



केन्द्रीय आयुर्वेद गवेषणा प्रतिष्ठान, गुवाहाटी  
केन्द्रीय आयुर्वेद अनुसंधान संस्थान, गुवाहाटी

(सी.सी.आर.ए.एस के अधीन, आयुष मंत्रालय, भारत सरकार, नई दिल्ली)

बरसजाई, बेलतला, गुवाहाटी-781028, जिला-कामरूप, असम.

**CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI**

(Under CCRAS, Ministry of AYUSH, Govt. of India, New Delhi)

Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam.

F. No. 2-29/2021/CARI/Ghy/Admin/ 1280

Dated: 20.09.2022

**Tender Notice**

Tenders in the sealed cover are invited under a two-bid system from manufacturers and their authorized dealers/distributors for providing “LAPTOP” and “MacBook Pro” for Central Ayurveda Research Institute (CARI), Guwahati. The tender document containing eligibility criteria, the scope of work, term & conditions, and draft agreement can be downloaded from CCRAS website [www.ccras.nic.in](http://www.ccras.nic.in) and CPPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from 20.09.2022 to 11.10.2022 between 9.30AM to 4.30 PM. The interested manufacturers and their authorized dealers/distributors are required to submit the bids at the office of “Central Ayurveda Research Institute, Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam, by or before on 11.10.2022”. The Tender Documents are non- transferable. Any future clarification and/or corrigendum(s) shall be communicated through the Assistant Director on the CCRAS website: [www.ccras.nic.in](http://www.ccras.nic.in).

Assistant Director, Incharge  
CARI, Guwahati

**General Information**

<b>a)</b>	Last date and time of submission of tenders	<b>11.10.2022 Till 4.30 PM</b>
<b>b)</b>	Time and date of opening of Technical Bid of the Tender	<b>12.10.2022 at 11.00 AM</b>
<b>c)</b>	Time and date of opening of Financial Bid of the tender	<b>17.10.2022 at 11.00AM</b>
<b>d)</b>	Place of opening of the tender	<b>Central Ayurveda Research Institute Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam</b>



**TENDER FORM**

**Name of the firm/Agencies :**

**Bidder Details**

Full Name :

Address :

Contact Number :

E-mail :

**GST No. :**

**PAN No. :**



## TERMS AND CONDITIONS

### (A) Information and Conditions relating to Submission of Bids

1. The tender document containing eligibility criteria, the scope of work, terms & conditions, and draft agreement can be downloaded from CCRAS website [www.ccras.nic.in](http://www.ccras.nic.in) and CPPP website [www.eprocure.gov.in](http://www.eprocure.gov.in) from **20.09.2022** to **11.10.2022** between 9.30 AM to 4.30 PM.
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover- I containing "**Technical bid**" and sealed Cover -II containing "**Financial Bid**" should be placed in a third sealed cover super-scribed "**Tender for Laptop and MacBook Pro**" should reach **Central Ayurveda Research Institute, Guwahati-28** by or before **4.30 PM** on **11.10.2022**. The Technical Bids shall be opened at **Central Ayurveda Research Institute, Guwahati-28** in presence of the bidders or their authorized representatives who choose to remain present. The tenders received after the due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. All the duly filled/completed pages of the tender should be given serial/page number on each page and signed by the owner of the firm or his Authorized signatory with seal. In case the tender is signed by the Authorized signatory, a copy of the power of attorney/authorization shall be enclosed along with tender (**Annexure-II**). A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.
4. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be **rejected**.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting** is permitted in the Technical Bid as well as in Financial Bid unless authenticated by full signature of the bidder. Any omission in filling the column of the Financial Bid form (Schedule of Rates) shall debar a tender being considered. Rates should be filled up carefully by the Tenderer. All corrections in the schedule must be duly attested by full signature of the Tenderer. The corrections made by using fluid and overwriting will not be accepted and tender would be **rejected**.
6. The successful bidder has to accept the Letter of Award within 03 days. If not accepted, after 03 days, the Award of letter will be treated as cancelled.
7. If the successful bidder fails to supply the equipment within 07 (seven) days of Letter of Award unless a time extension has been granted by Central Ayurveda Research Institute, Guwahati-28 or fail to comply with any of the terms and conditions of the contract or fail to sign the contract, the Letter of Award will be treated as cancelled.



8. The bid shall be valid and open for acceptance of the competent authority for 30 (thirty) days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender or any ground by bidders shall be entertained.
9. To assist in the analysis, evaluation and computation of the bids, the Competent Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
10. After evaluation, the work shall be awarded to the agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with all the Acts/provisions stated/referred to for adherence in the tender.

