



A Don Bosco Institution (Estd. 1934)
Re-Accredited Grade "A"
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

Phones: (0364) 2222558 2223558

Fax: 2229558

E-mail: principal@anthonys.ac.in

albertlongly@gmail.com

website: www.anthonys.ac.in

Principal

Ref. No. SAC/ALD/176/19-19

Dated: 12 September 2019

NOTICE INVITING TENDER

St. Anthony's College, Shillong, Meghalaya invites sealed Tenders under Two-Bid System from manufacturers, suppliers, wholesale suppliers having adequate experience and credentials for similar nature of work in manufacture and supply of computer and electronic goods for upgradation of computer systems at the Central Library of the College under the MHRD's RUSA Infrastructure Grant 1.0. The relevant details and information on the current work being tendered are furnished below:

1.	Name of work	Upgradation of computer systems and related electronic goods at the Central Library of the St. Anthony's College
2.	Name of Department	Under RUSA Cell, St. Anthony's College
3.	Contractors eligible to apply for purchase of tender documents	Contractors having at least 10 years experience and credentials in similar nature of work with good performance record and financial soundness.
4.	Estimated cost of the work	Rs.21,00,000.00 (inclusive of GST and other taxes)
5.	Earnest Money Deposit	For tribal: Rs.21,000.00 For non-tribal: Rs.42,000.00 by DD drawn in favour of Principal, St. Anthony's College, Shillong
6.	Tender to be submitted	In standard agreement format obtainable from St. Anthony's College against cash price.
7.	Price of tender documents	Rs. 1000.00 (by Cash) (Non-refundable)
8.	Sale of Tender documents	13 September 2019 – 27 September 2019 upto 12 pm
11.	Last date and time for receiving tender	27 September 2019 upto 12 pm
12.	Date and time for opening tender	27 September 2019 at 2 pm at the RUSA Office
13.	Time for completion of work	1 month

Tenders which are incomplete in any form, lacking relevant documents etc will be summarily rejected and disqualified from the bidding process. St. Anthony's College, Shillong reserves the right to reject any or all applications and tenders without assigning any reason thereof.

Sincerely,

Rev. Br. Dr. Albert L. Dkhar
Principal,
St. Anthony's College,
Shillong

[The original documents have been signed and sealed by the Principal and are available for verifications at the Nodal Office of RUSA SAC.]



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1. **Scope of Work: Upgradation of Library Computer Systems.** All the systems, servers, software must be original, genuine and having complete configuration with the required in-built hardware, software, applications and other related materials and elements that are latest. The software, applications, antiviruses are to be pre-installed or installed immediately after supply within one week. All systems must be ready to use within one week of supply.

2. SPECIFICATION LISTED BELOW:

1. Library Software (KOHA) Rack Server – One nos

- Intel Xeon E7 Processor (16 Cores) x 2
- RAM 32 GB
- HDD 2TB x 4 (HDD Socket 4)
- Dual Power SMPS

2. Library e-Content Server – One nos

- Intel Xeon E7 Processor (16 Cores)
- RAM 32 GB
- HDD 4TB x 6 (HDD Sockets 8 preferred)
- Dual Power SMPS

3. Library Browsing System (40 (forty) nos)

- ALL IN ONE PC with
- Intel i3 7th Generation Processor
- HDD 1TB
- RAM 8GB
- OS: DOS

4. **Digital Notice Board Software** for displaying digital Content with Web application for changing the display content – **One nos**

5. **Monitor 42" for display – One nos**

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER NOTIFICATION NO: -----

Phone No: -



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3. Eligibility Criteria

- 3.1 The bidder must be a manufacturer or authorised dealer or authorised representative of the manufacturers of quoted Computers and quoted peripherals for last ten years or sole authorized partner of companies engaged in manufacturing of computers and quoted peripherals for the last ten years.

Computers and quoted peripherals will be treated as a Separate Tender for the purpose of evaluation, processing, empanelment and ordering.

The bidder may quote any or all type computers and relevant peripherals.

- 3.2 The bidder's annual sales turnover from sale computers and peripherals, within India should be as given below during each fiscal year 2016-17, 2017-18, 2018-19 consecutively. Bidders must submit audited balance sheet or CA certificate to substantiate their claim.

