18. **The contract should be completed within 7 days from the issue of formal supply order.**

19. **The bidder must furnish EMD (bid security) as per the table given below, unless otherwise exempted under Govt. Orders/Rules in force with minimum validity of 200 days from due date of submission.**

S. No	Name of the Item	Estimated Procurement Quantity	Amount of EMD in Rupees
1	Desktop Computer	45	40,000.00
2	All-in-one Computer	5	30,000.00
3	Laptop Computer	2	30,000.00
4	U.P.S.	50	10,000.00
5	Printer (Single Purpose, Monochrome)	10	10,000.00
6	Printer Multifunction Printer	2	10,000.00
7	Anti Virus (10 user)	5	1,000.00
8	Photocopier (Xerox) Machine	5	10,000.00
9	Dot Matrix Printer	10	2,000.00
10	LCD Projector	6	6,000.00
11	LED TV	1	2,000.00

20. **The EMD shall be submitted by the bidder along with the technical bid of required amount in the form of;**
- a) Bank Guarantees in the format as given at **Annexure-XII** issued by any of the scheduled banks having branch in Guwahati in the favour of Tender Inviting Authority. The BG shall have minimum validity of **200 days** from the date bid opening.
 - b) Fixed Deposit Receipt, duly lien marked in the favour of DME, Assam
 - c) Banker Cheque or Demand Draft drawn on any Scheduled Bank in the favour of The DME, Assam,
21. Any bid without required EMD, will be summarily rejected by the purchaser, as non-responsive.
22. The EMD amount of the unsuccessful bidders shall be returned within 60 days of signing the contract with the successful bidder.
23. The successful bidder's EMD (bid security) will be discharged /returned upon the bidder executing the contract and after furnishing the Performance Security.
24. The prices must be quoted in Indian Rupees for both indigenous and imported make. Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.
25. The price comparison shall be of F.O.R. i.e. delivered and installed at consignee's location.
26. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.

- 27. Notification of award:** Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by Email; that its bid has been accepted. The notification of award will constitute the formation of the contract.
- 28. Signing of contract:** After financial evaluation the Authority shall notifies the successful bidder that its bid has been accepted along with the contract forms as provided in the bidding documents as **Annexure-XIV**, incorporating all agreements between the parties. The successful bidder, immediately after of receipt of the notice of award shall furnish the performance security amount and sign the contract. In case the bidder is a proprietary firm it has to be signed by the Proprietor. In other cases, it has to be signed by the authorized signatory. In case of an authorised signatory signing the bid or the contract, the bidder has to submit the original Power of Attorney duly authorised for signing.
- 29. Performance Security:** Immediately after receipt of notification of award from the purchaser, the successful bidder (Supplier) shall furnish the Performance Security and execute the contract. Performance Security shall be for an amount of **5.0% (Five percent)** of the order value, valid for the entire period of warranty. **However, if the supplier fails to execute the order or fails to perform the services as per contract in addition to other panel actions, the performance security shall be encashed & the amount shall be forfeited.**
- 30. Failure of the successful bidder to comply with the requirement of clause 28 or clause 29 shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD (bid security), in which event the purchaser may like to hire the award to the next lowest evaluated bidder or call for new bids.**
31. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- 32. The Performance Security** shall be denominated in the Indian Rupees and shall be in one of the following forms:
- a) Demand Draft or Bankers Cheque issued on any scheduled bank in favour of the Tender Inviting Authority i.e. DME, Assam payable at Guwahati.
 - b) Fixed Deposit Receipt duly lien marked in favour of the Tender Inviting Authority.
 - c) Bank Guarantees (in the prescribed pro forma given at **Annexure-XIII** issued by any of the scheduled banks).
- 33. Inspection and tests:** The purchaser or its representatives shall have the right to inspect and/or to test the goods to confirm their conformity to the contract. The purchaser shall notify the supplier in writing of the identity of any representatives for this purpose. The inspections and tests may be conducted on the premises of the supplier, at point of delivery and/or at the goods final destination.
- 34. Warranty:**
- (a) The supplier must warrant that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent

improvements in design and materials unless provided otherwise in the contract. The supplier must further warrant that the goods supplied under the contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in India, i.e. the country of final destination.

(b) The warranty should be as per the period mentioned in the Technical Specification.

