

**ASSAM ENGINEERING INSTITUTE  
CHANDMARI, GUWAHATI  
ASSAM -781003**

**Tel:- 0361-2134633  
E-mail:principal.aei@gmail.com  
Website: aei.org.in**

Ref No.: AEI/AICTE-NEQIP/2013-14/6934(A)

dated 22/03/2016

**NOTICE INVITING TENDER (NIT)  
FOR SUPPLY & INSTALLATION OF SOFTWARE TO ASSAM ENGINEERING  
INSTITUTE UNDER AICTE-NEQIP PROJECT  
(LIST XXVI)**

The Principal, Assam Engineering Institute invites quotation for Supply & Installation of Antivirus Software as per details at ANNEXURE-IV, in **Two Bids** to reach the undersigned on or before **06/04/2016**.

Sl No.	Reference no.	Items	Qty	EMD (Rs.) in the form of DD (to be submitted with Technical Bid)	Tender Document Fee (Rs.) in the form of DD (to be submitted with Technical Bid)
01.	AEI/AICTE-NEQIP/2013-14/6934(A) dated 22/03/2016	<b>Supply &amp; Installation of Software</b> to be installed at Assam Engineering Institute, Chandmari, Guwahati, Assam	<b>One Package</b>	@2%	500.00

**(1). Last date & Time for Submission: 06/04/2016 (14.00 HRS)**

**(2). Date/Time for Opening of Tech. Bids: 06/04/2016 (14.30 HRS)**

**After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date which will be notified in the Institute website**

**Venue of Bid Opening: At Office of Assam Engineering Institute, Chandmari, Guwahati, Assam**

**BID INSTRUCTION:**

**01.** Quotations will have to be submitted in TWO Bids. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**QUOTATION FOR SUPPLY & INSTALLATION OF SOFTWARE TO ASSAM ENGINEERING INSTITUTE UNDER AICTE-NEQIP PROJECT (LIST XXVI). NIT REF NO. ...., Dt.....**

**02 Submission of Compliance Certificate:** Duly filled and signed Compliance Certificates (as per formats at Annexure I (A & B) are must with the Technical bid.

**03. Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

### **QUALIFICATION REQUIREMENTS**

1. The Bidder should be a firm of reputation having sufficient expertise and experience in the subject tender with sound warranty / service support capability and authorization from manufacturers.
2. The Bidder has to Quote for all the items in the NIT. Bidders who do not Quote for all the items are subject to be disqualified.
3. Sealed quotations must be affixed with court fee stamps of Rs. 8.25 (Rupees eight and paisa twenty five) only without which no quotation will be accepted.

### **NIT TERMS & CONDITIONS:**

01. **Rates:** Rates quoted in the **Price Bid** should be on **DOOR DELIVERY at AEI, Guwahati basis**, as per details below:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate</b>
I	Basic Price (per unit) with installation and commissioning	
	Total	
	Taxes(pl. give break up)	
	Grand Total for door delivery of the item at AEI Premises	

Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.

02. **Validity of Quotation:** Quoted rates must be valid for **90 days** from the date of quotation.
03. **Warranty:** The quoted equipment and components must be warranted for a minimum of one Year or period specified against the item.
04. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
05. **After Sales Service:** Vendors should clearly state the available nearest after sales service facilities in the region, without which their offers will be rejected.
06. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
07. **Earnest Money:**  
Refundable earnest money deposit (EMD) @ 2% on Total Quoted Price through demand draft drawn in favour of "The Principal, Assam Engineering Institute", payable at Guwahati, will have to accompany the technical Bid. The EMD of unsuccessful bidders shall be returned after award of contract. EMD of the successful bidder will be released on submission of the Performance. Offers received without Earnest Money or valid Certificate shall be summarily rejected.

08. **Performance Bank Guarantee (PBG):** In case of items with order value of Rupees Five Lakhs (INR 5,00,000/-) and above, the successful bidder shall furnish an unconditional PBG (as per format at **Annexure II**) for 5% of the Purchase Order value from a scheduled Bank of India, after receiving the purchase order. Where the PBG is obtained by a foreign bank, it shall be got confirmed by a Schedule Indian bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts at Guwahati. The PBG shall guarantee that,
- (a) The Vendor guarantees satisfactory operation of the Equipment & components against poor workmanship, bad quality of materials used, faulty designs and poor performance.
  - (b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
  - (c) This guarantee shall be operative from the date of installation till 60 days after the warranty period.
09. **Delivery:**
- a) **Time Limit:** Maximum within 10-12 Weeks from the date of issue of this purchase order.
  - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of AEI user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
  - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at AEI, Guwahati, Assam.
  - d) **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
10. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on AEI, Guwahati.
11. **Road Permit:** Assam Engineering Institute will not provide any Road Permit to the Vendors.
12. **VAT deduction at source:** In case of suppliers within Assam, VAT deduction at source, as per Order/ notification of the Govt. of Assam will be applicable.
13. **Late and delayed tender:** 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.
14. **Payment:** Payment will be released only after successful completion of installation and acceptance, Demo and Test run etc.
15. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
16. The acceptance of the quotation will rest solely with the Principal, AEI, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
17. **Force Majeure:**  
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement

