



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – www.rtuassam.ac.in : email – rabindranathtagoreuniversity@gmail.com.



Ref. No.RTU/REG/TENDER/2025/3964

Date: 24/09/2025

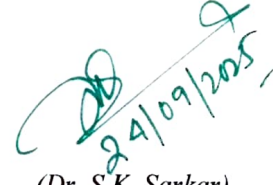
QUOTATION FOR PROVIDING SITC DESKTOP COMPUTER

Applications are invited from Eligible Agency/Firm SITC for Desktop Computers for Rabindranath Tagore University (Sir J.C. Bose Campus) at Sagar Basti, Hojai.

| Sl. No. | Notice No : | Particulars |
|---------|-------------|--|
| 1 | 107/2025 | Notice inviting tender for SITC for Desktop Computers for Rabindranath Tagore University, Hojai, Assam |

The details can be found in the RTU website www.rtuassam.ac.in.

Last date of submission of tender is **15/10/2025** before **5 P.M**


(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

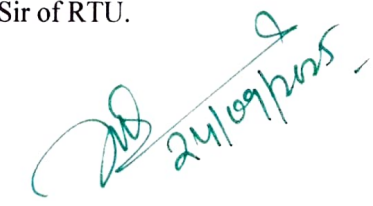
Registrar i/c

Rabindranath Tagore University
Hojai (Assam)

Memo No.RTU/ REG/TENDER/2025/3964(A) Date: 24/09/2025

Copy to:-

1. The P.S. to VC, for his kind appraisal to Hon'ble VC Sir of RTU.
2. Finance Officer i/c, RTU for information Please.
3. RTU website.
4. Office file.


(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

Registrar i/c

Rabindranath Tagore University
Hojai (Assam)

यत्र विश्वम् भवत्येक नीडम्



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NOTICE FOR SITC DESKTOP COMPUTER

Sealed Tenders are invited from experienced and registered firms for “SITC for Desktop Computer”, in the premises of Rabindranath Tagore University, (RTU), Hojai, Assam - 782435.

| | | |
|----|-------------------------------------|--|
| 1. | Last date of Quotation submission | 15/10/2025 |
| 2. | Website | www.rtuassam.ac.in |
| 3. | Place of Bid Submission and Opening | Office of The Registrar, Rabindranath Tagore University, (RTU), Hojai, Assam - 782435. |
| 4. | Quotation Validity | 60 Days |
| 5. | Delivery Completion Period | Within 7 Days |
| 6. | Tender Opening | 16/10/2025 |
| 7. | Application Fee | Rs. 500 (Non-Refundable) in form of DD to Rabindranath Tagore University, Hojai |

For further details, visit “www.rtuassam.ac.in”. All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.



(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai

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Terms and Conditions Details

| Sl No | Specification |
|-------|--|
| 1 | Due Date: The tender has to be submitted on or before the last date. Quotations received after the last date and time will not be considered. |
| 2 | Preparation of Bid: The offer/bid should be submitted in Two bid systems (i.e.) Technical bid and financial bid both separately. <ul style="list-style-type: none">• The technical bid should consist of Tender fee, all technical details along with commercial terms and conditions.• Financial bid should indicate item wise price for the items mentioned in the technical bid. |
| 3 | Opening of the tender: The Quotations will be opened by the Tender Opening committee. The technical bid will be examined by a technical expert (as per specification and requirement). In the event of the due date of receipt and opening of the tender being declared as a holiday/lockdown for the University, then the due date of receipt/opening of tender will be notified on the website. |
| 4 | Acceptance/ Rejection of bids: The University reserves the right to reject any or all offers without assigning any reason. The University may adopt other criteria for disqualification of a bidder as it may consider appropriate. Such Criteria may include the following: - <ul style="list-style-type: none">• a) Failure of any Bidder (s) to provide all of the information /documents required in the bid proposal or any additional information /documents as sought by the University including supporting documents.• b) Non receipt of Bid proposal on or before due date and time• c) Misrepresentation in the Bid proposal• d) Non-payment of Application Fee, EMD. |

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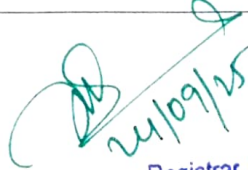
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| | |
|----|---|
| 5 | <p>Pre-qualification criteria:</p> <p>The tenderers are requested to read the tender document carefully and ensure to comply with all the instruction herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.</p> <ul style="list-style-type: none"> • Bidders should be the authorized dealer. . • Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents, conditional bid etc. may lead to rejection of the bid. • Tenderer should have its base in Assam (Guwahati) and trading experience since last 2-3 Years. • The bidder should quote for all the items in the tender as a package only. The comparative statement will be made as a package only. Bidder who doesn't quote for all the items as per the given Tender Specifications are subject to be disqualified. Optional tender will not be accepted. • The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. |
| 6 | <p>Delivery: Delivery of the goods should be made within a maximum of 30 days from the date of receiving the Purchase Order.</p> |
| 7 | <p>Delayed delivery: If the delivery is not made within the due date for any reason, the University will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.</p> |
| 8 | <p>Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the RTU, as applicable. However, the percentage of taxes & duties shall be clearly indicated. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> |
| 9 | <p>Installation, Training and Demonstration: The Bidder is required to do the installation, provide training and demonstration to the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.</p> |
| 10 | <p>Governing Language: The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p> |
| 11 | <p>Payment: 100% payment shall be made by the University against delivery, inspection, successful installation, commissioning and acceptance of the equipment at University in good condition and to the entire satisfaction of the University.</p> |


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| | |
|----|---|
| 12 | Safety Precaution during execution of work: The party shall take all safety precautions during the execution of works and shall ensure that no part of the building shall be damaged. The necessary crack repairing work in the wall surface including making necessary groove, applying putty or filling sealant powder, wherever required shall be carried out by the party and nothing extra shall be paid for the same. |
| 13 | University Website: The University may issue notification regarding the tender for time extension, corrigendum, amendments etc. and such notification will be posted on website only. Bidders are requested to keep visiting the website www.rtuassam.ac.in for any such notification till the tender process is complete. |
| 14 | Validity- Quoted rates must be valid for a period of 90 days from the date of closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and if any earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender. |
| 15 | Force Majeure: Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days. |
| 16 | Termination: In the event the University is not satisfied with the work done by the CSP/Consultant, The University shall give immediate notice in writing to rectify the defects and/ or to complete the work. If the University is not satisfied with reply of aforesaid notice, The University can terminate this Agreement and the consultant shall be liable to pay damages which shall be calculated by the University or professional expert of the University |


24/09/2025
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DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 18. This is also certified that I/We/our principal manufacturing firm/Authorised Dealer have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:

On behalf of:

(Company Seal)


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“Annexure-I”

Desktop Technical Specification

| TYPE | Specification | Compliance |
|------------------------------|--|------------|
| Processor | 12th Generation Intel Core i3 12400 or higher | |
| Memory | 8 GB DDR4 2666 MHz RAM or higher expandable Upto128GB. Minimum 2 Free Memory Slots. | |
| Chipset | Intel H470 or higher | |
| Motherboard | Intel / OEM Motherboard compatible with chipset and processor quoted. | |
| Graphics | Integrated Intel HD Graphics 630 | |
| Storage | 1 TB 7200rpm HDD & 500GB SSD | |
| Network Interface | Integrated 10/100/1000 Mbps Ethernet with RJ-45 connect | |
| Operating System | Windows 10 Professional 64 bit pre-Loaded (Licensed, Lifetime) Separate License to be submitted & Linux (Both operating system to be installed in SSD) | |
| Office | Microsoft 2019 Standard Licensed (Licensed, Lifetime) Separate License to be submitted | |
| Ports, connectors, and slots | 1 x Serial port (on board), 1 VGA, 1 HDMI, Min.1 No. RJ-45 network connector (IPv6 complaint) 3.5mm headphone output and microphone port, Min. 8 USB ports (at least 4 in front) and min 2 USB 3.2ports out of above 8 USB ports.1USB Type C port. Should support WiFi and Bluetooth Connectivity | |
| Accessories | 1. Standard USB keyboard with Min. 104 keys (Make shall befrom the OEM of the PC) 2. Two- button scrolling USB Optical Mouse (Make shall befrom the OEM of the PC) | |
| Monitor | Minimum 22" Monitor with minimum resolution 1920x1080(same OEM make) | |
| Optical Drive Bay | Integrated DVD R/W Drive | |
| Cabinet Type | Tower | |
| Certifications | EPEAT certification of the offered model ROHS Compliance Energy STAR certified of the offered model OEM should be ISO 14001 certified (Documentary Proof of above compliance to be Attached) OEM Authorization specific to the tender to be submitted by bidder. | |
| Additional system | 600 VA UPS with supply, installation and testing minum 15 Mins Backup | |

