

**OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY**  
Debargaon, P.O. Rangalikhata  
Kokrajhar – 783370, BTC, Assam.  
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**Tel. No.**  
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Ref. No. BU/NHRP/Capital Eqpt/2025/02/

Date – 17/03/2025

### **NOTICE INVITING TENDER**

The Registrar, Bodoland University, Kokrajhar invites sealed tenders under two bid systems i.e. Technical and Financial Bid from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for “Supply of 5G enabled Tablet Computers” for **NIIRP Project of Bodoland University** as per the schedule given below. Interested eligible bidders may download bid documents for detail information and list of items with technical specifications from **the websites**, [www.buniv.edu.in](http://www.buniv.edu.in) and <https://sppp.assam.gov.in>

#### **Particulars & Important Information:**

1. Cost of Bids documents (non-refundable) : **Rs. 2,000/- (Rupees two thousand only)**
2. Earnest Money Deposit (Refundable) : **2% of quoted value.**
3. Date of available of Tender Document : **17/03/2025**  
in the websites
4. Last date and time for submission of Sealed Bids : **01/04/2025 up to 12.00 Noon**
5. Time and date of opening of Technical bid : **01/04/2025 at 12.30 PM**
6. Time and date of opening of financial bids : **01/04/2025 at 02.30 PM**
7. Place of opening of bid : **Conference hall of Administrative building.**
8. For any Technical query please Contact : **Prof. (Dr.) J. Sarmah,**  
**Phone No : 9707175220**

**Sealed Tenders should be submitted to the Bodoland University by Hand/Speed Post/ Registered Post or Courier within the scheduled date & time in the following address. Tenders submitted by any other mode (e-mail/fax) will not be accepted & rejected summarily.**

**Registrar, Bodoland University, Debargaon, Rangalikhata, Kokrajhar, 783370**

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Registrar  
Bodoland University

Memo No - BU/NHRP/Capital Eqpt/2025/02/3717

Date – 17/03/2025

Copy to:-

1. The P.S. to the Vice-Chancellor, B.U., for kind appraisal of him.
2. The P.S. to the Registrar B.U, for information.
3. The Finance Officer i/c, B.U, for information.
4. Prof. J, Sarmah, P.I, NHRP project, BU. for information.
5. The Assistant Engineer, B. U, for information.
6. The System Administrator for upload in university website.



Registrar  
Bodoland University

2/13 REGISTRAR  
Bodoland University  
Kokrajhar

## A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The bidder shall have to supply, install and commission the **“5G enabled Tablet Computers” for NHRP Project of Bodoland University**. The Project Investigator from Bodoland University will share the details of the Department/Laboratories for installation and commissioning of the supplied Items. The successful vendor shall have to carry out the jobs in consultation with the Project Investigator and have to complete in all respect to the entire satisfaction of the Project Investigator. The supply, Installation and commissioning of the work should be completed within 07 days from issue of the purchase order date.

### General Instructions to Bidding Firms

1. The tender is to be submitted in two separate sealed Envelopes and further sealed in one Envelope mentioning thereon the **Envelope No.1** and **Envelope No. 2** and contents as indicated below:

- a. **Envelope Number-1 (Technical Bid)**

Cover forming Envelope -1 of the Tender shall be super scribed with words **Technical Bid of “Tender for Supply of 5G enabled Tablet Computers”** along with **tender number and due date**.

Envelope number-1 shall contain the deposit receipt for EMD & Tender fees, qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the **Original Equipment Manufacturers/ Distributor/ Authorised Dealers**. Any correction should also be authenticated by the Bidding Firm/authorized signatory of the Bidding Firm with his/her full signatures.

- b. **Envelope Number-2 (Financial Bid)**

Sealed cover forming Envelope -2 of the Tender shall contain **Financial Bid in the prescribed Proforma** which should be super scribed with words **Financial Bid of “Supply of 5G enabled Tablet Computers”** along with **tender number and due date**.

Both the Sealed covers containing Envelope -1 and Envelope -2, shall be put in another third Envelope and sealed properly super scribing the words **“Tender for Supply of 5G enabled Tablet Computers”** along with tender number, date and due date addressed to the Registrar, **Bodoland University , Deborgaon, Kokrajhar 783370 on or before the date & time mentioned in Tender**. Any tender received after the prescribed date & time will not be accepted.