(c) The purchaser/indenter shall notify the supplier in writing of any claims arising under this warranty.

(d) Upon receipt of such notice, the supplier shall, with all reasonable speed, repair or replace the defective goods or parts thereof, free of cost at the ultimate destination. The supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the purchaser for the replaced parts/goods thereafter.

(e) If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchase may have against the supplier under the contract.

(d) The warranty for defective parts will begin de novo from the date of replacement. Supplier will pay customs duty and all expenses up to the destination for the replaced part.

35. Reasonability of rates/ firm price:

a) The bidder shall certify that the rates quoted are not higher than the rate it has quoted and supplied to any institution in the country, for the same/equivalent item (make, model and specification).

b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.

c) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.

d) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after opening of the bid.

36. Contacting the Purchaser: No bidder shall contact the purchaser other than in writing and as per this tender terms & condition, on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bidder's bid and also banning of business dealings with the bidder for a period of three years from the date of such ban.

37. Confirmation to Technical Specification: A clause-by-clause commentary on the purchaser's 'Technical Specification' demonstrating that the goods (tendered item) offered substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the 'Technical Specifications'.

38. Statutory Taxes/ Duties:

- a) In case of any enhancement of Taxes and/ or duties or levy of fresh Taxes/ duties due to Statutory Act of the Govt., after date of submission of the tenders and during the contractual delivery period, additional or fresh levies so imposed will be allowed to be claimed as extra without any change in the price structure approved under the tender. For this purpose, the supplier shall produce a certificate from the authority concerned certifying that the item supplied falls under particular tariff resulting in additional/ fresh levies for the supplied item.
- b) However, the same shall not be borne by the purchaser in case such levies become applicable after expiry of the contractual delivery period stipulated in the contract.
- c) Further, in case the bidder has been enjoying Excise Duty exemption on any criteria like turnover etc. and at a later date, during currency of the contract, even if Excise Duty becomes chargeable on goods manufactured, the same shall be to the supplier's account and shall not be borne by the purchaser.

39. Penalty for delay in delivery:

Non-performance of the contract provisions may make the bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of EMD / Performance Security and other penal provisions.

40. Sources of Fund & Payment Terms:

- a) **Source of Fund:** The Health & F.W. Department, Govt. of Assam
- b) **Procedure for payment:** The Purchasing authority on production of the following documents shall make 100% Payment.
 - i) Invoice in triplicate are to be submitted to the paying authority along with the other documents after completion of the supply.
 - ii) Stock Entry Certificate is to be obtained in the body of the Invoice in triplicate.
 - iii) The Original Challan Copy.
 - iv) Warranty Certificates.

41. Force Majeure:

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the supplier the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material, etc.

42. Fraud & Corruption:

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

- a) "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of any thing of value to influence the action of an official in the procurement process or in contract execution.
- b) "Fraudulent Practice" means misrepresentation or omission of facts in order to execution of contract.
- c) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- d) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. In the bid document itself, an undertaking has to be furnished in the format at **Annexure-VII**.

43. Local conditions:

It will be imperative on the bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.

44. Adjudication/Review board:

Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the Health & F.W. Department, Govt. of Assam.

45. Saving clause:

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

46. Laws governing the Contract & Jurisdiction:

The contract shall be interpreted in accordance with the laws in force in India. All disputes shall be subject to the jurisdiction of appropriate court situated at Guwahati.

SECTION-II: SCHEDULE OF REQUIREMENT

PART-I: ITEM, QUANTITY, EMD AND TENDER FEE

(Amount in Rupees)

Sl No.	Name of Item	Qty. (Unit)	EMD	Tender Processing Fee
1.	Desktop Computer	45	40,000.00	Rs 5,000/- (Rupees five thousand) <i>Non-refundable</i>
2.	All-in-one Computer	5	30,000.00	
3.	Laptop Computer	2	30,000.00	
4.	U.P.S.	50	10,000.00	
5.	Printer (Single Purpose, Monochrome)	10	10,000.00	
6.	Printer Multifunction Printer	3	10,000.00	
7.	Anti Virus (10 user)	5	1,000.00	
8.	Photocopier (Xerox) Machine	5	10,000.00	
9.	Dot Matrix Printer	10	2,000.00	
10.	LCD Projector	6	6,000.00	
11.	LED TV	1	2,000.00	

Note:

1. All the materials should be well packed to avoid any breakage during transit.
2. The responsibility for providing after sale service would rest on the Supplier.
3. The Supplier shall be solely responsible for the warranty commitments and maintenance of the items supplied throughout the warranty period, even if there is change in dealership during the above period.
4. The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order.

