



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY  
(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament)  
कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR  
नपाम :: तेजपुर - 784028 :: असम  
NAPAAM :: TEZPUR - 784028 :: ASSAM

**NOTICE INVITING QUOTATION (NIQ)**

TU/11-24/Pur/Qtn (EP)/2018-19/2682 Dated: 28/9/18

Sealed quotations are invited from reputed manufacturers/authorized dealers/vendors for supply, installation & commissioning etc. of following items required for the ICMR Sponsored Research Project of Ms. Veda Yumnam, Department of Social Work, Tezpur University. Quotation should be submitted in the DROP BOX placed in the reception of the Administrative Building of the University on or before **3.00 PM of 22.10.2018**. If posted/couriered, should reach within the specified time and date addressed to "The Joint Registrar-GA, Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the the envelope/packet containing the quotation. The Quotations received will be opened on the **22.10.2018 at 4.30 PM**. The quotationer(s) or their authorised representative(s) may be present while opening the quotations.

**Item with Specification:**

Sl. No	Item	Specification	Qty	Estimated Price in ₹
1	Digital voice recorder	4GB internal memory, 88 days of continuous recording, capture recordings in MP3, Clear voice reducing the background noise, voice activated recording	02	10000.00
2	Laptop	5 <sup>th</sup> Gen Intel core i3, 1TB HDD, DOS, 1.6 GHz, USB inputs 3, RAM capacity 4GB	02	90000.00

**GENERAL TERMS & CONDITIONS:**

1. No separate tender paper will be issued from the office; one should only download the specifications/List from the CPP Portal/ Tezpur University website.
2. **The rates should be preferably quoted in Indian Rupee and FOR Tezpur University, Napaam basis. Charges for clearing and transportation should be incurred by the supplier.**
3. Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Call Deposit/TDR) of ₹. **2000.00** (Rupees Two Thousand) only drawn/pledged in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.** ii) A non-refundable application (quotation) fee of ₹. **500.00** (Rupees Five Hundred) only must be paid only by Demand Draft drawn in favour of Registrar, Tezpur University payable at Tezpur.
4. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
5. Applicable levies, surcharge and discounts should be clearly indicated itemwise.
6. Quoted rates should be valid at least for a period of 01 year.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
8. All the quotations must be accompanied with supporting documents and / or literature.
9. Details of availability of after sales support will have to be furnished. After sales support directly from manufacturer and from Assam (Guwahati / Tezpur) will be preferred.
10. The University is exempted from paying Custom and Excise duty.
11. Proprietary items should be quoted with sole Manufacturer/Distributorship certificate.
12. Warranty/Gurantee period should be specifically mentioned in the quotation.
13. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
14. Quoted price should be inclusive of essential accessories and should be CIF Tezpur University, Tezpur.
15. Irresponsive/incomplete quote will be rejected.
16. Applications for release of EMD should be submitted to the Registrar/ Joint Registrar.

**Contd. P/2**



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17. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

  
Joint Registrar (GA)  
Tezpur University

Memo No, TU/11-24/Pur/Qtn (EP)/2018-19/.....*2682-A*

dated:-.....*28/9/18*

Copy for information to:

1. Webmaster, Tezpur University for uploading the notice in the website.
2. Deputy Registrar (Finance) *with a request to remain present on the date and time of opening the quotations at the office of the undersigned.*
3. Ms. Veda Yumnam, Department of Social Work, Tezpur University and *with a request to remain present on the date and time of opening the quotations at the office of the undersigned).*
4.  File

Joint Registrar (GA)