Applicable Annexure Turn Over I & V 3 Crores II to IV 5 Crores

- 3.3 Bidder should be an ISO 9001:2008 or higher certified Company. The bidder should enclose a copy of quality certificate from a recognized institution for their Computers and quoted peripherals manufacturing facilities anywhere located in INDIA or abroad. This certification should be from any globally recognized institution.
- 3.4 The bidder must have country wide infrastructure support in the form of direct service centre or authorized service centre in at least 22 states/UTs including at least three in the north eastern states. The information should be furnished as per format given in the Technical Details Performa (Annexure-B). In case of authorized service centre, the bidders must submit the agreement copy of service support for quoted product between authorized service provider & bidders. If agreement not submitted along with the bid, tender bid may be rejected.
- 3.5 The bidders should have a valid VAT/ST/CST, Service Tax/GST registration number and PAN for the bidder's firm.
- 3.6 Attested copies of Articles of Association (in case of registered firm), Byelaws and certificates for registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm) also must be submitted along with the technical bid.
- 3.7 The bidder shall submit a certificate (self-certified on letter head) that the firm has not been black listed by any institution of the State/Central Government in the past.

- 3.8 The bidders must submit signed copy of tender document and corrigendum if any or self-declaration letter that he/she has read and understood all tender terms & conditions and all tender conditions are acceptable to him/her, as token of acceptance of all tender terms & conditions.

The Bidders are requested to furnish documents to establish their eligibility for each of the above clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, should be highlighted. If tenders were not accompanied by all the above documents mentioned, the same would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained.

St. Anthony's College Shillong reserves the right to seek fresh set of documents or seek clarifications on the already / submitted documents. All documents should be submitted in hard copy self-attested. The copies submitted should be clear with the printed matter being very legible and without any sort of corrections or overwriting. Financial Bid should be submitted in XLS format.

Upon verification, evaluation / assessment, if in case any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.

THE BID SUBMITTED BY ANY BIDDER NOT FULFILLING THE ELIGIBILITY CONDITIONS / CRITERIA STIPULATED ABOVE, WILL NOT BE CONSIDERED

TENDER FORM

To

The Principal
St. Anthony's College Shillong
Bomfyle Road
Shillong 793001
Meghalaya

We the undersigned (herein after called as manufacturer or their authorized distributors only) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the St. Anthony's College Shillong, or officer acting on his behalf.

Date this _____ Day of _____
Signature of Contractor _____
Address _____



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TERMS AND CONDITIONS

TENDER FORMS ARE NOT TRANSFERABLE

PROCEDURE FOR SUBMISSION OF BIDS: The bidders who are desirous of participating shall submit their technical and price bids in the standard formats provided. The bidder should submit photo copies of all the relevant certificates, documents etc. after page-numbering all documents and tender document and prepare an index thereof in support of their price bids. The bidder shall sign on all the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of Reception Office, ST. ANTHONY'S COLLEGE SHILLONG along with original EMD.

1. The Competent Authority of the College does not bind himself to accept the lowest or any tender.
2. ALTERATION IN THE SPECIFICATION: The specifications mentioned/issued with this form of tender must not be altered by the Suppliers.
3. INCOMPLETE TENDERS will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.
4. CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY: If the Supplier, in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of the institution shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days' notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
5. **Submission of the Tender:**
Bidder at their own cost shall have to submit Tender at the Reception Office, ST. ANTHONY'S COLLEGE, SHILLONG within the schedule date and time as

mentioned in the Tender Notification **Ref. No. SAC/ALD/176/19-19 Dated: 12 September 2019**

The said sealed documental bids will be opened by the RUSA Purchase Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.

6. Tender shall be submitted as per guidelines indicated.
7. **Submission of Documents:**
 - a. Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate / VAT Registration Certificate, and Experience Certificate.
 - b. The bidder must submit attested photocopy of Income Tax and Sales Tax / VAT of last three years.
 - c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.
 - d. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case may be.
8. It must be mentioned clearly **whether bidder is manufacturer/sole manufacturer/ Authorized agents** for the items for which he is quoting.
 - a. Manufacturer must add a certificate that item(s) is manufactured by them as per range of products.
 - b. Sole Manufacturers must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt. and DGS & D for the similar item(s) and these are not higher than those quoted by them.
 - c. Authorized agents must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned to the authority letter otherwise letter will be liable to rejection.
9. **Rates:**

Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes. VAT & Service tax/GST. All corrections must be initialed.