PART-II: SCOPE OF INCIDENTAL SERVICES:

- a) Installation, Commissioning, Demonstration and on-site training.

- b) Detailed Operations and Maintenance Manual for each appropriate unit of the supplied Goods along with the Certificate of Warranty (issued by the Manufacturer) are to be provided by the successful bidder.

PART-III: DELIVERY TERMS & CONDITIONS

1	Tender Inviting Authority/ Purchaser	Director of Medical Education, Assam, Sixmile , Khanapara, Guwahati-781022. Tele-Fax No. 0361-2366236.
2	Consignee	Principal cum Chief Superintendent, AHMC&RI, Diphu
3	Location/Installation Site	AHMC&RI, Diphu, Diphu Landing Road, PIN- 786042, Karbi Anglong
4	Terms of Delivery	F.O.R. Destination (AHMC&RI, Diphu)

SECTION-III: TECHNICAL SPECIFICATIONS

Required Technical Specifications of Items

Sl No.	Details of Items	Specification
1.	Desktop Computer	Monitor: 18" to 20" LCD Monitor
		CPU (socket): Intel® Core™ i3-8100 Processor 3.6 GHz (6M Cache)
		Operating System: Windows 10 (64bit)
		System Platform: Intel® H310C
		Memory (module): DDR4 2666MHz , 4 GB or higher
		Storage: 3.5 HDD, SATA, 1TB, 7200RPM
		Optical Drive: DVD RW 8X
		LAN: Realtek 10/100/1000 Mbps
		Wireless: IEEE Wi-Fi 5(802.11 ac) + BT 4.1
		Rear I/O Port: 1x RJ45 LAN/ 1x HDMI/ 2x USB 2.0/ 2x USB 3.1 Gen 1
		Front I/O Port: 2x USB 3.1 Gen 1 or 1x USB 3.1 GEN.1/1x Type-C
		Keyboard & Mouse: USB Keyboard & USB Mouse
		Warranty (on site): 3 Years
2.	All-in-one Computer	Monitor: 20" to 22" Full HD Monitor
		CPU (socket): Intel® i3-8130U
		Storage: 1 TB SATA HDD / Memory (module): DDR4 2666MHz , 4 GB or higher
		LAN & Bluetooth: Wireless LAN & Bluetooth
		Operating System: Windows 10 (64bit)
		Camera: Camera with Microphone
		Warranty (on site): 3 Years
3.	Laptop	CPU (socket): Intel® i3-8145U
		Storage: 256 GB SSD or Higher/ Memory (module): DDR4 2666MHz , 4 GB or higher
		Screen 15.6 inch FHD/ Operating System: Windows 10 (64bit)
		Carry Case back pack.
		Warranty (on site): 3 Years
4.	U.P.S.	Capacity: 600 VA
		Backup Time: 20 Minutes or more
		Input Range: 140-280 VAC
		Warranty (on site): 2 Years
5.	Printer (Single purpose, Monochrome)	Functions: Print only
		Supported paper size: A4 & Legal
		Print speed (A4): Minimum 18 PPM
		Print technology: Laser
		Print quality: 2400x600 dpi
		User Interface: USB 2.0 , Wi-Fi
		Device Memory: 32 MB minimum
Warranty (on site): 3 Years		

