

**EOI Document**  
**For**  
**Supply and Installation of Desktop/Laptop/  
UPS/Laser Printer**



**For**  
**Board of Secondary Education, Assam**

Ref No: SEBA/IT/01/2012/PT-II

Date of Issue: 03/08/2020

Last date of Submission: **14/08/2020 up to 3 P.M.**

# Board of Secondary Education, Assam

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# **Board of Secondary Education, Assam**

## **Invitation of EOI Response**

Board of Secondary Education, Assam henceforth referred as SEBA, invites EOI response from registered Firm/Party for supply and installation of Desktop / Laptop / UPS and Laser Printer at the location mentioned in the scope of work.

Party having experience in supply of similar item with own Dealer/Shop with complete set up are invited. The EOI response of Bidder shall be submitted along with the necessary supporting documents with EMD fee of Rs. 10,000/- ( Ten thousand ) only (Refundable) as per the date and time mentioned in the document.

This EOI document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this EOI document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the EOI the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-  
Secretary  
Board of Secondary Education, Assam  
Guwahati - 21

# Board of Secondary Education, Assam

## EOI Schedule

<b>Sr. No.</b>	<b>Particulars</b>	<b>Date</b>
1.	EOI Publish on	03/08/2020
2.	Last Date of submission of EOI Response	14/08/2020 up to 3 PM
3.	Opening of EOI	16/08/2020 at 3 PM

**EOI Response Submission Procedure:**

- 1) Eligible/Interested Parties will be offered to take part in EOI and details of the EOI will be available in the website <https://sebaonline.org>
- 2) Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand) has to be submitted through Bank Draft, address to “The Secretary, Board of Secondary Education, Assam (SEBA)” payable at Guwahati OR Bank Guarantee of any scheduled / Nationalized Bank and should be submitted with hard copy of the EOI document.
- 3) Other instructions can be seen in the EOI document. All or any one of the parties may be rejected by competent authority.

# Board of Secondary Education, Assam

## **2. General Conditions:**

- I. This Invitation for Bids is restricted to eligible Party having own Dealer/Shop Establishment
- II. Last two years income tax return has to be submitted.
- III. The Party should have minimum 3 years experience in supply of similar items. Necessary supporting documents have to be submitted.
- IV. EOI must be accompanied by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
- V. Rate quoted should be inclusive of everything or Break up may be given.
- VI. The Party needs to submit hard copy of EOI response in sealed envelope will be put in by the parties in the sealed/locked tender box placed in front of the Chamber of the undersigned super-scribing as "EOI response for supply and installation of Desktop/Laptop/UPS/Laser Printer".
- VII. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.

### **VIII. Cost of Bidding**

The Parties shall have to bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.

- IX. The Party is expected to examine all instructions, forms, terms and specifications in the EOI Documents. Failure to furnish all information required by the EOI documents or submission of a EOI not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of its EOI.

### **X. Late Bids :**

Any EOI response received by SEBA after the deadline for submission of EOIs prescribed by the Board, will be rejected and/or returned unopened to the party.

### **XI. Contacting the Purchaser :**

No Party shall contact SEBA on any matter relating to its EOI response, from the time of the opening of the EOI to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's EOI.

**XII. Authorized Signatory:**

The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

**XIII. Signing of Contract**

At the same time as SEBA notifies the successful party that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

**XIV. Delays in the Vendor's Performance**

Selected party has to supply the required items within 7 days of work order issued from SEBA. Failure to supply the material within 7 days of the work order issued, the Earnest Money Deposited (EMD) shall be forfeited and order shall be cancelled automatically.

**3. Prices and Taxes:**

- a. Prices quoted by the Bidder will be valid for 1 month from the date issue of purchase order.
- b. Any Taxes may be borne by the party if applicable.

**While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.**

**4. Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful Party Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the party.

**5. Termination for Default**

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor :

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR

- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**For the purpose of this Clause:**

**"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the EOI.

**6. Selection of Party.**

1. The interested parties may carry out the study of the requirement.
2. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
3. In the event of any dispute or differences in connection with the EOI the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.



