

**OFFICE OF THE MANAGING DIRECTOR  
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR  
GUWAHATI**

Ref. No.: ASTC/HO/PURCHASE/COMPUTER ITEMS/101/2018/

Dtd:

**Short Tender Notice**

Assam State Transport Corporation (A.S.T.C.) invites sealed tenders from the reputed firms for "Supply of 14 sets of Desktops and Printers" at ASTC, Head Office, Paltan Bazar as per specifications provided in the tender documents.

1. Rates are to be quoted per item both in words and figures.
2. Preference will be given to the lowest quoted rate subject to maximum Govt. approved rate.
3. The tender documents will not be issued separately and the same may be downloaded from the ASTC website [www.astc.assam.gov.in](http://www.astc.assam.gov.in) from 01.07.2019.
4. Any new information related to the tender documents will be published in the ASTC website only.
5. Last date for submission of sealed tenders at the office of undersigned is fixed up to 1.00 P.M. of 08.07.2019. The sealed quotations will be opened on the same day at 3.00 P.M.



Managing Director  
A.S.T. Corporation, Guwahati

Memo No.: ASTC/HO/PURCHASE/COMPUTER ITEMS/101/2018/ 1591 Date: -1-7-19  
Copy to:

1. The Chief Accounts Officer, ASTC, HO, Guwahati for information.
2. The Divisional Superintendent, ASTC, ISBT, Guwahati. He is requested to arrange for hanging the Short Tender Notice in the Office Notice Board of ISBT, Guwahati.
3. Office Notice Board, ASTC, Head Office, Paltan Bazar.
4. Office copy.



Managing Director  
A.S.T. Corporation, Guwahati



OFFICE OF THE MANAGING DIRECTOR  
ASSAM STATE TRANSPORT CORPORATION,  
PALTANBAZAR, PARIBAHAN BHAWAN, GUWAHATI- 781008.

**Phone (MD) :- (0361) 2739552(0)**

**Fax:- (0361) 2730726**

**Email :- [astc2009@gmail.com](mailto:astc2009@gmail.com)**

**Website:-[www.astc.assam.gov.in](http://www.astc.assam.gov.in)**

## **ASSAM STATE TRANSPORT CORPORATION**

Progress through Partnership for better Services

### **Short Tender (ST) For Supply of Desktops and Printer**



ST Ref No.: ASTC/HO/PURCHASE/COMPUTER ITEMS/101/2018/1591 DATED: 1<sup>ST</sup> JULY 2019

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## **Disclaimer**

The information contained in this Short Tender (ST) document or information provided subsequently to Bidder or applicants in documentary form by or on behalf Assam State transport Corporation (ASTC), is provided to the Bidder on the terms and conditions set out in this ST document and all other terms and conditions subject to which such information is provided. This ST document is not an agreement and is not an offer or invitation by ASTC to any party other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this ST document is to provide Bidder with information to assist the formulation of their proposals. This ST document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this ST document and where necessary obtain independent advice. ASTC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this ST document. ASTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this ST document. Though adequate care has been taken in the preparation of this Short tender Document (ST document), the Bidder should satisfy them that the Document is complete in all respects.

ASTC nor their employees will have any liability to any prospective Bidder or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this ST document. ASTC reserves the right, without any obligation or liability, to accept or reject any or the entire ST document, at any stage of the process, to cancel or modify the process, or any part thereof, or to vary any of the terms and conditions, at any time, without assigning any reason whatsoever. ASTC reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitations. ASTC nor their employees will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays. ST document will be advertisement inviting Technical and Financial together proposals with the Request for Proposal document being downloadable from the ASTC website.

## 2. ABBREVIATIONS

- ST: Short Tender
- GoA: Government of Assam.
- ASTC: Assam State Transport Corporation
- MD: Managing Director
- HO : Head Office

## 3. SCHEDULE OF Short Tender (ST) PROCESS

The indicative timetable for development of this project is as follows:

| <b>Activity</b>                                | <b>Scheduled Date</b>                  |
|--|--|
| <b>Date of issue of ST</b>                     | 01 <sup>st</sup> July 2019             |
| <b>Last Date for Submission of ST document</b> | 08 <sup>th</sup> July 2019, 1:00 P.M.  |
| <b>Opening Date and Time of ST Bidder</b>      | 8 <sup>th</sup> July 2019 and 3.00P.M. |

## 4. Background Information

### 4.1. Basic Information

- Assam State Transport Corporation (ASTC) invites responses (“Tenders”) to this Short Tender (“ST”) from (“Bidders”) who meet the minimum eligibility criteria as specified in this bidding document for “Procurement of Computer, UPS and Printer for “Assam State Transport Corporation ” this ST, “Scope of Work” (“items supply”).
- Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the dateline WILL NOT be considered in this procurement process.