6.	Printer (Multifunction Printer)	Functions: Print, Scan, Auto Duplex & Copy
		Auto document feeder (ADF): Standard
		Print speed (A4): 25 PPM or higher
		Print Resolution: 600 x 600 dpi
		Print quality: 1200 x 1200 dpi
		Duplex Printing : Automatic
		Paper size for Auto Duplex printing: A4 & Legal
		Copy (A4) Speed: Minimum 27 CPM
		Copy resolution: 600 x 600 dpi
		Max. No. of copies: 999
		Scan: Colour contact image sensor
		Scan resolution: Optical, 600 x 600 dpi
		Network interface: Print, Scan, TCP/IPC application services
Network Security: Wired & Wireless		
Mobile print capability: Standard		
Device Memory: Minimum 512 MB		
Warranty (on site): 3 Years		
7.	Anti Virus (10 user)	Anti Virus with Internet Security: Standard
		User: 10 (ten) Users pack
		Validity: 3 years subscription
8.	Photocopier Machine	Type: Print, Colour Scanning, Copy (PSC), Scan to USB
		Copy Resolution: Minimum 600 dpi (Main) x 600 dpi (Sub)
		Memory: 64 - 256 MB
		Copy Speed (A4), Simplex: 20 PPM or higher Duplex: 15 PPM or higher
		Print Speed (A4): 20 PPM or more
		Interface: USB 2.0
		Protocols: TCP/IP with Network interface card
		Scanner Functions: Full-Colour scanner
		Scanning size: Maximum A3 Black Drum Yield: 55000 or more Black Developer yield: 55000 or more Warranty: 3 years (On site)
9	Dot Matrix Printer	Columns & pin : 80 Columns, 9 pin
		Character:300
		Buffer: 64 Kb input buffer
		Warranty: 1 Year
10	LCD Projector	Resolution: WXGA, 1024 X 768 minimum
		Zoom: 4 x zoom
		Inputs: HDMI, VGA, Composite
11	LED TV	Size: 65 inches (Diagonal)
		Resolution: Full HD or higher
		Warranty: 3 years

SECTION-IV: FORMS & FORMATS

ANNEXURE-I: DETAILS OF EMD SUBMITTED

Item-wise Details of EMD Submitted

Sl.No	Item(s) Participated/Quoted	EMD
1	Desktop Computer	
2	All-in-one Computer	
3	Laptop Computer	
4	U.P.S.	
5	Printer (Single Purpose, Monochrome)	
6	Printer Multifunction Printer	
7	Anti Virus (10 user)	
8	Photocopier (Xerox) Machine	
9	Dot Matrix Printer	
10	LCD Projector	
11	LED TV	
Total EMD Submitted		

Signature of the Bidder/Authorised Representative

ANNEXURE-II: BID FORM /COVERING LETTER

IFB No.
Date:

To
The Governor of Assam
Through the Director of Medical Education, Assam,
Sixmile, Khanapara, Guwahati-22”

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (description of goods and services) in conformity with the tender terms and conditions at the rate as quoted in the Price Bid.

We undertake, if our bid is accepted, to commence delivery within (number) days and to complete delivery of all the items specified in the contract and to perform all the incidental services within (number) days calculated from the date of your notification of award.

If our bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding 5 (Five) percent of the contract price for the due Performance of the contract.

We agree to abide by this bid for a period 180 days from the date of opening of the bid (please specify the calculated date) and it shall remain bidding up on us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of

Signature
(In the capacity of)

Duly authorized to sign tender for and on behalf of

ANNEXURE-III: PRICE BID

PRICE BID

(To be Submitted separately in a sealed Envelope)

Tender Reference No.....

Sl. No	Name of the item quoted by the Bidder	Country of Origin	Base Price per unit (inclusive of inland transportation, insurance and other incidentals) (in Rs)	Taxes (including all taxes) (in Rs)	Total Price (in Rs)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Signature of bidder

Date:

Name

Place:

Business Address

NOTE:

- (i) In case of discrepancy between unit price and total price, the unit price shall prevail.

ANNEXURE-IV: FORMAT FOR PERFORMANCE STATEMENT

PERFORMANCE STATEMENT
(For the period of last thirty-six months)

IFB No.

Due Date for Bid Submission:

Time :

Name and address of the bidder:

Order placed by (full address of Purchaser with phone number)	Order number and date	Description and quantity of ordered goods and services with the warranty period for similar nature of works.	Value of Order* (Rs.)	Date of completion of Contract		Remarks indicating reasons for delay, if any	Have the goods been functioning Satisfactorily (attach documentary proof)
				As per contract	Actual		

Signature and Seal of the Bidder

* Value including all taxes.

ANNEXURE-V: DECLARATION BY THE BIDDER

**DECLARATION
on
Manufacturing facilities, After Sales Service and Non-blacklisting**

Tender Ref No:

For supply of.....