**(B) Other Terms and Conditions of the Tender**

1. All the rates should be mentioned in Indian national currency (INR) only.
2. Rates quoted should be inclusive of all applicable taxes, levies, freight, packing, forwarding, postage insurance, and delivery at Central Ayurveda Research Institute, Guwahati.
3. In case of imported items/equipment the rates should be quoted in the light of exemptions enjoyed by research institutions, otherwise BID will be considered as invalid. The Institute is registered with Department of scientific & Industrial Research (DSIR) for the purpose of availing custom duty exemption and the necessary certificates/forms can be issued by the Institute.
4. Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/Telex/Fax offers will not be considered and cancelled straightway.
5. If the price of the contracted articles is/are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
6. The time for the date of delivery/dispatch stipulated in supply order be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the Institute may also cancel the supply.
7. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the

goods if the same are not found in accordance with the required description/specifications and liquidated damages shall be charged.

8. In case the Tenderer, whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (CARI, Guwahati) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and the calculated on the basis of rates quoted by Tenderer.
9. The name and/or quantity of the item(s) mentioned is approximate and is subject to increase/decrease at the discretion of the competent authority of CARI, Guwahati. The payment would be made for actual supply taken and no claim in this regard should be entertained.
10. Where the specifications are as per Tenderer's range of product & Tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm (as per **Annexure-III**). It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with out required specifications as per given in **Annexure-I**.
11. It must be mentioned clearly whether Tenderer is a manufacturer/sole distributor/sole agent for the items for which he is quoting Assemblers of Equipment are not eligible to participate in tender.
  - a. **Manufacturer** must add a certificate of original equipment manufacturer (OEM) and item(s) manufactured by them as per range of products.
  - b. **Sole Distributor** must add a certificate that they are the sole distributor of the Item for which they are quoting enquiry & item is/are their proprietary Item in India. The rate certificate is also required from the sole distributor that the rates quoted are the same as they quote to other State/Central Govt./reputed Private Organization and DGS&D rate for the similar item(s) and these are not higher than those quoted by them.
  - c. **Authorized agents** must add authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals in proforma given in **Annexure- II** duly supported by an undertaking that they are quoting Rates on behalf of them. The authorization letter must give/mention the purpose for which it is allowed. The validity of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.
12. **Performance Certificate**: A Certificate about satisfactory performance & quality of after sales service of the equipment duly authenticated by the HOD/MS of the Institution must be furnished as per **Annexure- III**. Installation report/user list will not be considered as Performance Certificate.





13. The Tenderers should submit photocopies of the GST registration number, Income Tax return of last Three years and Balance sheets of last Three years in Technical Bid.
14. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing which the tender will not be considered. The Tenderer must also mention whether the goods are imported/indigenous. Descriptive literature/catalogues must be attached with the tender in original failing which tender may be ignored.
15. Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rise to any claim by supplier and purchaser one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any status and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war(whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to *force majeure*.
16. Payment Terms: No advance payment will be provided by this Institute. Payment will be issued after the receiving of(a) Delivery receipt of material in good condition.
17. The Courts at Guwahati alone and no other Court will have the jurisdiction to try the matter, dispute or difference between the parties arising out of this tender/supply Order/contract.
18. The competent authority reserves the right to cancel the tendering process at any stage without assigning any reason. No communications in this regard will be entertained.

I/We hereby accept the terms and Conditions given in the tender.

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**(Signature & Stamp of the bidder)**

*Note- Please sign each page of document including terms & conditions & tender.*

**TECHNICAL BID**  
(In separate sealed Cover-I super scribed as "Technical Bid")

1.	Name & Address of manufacturer and their authorized dealers/distributes/Agency with phone number, email, name and telephone/mobile	
2.	Specify your firm/company is a manufactures/authorized dealer/distributor/Agency	
3.	Name, Address & designation of the authorized person (sole proprietor/Partner/Director)	
4.	Please attached copy of Income Tax Return of last three years ( <i>duly certified by Chartered Accountant</i> )	Attached/Not attached
5.	Please attached balance sheet ( <i>duly certified by Chartered Accountant</i> ) for last three (3) years	Attached/Not attached
6.	PAN No. (Please attach copy)	Attached/Not attached
7.	GST Registration Number (Please attached copy)	Attached/Not attached
8.	Acceptance of terms & conditions: Please sign each page of terms & conditions with company seal and attach separately with technical bid.	Attached/Not attached
9.	Power of Attorney/authorization for signing the <b>bid (Annexure-II)</b>	Attached/Not attached/NA
10.	Please submit an undertaking on Company's letterhead that no vigilance case or court case is pending against the firm/supplier.	Attached/Not attached
11.	Please furnish an undertaking on Company's letterhead indicating that they have not supplied that said equipment to any individual, Govt. or private Institution at a rate lower than the quoted rate.	Attached/Not attached
12.	Technical details of the quoted items with reference to tender specifications as mentioned under <b>Annexure-I</b> . Mentioning clearly make, model, catalogue number/part number of the equipment offered ( <b>Annexure-III</b> ). Attach a Catalogue/literature and underline or highlight the catalogue number/part number offered.	(Attached Technical detail/specification sheet to attached)
13.	Declaration by the Bidder/Tenderer ( <b>Annexure-IV</b> )	Attached/Not attached
14.	Tender Form Details	Attached/Not attached

