



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

NOTICE INVITING QUOTATION (NIQ)

ET-NIQ-5627.....-DT-20.02.2020.

Online bids in Single Bid System are hereby invited from interested bidders for designing, customization and alteration of existing circular space in the second floor of HSS Complex, Tezpur University, for a gallery to display the artworks of Shri Neel Pawan Baruah, Humanities and Social Science, Tezpur University renowned artist of Assam.

Please read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in).

Items:

SL No	Item/Job	Approximate Unit Value in Rs
1.	Modern Art of Museum (Designing, Customization and Alteration of existing circular space for a gallery to display artworks)	17.0 lacs

(Detail Requirement and BoQ are attached/uploaded separately)

General Information about the NIQ

Last date and time for submission of Bids: 27.02.2020 (2.00 PM)

Date and Time of opening of Bids: 28.02.2020 (4.00 PM)

Place of Opening of Bids: Tezpur University

Eligibility criteria for the interested bidder:

1. The bidder should have good experience in respect of Design & Display of Museum or Art Gallery in government establishments, like universities or other institutions. They must produce proof of such works, along with their application, in the North East India, preferably Assam.

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2. The bidder should have resources to undertake the work and complete it within a period of 25 days after receiving the work-order.
3. The bidder must provide a proper concept note on the presented original design/drawings along with measurements.
4. The bidder must submit a detailed resume of their previous completed works of aesthetic significant – on original design.
5. The bidder must provide a miniature model of part of the tendered work at their own cost.
6. Party must have necessary registration/trade licence and registration under applicable taxes prescribed by the government.
7. The bidder must be a registered firm or company with operational branch at Tezpur / Guwahati / Jorhat or within 200 kms radius from Tezpur University.
8. The bidder should be a designer/have a designer having recognized qualification in the field of Fine Arts who would do the designing.

Terms and Conditions:

1. The bidder must guarantee the quality of materials and the finished product.
2. The bidder must agree to provide 10 % security for a period of One Year from date of completion.
3. No advance payment will be considered.
4. The bidder must accept digital transaction in respect of payment.
5. In addition to the quotation of rates, the bidder must come for **an interview**, when contacted, along with their **work-plan, explanatory drawings** and **moquette** (scale model) of representative portion(s) of the tendered work.

Interested bidders may visit the site as and when required.

The details of job to be done are annexed below.

Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Banker Cheque) for ₹ 5000.00 (Rupees Five Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. ii) A non-refundable application (quotation/participation) fee of ₹ 5000.00 (Rupees Five Thousand) only must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur. iii) The original copies of the EMD & Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for ET-NIQ-.....5627.....DT-20.02.2020" addressed to the Joint Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.

Joint Registrar
Tezpur University



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INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a

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confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

Joint Registrar-GA
Tezpur University

Technical Specifications cum Compliance Report
(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

Item	Specification	Complied (Yes/No)	Remarks if any,
Plywood Panelling – 9 Nos of wall area	<ol style="list-style-type: none"> 1. Plywood panelling work to be executed over the grilled surface without disturbing the existing structure at maximum of 10 ft. height (approx.). 2. The joints of the plywood must be properly secured from passage of exterior light beam and air flow. 3. The backside of the panels, visible through the grills, needs to be designed synchronizing with the central theme of the gallery. 4. The surface should be properly treated with wall-care putty/primer. 5. The ply panels therefore need to be painted in matte finish to create a neutral background. 		
SS/MS Frame Work	<ol style="list-style-type: none"> 1. A heavy MS structure of 20-inch top-height in box shape needs to be installed in the floor and it should be attached to the wall. 2. The box must be covered on the top and side with ply-wood of required thickness. 3. A toughened glass box (jointless in the front side) for each display segment will be installed on the edge of the box-shaped MS framework. 4. The glass-box will be secured with SS (Stainless Steel) framework of required measures- at least 35 mm in the lining of the box. 		
Toughened Glass box	<ol style="list-style-type: none"> 1. A superior quality box of at least 8 mm thickness toughened glass with clear visibility need to be installed in each display segments. 2. The boxes should be air-tight at possible optimum level to secure the displayed paintings/sketches from dust and moisture. 		
Lightings	<ol style="list-style-type: none"> 1. The displayed objects should be properly illuminated from the top and bottom of the glass box. 2. The sources of the light must be hidden from the viewer's eyes. 3. The intensity of the lights must be healthy for the objects despite giving proper illumination. 		

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Signage/Boards	<ol style="list-style-type: none">1. The placement of the signages needs to be executed as prescribed by the expert team in due course of time.2. Back-lit letters of different sizes may be required.3. Signage in the outdoor will be hanging or standalone and placed appropriately with prescribed design.		
Digital Display	A 32-inch digital monitor compatible with memory sticks and USB drive for displaying purpose needs to be installed inside.		