# Board of Secondary Education, Assam (SEBA)

## **A. Introduction:**

### **About Board of Secondary Education, Assam (SEBA)**

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends to complete the following :

## **B. SCOPE OF WORK :**

### **1. Supply and Installation of Desktop/Laptop/UPS/Laser Printer**

<b>Sr. No.</b>	<b>Item</b>	<b>Configurations</b>	<b>Qty. (to be supplied at)</b>
1.	Desktop (Make HP)	Core i3, 9 <sup>th</sup> Generation, 4GB DDR4, 1 TB HDD, 19.5" FHD LED, Windows10, wired keyboard & mouse and wi-fi compatible. (3 years onsite warranty)	8 (approx) (at H.O. SEBA)
2.	Laptop (Maketop)	8th Generation Intel® Core™ i3 processor Windows 10 Home Single Language 64 1 TB 5400 rpm SATA 4 GB DDR4-2400 SDRAM (1 x 4 GB) 39.62 cm (15.6) diagonal FHD SVA anti-glare WLED-backlit, 220 nits, 45% NTSC (1920 x 1080) Intel® UHD Graphics 620 Included: Microsoft Office Home and Student 2019	33 (approx)  (at each of the District of Assam)
3.	HP Laser Printer	Including scanning facility of 3(three) different models.	33 (approx) at each District of Assam
4.	HP Laser Printer	Without scanning facility of 3(three) different models of HP	8 (approx) at H.O. (SEBA)
5.	UPS-600VA (Make Elnova/Numeric)		8 (approx) at H.O. (SEBA)
6.	Wi-fi router (Make-DLink)		at H.O. (SEBA)

**Form-A**

**Eligibility Criteria and supporting documents required for Submission of EOI Response:**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting Document Required</b>	<b>Yes/ No and Deviation, if any</b>
1.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with EOI document.	
2.	The Party has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
3.	EMD of Rs. 10,000/- (Ten thousand) <b>[Refundable]</b>	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
4.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
5.	PAN No.	Self-attested Copies PAN Card to be submitted.	

## Commercial BID format

(Only for reference, to be submitted in Company / Party's Letter Head)

Sr. No.	Item	Cost per unit (Complete Break up)	Approximate Maximum Cost
1.	<b>Desktop (Make HP) :</b> Core i3, 9th Generation, 4GB DDR4, 1 TB HDD, 19.5" FHD LED, Windows10, wired keyboard & mouse and wi-fi compatible. (3 years onsite warranty)		Rs. 35,000/-
	Model-1		
	Model-2		
	Model-3		
2.	<b>Laptop (Make HP) :</b> 8th Generation Intel® Core™ i3 processor, Windows 10 Home Single Language 64, 1 TB 5400 rpm SATA, 4 GB DDR4-2400 SDRAM (1 x 4 GB), 39.62 cm (15.6) diagonal FHD SVA anti-glare WLED-backlit, 220 nits, 45% NTSC (1920 x 1080), Intel® UHD Graphics 620 Included: Microsoft Office Home and Student 2019		Rs. 40,000/-
	Model-1		
	Model-2		
	Model-3		
3.	<b>HP Laser Printer with Scanning Facility:</b>		Rs. 18,000/-
	Model-1		
	Model-2		
	Model-3		
4.	<b>HP Laser Printer without Scanning Facility :</b>		Rs. 11,000/-
	Model-1		
	Model-2		
	Model-3		
5.	<b>HP Colour Laser Printer with Scanning Facility</b>		Rs. 35,000/-
	Model-1		
	Model-2		
	Model-3		
6.	UPS-600VA (Make Elnova/Numeric)		
7.	Wi-fi router (Make- DLink)		

***Note : Quote your best price for single quantity of each, actual quantity will be mentioned in the purchase order.***

(Seal and Signature of  
Proprietor/Partner /Chief Executive)

Name :

Date :

Place :