

Cotton College State University

College Hostel Raod; Panbazar; Guwahati 781001

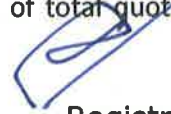
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Notice Inviting Quotations

NIQ No. CCSU/2016/01, Dated June 21, 2016

Sealed quotations from manufacturer/vendors/dealers/suppliers are invited for supply and installation of different items under the packages: Pack1: Computer, Printers and Scanners; Pack2: PhotoCopier Machine; Pack3: UPS; Pack4: EPABX; Pack5: Video Surveillance System; Pack6: Computer Stationeries and Items; Pack7: Pre Printed Paper Items and Stationeries; Pack8: Zoology and MBBT Depts. Research Project Equipments and Consumables; Pack9: Electrical Items and Stationeries; Pack10: Plumbing Items and Consumables.

The detail NIQ Document is available in the Office of the Registrar, CCSU and may be collected on payment of a fee of Rs. 500/- per pack payable through ICICI bank challan available in the CCSU website. Last date of submission of sealed quotations to the undersigned is 30th June, 2016 upto 2 PM, and the quotations will be opened on 1st July, 2016 at 2 PM. Sealed quotations are to be submitted during office hours alongwith the earnest money of 2% of total quoted value in the CCSU office.



Registrar

Detail terms and conditions for participating

1. Participating vendor must be OEM/Dealer/distributor/Authorised agency/Supplier or service integrator for the specific items or services.
2. Parties who collect the detail NIQ paying the prescribed fee only can submit the Quotations. Quotations must be submitted in separate envelope for different Packages and the Package Number and Title must be clearly indicated in all the envelopes.
3. Party quoting for multiple packages need to submit Single Technical Bid, BUT Separate Price Bids individually for each package.
4. If the agency is not OEM, OEM authorization certificate must be submitted along with the quotations.
5. A signed copy of the Detail NIQ collected must be submitted with the technical bid.
6. Rates must be indicated in the following format clearly stating all the components including taxes etc.

| Sl. | Specifications of Items | Unit Price | Applicable Taxes and Rates of Taxes | Quantity | Total Price |
|-----|-------------------------|------------|-------------------------------------|----------|-------------|
| | | | | | |
| | | | | | |
| | | | Total Price without Tax | | |
| | | | Tax components | | |
| | | | Total Price with Taxes | | |

For Quotation of Rates for Stationery/consumable items etc, the **following example format** must be used:

| Sl. | Items | Unit Price Rs. | Applicable Taxes and Rates of Taxes | Tax Amount Rs. | Total Price Rs. |
|-----|------------------|----------------|-------------------------------------|----------------|-----------------|
| 1 | UPS Battery | 1000.00 | VAT 14.5% | 145.00 | 1145.00 |
| 2 | Printed Envelope | 10.00 | VAT 5% | 0.50 | 10.50 |

7. Earnest Money Deposits against the total quoted value (Not on the Unit Prices) must be deposited through Demand Draft/Bankers Cheque in favour of Cotton College State University @ 2% of the total value.
8. All relevant Company/Trade Registration Certificates, Tax Registration certificates applicable in Assam, and up-to-date tax clearance certificates must be attached.
9. Participating party must submit certified copies of supply orders and completion certificates in support of their reputation/experience.
10. The Quotation must be submitted in two envelope system: i. The technical Bid with detail specifications/description of items, all relevant documents etc. of the submissions, and ii. The price bid against the detail specifications/item descriptions.
11. Price bid will be considered only after qualifying in the first phase of technical bid evaluation.
12. All specifications are minimum, and the participating vendor must comply with these.
13. On the date of opening of quotations, the 1st July at 2 PM, representatives of the agencies who submit the quotations may attend the Quotation Opening Meeting.
14. CCSU reserves the right to modify/cancel the requirements.
15. Non-Conformity of the any of the terms and conditions will disqualify the agency and price bid will not be considered.
16. All terms and conditions will be as per Cotton College State University rules, regulations and decisions.
17. Minimum warranty of 2 years must for all the items, except stated otherwise in the specifications of the items.