2. **Eligibility criteria for Pre-qualifications of Bidder:**

The Bidder shall be registered legal entity under relevant act. and a copy of such registration shall be attached with the bids.

- (a) The Bidding Firm should have been in similar business of **sales, installation, Maintenance for at least 10 years of Experience**.
  - (b) The bidder has an average annual turnover from **this type of** product sales and services of **at least Rs. 15 lakh (Rupees fifteen lakh only)** each during the last three financial years ( 2021-2022, 2022-2023 & 2023-2024).

- (c) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2021-2022, 2022-2023 & 2023-2024) duly certified by the chartered Accountant should be enclosed.
- (d) Be an experienced IT firm/company having good track record and credentials in supplying and installation (proof of experience in above work to reputed Educational Institutions like IITs, NITs, Central Universities/Govt. Dept. / Govt. Agencies or PSU to be submitted).
- (e) Have been registered with GST Authorities.(Copy of GST registration Certificate to be furnished).
- (f) Have PAN allotted to the firm by concerned Department (Copy of Valid PAN to be enclosed).
- (g) OEM must be ISO27001; ISO20000; ISO50001:2018 certified organization.
- (h) For OS and other preloaded software, bidder should submit an undertaking from OEM that Genuine OS should be preloaded from the factory premises. The undertaking of the OEM should be signed by a person having the power of attorney in the OEM.
- (i) Vendor should be authorized dealer/distributor of OEM of the products proposed against this tender. MAF (Manufacturer's Authorization Form on their letter head and duly signed by the authorized signatory with reference to the tender no & date to be submitted with the Technical Bid.
- (j) The Bidders should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose a Non-black listed certificate in stamp paper attested by the notary officer for the purpose failing which the tender documents shall not be considered.
- (k) Tenderer should have its base in Assam for immediate response at any time and trading experience since last three years. (Supporting documentary evidence must be submitted).
- (l) Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency for the preceding last three financial year i.e. (2021-2022, 2022-2023 & 2023-2024).
- (m) The terms and conditions in the tender Documents should be duly signed (each page) and the tender document sealed by the authorised signatory of the agency is taken as their acceptance.
- (n) **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**

**3. Cost of the bid documents:** The interested bidders are to download the tender documents from the websites mentioned above and should submit the receipt of **Rs. 2,000.00** (not refundable) deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0064383 by online mode towards cost of the bid documents along with the technical bid. **Bids not accompanied with cost of bid documents of the requisite amount or without proper validity will be summarily rejected.**

#### **4. Bid Security/EMD (refundable without interest):**

- (a) **An Earnest Money Deposit (EMD) of 2% of quoted values** should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0064383 by online mode and the deposit receipt should be furnished along with the technical bid, **failing which Bids shall be treated as non-responsive and summarily rejected.**
- (b) The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender.

#### **5. TENDER OPENING EVALUATION**

The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

The Technical Bids will be opened in the presence of the bidders or their representatives who choose to attend on the specified date and time. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

##### **5.1 CLARIFICATION ON TECHNICAL BID EVALUATION**

- a) The Technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the university may, at its discretion, ask any bidder for a clarification of its bid. If a bidder does not provide clarifications of its bid, the bid may be rejected.
- c) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

##### **5.2 FINANCIAL BID EVALUATION**

Financial bid of those bidders who qualify in Technical Specification shall be opened.

Tender for this contract will be assessed in accordance with Least Cost Selection i.e L1 system. The bidder who has quoted lowest total quote in grand total will be awarded the work.

Installation and Commissioning: Free of cost at Bodoland University, Kokrajhar. The OEM/Bidder must ensure timely installation of the items with necessary support.

#### **6. Amendment to bid documents**

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on University website only not in the News paper.

- 7. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid, not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.
- 8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or correction is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the correction, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

9. **Validity :** The prospective bidders should keep their offers valid for 180 days from the date of tender opening.
10. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender documents) in presence of the Bidders/representatives of the Bidders, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender subject to submission of authorization letter.
11. The Financial bids of the technically qualified bidders shall be opened in presence of the Bidders/their authorized representatives if any, who wish to be present on the spot at that time.
12. **Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected. **No overwriting or correction is permitted in the Technical & Financial Bid Form. In such cases, the tender shall be summarily rejected.** Quoting unrealistic rates will be treated as disqualification. A bid submitted with an adjustable price quotation will be treated **as non responsive** and will be rejected.
13. **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.
14. **Warranty:** The quoted equipment and components must be warranted for a minimum of **Five Years** on site with NBD.
15. **Literature / Product Datasheet :** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications have to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable to rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.
16. **Equipment breakdown:** Any Equipment breakdown must be attended to within NBD during the warranty period of the equipment free of cost.
17. **Training:** If required, free training is to be provided as and when required to BU faculty members / staff on the operation, maintenance and troubleshooting of the supplied items.
18. **After Sales Service:** Vendor should clearly state the available after sales service facilities for a period of one year.
19. **Dealership Certificate / MAF :** The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate / Manufacturer's Authorization for the equipment from the manufacture.
20. **Performance Guarantee :** The successful bidder shall furnish an unconditional PBG for 5% of the Purchase Order value by online mode to University Account, before release of the payment. Else 5% of the billed amount will be deducted as security deposit. The PBG shall guarantee that,
  - a) The Vendor guarantees satisfactory operation of the Equipment & components.

- b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
- c) This guarantee shall be operative from the date of successful installation till 90 days after the warranty period.

The PBG will be returned to the supplier after the completion of warranty period.

## **20 . PACKING**

20.1. The Goods shall be packed and marked in a proper manner and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the Bodoland University Purchase Order number, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.

20.2. The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.

20.3. All packaging materials shall be non-returnable.

## **21. Delivery:**

- a. Time Limit: Maximum within 07 days from issue of purchase order date and installation within 1 week of delivery.
  - b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
  - c. Insurance : The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at Bodoland University, Kokrajhar.
  - d. Penalty for delay in delivery: The date of delivery should be strictly to be adhered. If the successful bidder on receipt of purchase order fails to execute the order within the stipulated period, in full or part, it will be open to the Vice-Chancellor, BU, Kokrajhar to recover the liquidated damage from the firm @1% of the value of undelivered goods and installation per month or part thereof, subject to maximum of 5% of the value of undelivered & installation.
22. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
23. **Payment :** The payment will be released within 90 (ninety) days of completion of installation, commissioning to operational staff of BU.

24. **Enquiry during the course of evaluation not allowed:** After opening the Bids, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
25. At any time prior to the date of submission of bid, Bodoland University may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University's website only.** Prospective bidders are advised to check the University's website every now and then for any amendment / corrigendum.
26. The acceptance of the quotation will rest solely with the authority of BU, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

**B. 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 equipments within the time period(s) specified in the purchase order or any extension thereof granted by BU.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances authority of Bu may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, BU may at its discretion also take the following actions: BU 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 BU for any extra expenditure involved towards goods and services obtained.

**C. Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Assam and subject to exclusive jurisdiction of Competent Court and Forum in Kokrajhar, Assam only.
- (b) Any dispute arising out of this purchase shall be referred to the Registrar, BU, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of Vice Chancellor. The decision of Vice Chancellor shall be final and binding. If the dispute persist the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Kokrajhar. The decision of the Arbitrator shall be final and binding on both the parties.



**Details specifications: -**

<b>Name of Item</b>	<b>Quantity</b>	<b>Technical Specification</b>
Tablet	13	5G enabled tablet computers; 10.6 inch (26.9 cm) display; 6 GB RAM; 128 GB storage capacity with expandable storage; Wi-Fi+ 5G; 90 Hz 2K Display (2000x1200); Dual Speakers with Dolby Atmos; Android 13; Octa-Core Processor

**N.B:- The Bidder must put the Signature with Seal in the all pages of the tender copy before submission, Failing which Bids shall be treated as non-responsive and rejected by the authorities.**

