



অসম উচ্চতৰ মাধ্যমিক শিক্ষা সংসদ
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-781021

No. AHSEC/EST/PCN/539/2017/2017/2363

Date: 13/10/2017

Empanelment of Vendor for Supply of Computer Stationeries

Quotations are invited from authorized dealers/suppliers/representatives for supply of different Computer Stationeries for a period of 2 (two) years. Interested Bidders may visit www.ahsec.nic.in to download the tender document. Bids may be submitted upto 2 PM on 23/10/2017.

Sd/
Kamal Gogoi, AES
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21

Memo No. AHSEC/EST/ PCN/539/2017/2017/2363

-A-

Date: 13/10/2017

Copy to: -

1. The Chairman, AHSEC for favour of kind information.
2. The Deputy Secretary (Inspection) for information. He is requested to make necessary arrangement for uploading the detailed tender document into the Website.
3. The Superintendent, Establishment Branch for arranging to publish the notice in one issue of The Assam Tribune and Amar Asom.

Sd/
Kamal Gogoi, AES
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21

Disclaimer

The information contained in this Tender document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Assam Higher Secondary Education Council (AHSEC) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

This Tender document is not an agreement or an offer by AHSEC to the prospective Bidders or any other person. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this Tender document. This Tender document includes statements, which reflect various assumptions and assessments arrived at by AHSEC in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for AHSEC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Tender document. The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this Tender document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AHSEC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AHSEC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Selection Process.

AHSEC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this Tender document.

AHSEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender document.

The issue of this Tender document does not imply that AHSEC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and AHSEC reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AHSEC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and AHSEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

1. Important Dates

Date of downloading of tender document	16 /10/2017 onwards
Last Date and Time for submission of Bid	23/10/2017 upto 2 PM
Date, Time & Venue of Technical Bid Opening	23/10//2017 at 3 PM Venue: AHSEC, Bamunimaidam, Guwahati-1
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

Note:

- In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- Tender documents can only be downloaded from AHSEC website www.ahsec.nic.in.
- The Schedule indicated above is tentative and AHSEC may change any or the entire schedule.

2. Eligibility Criteria

- GSTN registration of the Bidder.
- Valid PAN card.
- Valid Trade License of the Bidder.
- Income Tax return.

3. Specification of the Items

The Items to be supplied shall be branded and CFC/FCC/UL certified. Manufacturing plant of the manufacturer of the items shall be of ISO standard.

4. Term of Contract

The Contract is for 2 (Two) years from the date of signing the Agreement. However, in case of breach of the Agreement, the selected bidder shall be terminated immediately.

5. Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of Rs. 1,000.00 (One Thousand Only) in the form of a demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati.

6. Earnest Money Deposit (EMD)

Bidders shall submit along with the Bid an EMD of Rs. 5,000.00 (Five Thousands only) in the form of demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati. The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by AHSEC.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to supply goods in accordance with this Tender document.

7. Right to amend document

AHSEC reserves right to modify the Tender document through addendum/corrigendum, any time prior to the last date for submission of Bid which will be uploaded in the **AHSEC website only from time to time, not to be floated in any newspaper**. In order to provide prospective Bidders reasonable time to respond to the modifications, AHSEC may, at its sole discretion, extend the last date for submission of bids.

8. Right to accept or reject bids

AHSEC reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.

9. Due diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this Tender document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender document. Failure to furnish all information required by the Tender document or submission of Bid not responsive to the Tender document in every respect will be at the Bidder's risk and may result in rejection of Bid. AHSEC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

10. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and AHSEC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

11. Period of Validity

11.1 Bids shall remain valid for 180 (One hundred and eighty) days after the last date of submission. AHSEC holds the right to reject a Bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

11.2 In exceptional circumstances, AHSEC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Bid.

12. Authentication of Bid

The Bid shall be signed on each page by a person or persons duly authorized by the Bidder. The Bidder also need to submit a copy of the Tender document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the Tender document.

13. Language of Bid

The language of Bid, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

14. Validation of Interlineations in Bid

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Bid have authenticated the same with signature.

15. Rejection of Bid

Bids, incomplete in any respect or received without drafts for cost of Tender document or EMD or received after due date and time will be summarily rejected.

16. Submission of Bids

Interested Bidders are requested to submit the bid inside a sealed envelope with superscription "Bid for Empanelment of Vendor for Supply of Computer Stationeries". The demand draft for bid processing fee, demand draft for EMD, covering letter (Annexure-I) shall be the part of the bid. Supporting documents in favour of the following should also be submitted-

- GSTN registration of the Bidder.
- Valid PAN card.
- Valid Trade License of the Bidder.
- Income Tax return.

Financial Quote must be submitted in the format mentioned at Annexure-II. It is not a binding on AHSEC to accept the lowest quoted rate. The bid should be submitted to the Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam.

Covering Letter
(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

.....
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To

**The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021, Assam**

Sub: - Empanelment of Vendor for Supply of Computer Stationeries.

Ref: Tender No. AHSEC/EST/PCN/539/2017/2363

Dated 13/10 /2017

Sir,

We hereby submit our Bid in full compliance with terms & conditions of the above referred Tender document. A copy of the Tender document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of bid Processing fee and EMD in the form of Demand Drafts.

Yours Faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

(On Bidder's letterhead)

Name of Work: Supply of Computer Stationeries.

Particulars	Make	Model	Detail Specification	Unit Price (Excluding tax)
Printer Toner (Original)	HP	88A	Black, Dual	
		36A	Black, Dual	
		18A	Black, Dual	
		12A	Black, Dual	
	Canon	925	Black, Dual	
	Samsung	MLT - D 1043F	Black, Single	
Refilling of Toner (Laserjet, black)	HP/ Canon/ Samsung	-	-	
Drum Change of Toner (Laserjet, black)	HP/ Canon/ Samsung	-	-	
7 Ah Battery	-	-		
Mouse	-	-	USB, Optical	
Keyboard	-	-	USB, Mechanical with Numpad	
Monitor	-	-	LED, Black, 18"	
UPS	-	-	600 VA	
Dot Matrix Printer Ribbon Cartridge	TVS/ EPSON/ Wep	-	136 Column 9/24 Pin	

Declaration:

This is to certify that we before signing this job assignment have read and fully understood all the terms and conditions contained in the Tender document for Empanelment of Vendor for supply of IT equipments and undertake ourselves to strictly abide by them.

Signature of the authorized signatory of the Bidder with name, designation, seal and date