অসম দক্ষতা বিশ্ববিদ্যালয়
Assam Skill University
(A State University established under Assam Act No. IX of 2020)
[Recognised Under Section 2(f) of the UGC Act, 1956]
[AICTE Approved Id – 1-44753529533 and HEI Code - U-1372]

No. ASU/EE/DPC/P-1/2026/55 **Dated: 20 November 2026**

Notice Inviting Quotations

Sealed proposals affixing court fee stamp of Rs.8.25 (Rupees Eight and paise twenty-five only) in single bid system are hereby invited from reputed entities for supply of Laptop at Assam Skill University, Mangaldai, Darrang, Assam as per Eligibility Criteria, Terms & Conditions, Scope of Work and formats given below:

1.0 CONDITIONS FOR BID SUBMISSION:

1. Single envelope containing the Eligibility Criteria Requirements and the Price Bid, should be submitted. The envelope should be sealed and stamped and super scribed "***Supply of Laptop at Assam Skill University, Mangaldai, Darrang, Assam – DO NOT OPEN BEFORE 02:30 PM ON 10th December, 2026".***
2. All documents submitted must be signed and stamped by the authorized signatory of the bidder.

2.0 ELIGIBILITY CRITERIA:

The following documents need to be submitted for eligibility of Bidders:

1. Certificate of Incorporation/ Partnership deed, if applicable.
2. Copy of PAN Card.
3. Copy of GST Registration.
4. Copy of valid Trade License.
5. Copy of executed Purchase Orders (PO)/Work Orders relating to supply of electronic items to Schools, Colleges, Universities, Government Departments, PSU, Reputed Private Sectors, statutory bodies where the majority stakeholder is Government, Private or Government educational or vocational training institutions.

3.0 TENDER DOCUMENT FEES AND EARNEST MONEY DEPOSIT:

The Proposal/Quotation must be accompanied by Tender Document Fee of Rs. 500 (Rs. Five Hundred) only (nonrefundable) in the form of a demand draft drawn in favour of the "**Assam Skill University**" payable at **Mangaldai** and Earnest Money Deposit of Rs 3,000/- (Rupees Three Thousand) only (refundable) by Demand Draft / Pay Order / Bankers' Cheque (and not in any other form) drawn in favour of the "**Assam Skill University**" payable at **Mangaldai** is to be deposited with the bid. Both the Tender Document Fee and the EMD shall be submitted along with the bid. Tender Document Fee or EMD submitted by way of cheque shall be rejected. Submission of Tender Document Fee or EMD in the form of Bank Guarantee shall not be permitted.

4.0 Proposal Evaluation Methodology:

1. The Proposals will be evaluated on the basis of Least Cost Selection (LCS) method.
2. The proposals received will be first evaluated for meeting of the Eligibility Criteria Requirements. Financial Proposals of only the Eligible Bidders will be considered for further evaluation.

3. The **lowest evaluated total price (L1)** among technically eligible bidders will be selected.

5.0 Scope of Work:

The selected supplier shall arrange for supply of the laptop as per details given in Annexure I.

6.0 WORK IMPLEMENTATION SCHEDULE:

The supply has to be completed within 10 (Ten) days of issue of work order, failing which the work order shall be automatically stand cancelled and ASU will not be liable for payment of any charges etc.

7.0 WARRANTY:

Applicable as per respective manufacturer's terms and conditions.

8.0 FINANCIAL BID:

The Bidder shall submit the Financial Bid as per items and details given in Annexure II.

9.0 OTHER TERMS:

1. Payment shall be made only after successful completion of the work.
2. Taxes, as applicable, will be deducted from bills while making payments.
3. Rates quoted should be inclusive of Indirect Taxes.
4. Any disputes arising out of the contract shall be subject to jurisdiction of Courts of Mangaldai only.

10.0 OTHER INFORMATION OF THE NOTICE INVITING QUOTATION:

1. **Last Date and Time of Bid Submission**: 02:30 PM on 10th December, 2026.
2. **Time of Bid Opening**: 02:30 PM ON 10th December, 2026.
3. **Time of Financial Bid Opening**: Immediately after evaluation of eligibility criteria of the bids received.

Registrar,
Assam Skill University
Mangaldai, Darrang, Assam

Memo No. ASU/EE/DPC/P-1/2026/ **Dated: 20 November 2026**

Copy to –

1. Programmer cum System Analyst for upload in the University Website.
2. Notice Board for display.

Registrar,
Assam Skill University
Mangaldai, Darrang, Assam

Annexure I

Scope of Work

Sl. No.	Particulars	Specification	Quantity
1.	Laptop	Supply of Laptop equipped with Intel® Core™ Ultra 7, 255H Processor, 16 GB DDR5 RAM, 512 GB Solid State Drive (SSD) for storage, 15.6-inch Full HD (FHD) Anti-Glare Display, Backlit Keyboard, Dedicated Microsoft Copilot Key for AI-enabled functionality, Pre-installed Genuine Windows 11 Home 64-bit operating system, Microsoft Office 2024 with perpetual licence; all software and licence costs shall be included in the quoted price and no additional payment shall be made by Assam Skill University towards the operating system, Microsoft Office, activation or any associated software charges, and Approximate Weight of 1.66 kg	1 no.

Annexure II

Form of Price Bid

	Particulars	Specification	Quantity	Rate	Amount
	Laptop	Supply of Laptop equipped with Intel® Core™ Ultra 7, 255H Processor, 16 GB DDR5 RAM, 512 GB Solid State Drive (SSD) for storage, 15.6-inch Full HD (FHD) Anti-Glare Display, Backlit Keyboard, Dedicated Microsoft Copilot Key for AI-enabled functionality, Pre-installed Genuine Windows 11 Home 64-bit operating system, Microsoft Office 2024 with perpetual licence; all software and licence costs shall be included in the quoted price and no additional payment shall be made by Assam Skill University towards the operating system, Microsoft Office, activation or any associated software charges, and Approximate Weight of 1.66 kg	1 no.		
Total:					
Add: GST @ ___%					
Grand Total (in figures):					
Grand Total (in words):					