### 4.2. Background the Director for this Short tender

Selected bidder(s) would be required to provide warranty Support and maintenance services to the supplied Computer, UPS and Printer and peripherals through Service Support in the office of the Managing Director Head Office of ASTC. In this regard, Assam State Transport Corporation (ASTC) would like to invite bids from qualified Bidders to supply said items peripherals as per the “Delivery Schedule” in this bidding document.

### **4.3. About the Department**

Assam State Transport Corporation, the Designated Managing Director Transport for department of transport of Government of Assam, has evolved through years as excellence e-Governance. It has contributed significantly to the steady growth of IT in the state. These items & peripherals will be supplied and delivered at ASTC, Head Office at Paltanbazar, Guwahati-781008 inspection in HO as per the work order.

## **5. Details on Scope of Work**

### **5.1. Scope of Work**

All products should be offered in current production as of the date of the award. For purpose of this contract “current production” shall mean that the equipment model is being manufactured as new equipment for the Indian market. Refurbished equipment is not acceptable. All equipment ordered as stated in the ST must be shipped fully configured with the required memory, components, and selected or specified operating system. The bidder(s) shall not quote and supply any hardware/software that is likely to be declared as End of Service/ Support for twenty-four months from the date of bid submission. If any of the hardware, software is found to be declared as End of Service, Support in the period mentioned above, then the bidder shall replace within 7 days, all such hardware, software with the latest ones having equivalent or higher specifications without any financial obligation to ASTC.

### **5.2. Supply and Delivery of Computer, UPS, Printer and other peripherals**

The selected bidder is expected to carry out all activities covering Supply including delivery, installation of software and documentation, Testing, Quality Inspection in coordination with reparative of MD office at ASTC and other stakeholders of the procurement.

- i. Supply of all the required quantities of items and peripherals having the specifications and in quantities as specified by the purchaser as mentioned in this tender shall be complete in all respect within 30 days of receipt of purchase order. In case of delay in delivery penalty @ 0.5% per week of the total purchase order value upto a maximum of 5% will be charged.
- ii. Conduct 100% Quality inspection and testing and ensure that each and every items and other peripherals complies to the specifications given in this tender and ensure that there should not be any physical damage(s) and shall contain all the required every Hardware and other peripherals before declaring them as “Ready for delivery”.
- iii. The bidder will provide the soft copy and hard copy of both, listing every Hardware (like Monitor, CPU, UPS and Printer )Series and Product code other peripherals serial nos. to ASTC for better monitoring purposes. The vendor must have to provide the Soft copy of Serial and product Code in the official mail of ASTC.

- iv. The Delivery Challan, Inspection Report & Acceptance Note will constitute the Final Acceptance of every product and other peripherals supplied as per the work order.

### **5.3. Roles and Responsibilities**

#### **A. Assam State Transport Corporation (ASTC) :ASTC shall**

- (i) Conduct Pre-Delivery/Post-delivery Inspection
- In-case of Pre-Delivery / Factory Sight Inspection, the bidder has to bear the entire cost including all arrangements except the travel cost which will be borne by OCAC.
- (ii) The Managing Director of Assam State Transport Corporation (ASTC) shall nominate a Committee for selection of bidder
- (iii) Intimate regarding the details of the items will be delivered with the exact quantities to be delivered and the authorized person with mobile number who will receive the materials at Delivery .
- (iv) Authorize the concerned person of Head Office to sign on the Delivery Challan.

### **6. Right to alter Quantities**

ASTC reserves the right to give repeat order to the L1 bidder in Respective Package for maximum upto 50% of ordered quantity, if required, within the tender validity period of 180 days from the last date of submission of bid under same terms and conditions with same Specifications and Rate. Any decision of ASTC in this regard shall be final, conclusive and binding on the bidder. If ASTC does not purchase any of the tendered articles or purchases less than the quantity indicated in the bidding document, the bidder(s) shall not be entitled to claim any compensation.