Rate should be quoted for all equipment / instrument in details as described in the tender schedule otherwise tender will be rejected.
10. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the

firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

11. Demonstration of equipment/furniture has to be arranged by the suppliers, the sample of the items shall be produced at the time of technical bid opening.
12. The quotation should be valid for a period of one year from the date of opening of the tender. Rate Contract can be further extended for a period of one year on the same rates and terms and condition subject to satisfactory performance and mutual agreement for the same.
13. Rates are to be quoted in INR (Rupee terms) only and any revision thereof is not allowed after the tenders have been opened.
14. The delivery period should be clearly mentioned against each item, in case, the items are not readily available; ex-stock offer will be preferred.
15. Rates should be quoted F.O.R Institution. Sales tax/VAT/Octroi, Custom duty, GST and other taxes leviable, should be mentioned clearly indicating whether these are to be charged extra or included in the quoted price.
16. Consignment will not be insured at the Institute Cost.
17. Preference will be given to quotation pertaining to indigenous products, However, where suitable substitutes are not available and item need to be imported the following clarification / information should be given. (i) Whether the item will be imported by the intended tenderers against its own import license or College will have to provide Custom Exemption Certificate (CDE). (ii) Name and address of the foreign supplier. (iii) Break up of CIF, and duty (if paid) should be given along with service charges if any. (iv) Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port. (v) Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items. (vi) In case of costly/sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items. (vii) Nature of assurance for the supply of spares after the warranty period.
18. The payment will be made within 30 days after the successful demonstration/installation of the equipment. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by College.
19. **Payment:** Payment will be made by the RUSA Cell SAC after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt voucher of central stores.

20. **Warranty:** The goods/stores/articles/furniture supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/supply order. The seller guarantees that the said goods/stores/articles/ furniture would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/furniture to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.
21. **Option Clause:** During the currency of the contract, the buyer (PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG) can exercise an option to procure an additional percentage of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
22. **Repeat Order Clause:** The buyer (ST. ANTHONY'S COLLEGE SHILLONG) can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of the work, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the buyer to place the repeat order or not.
23. The quantity may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.
24. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of ST. ANTHONY'S COLLEGE, SHILLONG with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG whose decision will be final and binding upon the contractor.
25. Conditional quotations and/or incomplete quotations in any respect will be rejected.
26. In case the bidder cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.
27. The specification of the item quoted by the firm should confirm to the College specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the College, the exact specification of such item should be attached with the tender indicating the item quoted.
28. The Firm is required to link the College specifications with catalogues & leaflets/literature for each item. Details features, for compliance of specification should

be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.

29. EARNEST MONEY: EMD (1% of total cost for tribals and 2% of total cost for non-tribals) should be attached with the technical bid. The EMD shall be in the form of the scheduled bank Fixed Deposit Receipt /BG/D D only of a scheduled bank issued in favour of Principal, St. Anthony's College Shillong, shall be submitted to ST. ANTHONY'S COLLEGE SHILLONG so as to reach on or before the date of closing of the bids. Failure to furnish the original BG/FDR/DD before the closing of the bid will entail rejection of bid and blacklisting. If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited. Any tender received without / less Earnest Money deposit shall be summarily rejected.
30. The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
31. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the competent authority.
32. Service manuals, wherever available/ required, should be provided along-with the Equipment.
33. A WARRANTY certificate should invariably be supplied along with the item at the time of delivery. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
34. The Competent Authority reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the College reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.
35. PERFORMANCE SECURITY DEPOSIT: The successful tenderer shall furnish Performance Security Deposit of the value of 10% of the cost of the item in the shape of Bank Guarantee/FDR etc. from a nationalized bank pledged to The Principal, ST. ANTHONY'S COLLEGE SHILLONG, for a period of 60 days beyond the warrantee period to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipment. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be credited in College account.

36. Forfeiture of Earnest Money:

- a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
- b. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by The PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG.

Return of Earnest Money:

- a. After finalization of the Tender, the deposited Earnest Money will be returned to the unsuccessful bidders.
- b. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.

37. Forfeiture of Security Money:

- a. In the event of failure to supply or maintain the goods/articles/equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
- b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
- c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- d. If the furniture are found to be defective in any way, shape or form making them unusable and the firm is not able to repair them or to replace them, the cost for repairing or replacing them by another firm will be taken from the security deposit.