- 1 Name of the bidder
- 2 Full Postal Address
- 3 Telephone No./Fax No.
- 4 Email address
- 5 Date of inception of business
- 6 Registration no. & Date
- 7 Issued by
- 8 Valid till
- 9 Details of manufacturing activity
& item wise installed capacity
- 10 Detail of After Sales Service facilities available locally
Name of the Agency

Full Postal Address

Phone / Fax / E-mail

11 Name of person responsible for 10 above

Sl. No.	Name	Designation	Age	Residential Address

- 12 Has the bidder ever been black listed by any govt. agency? If yes, give details
- 13 Has any cases pending in the court related to any supplies? If yes, give details

I, _____Proprietor/ Partner /Director of M/s
_____hereby declare that the information given
in this form is true and correct to the best of my knowledge & belief. I/we agree to the
tender Inviting Authority forfeiting the Earnest Money Deposit and/or Performance
Security Deposit and blacklisting us for a period of 5 years, if any information furnished by
us proved to be false at the time of inspection and non – compliance with terms and
conditions of the contract

I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rates
quoted therein. I agree to hold this offer for one year after finalization of rate contract.

Dated:

Signature

Name of the bidder

Address

ANNEXURE-VI: TURNOVER STATEMENT

ANNUAL TURNOVER STATEMENT

The Annual Turnover of M/s_____ for the past three financial years are given below and certified that the figures as given below are in agreement with the audited statement of accounts and statutory returns (Income Tax & GST) and are true and correct.

Sl. No	Financial Year	Turnover (Rs. in lakhs)
1	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover in last three years		

The Average Annual Turnover in last three financial year is Rupees.....(in words)

Date:
Place:

Signature of Auditor/ Chartered Accountant
(With Official Seal)

UIDN: xxxxxxxxxxxxxx

ANNEXURE-VII: UNDERTAKINGS BY BIDDER

UNDERTAKINGS BY THE BIDDER

To

The Governor of Assam
Through the Director of Medical Education, Assam,
Sixmile, Khanapara, Guwahati-22”

IFB NO. _____ Date:.....

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the purchaser to supply all the offered Computers and Printers. The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the **MRP/prevailing market rate**.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of The Director of Medical Education, Assam (hereinafter called the said Director) as regards to the quality and specification of article shall be final and binding on me/us.
4. We undertake and confirm that the Computers and Printers shall be covered by our standard warranty as shown in the requirement. In case of any defect reported, the defective part shall be replaced.
5. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
9. I/We hereby declare that there is no vigilance/anti-corruption or court case pending against me or any one of our director/partner/trustee/ at the moment.
10. I/ We have not been black-listed or debarred by the Tender Inviting Authority or by any government (State/Central) agencies/bodies, PSUs or Urban Local Bodies, which is in effect for the time being.

SIGNATURE. :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

SEAL :

ANNEXURE-VIII: UNDERTAKING ON FRAUD AND CORRUPTION

I/ We M/s do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of Computers and Printers, etc. under tender reference no. Dt We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-
Signature of proprietor/Partner/Director

Designation:

Seal:

ANNEXURE-IX: MANUFACTURERS' AUTHORISATION FORM

MANUFACTURERS' AUTHORISATION LETTER

To,
The Director of Medical Education, Assam,
Sixmile, Khanapara, Guwahati-22”

Dear Sir,

IFB No. _____

We, who are established and reputable manufacturers of, having factories atand....., hereby authorize Messrs.(name and address of agents) to bid, negotiate and conclude the contract with you against IFB No.....for the above goods manufactured by us.

No company or firm or individual other than Messrs.....are authorized to tender negotiate and conclude the contract in regard to this business against this specific IFB as also for all business in the entire territory of India.

An agency commission of% included in the gross ex-works price is payable to Messrs.

We hereby Certify that the item / spare parts do not contain any recycled or reconditioned parts or components

We hereby extend our full guarantee and warranty as per clauses of contract for the goods offered for supply against this Invitation for Bid by the above firm.

Our other responsibilities include:

- (i).....
 - (ii).....
- (here specify in detail manufacturer's responsibilities)

The services to be rendered by Messrs.are as under:

- (i).....
 - (ii).....
- (here specify the services to be rendered by the agent).