#### **6.1 Confidential Information**

ASTC and Selected bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

### **7. Payment Terms and Procedure**

#### **7.1. Paying Authority**

The payments as per the Payment Schedule covered herein above shall be paid by ASTC. However, Payment of the Bills would be payable, on receipt of advice/Confirmation for satisfactory delivery/installation/re-installation, and inspection/service report from the authorized official of Assam State Transport Corporation.

## 7.2. Payment Schedules

- i. Before release of any payment, the selected bidder must furnish the Warranty Certificate of all Equipment failing which no payment will be released.
- ii. The selected bidder's request for payment shall be made to ASTC in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- iii. Due Payments shall be made promptly by ASTC, generally within thirty (30) days after submission of an invoice and other supporting documents in order.
- iv. The currency or currencies in which payments shall be made to the supplier/ selected bidder(s) under this Contract shall be Indian Rupees (INR) only.
- v. All remittance charges will be borne by the selected bidder.
- vi. In case of disputed items, disputed amount shall be withheld and will be paid only after settlement of the dispute.
- vii. Advance Payments will not be made.
- viii. Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

## 8. Specification for procurement of Computer, UPS and Printer

### 8.1. DESKTOP PC

| Make: Lenovo, Acer, HP, Dell<br>Model: Standard OEM as per specification below |                  |   |
|--|------------------|---|
| Sl. No.  | Parameter        | Description of Requirement  |
| 1.   | <b>Processor</b> | Intel core i3 8th Generation processor, 3.60 GHz frequency or higher and 6 MB Cache or higher, Four Core. 64 Bit processor. |
| 2.   | <b>Chipset</b>   | As compatible with the processor  |
| 3.   | <b>Graphics</b>  | Integrated HD Graphics or Dedicated HD Graphics Card  |
| 4.   | <b>Memory</b>    | 4GB DDR4 2133 MHz or higher RAM expandable to 16 GB (at least 2 DIMM slots)   |



|            |                           |  |
|------------|---------------------------|--|
| <b>5.</b>  | <b>Hard Disk Drive</b>    | 1 TB 7200 RPM SATA Hard Drive  |
| <b>6.</b>  | <b>Monitor</b>            | 21.5" Full HD LED Monitor with Non-Touch Display Type  |
| <b>7.</b>  | <b>Display Resolution</b> | 1920 X 1080 Pixel or Higher  |
| <b>8.</b>  | <b>Ports</b>              | 1. 1 X VGA/HDMI/ Display Port<br>2. 2 X USB 3.0<br>3. 4 X USB 2.0<br>4. 1 X RJ 45<br>5. 1 X Headphone with Microphone Jack |
| <b>9.</b>  | <b>Ethernet</b>           | Integrated Gigabit Ethernet 10/100/1000  |
| <b>10.</b> | <b>Connectivity</b>       | Wi-fi 802.11 or above, Bluetooth 4.0 or above.   |

|            |                             |   |
|------------|-----------------------------|---|
| <b>10.</b> | <b>Expansion Slot</b>       | PCIeX1, PCIeX16                             |
| <b>11.</b> | <b>Keyboard &amp; Mouse</b> | OEM optical scroll mouse with USB interface |
| <b>12.</b> | <b>Audio</b>                | Integrated HD Audio                         |

## 8.2. UPS

| Make: Any reputed Make                         |                  |                                   |
|--|------------------|-----------------------------------|
| Model: Standard OEM as per specification below |                  |                                   |
| <b>Sl. No.</b>                                 | <b>Parameter</b> | <b>Description of Requirement</b> |
| <b>1.</b>                                      | Backup Time      | <b>15 minutes</b>                 |
| <b>2.</b>                                      | Capacity         | <b>625 VA</b>                     |
| <b>3.</b>                                      | Output Socket    | <b>3</b>                          |
| <b>4.</b>                                      | Output           | <b>230V</b>                       |
| <b>5.</b>                                      | Input Voltage    | <b>220/230V AC</b>                |

## 8.3 MULTIFUNCTION PRINTER (PRINT, SCAN & COPY)

|  |
|--|
| Make: HP   |
| Model: Any model with multifunction facility of print, scan and copy |

Sd/-  
Chief Engineer (A&T)  
Assam State Transport Corporation  
Guwahati