Refund of Security Deposit - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the one year if not extended for further period.

38. DEFAULT: In the event of default and unsatisfactory service of the contractor/Supplier firm, the ST. ANTHONY'S COLLEGE SHILLONG will be at liberty to repair/get the item serviced from other party at the cost of supplier/ contractor/ tenderer.

39. In case of software items, the suppliers should ensure that: - i. Legal software is supplied in original sealed pouches / P. K. T. ii. A license agreement is enclosed with it. iii. A registration card is available for software.

40. FAILURE AND TERMINATION: - If the Contractor / Supplier fails to deliver the goods within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, St. Anthony's College Shillong may without prejudice may recover damages for breach of the contract.

41. The technical & financial bids of only those bidders will be opened who fulfil the eligibility criteria and the required whose documents are found in order. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day. Bidders need to be present at the opening of the bid physically or they can be represented by their authorised representatives with proper letters of authorisation and identifications.
42. For any query/clarification in r/o technical aspect of the enquiry, RUSA Coordinator, ST. ANTHONY'S COLLEGE SHILLONG may be contacted.
43. The Rate contract will be valid for period of one year from date of opening bid and Rate Contract can be further extended for a period of year on the same rates and terms and Condition subject to satisfactory performance and mutual agreement for the same.
44. The College reserves the right at the time of award of PO/Contract to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, the quantities in the PO/Contract may be enhanced by 30% within the delivery period.
45. The firms having brand name and model Number should clearly be mentioned in the bids.
46. The firm should have ISO certification.
47. The vender /firm is not black listed by the any Govt. department/PSU/autonomous body etc. Under taking in letter pad/head should be attached.
48. Regarding Supply and Charges for repairing, Abnormal Low Rate or Abnormal High
49. Rates (in comparison to the market Rate) will not be considered.
50. The approved firm provide a written assurance that it will provide free service, free repairs, free maintenance etc. for a period of 1 (one) year for the furniture that it has supplied should the furniture develop any kind of manufacturing defects. The buyer will ensure that only those damages that are manufacturing defects will be required by the firm to repair and maintain.
51. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
52. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
53. In case of dispute, Jurisdiction will be Shillong only.

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the tenderer
(with seal)

TECHNICAL BID AND CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID

(A) PROFILE

1	Name of the Tenderer (In block letters)	
2	Status of the firm i.e. Public Ltd/ Pvt. Ltd /Partnership firm or Proprietorship firm.	
3	Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm	
4	Complete address of the Firm with Phone No.	

(B) OTHER DETAILS: Compulsory document for technical bid Evaluation (Non-submission may lead to Rejection)

<i>S.No</i>	<i>Particulars of documents</i>	<i>Page no.</i>	<i>No. of pages</i>
1.	Proof of EMD in Shape of FDR/ B G/D.D (mention amount with instrument number and date)		
2.	Proof of PAN No. attached (mention No.....)		
3.	Proof of VAT/Sales Tax Registration No and VAT Return copy of fourth quarter for last three financial year date of tender. (Most recent dates)		
4.	GST registration certificate		
5.	Brochure/Leaflets/Technical Information, including Make & Model, Imported/Indian of the item(s)		
6.	UNDERTAKING as per page No. 2 of Tender Document, duly signed by vendor.		
7.	Detailed Technical specifications, Terms & Conditions and Delivery period etc. to be submitted on firm's letter head		
8.	POs Copies having supplied computer and electronic items, order copy of last 3 financial years from the date of tender. (Any Govt. Deptt. /PSU/ autonomous body/ etc.)		
9.	Firm must have ISO certification		
10.	The vender /firm is not black listed by the any Govt. Deptt. /PSU/ autonomous body etc. Under taking in letter pad/head.		
11.	Certificate of Registration (for Cooperative Societies)		
12.	Certificate of Manufacturer Status (in case Manufacturer of products)		
13.	Certificate of Authorised Dealership/Authorised Representative		
14.	Articles of Association (for Registered firm)		
15.	Partnership Deed (for firms partnering with other firms)		
16.	Self-Certification of non-involvement in any past and present litigation; to be given in letter head of the firm.		
17.	Certification of annual turnover		

All documents to be submitted with pagination