

**RAJIV GANDHI UNIVERSITY
RONO HILLS: DOIMUKH**

No.ST-177/F&E/2010 (Vol-II)

Dated the 8th Nov., 2021

NOTICE INVITING QUOTATION

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites sealed quotations for entering into Annual Rate Contract for supply of Air Conditioner as per Annexure-I.

GENERAL TERMS & CONDITIONS

1. Bidder should quote with tender specific authorization letter from respective manufacturer. This authorization letter should be valid till the warranty period exists.
2. Price increase will not be allowed during the period of the rate contract.
3. Documents like GST Registration, PAN Card, Bank Details, Company Registration, Trading License copy should be submitted along with the quotation.
4. Bid Security Security Declaration (Annexure-II) or Earnest Money Rs. 10,000/- (Rupees ten thousand) only should be submitted along with the quotation in the shape of Demand Draft favoring Registrar, Rajiv Gandhi University, payable at SBI Itanagar/ Naharlagun or Bank of Baroda, RGU Campus/Naharlagun.
5. The rate & tax, discount etc. should be mentioned separately and rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh). Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc. Extra" without mentioning the specific amount should not be accepted. The taxes / 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. All the components of taxes, if applicable, should be shown explicitly and separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
6. The quoted rates must be valid for minimum one year from the date of signing the agreement.
7. 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, (A signed Bidder's Warranty has to be submitted along with the Bid Document) 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.
8. 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.



9. Dealers or agents quoting on behalf of Manufacturer must compulsorily enclose valid dealership certificate.
10. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
11. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
12. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till 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 bidder 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.
13. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. 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.
14. Up-to-date Tax clearance certificate. GST registration certificate indicating also the TIN, PAN number of the firm must be clearly mentioned in the quotation. The bidder may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government.
15. 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.
16. Tender is not transferable.
17. Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.
18. The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm
19. 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.
20. The University may terminate the contract/ supply order in whole / part and forfeit the EMD/ PBG incase the supplier/ vendor fails to meet the contractual obligations.
21. A self attested copy of valid certificate of PAN No., GST No., TAN No, Service Tax No. and Trading License must be enclosed along with the tender.

A handwritten signature in black ink, appearing to be 'D. B.', with a long, sweeping horizontal stroke extending to the right.

22. Quotations received without Bid Security Declaration or EMD amount by way of DD in the favour of Registrar, Rajiv Gandhi University will not be considered at all.
23. Payment shall be made after installation of the equipment. No payment shall be made for unsatisfactory supply and installation.
24. Any offer containing incorrect and incomplete information shall be liable for rejection. Rajiv Gandhi University, Doimukh, Itanagar 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.
25. The successful firm will have to execute an agreement on the non-judicial paper of the value of Rs. 50.00 duly signed and stamped.
26. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.

Note :

- i. The sealed quotation envelope should be super scribed quotation reference no. and name of the firm.
- ii. Last date and time of receipt of quotation/tender : **03/12/2021 up to 16.00 hours.**
- iii. The date of opening of tender shall be uploaded on the RGU website.

Sd/- Registrar

Memo No.ST-177/F&E/2010 (Vol-II) /0364
Copy to:

Dated the...15...November, 2021

1. All local authorized dealers/ suppliers.
2. ✓ The Jt. Director, Computer Centre for information and uploading on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.



REGISTRAR

ANNEXURE - I

Particulars	Specification	Offer rate in %
Air Conditioner (Split & Window)	Make, Model & Capacity	

A handwritten signature in black ink, consisting of stylized cursive letters, located to the right of the table.