

केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY, KOKRAJHAR
A Centrally Funded Institute under the Ministry of HRD, Govt. of India.
Balagaon, Kokrajhar - 783370 (Assam)

Website : www.cit.ac.in

Notice Inviting Tender

Central Institute of Technology, Kokrajhar (in short – CIT, Kokrajhar) is a Centrally Funded Institute under Ministry of HRD, Govt. of India, imparting Technical Education at Diploma and Degree level. Sealed limited tender are invited for the works of the following jobs for Library Section

- **Tender Enquiry No** : **CIT/PUR/LIBRARY/AUTOMATION/945/2015/1486**
- **Date of Commencement of Collecting of Bidding Document** : **27.02.2020**
- **Due Date & Time** : **13.03.2020 up to 03:00 PM**
- **Date of opening the Tender Document** : **13.03.2020 at 03:30 PM**
- **Cost of tender paper** : **Rs. 1,000/- (non-refundable)**
- **Earnest Money Deposit (EMD)** : **Rs. 5,000/- (Refundable)**

Prospective BIDDERS may collect the Tender Documents from the Registrar, Central Institute of Technology (CIT), Kokrajhar and submit their offers to The Registrar, CIT, Kokrajhar, Balagaon, Kokrajhar – 783370, BTAD, Assam. The cost of tender and EMD shall be in favour of “CIT Kokrajhar” payable at Kokrajhar. The EMD of the successful bidder will be kept with the Institute till the end of the work and unsuccessful bidder shall be returned back within the month from the date of award of work order.

Bids submitted otherwise than the manner prescribed in the Tender document shall be rejected. Tender Calling authority has right to accept or reject the tender (s) without assigning any reason thereof.

Details of the Specifications:

Sl No.	Name of the works	Qty
1.	Tagging of books with required manpower	10,000 Jobs
2.	Data entry work into LMS with required manpower	10,000 Jobs
3.	Pasting of Anti-theft sticker over tags with required manpower for shelving	10,000 Jobs
4.	arranging and shifting of Books	10,000 Jobs

Qualifying Criteria:

1. The vendor must enclose a copy of the certificate from the parent company as being an authorized dealer/distributor of the quoted products. The Quotations received without such valid authorization certificates will be rejected. No sub-authorization will be accepted.
2. Copy of PAN Card.
3. Copy of GSTIN Registration Certificate.
4. Copies of IT Returns in the previous years
5. The sample for price bid format must be followed (**as per Annexure-I**).

Terms & Conditions:

1. CIT Kokrajhar is an academic Institution; the vendor must quote the price keeping in view of the possibility of educational / academic discount (if any).
2. 100% payment will be made only after delivery and satisfactory installation of products quoted. No advance payment will be made for any of the items at any cost.
3. The vendors must submit technical compliance report for the specification of the items quoted. Failing which quotation may be rejected.
4. CIT, Kokrajhar reserves the right to accept or reject any or all quotations without assigning any reasons.

The interested vendors who fulfill above conditions may submit their minimum quotes to the undersigned in a sealed cover by Speed post/ Registered Post or Courier or drop down in the tender box so as to reach this office **on or before 13.03.2020 upto 03:00 PM.**

**Registrar,
CIT, Kokrajhar,
Balagaon, Kokrajhar
Pin-783370, BTAD, Assam**

The envelopes containing quotations must be marked “**TENDER ENQUIRY NO:**

The sealed tenders will be opened at 3:30 pm on **13.03.2020** in the presence of the bidders or their representatives who wish to be present.

Sd/-
Registrar, CIT, Kokrajhar

Annexure-I
Price bid format

SI No.	Name of the works	Qty	Rate per job	Total
1.	Tagging of books with required manpower	10,000 Jobs		
2.	Data entry work into LMS with required manpower	10,000 Jobs		
3.	Pasting of Anti-theft sticker over tags with required manpower for shelving	10,000 Jobs		
4.	arranging and shifting of Books	10,000 Jobs		
Basic Value				
GST (as applicable)				
Grand Total F.O.R. CIT Kokrajhar Value				

Signature & seal of the bidder