



OFFICE OF THE REGISTRAR

মহাপুৰুষ শ্ৰীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Recognised Under Section 2(f) of UGC Act, 1956]

Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSVR/86/2018/

Dated: 29.01.2021

Sealed quotations are invited for Preparing/ Making, Fitting and Fixing of the following items as per the specification given below in the Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon. The quotations will be received up to 03.00 P.M. on date 08/02/2021 and shall be opened on the same day at 3:30 P.M. in Presence of the Registrar, MSSV and other members of procurement committee and quotationers and their representatives who wished to present there.

Sl. No.	Item	Specification	Approximate quantity
1	Rectangular Acrylic/Plastic Classroom Name Plates (with bracket).	L x B : 32cm x 11cm	50 Nos.
2	Wooden Triangular Desk Name Plate.	L x B x H: 32cm x 7 cm x 7cm	100 Nos.
3	Wooden Rectangular Desk Name Plate.	L x B x H: 32cm x 7 cm x 7cm	100 Nos.
4	Windows Black Tint Film.	L x B : 181cm x 45cm	10 Nos.

For further details, visit www.mssv.ac.in. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should be therefore regularly visit the University website.

Assistant Registrar (Administration)
Mahapurusha Srimanta Sankaradeva Viswavidyalaya

Memo No. : MSSV/R/86/2018/

Date: 29.01.2021

Copy to:

1. The Hon'ble Vice-Chancellor for favour of information.
2. The Registrar for favour of information.
3. Dr. Santanu Kalita, Asstt. Prof. & Head (i/c), Dept. Of Computer Application for information and necessary action – with a request to upload the notification in the University website www.mssv.ac.in
4. The Accounts Officer for information and necessary action.
5. Office file

Assistant Registrar (Administration)
Mahapurusha Srimanta Sankaradeva Viswavidyalaya



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Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSVR/86/2018/

Dated: 29.01.2021

Terms and Conditions:

GENERAL INFORMATION ABOUT THE NIQ:

- Last date and time for submission of Bids: 08.02.2021 upto 03.00 P.M.
- Date and Time of opening of Bids: 03.30 P.M. on 08.02.2021
- Place of Opening of Bids: MSSV, Nagaon

GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only submit the bid as per the Proforma attached herewith.
2. The successful bidder has to deposit an amount of Rs. 2500/- as security in MSSV A/C in the shape of FDR as performance guarantee.
3. **GST:** As per Gol Notification dated 14.11.2017 GST % for Public Funded Research Institution or a University has been reduced to 5% for certain goods and services. Hence, reduced rate of GST shall be paid if applicable on the tendered items: Exemption Certificate will be provided on request.
4. **Rates:** Rates quoted should be on for MSSV, Door Delivery Basis.
5. **Quotations should be accompanied by** (i) A non-refundable application (quotation/participation) fee of Rs. 250.00 (Rupees two hundred fifty only) must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar MSSV (ii) The original copy of Participation Fee should be deposited submitted/reached the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee for addressed to the Assistant Registrar (Administration), MSSV. Failure to do so may result in rejection of the bid.
6. The rates should be exclusive of taxes and applicable taxes should be shown separately in the BoQ, else it will be implied that the rate quoted is inclusive of all taxes.
7. **Validity of Quotation:** Quoted rates must be valid for at least 180 days from the last date of submission of quotation.
8. Applicable levies, surcharge and discounts should be clearly indicated item wise.
9. The rates should be quoted along with supporting documents of specifications and features wherever applicable.
10. The items must be installed/ fixed at the class rooms and other places, wherever applicable without any additional costs.
11. **Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature.

12. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
13. **Payment:** 100% payment after successful delivery, installation and commissioning and acceptance by the user. Please note that as per University's norm advance payment is not allowed for indigenous purchase.
14. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to". In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
 1. Demonstration may be sought from the vendors for authentication of quoted specification.
 2. The University is exempted from paying Custom and Excise duty.
 3. Warranty/Guarantee period should be specifically mentioned in the quotation.
 4. No Advance payment will be made.
 5. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
 6. Irresponsive / incomplete quote will be rejected.
15. **Award:** The Final Award will be given to the vendor, selected by the Procurement Committee on the lowest quote basis.
16. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on MSSV.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s).
18. **Termination for default:** Default is said to have occurred
 - a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by MSSV.
 - c. If the supplier fails to perform any other obligation(s) under the contract.
 - d. Under the above circumstances MSSV may terminate the contract / purchase order in whole or in part. In addition to above, MSSV may at its discretion also take the following actions: MSSV may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate MSSV for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, MSSV, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.
19. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.



Assistant Registrar (Administration)
Mahapurusha Srimanta Sankaradeva Viswavidyalaya

PROFORMA OF SUBMISSION OF BIDS

(Details to be enclosed on firm's own letter head)

1.	Name of the Firm	:	
2.	Year of Establishment	:	
3.	Address of the Firm	:	
	(a) Premises Address	:	
	(b) Permanent Address	:	
	Email-id	:	
4.	Name of the Proprietor/Contact Person (with Designation)	:	
5.	Landline Number	:	
6.	Fax Number (if any)	:	
7.	Mobile Number	:	
8.	Account Number	:	
	(i) PAN	:	
9.	GST Registration No.	:	
	(Attach : Copies of GST)		
10.	Discount Offer (flat rate)	:	
11.	Govt. Registration No.	:	
12.	List of Enclosures		(i) (ii)

PROFORMA OF SUBMISSION OF BIDS
(Details to be enclosed on firm's own letter head)

Sl. No.	Item Description	Qty.	Unit Cost Exclusive of Taxes (Rs.)	GST (%)	Unit Cost Inclusive of Taxes (Rs.)	Total cost (Rs.)

NOTE :

1. RATES SHOULD BE OFFERED ONLY FOR ONE MODEL.
2. OPTIONAL BID WILL NOT BE INTERTAINED
3. NO CONDITION SHOULD BE INSERTED IN THE PRICE BID.

Grand Total in figure:

In words:

DECLARATIONS:

- (i) I / We.....
.....
(names of partner/proprietors of shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.
- (ii) I/We also hereby declare that all matters related to Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the University.
- (iii) Mr. whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

Signature of Partners/Proprietors.

Date (with Firm's Seal)

FORMAT FOR BANK DETAILS OF
VENDOR
(Details to be enclosed on firm's own letter head)

Name (as appear in Bank records)	
Aadhar No. (if applicable)	
GST No. (if applicable)	
PAN (mandatory)	
Complete Address:	
City	
District	
State	
PIN Code	
Mobile No. (mandatory)	
Email (mandatory)	
Bank A/c No. (mandatory)	
Bank Name & Branch (mandatory)	
IFS Code (mandatory)	

(Signature of vendor)

With Seal

Bank details in the given format may be submitted along with a **Cancelled Cheque/photocopy of the Bank Passbook** (only for the first time) so as to process the payment electronically.