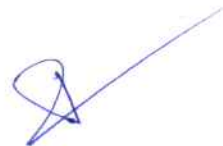


**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of Tenderer with Seal)**

Name:  
Address:

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'A' followed by a long horizontal stroke extending to the right.

**FINANCIAL BID**

**(In sealed Cover-II super scribed "Financial Bid")**

To.

Assistant Director, Incharge  
Central Ayurveda Research Institute,  
Guwahati-28

Dear Sir

Our **item-wise** (with catalogue number/ part number) quoted rate for supplying the Laptop and MacBook at CARI, Guwahati is given below.

<b>Instrument Name</b>	<b>Make/Model/Part Number/Catalogue</b>	<b>Qty.</b>	<b>Cost (Rs) (excluding tax)</b>	<b>Tax</b>	<b>Total</b>
Laptop		01			
Laptop (14 inch)		03			
MacBook Pro		01			

- As per Annexure-I

**Declaration by the Bidder:**

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the Tender document regarding the purchase of equipment for CARI, Guwahati. I/we agree to abide them.
2. No other charges would be payable by the Client and there would be no increase in rates in accessory, references standards, consumables, etc. during the Contract period.

Place:..

Date:

**(Signature of Bidder with Seal)**

Name

Seal

Address

**TECHNICAL SPECIFICATIONS FOR REQUIRED OFFICE  
EQUIPMENTS**

SL NO.	ITEM	SPECIFICATIONS	QUANTITY
1	Laptop	<p><b>Processor:</b> 10<sup>th</sup> Generation Intel Core i7-10750H Processor (6 Cores/12 Threads, 2.60 GHz, up to 5.00 GHz with Turbo Boost, 12 MB Cache)</p> <p><b>Operating System:</b> Windows 10 Pro 64</p> <p><b>Memory:</b> 16GB DDR4-3200MHz (SoDIMM) (2 x 8 GB)/ 32GB DDR4-3200 MHz (SoDIMM) (2 x 16 GB)</p> <p><b>Storage:</b> 1 TB SSD M.2 2280 PCIe TLC Opal</p> <p><b>Display:</b> 43.94 cms (17.3) FHD (1920 x 1080) IPS Anti-Glare 300nits Non-Touch.</p> <p><b>Graphic Card:</b> NVIDIA Quadro T2000 4GB GDDR6</p> <p><b>Software:</b> Adobe Photoshop CC, Adobe Illustrator CC, Adobe InDesign CC, Adobe After Effects, Corel Draw and Microsoft Office</p>	01
2	Laptop	<p><b>Processor:</b> 10<sup>th</sup> Generation Intel Core i7-10750H Processor (6 Cores/12 Threads, 2.60 GHz, up to 5.00 GHz with Turbo Boost, 12 MB Cache)</p> <p><b>Operating System:</b> Windows 10 Pro 64</p> <p><b>Memory:</b> 8 GB DDR4</p> <p><b>Storage:</b> 512 TB SSD</p> <p><b>Display:</b> 14 inch</p> <p><b>Software:</b> Microsoft Office</p>	03
3	MacBook Pro	<p><b>16-inch MacBook Pro:</b> Apple M1 Max chip with 10-core CPU and 32-core GPU, 1TB SSD-Space Grey (RAM upgrade up to 32 GB)</p> <p><b>Magic Mouse</b></p> <p><b>MacBook Charger</b></p> <p><b>MacBook USB Connector</b></p> <p><b>Headphone professional</b></p> <p><b>Lacie Hard Disk- 4 TB (USB type C)</b></p> <p><b>Software:</b> FCP 10, DaVinci Resolve, Adobe Photoshop CC, MS Office and Handbrake</p>	01



**AUTHORIZATION CERTIFICATE**

To,  
Assistant Director, Incharge  
CARI, Guwahati

Respected Sir,

Authority letter against Tender No. \_\_\_\_\_ due on  
\_\_\_\_\_ item quoted \_\_\_\_\_

We, M/s \_\_\_\_\_ Who are established & reputed manufacturers  
of \_\_\_\_\_ having Factory at \_\_\_\_\_ & hereby  
authorize M/s \_\_\_\_\_ (Name & address of agent) to bid, negotiate &  
conclude the contract with your Institution against above tender for the above goods manufactured  
by us.

