

REQUEST FOR PROPOSAL

FOR

RATE CONTRACT

FOR SUPPLY OF IT EQUIPMENTS

FOR

ASSAM SKILL DEVELOPMENT MISSION

NAYANTARA, SIXMILE

GUWAHATI-781022





GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE:: GUWAHATI-781022

Memo No. ASDM 317/2018/34

Dated: 25/04/2018

TENDER NOTICE

RATE CONTRACT FOR SUPPLY OF IT EQUIPMENT

Sealed tenders affixed with non-refundable court fee stamp of Rs.100/- (Rupees One Hundred only) are invited from reputed dealers/OEMs for supply and installation of Laptop, Desktop and Printers to the Assam Skill Development Mission as and when required.

All interested bidders may download the detailed tender from the collect the tender papers from the website www.asdm.assam.gov.in.

The last date for receipt of tenders is 2 pm of 16th May, 2018 and these would be opened in the presence of the tenderers or their authorized representative(s) if any who may like to be present on the same day **at 3:00 p.m.**

SD/-
Mission Director
Assam Skill Development Mission
Assam, Guwaahati-22

Memo No. ASDM 317/2018/34

Dated: 25/04/2018



**GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
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Affix Court Fee Stamp of Rs. 100/- here



Section I: Scope of Work & Instructions to Bidder

1.

Scope of Work:

- a. The specifications of the equipment required is mentioned at Annexure I.
- b. The selected vendor will have to supply the equipment at ASDM, install and commission the same and ensure maintenance services for the product for the warranty period.
- c. The vendors qualifying technically and quoting the lowest for a particular equipment will be awarded the Rate contract for that equipment.
- d. The actual order will be as per the requirement of ASDM at a later date.
- e. A bidder can quote for all or some of the items as mentioned in Annexure I.
- f. Bidder quoting for Printer or MFD is mandatorily required to quote for the respective consumables. A bidder who has quoted for printer without consumables will be rejected.

2.

Eligibility criteria:

- a. The bid is open to any one of the following:
 - A. Companies that are incorporated in India
 - B. Partnership firm, including Limited Liability Partnerships
 - C. Sole Proprietorship firm
- b. The bidder should have an annual turnover of Rs.5.00 cr on an average in the last three financial years of 2014-15, 2015-16 and 2016-17. CA certificate needs to be enclosed stating the turnover for the three years in Format 4.
- c. The bidder shall be an authorized dealer of IT products or OEM of the product and should be able to provide service of repair and maintenance. Bidder needs to submit a letter of Authorization from the OEM as per Format 3.
- d. The bidder should have executed atleast 3 work orders for supply of IT equipment to a Govt. Department/ Govt. Corporation/ any other agency of the State or Central Government in Guwahati in the last 3 years with a Purchase order value of more than Rs. 20 lacs each. The date of the Work order should be after 1.1.15. Proof of completion of the Purchase order needs to be submitted. The details should be mentioned in Format 5.
- e. The bidder should have a place of business in Guwahati. The bidder should submit a copy of valid Trade License.
- f. The bidder has to provide GST registration number and PAN numbers. Copy of the GST registration certificate & PAN must be enclosed.
- g. The bidder /bidders firm must not be black listed / terminated out of turn by Govt. Deptt./ or by any PSU in the past. An undertaking needs to be provided in the

prescribed Format 6.

- h. All the formats should be signed by a person who has been authorised to sign such documents on behalf of the bidder. The proof of authorisation needs to be submitted along with the bid documents. In case of a Company, the Board resolution must be submitted as proof of authorisation.

3. Schedule for invitation of tender:

1	Date & time of commencement of downloading of tender documents	27 th April, 2018 10:00AM
2	Last date & time for downloading of tender documents	16 nd May, 2018 at 2:00 PM
3	Last date & time for submission of tender documents	16 th May, 2018 at 2:00PM
4	Date & Time for opening of Bid	16 th MAY 2018 at 4:00 PM
5	Place of issue of tender document, tender submission and opening of Technical & Financial Bids.	Office of the Mission Director, Assam Skill Development Mission, Nayantara Building(5 th Floor), Sixmile Guwahati-22

4. Delivery Schedule:

The delivery shall be as per the Delivery Schedule in the Purchase Order. However it shall not exceed 7 days from the date of PO. The delivery shall be made at the registered office of ASDM. The price quoted in Format 7 shall be on FOR basis to ASDM registered office.

5. Tender Validity:

The tender submitted shall be valid for a period of 120 days from the last date of submission of bids.

6. EMD:

- a. Earnest Money Deposit of Rs. 2,500/- (Rupees Two Thousand Five Hundred only) for each item quoted, may be submitted by Bank Draft only drawn in favour of “Assam Skill Development Mission” of any Nationalized / Scheduled Bank payable at Guwahati. If a bidder has quoted for just one item, he shall provide an EMD for Rs. 2,500/-, if he has quoted for three items, he may submit an EMD for Rs. 7500/- and likewise.
- b. The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- c. In case of successful tenderer the same shall be kept as interest free security deposit for that item, and shall be refunded on expiry/termination of contract.

7. Forfeiture of EMD/ Security Deposit:

- a. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.