Yours faithfully,
(name)

For and on behalf of Messrs.....(name of manufacturer)

NOTE: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. **A copy of notarized power of attorney should also be furnished.**

ANNEXURE-X: TECHNICAL SPECIFICATION COMPLIANCE STATEMENT

TECHNICAL SPECIFICATION COMPLIANCE STATEMENT

S. No	Name of the Item Quoted	Specification Required As per Section-3	Specification of the Item Offered	Deviation, If any
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Signature of the Bidder/Authorised Representatives

ANNEXURE-XI: CHECKLIST FOR TECHNICAL BID

Technical Bid Checklist

S. No	Document	Page
1	Original Demand Draft towards the cost of Tender Fee.	
2	Original Document/Instrument towards EMD of required value and manner	
3	Bidder has to furnish the details of the items it has participated (quoted price) and the EMD submitted as per Annexure-I	
4	Bid Covering letter/Bid Form as per Annexure-II	
5	Performance Statement as per Annexure-IV	
6	Declaration by Bidder as par Annexure-V	
7	Turnover Statement duly certified by the Auditor/Chartered Accountant in the format as given in Annexure-VI .	
8	Undertaking by the Bidder as per Annexure-VII	
6	Undertaking on Fraud & Corruption: Annexure-VIII	
7	Manufactures Authorization Letter as per Annexure-IX	
8	Document of Incorporation or Certificate of Registration / Incorporation.	
9	Certificate Dealership or Distributorship issued by the Manufacturer of the product quoted in this bid.	
10	Self-Certified copy of the GST Registration Certificate & PAN	
11	Technical Specification Compliance /Deviation Statement as per Annexure-X	
12	Checklist for Technical Bid- Annexure-XI	

ANNEXURE-XII: EMD (BID SECURITY) FORM (BANK GUARANTEE)

To

The Governor of Assam
Represented by DME, Assam

Whereas.....[name of bidder] (hereinafter called “the bidder”) has submitted his tender dated(date)for the supply of.....(hereinafter called “the bid”).

KNOW ALL MEN by these presents that we of having registered office at (hereinafter called “the bank”) are bound up to the Governor of Assam (hereinafter call “the purchaser”) in the sum of for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this day of, 2012 .

The conditions of this obligation are:

1. If the bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form or
2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - (a) fails or refuses to execute the contract form, if required or;
 - (b) fails or refuses to furnish the Performance Security, in accordance with the clauses of the tender.

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it, is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 90 (Ninety) days after the period of bid validity or as it may be extended by the purchaser, notice of which extension(s) to the bank is hereby waived and any demand in respect thereof should reach the bank not later than the above date.

Signature of the bank

Seal

Date.....

Place.....

Witness.....

.....

(signature, name and address)

ANNEXURE-XIII: PERFORMANCE SECURITY FORM (BANK GUARANTEE)

To

The Governor of Assam
Represented by DME, Assam

Whereas.....
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No.....dated.....2013 to supply (description of goods and services (hereinafter called “the contract”).

And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we have agreed to give the supplier such a bank guarantee.

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid for the entire period of warranty from the date of completion of order.

Signature of the bank

Seal

Date.....

Place.....

Witness.....

.....

(signature, name and address)

ANNEXURE-XIV: DRAFT CONTRACT FORM

(To be stamped as an agreement in the court stamp paper valued Rs. 100/-)

This agreement made theday of..... 2019 between the Governor of Assam (hereinafter “the purchaser”) of the one part and (name of supplier) of (address, city and country of supplier) (hereinafter “the supplier”) of the other part.

Whereas the purchaser is desirous that certain goods and ancillary services, viz. (brief description of goods and services) and has accepted a bid by the supplier for supply of those goods and services in the sum of (contract price in words and figures) (hereinafter “the contract price”).

Now this Agreement witnesses as follows:

01.The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- (a) the Technical Specifications,
- (b) the Terms and Conditions of the Tender Document
- (c) the Supplier’s bid and original Price Schedules and
- (d) the Purchaser’s Notification of Award

02. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

03.The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

SL. No.	Brief description of goods/services	Quantity to be supplied	Unit price	Delivery terms (FOB/CIF/FOR etc)

Total value:

Delivery schedule:

In witness whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered by the said..... (for the purchaser)
in the presence of

Signed, sealed and delivered by the said (for the supplier)
in the presence of.....