

**Office of the Principal**  
**BARNAGAR COLLEGE, SORBHOOG**  
**P.O. - Barnagar College, Via- Sorbhog, Pin- 781317**  
**Dist. - Barpeta (Assam)**

**From:**

**Dr. J.C. Sarma**  
**M.A., M.Phil, B.Ed, Ph.D.**  
**Principal i/c**

Accredited with 'B++' Grade by NAAC (Cycle-III)



**Phone: 9864379944(M)**  
**Email: barnagarcollege@yahoo.in**  
**Website: www.barnagarcollege.ac.in**

Ref. No. BC/Quotation/25/4595

Date: 21/02/2025

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed manufacturers/authorized dealers affixing non-refundable court fee of Rs. 8.25 (Rupees eight and twenty-five paise) only, for the supply and installation of Desktop Computers & Peripherals at Barnagar College, Sorbhog, under RUSA (Assam). The estimated value of the tender is approximately ₹10 lakh. The quotation will be received within 21 (twenty-one) days from the date of issue of this notice. No quotation will be accepted after the due date.

The undersigned reserves the right to place orders based on the quality of items and to accept any further negotiated rates, if required. For further details, please contact the office of the undersigned during office hours or visit Barnagar College Website (www.barnagarcollege.ac.in).

*[Handwritten Signature]*  
21/2/25

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Sorbhog



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**ELIGIBILITY CRITERIA**

1. The bidder should be either an Original Equipment Manufacturer (O.E.M) or an Authorized Dealer (Please submit a manufacturer authorization letter on the O.E.M's letterhead, duly signed by the authorized signatory).
2. The bidder firm must be incorporated and registered in India under the relevant Act (e.g., Companies Act, Societies Registration Act, Trust Act, etc.) or be a Government firm doing similar work, and should have been in operation in India for a minimum of 3 (three) years.
3. The bidder should have an average annual financial turnover of at least Rs. 50 lakh during the last three financial years. (Please submit Income Tax Return certificates or audited financial statements for the last three years.)
4. The bidder should have experience of having successfully completed the supply of desktop computers / IT equipment for any State/Central Govt. institution or PSU during the last 3 (three) years, with at least one single work order valued not less than Rs. 10 lakh. (Please submit attested copies of the relevant work orders or completion certificates.)
5. The bidder must submit a self-declaration that it has not been barred or blacklisted by any PSU/Government Department from doing business with them.
6. The bidder must submit a copy of its valid GST registration certificate issued by the competent authority.
7. The bidder must submit an EPF certificate (if applicable).
8. The bidder must submit an ESI certificate (if applicable).
9. The bidder must submit a valid ISO certificate (if available).

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10. The bidder must submit a valid Labour License (if applicable).
11. The bidder must submit a scanned copy of the Demand Draft/Banker's Cheque for Rs. 1,000/- (Rupees One Thousand only), in favour of "Principal, Barnagar College, Sorbhog," as the payment of a non-refundable tender fee.

**IMPOTANT DATES**

<b>BID REFERENCE</b>	<b>DATE AND TIME</b>
Date of commencement of issue of Tender documents	20-02-2025
Closing date and time for purchase of tender documents	12-03-2025
Closing date and time for submission of bids	13-03-2025
Date and time of opening the bidding document	14-03-2025
Place of issue of tender documents/ Bid submission and opening of Technical and financial Bids	Office of the Principal, Barnagar College, Sorbhog, Barpeta (Assam)

**INSTRUCTION TO BIDDERS**

1. BIDDER TO BEAR COST OF PURCHASE OF TENDER DOCUMENT
  - o The Bidder shall bear all the costs associated with the preparation and submission of the bid. Under no circumstances will the Purchaser be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
2. AMENDMENT OF BID DOCUMENTS
  - o At any time prior to the date of submission of bids, the Purchaser may, for any reason, modify the Bid Documents.

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- Any amendment, if necessary, will be notified on the College website, and Bidders are advised to check regularly for updates.

**3. EXTENSION OF TIME**

- In order to give prospective Bidders reasonable time to consider amendments in preparing their bids, the Purchaser may, at its discretion, extend the deadline for submission of bids by issuing an amendment.

**4. BID PRICE**

- Prices quoted must be inclusive of all applicable taxes and duties. No claim whatsoever on the bid price will be entertained subsequently due to any wrong quoting of tax rates or amounts.
- The rates of taxes and duties included in the price should be stated separately from the basic price.
- The prices quoted by the Bidder shall remain firm for the entire period of the contract and will not be subject to variation on any account.

**5. VALIDITY PERIOD OF BID**

- The Bid shall remain valid for 120 (one hundred twenty) days from the date of opening of the Technical and Financial Bids. Bids with a shorter validity period may be rejected by the Purchaser as non-responsive.

**6. SIGNING OF THE BID**

- The original copy of the Bid shall be typed and signed by the Bidder or a person duly authorized by the Bidder. In case of authorization, the

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authorization should be in the form of an affidavit or a formal letter on the  
company's letterhead.

- Each page of the Bid, including any attachments, should be initialed by the person signing the Bid. The Bid shall contain no interlineations, unless each correction is initialed by the same signatory.

**7. DEADLINE FOR SUBMISSION OF BID**

- Bids must be received by the Purchaser at the address specified, on or before the date and time stated in the Important Dates. Any Bid received after the specified deadline shall be rejected outright.

