

ELIGIBILITY CRITERIA

A.

1. 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.)
2. The bidder's firm must be incorporated and registered in India under the Indian Companies Act/Societies Registration Act/ Trust Act/ any other Act, or any Govt. Regd. firm doing similar work and should be in operations in India for minimum 5 years.
3. The bidders should have average annual financial Turnover during the last three years (2014-2015, 2015-2016 and 2017-18) of Rs. 3 lacks (Please submit income Tax return certificate for the last three years).
4. The bidders should have experience of having successfully completed supply of IT equipment in State/ Central Govt. / PSUs during the last year (Please submit attested copies of work Order at least Rs. 20 lakh (single order)/ Completion Certificate).
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 VAT/GST Registration Certificate with up to date Return (as applicable)
7. EPF Certificate
8. ESI Certificate

IMPORTANT DATES

BID REFERENCE

BID REFERENCE	DATE AND TIME
Date of commencement of issue of Tender documents	16/07/2018
Closing date and time for purchase of Tender documents	19/07/2018
Closing date and time for submission of bids	22/07/2018 up to 14.00 hours
Closing date and time of opening the bidding documents	23/07/2018 from 15.00 hours
Place of issue of tender documents/ Bid submission and opening of Technical and financial Bids	Office of the Principal, Nowgong College, Nagaon, Assam, 782001

INSTRUCTION TO BIDDERS

BIDDER TO BEAR COST OF PURCHASE OF TENDER DOCUMENT

The Bidder shall bear all the 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 or the conduct of the bidding process.

AMMENDMENT OF BID DOCUMENTS

- xi) At any time, prior to the date of submission of bids, the purchaser may for any reason modify the Bid documents.
- xii) The amendment, if any will be notified on the College Website www.nowgongcollege.edu.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.

VALIDITY PERIOD OF BID

Bid shall remain valid for 120 days after the date of technical and Financial Bid opening. The bid valid for a shorter period shall be rejected by the purchaser as non-responsive.

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. In case of authorization, the Authorization should be in the shape of an affidavit.
- ii) All pages of the original bid shall be initiated 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. 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, Nowgong College, Nagaon. 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 form comprising of

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

Each of the bid documents is to be sealed.

H. Financial Bid

Financial Bid should contain the Price Bid Schedule (please submit as Annexure for Department of Zoology as per the following format-

Sl. No	Description of the items	HSN code	Manufacturer	Quantity	Rate per unit (in INR)	GST (in INR)	Total cost per unit in INR
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Note: Rates inclusive of FOR destination.

A single sealed envelope containing the two envelopes (i.e. Eligibility Criteria and Technical Bid in envelop-I; Financial Bid in envelope-II) shall be addressed to the Purchaser at the following address-


To
The Principal, Nowgong College, Nagaon, Assam, 782001

- The envelopes should be proper scribed "TENDER FOR supply & installation Laboratory Equipments for Science Laboratory"
- The tender Box shall be sealed at the stipulated deadline for submission.
- The tender box shall be opened at the stipulated time.
- The inner and outer envelopes shall indicate the name and address of the Bidders to identify the Bid and to enable the Bid to be returned unopened in case it is declared late or rejected.
- Bids submitted not in the manner prescribed are liable to be summarily rejected which will be the sole discretion of the Authority.

PAYMENT AUTHORITY: Principal, Nowgong College, Nagaon, Assam, Pin-782001

DELIVERY SCHEDULE

Within 20 days from the date of issue of work order.


Principal
Nowgong College
Nagaon, Pin- 782001