



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
Paschim Boragaon, Vigyan Path, Garchuk, Guwahati-781035

Notice Inviting Quotations

Advt. No:500

Date: 23.07.2024

Sealed quotations are invited from eligible firms/companies as per prescribed format for empanelment of vendors for servicing, repairing and replacement of spare parts for various IT equipment installed at Institute of Advanced Study in Science and Technology (IASST), Guwahati.

Bid fee-DD (non - refundable)	Last Date and Time for submission of bids	Venue for Opening of Technical Bids
Rs. 1,000/- (Rupees one thousand only) in favour of Director, IASST payable at Guwahati	12.08.2024 by 5 P.M	Office of the Registrar, IASST, Guwahati – 781035 Dt. 13.08.2024 at 11A.M

Detail tender document may be downloaded from Institute's website <https://iasst.gov.in> and CPPP. There will not be any separate notice for participation of bidder in the bid opening time.

Registrar, IASST

Notice Inviting Quotation

1. Introduction

Institute of Advanced Study in Science and Technology (IASST) is a premier scientific research organization in the North-East region under the Ministry of Science and Technology, Govt of India with its campus located at Vigyan Path, Paschim Boragaon, Guwahati, Assam 781035. The Institute has many of computers, printers, scanners and others IT equipment in use. The Institute invites offers from eligible firms/companies/agencies for vendor empanelment for servicing, repairing and replacement of spare parts for various IT equipment as and when required.

2. Scope of work:

Servicing, repairing and replacement of spare part of following IT equipment of different OEMs with different models as and when required.

- i. Desktop Computers with monitor
- ii. Laptop
- iii. Scanner
- iv. Printer
- v. Other IT Equipment

3. Eligibility criteria for bidder (s):

- a) The bidder must be a registered firm/company having its local office in Assam. (Documentary evidence needs to be furnished)
- b) The average annual turn-over of the bidder should be minimum Rupees 2 (two) lakh in the last three financial years i.e 2021-2022,2022-2023 and 2023-2024 (enclose audited financial statement).
- c) The bidder should have registered trade license, GST registration, PAN card (submit copy with quotation)
- d) The bidder should have experience of executing minimum 3 nos. of similar works of servicing/repairing IT equipment of 100 quantities in last 3 financial years. (submit
- e) At least 1 nos. of similar works as mentioned in point above must be executed in Govt. Sector in North East India.

4. Terms and Conditions

- a. The bid along with all supporting documents should be submitted in a sealed envelope by writing the advertisement number at the top of the envelop and superscripting there on “**EXPRESSION OF INTEREST FOR EMPANELMENT OF IT VENDORS**”
- b. The bid should be submitted in the prescribed format along with all supporting documents.
- c. The bid document should be signed by the authorized persons on behalf of the bidder’s organization supported by an authority letter /Power of Attorney. The bidder should sign and put office seal in each page of the bid document.
- d. If the space in the application is insufficient for furnishing full details, the applicant may provide the details on separate sheets.
- e. A copy of the NIQ document with seal and signature of the authorized person in each page as token of acceptance of the bid.
- f. Bid containing false and/or incomplete information shall be liable for rejection.

- g. If any information or details furnished by the bidder are found to be false at any time in future, the empanelment of such bidder will be cancelled immediately.
- h. Documentary proof with respect to the details furnished in the bid regarding eligibility criteria shall be furnished along with the bid. In regard to the completed works, copies of the work order and completion certificate shall be submitted.
- i. Selection of vendors shall primarily be based on experiences in the area, satisfactory track records and fulfilment of eligibility criteria.
- j. Decision of the Institutes' authority in selection of bidders will be final and binding and no further correspondence will be entertained. Vendors empanelled will be informed by email/post.
- k. Generally, the routine works at IASST will be awarded by calling competitive bidders from the empaneled vendors.
- l. The work is proposed to be executed on competitive bids from the list of empaneled vendors. The vendor will have total responsibility to complete the work
- m. The Institute is not bound to accept the lowest bidder.
- n. IASST reserves the rights to offload whole or part of a job if the performance of the vendor is found to be not satisfactory and shall get the job done through another empaneled vendor.
- o. The accessories to be supplied will be subject to the acceptance of concerned authority.
- p. If the items delivered to IASST is rejected by the authority, it shall be removed /replaced within 24 hours of such rejection.
- q. The spare parts and accessories should be from reputed OEM only and should contain at least 6 months' warranty for such replacement parts.
- r. Problems/issues will be informed to shortlisted vendors via phone or email.

5. How to submit BID :

The filled in bid (in Annexure-1) with all copies of supporting documents duly signed and sealed, a Demand Draft of Rs. 1,000.00 (Rupees One Thousand) only in favour of Director, IASST Guwahati-35 and a copy of the NIQ document with seal and signature of the authorized person in each page as token of acceptance of the bid enclosed in a sealed cover should reach the Office of Registrar, IASST on or before last date.

Registrar, IASST

Format for submitting bid

1. Name of firm/company/agency
2. Details of Registered Office
 - a. Address
 - b. Email
 - c. Phone Number
3. Details of Local Office
 - a. Address
 - b. Email
 - c. Phone Number
4. Company/Firm Registration Number:
5. Contact Person Details
 - a. Name
 - b. Mobile No.
6. PAN No:
7. GST Registration No:
8. Trade License No:
9. List of branches across India, if exists
10. Authorized Agent/Service Center of any OEM? Yes/No. If yes provide details.
11. Turnover in each of the last three financial years (enclose audited report)
12. Technical manpower details in local office (like name/ qualification/ area specialization/ experience in years etc.)
13. Is black listed by any Government or corporate offices in last 5 years? If yes, please provide details.
14. Bid fee details:
 - a. Paid Rs. 1000/- -----
 - b. Cash receipt/Bank Draft No: -----
 - c. Date: -----
15. Experience of similar works (Name of client/address/scope and volume of work/ year of execution) (enclose supporting documents)
16. List of current client profile (preferably Govt/autonomous/statutory bodies),
17. Any other details:
18. List of enclosures:

Seal and Signature of the authorized person
Name:
Designation: