



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY  
(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament)  
कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR  
नपाम :: तेजपुर - 784028 :: असम  
NAPAAM :: TEZPUR - 784028 :: ASSAM

**NOTICE INVITING QUOTATION**

TU/11-24/Pur/Qtn/2018-19/1126-A. Dated: 11.6.2018

Sealed quotations are invited from reputed manufacturers/authorized dealers/vendors for supply, installation & commissioning etc. of following items required for the ICMR Sponsored Research Project of Ms. Veda Yumnam, Department of Social Work, Tezpur University. Quotation should be submitted in the DROP BOX placed in the reception of the Administrative Building of the University within **3.00 PM of 02.07.2018**. If posted/couriered, should reach within the specified time and date addressed to "The Assistant Registrar-GA, Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the the envelope/packet containing the quotation. The Quotations received will be opened on the **02.07.2018 at 4.00 PM**. The quotationer(s) or their authorised representative(s) may be present while opening the quotations

**Item with Specification:**

Sl. No	Item	Specification	Approx Qty. Required
1	Digital Voice Recorder	8GB internal memory, 88 days of continuous recording recording. Capture recordings in MP3. Clear Voice reducing the background noise. Voice activated recording.	02
2	Printer	Print speed up to 14ppm. Duty cycle A4 upto 5000 pages. Monochrome Laser, 1200 dpi effective output quality. Host based language, Display 2-in- LCD, Text	01
3	Laptop	8 <sup>th</sup> generation Intel Core i5, 2TB HDD, DOS, 1.6 GHz, 39.62 cm screen, USB inputs 3, Ram: 8GB	02

**General Terms & Conditions:**

1. No separate tender paper will be issued from the office; one should only download the specifications/List from the website.
2. **The rates should be preferably quoted in Indian Rupee and FOR Tezpur University, Napaam basis. Charges for clearing and transportation should be incurred by the supplier.**
3. Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Call Deposit/TDR) of ₹. **2000.00** (Rupees Two Thousand) only drawn/pledged in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.** ii) A non-refundable application (quotation) fee of ₹. **500.00** (Rupees Five Hundred) only must be paid only by Demand Draft drawn in favour of Registrar, Tezpur University payable at Tezpur.
4. The rates should be exclusive of GST and applicable GST in % should be clearly indicated.
5. Applicable levies, surcharge and discounts should be clearly indicated itemwise.
6. Quoted rates should be valid at least for a period of 01 year.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
8. The system must be installed at the laboratory, and after installation a basic training must also be provided by the supplier or their Indian counterpart without any additional costs.
9. All the quotations must be accompanied with supporting documents and / or literature.
10. Demonstration may be sought from the vendors for authentication of quoted specification.
11. Details of availability of after sales support will have to be furnished. After sales support, directly from manufacturer and from Assam (Guwahati / Tezpur) will be preferred.
12. The University is exempted from paying Custom and Excise duty.
13. Proprietary items should be quoted with sole Manufacturer/Distributorship certificate.
14. Warranty/Gurantee period should be specifically mentioned in the quotation.



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15. No Advance payment will be made.
16. Performance Bank Guarantee also must be submitted for Major equipments of Indian origin, covering the warranty period from the date of installation.
17. Items of Foreign origin should have Insurance up to installation on site.
18. Irresponsive/incomplete quote will be rejected.
19. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
20. Quoted price should be inclusive of essential accessories and should be CIF Tezpur University, Tezpur
21. Applications for release of EMD should be submitted to the Registrar/ Joint Registrar.
22. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

*Upam*  
11/06/18  
Assistant Registrar (GA)  
Tezpur University

Memo No, TU/11-24/Pur/Qtn/2018-19/ 1126-A

dated: - 11.6.2018

Copy for information to:

1. Webmaster, Tezpur University for uploading the notice in the website.
2. Ms. Veda Yumnam, Department of Social Work, Tezpur University.
3. File

*Upam*  
11/06/18  
Assistant Registrar (GA)