**8. MODIFICATION AND WITHDRAWAL OF BIDS**

- No modification of Bids shall be allowed unless there is an amendment issued by the Purchaser.
- A Bidder may withdraw its Bid by submitting a written application to the Principal, Barnagar College, Sorbhog, before the deadline. Once withdrawn, the same Bidder shall not submit another Bid under this tender.

**9. SUBMISSION OF BID**

- Bids are to be submitted in a Two-Bid system: (a) Technical Bid: Containing documents proving eligibility criteria, plus any other required documentation. (b) Financial Bid: Quoting rates and other price-related information.
- Each Bid (Technical and Financial) must be sealed separately. Both sealed envelopes should then be placed into one larger sealed envelope, clearly

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marked: "TENDER FOR SUPPLY & INSTALLATION OF DESKTOP  
COMPUTERS & PERIPHERALS"

- This outer envelope must be addressed to: The Principal, Barnagar College, Sorbhog, Dist. Barpeta (Assam)
- The name and address of the Bidder must be indicated on the outer envelope to enable the return of unopened Bids if declared late or rejected.
- Bids not submitted in the prescribed manner or found incomplete may be summarily rejected, at the sole discretion of the Purchaser.

**FINANCIAL BID**

1. FINANCIAL BID

- The Financial Bid should contain the Price Bid Schedule. Bidders must submit their quotes as per the format below:

<u>Sl. No.</u>	<u>Description of the Items</u>	<u>Manufacturer</u>	<u>Qty</u>	<u>Rate per Unit (INR)</u>	<u>GST (INR)</u>	<u>Total per Unit (INR)</u>
	<u>Desktop Computer (specify config)</u>					
	<u>UPS (specify capacity, e.g. 600VA)</u>					
	<u>MS Office (Licensed)</u>					

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Note:

- Rates must be inclusive of transportation, installation, and any incidental charges up to FOR (Freight on Road) destination: Barnagar College, Sorbhog.
- GST and other taxes must be stated separately.
- The format shown above is indicative; you may add rows based on requirements.

#### 2. ENVELOPE PACKAGING

- A single sealed outer envelope will contain two separate envelopes: (a) Eligibility & Technical Bid Envelope (b) Financial Bid Envelope
- Both envelopes must be clearly labeled.
- The outer envelope shall be addressed to: The Principal, Barnagar College, Sorbhog, Dist. Barpeta (Assam) and superscribed as "TENDER FOR SUPPLY & INSTALLATION OF DESKTOP COMPUTERS & PERIPHERALS."

#### 3. BID VALUE

- The estimated bid value for the Desktop Computers & Peripherals under RUSA is approximately Rs. 10 lakh (Rupees ten lakh only).

#### 4. PAYMENT AUTHORITY

- Payment will be made by the Principal, Barnagar College, Sorbhog, Dist. Barpeta (Assam), subject to the availability of RUSA funds.



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- No advance payment will be entertained.
- Payment Terms: 100% payment against delivery and successful installation, subject to satisfactory inspection and performance.

**5. DELIVERY SCHEDULE**

- The ordered items shall be delivered and installed at Barnagar College, Sorbhog, within 25 (twenty-five) days from the date of issuance of the Work Order/Purchase Order.

**LIST ENCLOSED**

**ANNEXURE 1: TECHNICAL SPECIFICATIONS**

**6. 1. Desktop Computer (Minimum Specification)**

Parameter	Specification
Processor	Intel Core i3 (12th Gen or higher) OR Equivalent AMD Ryzen 3 Processor
Memory (RAM)	8 GB DDR4 (expandable to 16 GB or more)
Storage	512 GB SSD (or higher)
Display	18.5" or 19.5" LED Monitor (HD or Full HD resolution)
Graphics	Integrated Graphics
Ports & Interfaces	- Minimum 6× USB Ports (at least 2 front, 4 rear) - 1× HDMI or DisplayPort - 1× HDMI - Audio In/Out - RJ-45 Ethernet Port (10/100/1000)



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<b>Network Connectivity</b>	- Gigabit LAN -Wi-Fi (802.11 b/g/n or ac)
<b>Optical Drive</b>	DVD-RW Drive (optional, based on requirement)
<b>Operating System</b>	Genuine Windows 11 Professional (Licensed)
<b>Office Suite</b>	Licensed MS Office (2019 or 2021 Home/Business/Education Edition or equivalent)
<b>Antivirus</b>	1-year subscription (latest version)
<b>Keyboard &amp; Mouse</b>	- OEM USB Keyboard (English, 104 keys) - OEM USB Optical Mouse
<b>Warranty</b>	Minimum 3-year on-site comprehensive warranty

**2. UPS**

Parameter	Specification
<b>Capacity</b>	600 VA or 1 KVA (as required)
<b>Backup</b>	Minimum 10–15 minutes at full load
<b>Features</b>	- Automatic Voltage Regulation (AVR) - Cold-start - LED/LCD Status Indicators
<b>Warranty</b>	Minimum 1-year warranty

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**4. General Requirements**

Requirement	Description
Genuine & New	All items must be genuine, new, and in original manufacturer packaging
Software Licenses	Must be in the name of Barnagar College, Sorbhog (RUSA)
Accessories & Cables	Power cables, adapters, and any drivers/discs/manuals should be provided
Installation	Installation & commissioning at the designated site
After-Sales Service	Prompt local support

*[Handwritten Signature]*  
21/2/25

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