

SIBSAGAR UNIVERSITY, SIVASAGAR

P.O. Joysagar, Dist.Sivasagar

ASSAM-785665

E-Mail:

Website: <https://sibsagaruniversity.ac.in/>



NOTICE INVITING QUOTATION

Quotation Notification: No. 06/2025

Date: 20/09/2025

Name of the work: "Procurement of All in one Computer, UPS and Extension Board"

Last Date for submission of Quotation: 09/10/2025(11 AM)

Time for completion of work: **20 days**

Address for submission of Quotation: The Registrar

Sibsagar University
P.O. Joysagar, DIST. Sivasagar
Sivasagar-785665, Assam



SIBSAGAR UNIVERSITY, SIVASAGAR

P.O. Joysagar, DIST. Sivasagar, Assam - 785665

E-Mail: sibcoll@rediffmail.com

Website: <https://sibsagaruniversity.ac.in/>

Quotation Notification:06/2025

Date: 10/09/2025

Notice Inviting Quotation (NIQ)

The Sibsagar University, Sivasagar invites sealed quotations affix with Rs.8.25 court fee as per the specification given in this NIQ for the following items subject to the terms and conditions, from the reputed individual firm/agency/company so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to "The Registrar, Sibsagar University, Sivasagar". The envelope shall be superscribed with "**Procurement of All in one Computer, UPS and Extension Board**"

1. Time for completion of Supply after release of Purchase Order: **20 days**
2. Last Date for submission of Quotation: 09/10/2025 (11 AM)
3. **Bid opening Date** : **10/10/2025, 12.30PM**

Address for submission of Quotation: The Registrar

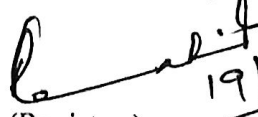
Sibsagar University
P.O. Joysagar, DIST. Sivasagar
PIN-785665, Assam

Kind Attention:

The bid shall be opened on above mentioned date and time. If there is any holiday declared by District Administration, the next date will be the tender opening date.

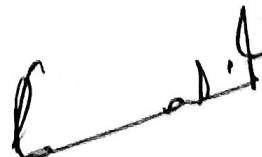
Sibsagar University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Note: Institute shall not be responsible for any postal delay about non-receipt/ non-delivery of the bids or due to wrong address.


(Registrar)
Sibsagar University
19/09/2025

PART A-TERMS AND CONDITIONS

1. The Quotations must be addressed to "The Registrar, Sibsagar University" in the Bidder's letter pad.
2. Name and Address of the Bidder should be clearly mentioned.
3. Intending Bidder should mention their TIN No./GST No./ Trade License and PAN No. Submitting self-attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. Bidder has to quote the rate as per prescribed format in Annexure-II.
5. Rate per unit should be quoted in words as well as in figures.
6. The quoted amount should be inclusive of all prevailing applicable taxes.
7. The items as mentioned in Annexure I need to be supplied at the office of Registrar, Sibsagar University for which no extra charges including transportation will be paid.
8. The Quotations will be valid for 12 (Twelve) months from the last date of submission.
9. If the opening date happens to be a holiday under any circumstances the quotation will be opened on the next working day.
10. Agency shall be responsible until the entire stores/items indented for, is received in good condition. The material should be of standard quality and free from any defect.
11. If any inspected material/items, fail to conform to the specifications, the HoD in charge may reject the material/items and the Agency shall replace the rejected material/items at its own Cost. If the Agency fails to deliver/replace material/items within prescribed time limit supply order will be cancelled.
12. The Envelope should be super scribed with Quotation for **"Procurement of All in one Computer, UPS and Extension Board"**.
13. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
14. The result after scrutiny of quotation will be communicated to qualified Bidder.
15. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the work order. All offered products/ accessories of ISI approved as available in the market.
16. TDS will be deducted from the payment from the selected Bidder.



PART A-TERMS AND CONDITIONS

1. The Quotations must be addressed to "The Registrar, Sibsagar University" in the Bidder's letter pad.
2. Name and Address of the Bidder should be clearly mentioned.
3. Intending Bidder should mention their TIN No./GST No./ Trade License and PAN No. Submitting self-attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. Bidder has to quote the rate as per prescribed format in Annexure-II.
5. Rate per unit should be quoted in words as well as in figures.
6. The quoted amount should be inclusive of all prevailing applicable taxes.
7. The items as mentioned in Annexure I need to be supplied at the office of Registrar, Sibsagar University for which no extra charges including transportation will be paid.
8. The Quotations will be valid for 12 (Twelve) months from the last date of submission.
9. If the opening date happens to be a holiday under any circumstances the quotation will be opened on the next working day.
10. Agency shall be responsible until the entire stores/items indented for, is received in good condition. The material should be of standard quality and free from any defect.
11. If any inspected material/items, fail to conform to the specifications, the HoD in charge may reject the material/items and the Agency shall replace the rejected material/items at its own Cost. If the Agency fails to deliver/replace material/items within prescribed time limit supply order will be cancelled.
12. The Envelope should be super scribed with Quotation for **"Procurement of All in one Computer, UPS and Extension Board"**.
13. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
14. The result after scrutiny of quotation will be communicated to qualified Bidder.
15. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the work order. All offered products/ accessories of ISI approved as available in the market.
16. TDS will be deducted from the payment from the selected Bidder.



17. No consortium will be entertained; only individual firm/ agency/ company will be allowed to quote.
18. All Quotation must be submitted, duly signed by the Bidder.
19. NIQ documents and its Annexure, each page duly stamped and signed by the authorized signatory to be submitted along with all the supportive documents and Quotation.
20. The sealed quotation should be dropped in the tender box kept in the Office of the Registrar, Sibsagar University, Joysagar, Sivasagar-785665.
21. **Payment:** No advance payment will be made. Payment will be made only after the completion of entire work and completion certificate by Tender and Purchase Committee.
22. The University reserves the right to:
 - (i) Accept/reject any/all tenders without assigning any reason thereof.
 - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
 - (iv) Award the contract to one or more tenderers for the items covered by the tender.

(Signature with seal of Bidder)



ANNEXURE-I
TECHNICAL SPECIFICATION

Sl. No	Items	Quantity
1.	Lenovo All in PC with mouse and Keyboard (13 th Generation core i3 processor, 8 GB RAM, 512 GB SSD)	04
2.	V-Guard UPS (Capacity 600VA/300W)	05
3.	Extension Board	04

Handwritten signature

ANNEXURE-II
FINANCIAL BID

Sl. No	Items	Specification	Quantity	Price/unit	Total Price
1	All in PC		18		
2	UPS		04		
3	Extension Board		18		
TOTAL PRICE					

[Handwritten signature]

CHECK LIST

Sl. No	Particulars	Mention 'Yes' / 'No'	Page no.
1.	Whether copy of PAN submitted?		
2.	Whether valid Trade License or Certificate of Incorporation submitted?		
3.	Whether GST Certificate provided?		

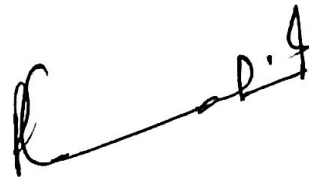
All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

 P. 4