



Guwahati Biotech Park

Technology Incubation Centre, Amingaon

Guwahati- 781 031

GBP/3.3.64/2024-25/5741

DATED: 1-07-2024

NOTICE FOR INVITING QUOTATION

Sealed quotations are invited from the registered firms/authorized dealers/ intending supplier/manufacturers for supply, installation and commissioning of laptop and printer for office use at Business Incubation Centre for Fisheries and Aquaculture (BICFA), Guwahati Biotech Park (GBP) as per specification given in **Annexure I**. The bidder can submit quotation of 2 (Two) items mentioned below. BICFA, GBP can appoint individual/separate bidder for the afore items as per the need and requirement of BICFA project. Guwahati Biotech Park reserves the right to accept or reject any or all of the offers without assigning any reasons whatsoever. Details may be collected from the BICFA, GBP office or may be downloaded from the official website www.guwahatibiotechpark.com under Business/Tender section. Last date for submission of quotation is 15th July, 2024 at 12pm.

<i>Sl. No.</i>	<i>Items</i>	<i>Specification</i>	<i>Quantity</i>
1.	Laptop	Annexure I	1
2.	Printer	Annexure I	1

Sd/-

Chief Executive Officer
Guwahati Biotech Park

TERMS AND CONDITIONS

1. Quotations will have to be submitted in a Sealed Envelope (Financial quote in a separate sealed folder) and should reach the office of the Business Incubation Centre for Fisheries and Aquaculture (BICFA), Guwahati Biotech Park, Amingaon, Guwahati-781031 on or before 15th July, 2024 at 12 pm and NIQ (technical) will be opened on the same day at 2 pm.
2. Late or delayed quotation will not be accepted.
3. Rates quoted should be on Door Delivery at Business Incubation Centre for Fisheries and Aquaculture (BICFA), Guwahati Biotech Park, Amingaon, Guwahati-781031 basis as per the format in **Annexure III**.
4. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
5. Quoted rates must be valid for 45 days from the date of submission of the quotation.
6. Quotation to be submitted in the prescribed format (**Annexure III**) along with bidder's information (**Annexure II**).
 - a. Warranty: The bidder should carry an on-site comprehensive warranty/guarantee of the item for a period of minimum 36 months. It shall be the duty of the contractual firm to replace/repair any of the non-functional parts during the Warranty/Guarantee period. The Tenderer shall invariably state the period of Guarantee/Warranty of the item offered.
 - b. Delivery Time: 2 weeks from the date of issue of Purchase Order.
 - c. Payment Terms: 100% payment shall be made within 1 month from the date of successful delivery and installation of the items.
7. The installation and calibration of the instrument shall be done by qualified technicians having prior experience. The selected bidder shall be fully responsible for any loss, damage, expenses, if any, that may be caused to Business Incubation Centre for Fisheries and Aquaculture (BICFA), Guwahati Biotech Park, Amingaon, Guwahati-781031 due to any defective installation and calibration and such amounts shall be recovered from the contractor.
8. Quotation not confirming to the set procedure as above will be rejected. Conditional, telegraphic quotation shall be rejected out rightly.
9. BICFA, GBP shall not be held responsible for any postal delay in sending or late receipt of quotation.
10. Dealership certificate on the offered products in case of dealers/authorized distributors.
11. Upto date Pan Card, Trade license, GST registration certificate and other relevant documents to be submitted.
12. After sales service: the name and address of the nearest available authorized service centre should be stated in the quotation.

13. Price of quotes meeting the technical specification will only be considered for evaluation (Item wise Price Evaluation).
14. Quoted rates should be inclusive of all taxes.
15. BICFA, GBP, reserves the rights of acceptance or rejection of any or all quotations.
16. Brand/Make etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.
17. The selected Tenderer shall supply, install and demonstrate the instruments within 15 days of receipt of purchase order from Guwahati Biotech Park.
18. The bidder should carry an on-site comprehensive warranty/guarantee of the item for a period of minimum 36 months. It shall be the duty of the contractual firm to replace/repair 2 any of the non-functional parts during the Warranty/Guarantee period. The bidder shall invariably state the period of Guarantee/Warranty of the item offered.
19. List of reputed organizations/institutions where similar orders have been executed (copies work order to be enclosed)
20. Price of optional accessories as required by NIT specifications and also may be relevant for the offered equipment will have to be specifically mentioned in the quotation.

Sd/-
Chief Executive Officer
Guwahati Biotech Park

TECHNICAL SPECIFICATIONS OF THE ITEMS

Sl.No.	Description Of Items	Quantity
1.	<p>LAPTOP</p> <p>PROCESSOR: 12th Gen Intel Core i3 4.4 GHz DISPLAY: LED, 15.6-inch (39.6 cm), 1920*1080P MEMORY: 8GB DDR4, 512GB SSD</p> <p><u>Other Features</u></p> <p>OS: Windows 10, 11 or latest version Graphics: Intel UHD Graphics Weight: 1.5kg or below Software: Inbuilt MS Office, PDF reader, antivirus, latest version Battery: Average life 10-12 hours, Average Standby 6-8 hours Audio Output: Headphone, Speakers Keyboard: Keyboard with numeric keypad Camera: Integrated camera with 1080p Resolution HDMI Option, LAN Option, Projector Connection Option</p>	1
2.	<p>PRINTER</p> <p>CONNECTIVITY: Bluetooth, Wi-Fi, USB 2.0 or latest PRINTING TECHNOLOGY: InkTank/Laser PRINTER OUTPUT: Colour PRINT SPEED: 5-10 ppm (Colour), 10-15 ppm (Monochrome)</p> <p><u>Other Features</u></p> <p>Integrated Scanning and Copy System OS Compatibility: Windows 10, Windows 11, Windows 11 pro, Windows 7, Windows 8, Android, iOS, MacOS 11, MacOS 12 Resolution: Up to 4800 x 1200 or more optimized dpi (Colour), Up to 1200 x 1200 or more rendered dpi (Monochrome) Media Type: Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers Media Size: A4; A5; B5; A6; C6; DL envelope, legal, letter Output: 6,000-12,000 Papers Black & 6,000-10,000 Papers Colour Buttons: Integrated Smart guided buttons</p>	1

GENERAL INFORMATION ABOUT THE BIDDER

To be filled & signed by the authorized signatory of the firm

1.	a)	Name of Supplier/ Firm/ Company	
	b)	Name of contact person with details and mobile number	
2.	Full Address		
3.	E-mail address		
4.	Date of establishment of the firm		
5.	Status of the firm: (Proprietorship / partnership / company etc.) Attach photocopy of certificate		
6.	GSTN No. (Attach photocopy of certificate)		
7.	PAN Number (Attach photocopy of certificate)		
8.	Bank details		

Certified that

1. I / we have read the terms and conditions governing this work and hereby agree to abide by them.
2. The agency (or any of its members) has neither been blacklisted by any central or state government organizations in the last five years or any litigation pending with any of these departments or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

**Name and signature of the authorized
signatory with seal of the firm / company**

FINANCIAL BID**(Separate price quotes for Laptop & Printer)**

Name and address of the firm:

Sl. No.	Items	Make and Model	Basic Price per Unit in Rs.	Taxes (Including all @ ... %)	Freight & Insurance Charges upto place of delivery (if any)	Installation, Commissioning & Training charges (if any)	Any Other levies/charges	Grand Total F.O.R BICFA, GBP Rs (including all taxes)

(Use separate sheet, if the space is not sufficient)

Name and signature of the authorized
signatory with seal of the firm / company