

DIGBOI COLLEGE :: DIGBOI
NOTICE INVITING QUOTAION FOR SUPPLY OF BOOKS AND EQUIPMENTS

Sealed quotations are invited from reputed suppliers/firms for supplying Library books, supply and installation of Desktop Computer, Sports equipments, Wi-Fi equipment and laboratory instruments of Digboi College to be purchased under RUSA grant. The quotations will be received upto 3.00 PM on 24/03/2017 and will be opened on 25/03/2017 at 2 PM in the office of the Principal, Digboi College. The details are available in the college website www.digboicollege.com.

1. The bid documents are not transferable and the seal and signature of the authorised official of the firm's must appear on all the papers and envelopes submitted.
2. Rates quoted for the items should be on the door delivery basis, with break ups as per details below:
 - i) Basic price
 - ii) Sales tax (CST/VAT)
 - iii) Installation charge if any
3. The quoted rates must be valid for 90 days from the last date of submission of quotation.
4. In case of equipment, the quoted equipments and components must be warranted for a minimum of one year in favour of "Principal, Digboi College, Digboi".
5. All the quotations must be supported by the printed technical literature and specifications in case of laboratory equipment. The model and specifications quoted should be highlighted in the literature for easy reference.
6. In case of imported goods, the vendors should clearly state the available nearest after sales service centre and detail address in India.
7. Time limit for delivery is maximum 20 days from the date of issue of supply order. In all aspects of safe delivery shall be the exclusive responsibility of the vendor.
8. Assam Govt. entry tax wherever applicable will be paid by the College will be added while evaluating the cost of the equipment to be supplied by vendors from outside the state of Assam.
9. Up-to-date Sales Tax clearance certificate, CST/VAT Registration Certificate indicating also the TIN number of the firm must be clearly mentioned in the quotation.
10. VAT deduction at source, as per order/ notification of the Govt. of Assam will be applicable.
11. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
12. The language of the Tender shall be in English.
13. If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. And if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, to be appointed by the Principal of Digboi College. The decision of such Arbitrator shall be final and binding on both the parties.

14. 100% Payment will be made after successful delivery including installation, commissioning and acceptance of goods at Digboi College will be made through NEFT on submission of the following documents.
 1. Three copies of supplier's invoice showing goods description, quantity, unit price and total amount;
 2. Consignee Receipt Certificate in original issued by the authorized representative of the consignee;
 3. Inspection certificate issued by the nominated person/committee/agency, in case of instruments.
17. Principal, Digboi College shall have right to accept or reject any or all tenders without assigning any reasons thereof and not bound to accept the lowest or any rates. The college authority reserves the right to vary in quantities at the time of placement of purchase order.
18. The supplier/firm must have requisite trade and other licenses to do the business of supply of Book, sports equipment, lab equipments, computer for which the bid is being made.
19. In case of supply of books, the book should be good condition and latest edition and original copy published by the publisher (not pirated).
20. Canvassing in any form is strictly prohibited and the bidders who are found canvassing their bids stands cancelled.
21. For supplying books Percentage discount on MRP for books of Indian publishers and Percentage discount on MRP for books of foreign publishers must be shown.

BID FORMAT

1. Name of the firm/Society/
Company/Proprietary Concern :

2. Name of Proprietor :
3. Father's name :
4. Address of registered office :

5. Telephone No./Mobile No. :
6. E-mail id :
7. PAN No :
8. TIN No. (if any) :
9. TAN No. (if any) :
10. VAT/SALE TAX & EXCISE Reg. No.
11. Bank account Name :
12. Bank A/C No. :
13. Bank Name :
14. Branch name of the bank :
15. IFSC Code :

16. Experience of supplying quoted items at five Gov. institutions/colleges for the last five years. Enclosed order copies of the same.

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-