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| | | |
|----------|--|--|
| Warranty | 3 years onsite warranty from the date of installation and commissioning of the system. | |
|----------|--|--|

PRO-FORMA OF SUBMISSION OF TECHINCAL 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. | Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years including current financial year. | | |
| 10. | GST Registration No. | : | |
| | (Attach : Copies of GST) | | |
| 11. | Discount Offer (flat rate) | : | |
| 12. | Govt. Registration No. | : | |
| 13. | Annual turnover | : | |

যত্ন বিশ্বম্ ভবত্যেক নীড়ম্

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| | | | |
|-----|--|-----------|--|
| 14. | General Subject Dealt | : | |
| 15. | Name of major Organisation where items are supplying | : | |
| 16. | List of Enclosures | i) ii) | |

PRO-FORMA OF SUBMISSION OF FINANCIAL BID

| SL No. | Item Description | Qty. | Unit Cost Exclusive of Taxes(Rs.) | GS T (%) | Unit Cost Inclusive of Taxes(Rs.) | Total Cost (Rs.) |
|------------------------|---------------------------------------|------|-----------------------------------|----------|-----------------------------------|------------------|
| 1. | Desktop Computer with all accessories | | | | | |
| Grand Total (In word)- | | | | | | |

****Vendors are requested to quote for the following item separately. Comparison for following item will be done separately. Specification as stated above in annexure “I”**

| SL No. | Item Description | Qty. | Unit Cost Exclusive of Taxes(Rs.) | GS T (%) | Unit Cost Inclusive of Taxes(Rs.) | Total Cost (Rs.) |
|--------|------------------|------|-----------------------------------|----------|-----------------------------------|------------------|
| 1 | Monitor | | | | | |
| 2 | CPU | | | | | |
| 3 | UPS 600 | | | | | |
| 4 | Mouse | | | | | |

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| | | | | | | |
|----|---|--|--|--|--|--|
| 5 | Keyboard | | | | | |
| 6 | Microsoft 2019 Standard Licensed (1 user) | | | | | |
| 7 | Windows 10 Professional 64 bit | | | | | |
| 8 | Linux 2024 | | | | | |
| 9 | 1 Tb Storage HDD | | | | | |
| 10 | 500 GB SSD | | | | | |

NOTE:

1. EXTRA ROW MAY BE ADDED AS PER NO OF ITEMS.
2. RATES SHOULD BE OFFERED PER UNIT BASED ONLY FOR ONE MODEL.
3. OPTIONAL BID WILL NOT BE ENTERTAINED.
4. NO CONDITION SHOULD BE INSERTED IN THE PRICE BID
5. PRICE SHOULD BE INCLUSIVE OF INSTALLATION, COMMISSIONING CHARGES.

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DECLARATIONS

- (i) I/We.....
.....(names of partners/proprietors
or 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 Rabindranath Tagore University,
Guwahati shall be treated as Confidential and no information shall be passed on to any
unauthorized 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)

24/9/21

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