**ANNEXURE – I****CHECKLIST FOR THE TENDERER**

Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer

Sl.No.	Bidder Information Form	Yes/No	If Yes Page No.
1	Registration Certificate/Certificate of incorporation		
2	Minimum Ten (10) years' experience in the field of supply of Computers		
3	Average Annual Turnover of at least 15 lakh INR during last 3 financial years i.e. 2021-22, 2022-23 & 2023-2024 is required		
4	Manufacturers' Authorization Form		
5	On line Bid Security (EMD) deposit receipt.		
7	On line Tender Cost deposit receipt		
8	Registration with GST authority. Furnish copies of GST registration certificate and upto date return		
9	Permanent Account Number (PAN). Furnish copy of PAN, Copy of IT Return Acknowledgement for the last three (2021-22, 2022-23 & 2023-2024) financial years		
10	Specify the maximum value of single work executed. Enclose the copy of the work order executed successfully during the last 5 years.		
11	Copy of ISO27001; ISO20000; ISO50001:2018 certified organization. enclosed		
12	Compliance on Technical Specification		
13	OEM should have service centers in Odisha, Contact details, Toll-free numbers and address should be mentioned in MAF		
14	Criminal liability Form		
15	Price Schedule		

Place:

Date:

Name, Signature & Seal of Bidder

## ANNEXURE – II

### (PRE-QUALIFICATION/ELIGIBILITY)

#### ***PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:***

1	Name of Organization/Firm/Company	
2	Address & Telephone Number (Furnish address proof)	
3	Year of establishment must be in similar business for minimum 10 years upto the date of submission of BID.	
4	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5	Name & Mobile Number of Directors/Partners/Proprietor	
6	Registration with GST authority. Mention number & date. Furnish also copies of GST registration certificate alongwith upto date return.	
7	Permanent Account Number (PAN) Furnish copy of PAN alongwith return of preceding three years (2021-22, 2022-23 & 2023-2024).	
8	State Average Annual turnover of the company in last 3 financial year (2021-22, 2022-23 & 2023-2024). Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9	Specify the maximum value of single work executed / on-going in selling of 5G enabled tablet computers in last 10 years in the country/State.	
10	Copy of ISO27001; ISO20000; ISO50001:2018 enclosed certified organization.	
11	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
12	OEM and Bidder should be qualifying under all Land border rule of Central government	
13	OEM should have service centers in Assam, Contact details, Toll-free numbers and address should be mentioned in MAF .	
14	Detail of Bank A/c. : Name of the A/C Holder	
	a) A/C Number	
	b) Name of the Bank and Branch	
	c) IFS Code	

Place:

Date:

Name, Signature & Seal of  
Bidder

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-22	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from selling of computers and related products only for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT  
NAME , ADDRESS AND CONTACT DETAILS :  
UDIN :

**MANUFACTURERS' AUTHORIZATION FORM**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:

[insert complete name and address of Purchaser]

**WHEREAS**

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with terms and conditions of the tender with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

ANNEXURE – V

**BILL OF QUANTITY & FINANCIAL BID**

To  
The Registrar,  
Bodoland University,  
Kokrajhar -783370

Reg. - Tender for “**Supply of 5G enabled tablet computers**” for NHRP Project of Bodoland University”, – Financial Bid

Sir,

This has reference to your tender for “**Supply of 5G enabled tablet computers**”for NHRP Project of Bodoland University, followed by my technical bid. I have read all the terms and the conditions as stipulated in the technical and financial bid. I am ready to execute the purchase order as mentioned in the tender documents. I have gone through all the terms and conditions contained in the agreement and already given my acceptance for it. I confirm that I fulfill the eligibility criteria as stipulated by you in the tender.

I offer my rate in INR as under:

Sl. No.	Item Description	Unit	“A” Qty	“B” Unit Price	“C” Unit price GST %	“D =B+C” Unit Amount with GST	“E= D X A” Total Amount with GST
1	5G enabled tablet computers	No	13				
	TOTAL AMOUNT Rs.						
	TOTAL AMOUNT IN WORDS :						

**Please note the following:**

1. All quoted prices should be **inclusive of freight, Insurance, taxes and duties etc. up to the Bodoland University,** prevailing on the date of proposal submission.
2. Since the price proposal is in INR, BU shall not consider any upward variation/ fluctuation on account of any foreign exchange at any time during the currency of the contract.
3. The BU may increase and decrease the quantity at the time of issuing purchase order at their own discretion and bidder will accept the same.

Signature:

For and on behalf of the Bidder

Seal:

Date:

Place :