



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY  
(केंद्रीय विश्वविद्यालय / A Central University)  
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR  
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

**NOTICE INVITING QUOTATION (NIQ)**

**ET-NIQ-.....3172.....DT-.....15-10-19.....**

Online Tenders in 02 Bid System (Technical and Financial) are invited for supply of Gold Medals required for 17<sup>th</sup> Convocation of Tezpur University.

**Items:**

Sl. No	Item	Approx Qty	Approximate Value in ₹
1	Gold Medals	45	-

**(Detail Technical Specification/Compliance Sheet and BoQ are attached/uploaded separately)**

**General Information about the NIQ**

Last date and time for submission of Bids: 29.10.2019 (2.00 PM)

Date and Time of opening of Bids: 31.10.2019 (4.00 PM)

Place of Opening of Bids: Tezpur University

**Note: Only Making Charge and GST applicable if any is to be mentioned/quoted in the BoQ. Price of Gold & Silver will be as applicable on the date of supply.**

Preference will be given to the supplier who has successfully executed such type of work in other Academic Institution/ Universities. They must submit/upload list of Academic Institution/ Universities where they have been supplying/ have supplied the medals along with relevant documents and photographs of such medals."

**GENERAL TERMS & CONDITIONS:**

1. No separate tender paper will be issued from the office; one should only download the specifications from the CPP Portal of Govt. of India.
2. The rates should be preferably quoted in Indian Rupee and FOR Tezpur University, Napaam basis. Charges for clearing and transportation should be in the scope of supply.
3. **Quotations should be accompanied by i) A non-refundable application (quotation/tender) fee of ₹. 1000.00 (Rupees One Thousand) only must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur. iii) The original copies of the Tender Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Tender Fee and EMD for ET-NIQ-.....3172.....DT-.....15-10-19..... addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**
4. GST: As per Gol Notification No. 47/2017 dated 14.11.2017 GST % for Public Funded Research Institution or a University has been reduced to 5%. Hence, reduced rate of GST shall be paid if applicable on the ordered items. Exemption Certificate will be provided on request.
5. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
6. Applicable levies, surcharge and discounts should be clearly indicated item wise.



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7. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
8. The system must be installed at the laboratory, and after installation a basic training must also be provided by the supplier or their Indian counterpart without any additional costs.
9. All the quotations must be accompanied with supporting documents and / or literature.
10. Demonstration may be sought from the vendors for authentication of quoted specification.
11. 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.
12. The University is exempted from paying Custom and Excise duty.
13. Proprietary items should be quoted with sole Manufacturer/Distributorship certificate.
14. Warranty/Guarantee period should be specifically mentioned in the quotation.
15. No Advance payment will be made. However, for foreign supplier, advance payment will be made either by FDD/Wire Transfer/LC. In such cases 10% Performance Bank Guarantee should be submitted before issuing FDD/Wire Transfer/LC, covering the warranty period.
16. Performance Bank Guarantee also has to be submitted for Major equipment's of Indian origin, covering the warranty period.
17. Items of Foreign origin should have Insurance up to installation on site.
18. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
19. **Quoted price should be inclusive of essential accessories and delivery should be upto Tezpur University, Tezpur.**
20. Irresponsive/incomplete quote will be rejected.
21. Applications for release of EMD should be submitted to the Registrar/ Assistant Registrar-GA, Tezpur University.
22. All communication relating to the NIQ may be made to Assistant Registrar-GA, Tezpur University.
23. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

**INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.

*Opal*  
15/10/19