Yours faithfully,

(Signature & Name of manufacturer/Dealer with address & Seal)

**Note:** This letter of authorization should be on the letterhead of the dealer/manufacturing concern & should be signed by a person competent & having the authorization to issue the said certificate on behalf of the manufacturing firm. The said certificate should also bear the signature of participating bidder as a witness.



**Declaration by the Bidder/Tenderer**

I ..... daughter/son/wife  
of Shri ..... Proprietor/Partner/Director  
/Authorized Signatory of ..... competent to sign this declaration  
and execute this tender document.

1. I/we have carefully read and understood all the terms and conditions of the tender No. .... Dated:..... and hereby convey my/our acceptance of the same. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
2. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding purchase of Office Equipment at CARI, Guwahati. I/we agree to abide them. I/ we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. No other charges would be payable by Client and there would be no increase in rates during the contract period.
3. Bid Security Declaration  
(i) That if I/we withdraw or modify our bids during the period of validity etc. I/we will be suspended for the period of one year in the tender floated by CARI Guwahati.

Date:

Signature of bidder/tenderer

Place:

Name:

Designation:

Seal:



**Technical Compliance cum Deviation Statement Form**

To,

The Assistant Director, Incharge  
CARI, Guwahati

Respected Sir,

Following are the particulars of the compliance and deviations with complete catalogue No., Part No. and Serial Number has been highlighted or underlined as per the requirements of the tender specifications. Please consider it.

S. No	Tender Specification	Catalogue No, and Part No. (Highlight or underline same in Catalogue attached)	Comply Doesn't Comply	Deviation with Remark

With the submission of this, I/we undertake that no false claim has been done and I/we will be responsible for any kind of fabricated and false statement.

Yours faithfully

(Signature &amp; Name of manufacturer with address &amp; seal)





**CONTRACT AGREEMENT FORM (Format)**

(To be made on Rs. 1000.00 Non-Judicial Stamp Paper)

This Agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ 2022 between CARI, Guwahati on one part, and M/s.....Agency for

**WHEREAS** the Rate Contracting Authority invited bids for certain goods and ancillary services viz. EQUIPMENTS (Brief description of goods" and services) and has accepted a bid by the supplier for the supply of those goods and services.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract referred to
2. The following documents shall constitute the contract between the Rate Contracting Authority and the supplier, and each shall be read and construed as an integral part of the contract
  - a. This contract agreement:
  - b. All the terms and conditions of contract:
  - c. Technical Specifications:
  - d. The supplier's financial bid
  - e. The Rate Contracting Authority's notification of rate contract (Letter of award).
3. This contract shall prevail all other contract documents. In the event of any discrepancy or inconsistency with the contract documents, then documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.
5. The Purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under: -

S. No.	Name of the Item with make, model and catalogue	Quantity	F.O.R. Rate per Unit (Rs)*



\*The above rates are inclusive of excise duty, transportation, insurance, inspection & testing charges and any incidental charges, but exclusive of GST.

6. The prices shall be valid for six months from the date of agreement, unless revoked and thereafter for a further period as agreed upon mutually.
7. The suppliers are not authorized to supply material directly to any state Govt./Semi Govt/ Any other organization on the rate lower than the rate contract.
8. The supplier shall supply the goods directly to the indenter/purchaser at the address given in the supply order.
9. The supplier shall raise bills directly in the name of indenting officer/purchaser against the supplies made directly by them to the indenter's satisfaction in compliance with the conditions contained in the supply order.
10. The supplier shall receive payment against its bill after all the necessary verifications and installation of equipments. No advance payments will be made in any circumstance.
11. The supplier shall carefully read all the conditions of tender for supply of equipment and accept all terms and conditions in the tender document. Signing this contract means that the supplier has read all the terms and conditions and abide by it.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written. That, in token of this agreement, both parties have today affixed their signature at Guwahati. Signed, Sealed and delivered by the Said (For the RATE CONTRACTING AUTHORITY) **CARI, Guwahati.**

Witness:

- 1.
- 2.

**AGENCY (Name and Details)**

Witness:

- 1.
- 2.

