

**Centre for Endangered Languages  
Arunachal Institute of Tribal Studies  
Rajiv Gandhi University, Doimukh**

No. RGU/AITS-CFEL/NEC/2020

Dated 22<sup>nd</sup> April 2021

**NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited for supply of below mentioned items required for the Centre for the Endangered Languages (CFEL), Arunachal Institute of Tribal Studies (AITS), Rajiv Gandhi University, Doimukh as per the details shown below with the following terms and conditions:

Sl. No	Particulars	Detail specifications	Qty
1.	Chair	<b>Brand:</b> Godrej Interio <b>Model:</b> Oxbo Mid Back Chair, Fabric, Black	5
2.	Desk	<b>Brand:</b> Godrej Interio <b>Model:</b> Stylo	5
3.	Laptop	<b>Brand:</b> Acer <b>Model:</b> Acer Swift 3 10 Gen Core i5 14-inch Ultra Thin and Light (8GB/512GB SSD/Windows 10/2GB Graphics/Steel Grey/1.19 kg), SF314-57G	1
4.	Laptop	<b>Brand:</b> Acer <b>Model:</b> Acer Swift 3 Core i5 8th Gen - (8 GB/512 GB SSD/Windows 10 Home/2 GB Graphics) SF314-55G Thin and Light Laptop (14 inch, Sparkly Silver, 1.35 kg)	4
5.	Audio Recorder	<b>Brand:</b> Zoom <b>Model:</b> H4n Pro All Black	2

## TERMS AND CONDITIONS

1. Bidder should have operational office in Arunachal Pradesh / Assam for last 5 years. Documents in support of their existence in Arunachal Pradesh / Assam such as GST registration, PAN card, company registration and trading license must be submitted along with the bid.
2. The rates quoted must be in net, inclusive of taxes, packaging, forwarding, freight, installation (physical only) and all other incidental charges. The price bid should be submitted as per the prescribe format of this "Notice Inviting Quotation" only. Any deviation from the prescribed format is liable to be rejected.
3. Quote the Core price & Tax, Duties, Discount etc. separately. All rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh) with breakup Vague / Ambiguous terms like "Packing, forwarding, clearing, installation charge etc" without mentioning the specific amount shall not be accepted. The taxes / duties / discounts if applicable are to be explicitly and separately shown in the quotation and under no circumstances these components shall be added to the basic price and shown as single price. Bidders shall indicate their rates in clear / legible figures as well as in words and should not contain overwriting.
4. Sealed quotations should be addressed to **"The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh – 791112, Arunachal Pradesh"**.
5. Sealed quotations should be submitted to **"The Coordinator, Centre for Endangered Languages(CFEL), Arunachal Institute of Tribal Studies (AITS), Rajiv Gandhi University, Rono Hills, Doimukh – 791112, Arunachal Pradesh"** before due date and time. No bid shall be accepted / received after the due date and time.
6. An amount of Rs. 2000/- (Rupees Two Thousand) only in the form of DD/Banker's Cheque favoring **Registrar, Rajiv Gandhi University** payable at SBI Itanagar/Naharlagun should be submitted along with the bid as processing fees which will be not be refundable.
7. The bidder should quote the products strictly as per the tendered specifications. NO deviations in the specifications of the items would be accepted. Quotations not adhering to the specification will out rightly be rejected..

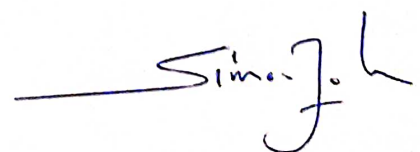


8. The equipment and its components under the purchase order when installed shall be warranted for the quality workmanship trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University. If any item covered under warranty fails the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
9. All the quotations must be supported by the printed technical leaflet / literature and the specifications mentioned in the quotation must be reflected / supported by such printed technical leaflet / literature. For easy reference the model and specification quoted should invariably be highlighted in the leaflet / literature.
10. Dealers or agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
11. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
12. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
13. No unsolicited correspondence shall be entertained after the submission of the offer. The bidders shall make no enquiry during the course of evaluation of the tender until a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry / seek clarification from the bidders. In such a situation the agency shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items in a short notice as such the bidders have to be ready for the same.
14. The items should be delivered within 15 (fifteen) days from the date of issue of purchase order. All aspects of safe delivery shall be exclusive responsibility of the vendor. For sophisticated equipment the package will be opened only in the presence of University representative and vendor's representative. The intact condition of package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
15. Part delivery is not allowed.
16. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected

straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.

17. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
18. Additional terms and conditions will be incorporated in the purchase order if needed to safe guard the interests of the University.
19. Tender is not transferable.
20. Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.
21. The rates/amounts should be indicated in both figures and words. The rates and units shall not be over written. All corrections must be signed in full by the firms.
22. In case of any dispute in respect of the tender all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
23. The University may terminate the bid/supply order in whole/part and forfeit the Bid Security/EMD in case the supplier/vendor fails to meet the terms and conditions.
24. Incomplete proposals and quotations received after due date shall not be entertained.
25. Self-attested copies of valid Dealership Certificate, certificate of GST No. PAN No., and Trading License must be enclosed along with the tender.
26. No payment will be made for unsatisfactory supply.
27. Any offer containing incorrect and incomplete information shall be liable for rejection.
28. Rajiv Gandhi University, Doimukh reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.

**Last date and time for receipt of quotation: 10<sup>TH</sup> May 2021 @ 3Pm**



(Prof.S.Simon John)  
Coordinator, CFEL