under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- i. Any law, statute or ordinance, order action or regulations of the Government of India,
- ii. Any kind of natural disaster, and
- iii. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**18. Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati/Assam.
- (b) Any dispute arising out of this purchase shall be referred to The Principal, Assam Engineering Institute, Guwahati, Assam and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Principal of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

**Sd/-**

Principal,  
Assam Engineering Institute,  
Chandmari, Guwahati

**Encl.: ANNEXURE-I, ANNEXURE-II, ANNEXURE-III, ANNEXURE-IV & ANNEXURE-V**

**Annexure -I**

**A. COMPLIANCE CERTIFICATE FOR NIT TERMS**  
**(To be enclosed in the Technical bid)**

<b>Sl. No.</b>	<b>NIT Terms and Conditions</b>	<b>Yes/No</b>
01	<b>Rate</b> quoted as per instruction	
02	<b>Validity</b> of quoted rate for 90 days agreed	
03	<b>EMD</b> submitted (appropriate certificate enclosed)	
04	<b>PBG</b> term agreed	
05	<b>Payment</b> term agreed	
06	<b>Delivery terms</b> agreed	
07	<b>Warranty period</b> agreed	
08	<b>Literature:</b> Printed Literature provided	
09	<b>Dealership / distributorship</b> certificate (in case of dealers/agents) provided	
10	<b>Sales Service:</b> address of after Sales Service centre in India (for imported goods)/ in the region provided	
11	<b>Applicable law</b> terms agreed	

Signature with Seal:.....

Vendor: M/s.....

**B. COMPLIANCE CERTIFICATE FOR SPECIFICATIONS**  
**(One for each item must to be enclosed in the Technical bid)**

<b>Item Sl. No.</b>	<b>Specifications as per Annexure-IV</b>	<b>Quoted Item Specs.*</b>	<b>Complied (Yes/No)</b>

Signature with Seal:.....

Vendor: M/s.....

**\* Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

**Annexure -II**

**PERFORMANCE BANK GUARANTEE**

To:

The Principal,  
Assam Engineering Institute,  
Guwahati, Assam

**WHEREAS** ..... (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated,..... 20... to supply..... (Description of Goods and Services) hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:  
**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) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit 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.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

.....  
.....  
.....

Date.....20....

Address:.....

.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Principal,  
Assam Engineering Institute,  
Guwahati, Assam-781003

**Annexure -III**

**MANUFACTURERS' AUTHORIZATION FORM**

No.

Dated \_\_\_\_\_

The Principal,  
Assam Engineering Institute,  
Guwahati, Assam

Dear Sir,

We..... who are established and reputable  
manufacturers of .....having factories at-

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(address of factory) do hereby certify  
that.....

.....(Name of the Authorised Dealer)is our authorized dealer to quote against your  
tender enquiry no

..... ,  
**Last Date of Submission is:**

No other Company other than .....(Name  
of the Authorized Dealer) is authorized to quote of our products against this Tender Enquiry  
No.....

Yours faithfully,  
(Name)  
(Name of manufacturers)

**Annexure –IV**

**TECHNICAL SPECIFICATIONS**

<b>Sl. No.</b>	<b>Item</b>	<b>Technical Specifications</b>	<b>Quantity (Nos.)</b>
1	Windows Operating System	Microsoft Windows GGS License (Paper License)	50
2	Windows Microsoft Office	Microsoft Office Standard 2016 Single OLP ( Open License Policy) Academic Edition( Paper License)	50

**ADDITIONAL TERMS & CONDITIONS:**

The Bidder should have following criteria:

1. Bidder Should have Valid Academic Education Reseller ( AER) certificate from Microsoft. Copy of the same to be enclosed along with the bid..
2. Bidder should have valid MPN (Microsoft Partner Network) Number.
3. Bidder should have executed similar kind of order value not less than Rs. 8 Lacs in a single order. Documentary evidence should be provided along with the bid.
4. Bidder should submit Authorization letter (MAF) from OEM i.e. Microsoft along with their bid.
5. Bidder should have ISO 9001 and ISO 14001 certification. Copy of the same to be enclosed.