

Tender Document
For
Supply and Installation of Laser Printer and Accessories



For
Board of Secondary Education, Assam

Ref No: SEBA/IT/REP/2021/38/PT-II/01

Date of Issue: 27/01/2023

Last date of Submission: **17/02/2023 up to 2 P.M.**

Board of Secondary Education, Assam

CONTENTS

Sl. No.	Section	Page No
1.	Invitation of Tender Response	3
2.	Tender Schedule	4
3.	Tender Submission Procedure	5
4.	General Conditions	6
5.	Brief Introduction and Scope of Work	9
6.	Commercial format	11

Board of Secondary Education, Assam

Notice Inviting Tender

Board of Secondary Education, Assam henceforth referred as SEBA, invites Tender response from registered Firm/Party for supply and installation of Laser Printer and Accessories at the office of the undersigned.

Party having experience in supply of similar item with own Dealer/Shop with complete set up are invited. The Tender response of Bidder shall be submitted along with the necessary supporting documents with Tender Processing fees of Rs. 1000/- (One thousand) non refundable and EMD fees of Rs. 5,000/- (Five thousand) only (Refundable) as per the date and time mentioned in the document.

This Tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this Tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the TENDER the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-
Secretary
Board of Secondary Education, Assam
Guwahati - 21

Board of Secondary Education, Assam

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish on	27/01/2023
2.	Last Date of submission of Tender Response	17/02/2023 up to 2 PM
3.	Opening of Tender	20/02/2023 at 12 Noon

Tender Submission Procedure:

- 1) Eligible/Interested Parties are invited to take part in the Tendering process and details of the Tender will be available in the websites <https://sppp.assam.gov.in> and <https://sebaonline.info>
- 2) Tender processing fees of Rs.1000/ (one thousand) and Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand) has to be submitted through Bank Draft, address to “The Secretary, Board of Secondary Education, Assam (SEBA)” payable at Guwahati OR Bank Guarantee of any scheduled / Nationalized Bank and should be submitted with hard copy of the TENDER document.
- 3) Other instructions can be seen in the TENDER document. All or any one of the parties may be rejected by competent authority.

Board of Secondary Education, Assam

2. General Conditions:

- I. This Invitation for Bids is opened to all eligible Party having own Dealer/Shop Establishment
 - II. Last two years income tax return has to be submitted.
 - III. The Party should have minimum 3 years experience in supply of similar items. Necessary supporting documents have to be submitted.
 - IV. Tender response must be accompanied by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
 - V. Rate quoted should be inclusive of everything or Break up may be given.
 - VI. The Party needs to submit hard copy of Tender response in sealed envelope will be put in by the parties in the sealed/locked Tender box placed in front of the Chamber of the undersigned super-scribing as "Tender response for supply and installation of Desktop/Laptop/UPS/Laser Printer".
 - VII. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.
- VIII. Cost of Bidding**
The Parties shall have to bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.
- IX. The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the TENDER documents or submission of a Tender not substantially responsive to the TENDER documents in every respect will be at the Bidder's risk and may result in rejection of its Tender.
 - X. **Late Bids :**
Any Tender response received by SEBA after the deadline for submission of Tenders prescribed by the Board, will be rejected and/or returned unopened to the party.
 - XI. **Contacting the Purchaser :**
No Party shall contact SEBA on any matter relating to its Tender response, from the time of the opening of the Tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's Tender.
 - XII. **Authorized Signatory:**
The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any

subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

XIII. Signing of Contract

At the same time as SEBA notifies the successful party that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

XIV. Delays in the Vendor's Performance

Selected party has to supply the required items within 7 days of work order issued from SEBA. Failure to supply the material within 7 days of the work order issued, the Earnest Money Deposited (EMD) shall be forfeited and order shall be cancelled automatically.

3. Prices and Taxes:

- a. Prices quoted by the Bidder will be valid for 1 month from the date issue of purchase order.
- b. Any Taxes may be borne by the party if applicable.

While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.

4. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful Party Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the party.

5. Termination for Default

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor :

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the Tender.

6. Selection of Party.

1. The interested parties may carry out the study of the requirement.
2. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
3. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

Board of Secondary Education, Assam (SEBA)

A. Introduction:

About Board of Secondary Education, Assam (SEBA)

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends to complete the following :

B. SCOPE OF WORK :

1. Supply and Installation of following :

Sr. No.	Item Description	Qty.
1.	HP Colour Laser Printer with Scanning Facility :	2
	HP Color Laser 178nw All-in-One Wireless Color Laser Print, Scan & Copy	
2.	HP Laser Printer with Scanning Facility :	1
	HP LaserJet Pro M1136 MFP Multi-Function Monochrome Printer	
3.	HP Laser Printer without Scanning Facility :	1
	HP LaserJet 1020	
4.	Key-Board (Model : Lapcare)	10
5.	Mouse (Model : Lapcare)	10
6.	Star Barcode Scanner With a Top Trigger button	4
7.	PTZ-CCTV Camera (Hikvision) (With installation) Brand Name : HikVision Type of Product : PTZ Cameras Image Sensor : 1/2.8" progressive scan CMOS Resolution : 2 MP Zoom Speed : Approx. 2.4 s (optical, wide to tele) Aperture Range : F 1.6 to F 3.5	1
8.	Wi-fi router (Make-DLink)	1

Form-A

Eligibility Criteria and supporting documents required for Submission of TENDER Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with TENDER document.	
2.	The Party has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
3.	EMD of Rs. 5,000/- (Five thousand) [Refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
	Tender Processing Fees of Rs. 1000/- [Non Refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
4.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
5.	PAN No.	Self-attested Copies PAN Card to be submitted.	

Commercial BID format

(Only for reference, to be submitted in Company / Party's Letter Head)

Sr. No.	Item Description	Qty.	Rate
1.	HP Colour Laser Printer with Scanning Facility :	1	
	HP Color Laser 178nw All-in-One Wireless Color Laser Print, Scan & Copy		
2.	HP Laser Printer with Scanning Facility :	1	
	HP LaserJet Pro M1136 MFP Multi-Function Monochrome Printer		
3.	HP Laser Printer without Scanning Facility :	1	
	HP LaserJet 1020		
4.	Key-Board (Model : Lapcare)	10	
5.	Mouse (Model : Lapcare)	10	
6.	Star Barcode Scanner With a Top Trigger button	1	
7.	PTZ-CCTV Camera (Hikvision) (With installation)	1	
	Brand Name : HikVision Type of Product : PTZ Cameras Image Sensor : 1/2.8" progressive scan CMOS Resolution : 2 MP Zoom Speed : Approx. 2.4 s (optical, wide to tele) Aperture Range : F 1.6 to F 3.5		
8.	Wi-fi router (Make- DLink)	1	

Note : Quote your best price for single quantity of each, actual quantity will be mentioned in the purchase order.

(Seal and Signature of
Proprietor/Partner /Chief Executive)
Name :
Date :
Place :