- b. In case successful bidder fails to supply the goods / services at the price fixed as per the Rate contract in the LOI, EMD shall be forfeited.
- c. In case of unsatisfactory performance as decided by ASDM or variation in the quality of supply material, or unsatisfactory service or delay in supply, the security deposit may be forfeited as per clause 13 below.

8. Submission of Bids:

- a. The Tender has to be submitted in two envelopes:
 - i. Technical Bid
 - ii. Financial Bid

The tenderer is required to seal both the Technical and Financial Bid separately, mark them respectively as Technical and Financial Bid and put in an outer envelope. The outer envelope shall contain details of Tender notice No, date and Name of the RFP and name and address of bidder, and should also be duly sealed.

- b. Tenders received through fax and / or through e-mail /or without EMD will not be considered.
- c. Incomplete, unsigned, unstamped, unsealed and tenders not in prescribed format and without EMD will summarily be rejected.
- d. Address for correspondence/submission of tender shall be the registered address of ASDM.
- e. The bid submission shall consist of the following:
 - i. Technical Bid:
 - Format 1, 2, 3, 4, 5 and 6
 - Bid Security Demand Draft for each item quoted
 - Supporting documents of the eligibility criteria: like trade license, PAN, GST registration, Work Orders and Completion certificates etc. (Please refer to the Eligibility Criteria clause)
 - Authorisation letter (POA/ Board Resolution)
 - Court Fee Stamp
 - ii. Financial Bid in a separately sealed envelope

9. Tender Prices

- a. Prices quoted by the tenderer shall be indicated as per the Format 7 prescribed. The rate quoted shall be inclusive of the cost of delivery to the registered office of ASDM in Guwahati. The tax component shall be indicated separately.
- b. The price quoted in the Financial Bid should not be mentioned anywhere else in the Technical Bid.
- c. Corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- d. A bidder shall quote only one model of equipment for each item. Alternative models need not be suggested for the item.

10. Validity of Rate Contract:

- a. The rate Contract shall be valid for a period of 1 year from the date of awarding the Rate Contract and may be renewed with mutual agreement for another one year on same terms and conditions.
- b. Purchase orders in the next 1 year shall be given at the approved rates. However, in case there is reduction in rate of the equipment quoted over the next 1 year, either due to revision in prices by the manufacturer or reduction of rates of taxes or any other reason, the bidder shall bill ASDM at the reduced rate.
- c. The rates finalised through this rate contract shall be applicable for Purchase Order value upto Rs. 20 lacs and upto 20 units of each equipment. For Purchase Orders beyond this limit, the rates of this Rate contract will not be applicable and a separate RFP shall be floated.

11. Tender Evaluation:

- a. The Technical Bid will be evaluated on the basis of compliance with Eligibility Criteria. In case the bidder qualifies on all parameters, the Price Bid will be opened.
- b. The L1 (Lowest) bidder amongst the technically qualified bidders, for each equipment shall be determined and the bidder will be declared successful bidder. The tender shall be awarded to lowest financial bidder for each individual product.
- c. In case the L2 and L3 bidder for that equipment can match the L1 price, they can do so and they would also be empanelled as successful rate contractor.
- d. The bidder securing rate contract for Printer and/or MFD will also be awarded the rate contract for consumables but at the lowest rate discovered for consumables of that particular brand if any.
- e. A Letter of Intent will be sent to the successful bidder/s, informing about acceptance of their rates against specific equipment.
- f. When the requirement arises, Purchase Order shall be issued to the vendor for the requisite quantity. First preference will be given to the bidder who had quoted the L1 price. In case he is unable to do so, opportunity will be given to the L2 or L3 bidder who had agreed to match the L1 bidder price.

12. Payment terms

- a. No advance payments will be made to the successful bidder.
- b. Payments will be made after submission of bill.
- c. Payment of Bill would be made through Cheque/Electronic transfer only after satisfactory supply and installation goods as require.
- d. Payment shall be made within 30 days of submission of Bill along with delivery challan for supply of goods and services.

13. Penalty & Liquidated Damages:

- a. Liquidated Damages: LD will be leviable upto 1% of the value of the late delivered goods for One week or part thereof, 1.5% for Second week or part thereof, 2% for Three

- week or part thereof, from the delivery date mentioned in the Purchase Order. Maximum LD will be 2% for 3 weeks, beyond which the rate contract will be terminated.
- b. Penalty for failure to maintain quality as per specification: Cancellation of orders and forfeiture of Security Deposit.
 - c. Penalty for failure to service during warranty period: The bidder should attend to the breakdown call within 24 Hours. If any spare parts are to be replaced, the call shall be completed within 96 Hours excluding Govt. holidays from the date of attending the call, failing which penalty will be applicable at the rate of 0.2% of the total cost of the equipment, for every day beyond the stipulated day.
 - d. The penalty amount will be deducted from the amounts payable to the bidder by ASDM. Once this amount is exhausted, penalty amount will be recovered from the Security Deposit.
 - e. In case the L1 vendor is unable to service the equipment, the order will then be placed at the L2 or L3 bidder at the L1 price, if he had agreed for the same as per clause 11 c).

14. Other terms & conditions:

- a. Any tender received in the office of ASDM after the deadline prescribed for submission of tenders will not be entertained.
- b. All the documents submitted along with the bid should be serially numbered.
- c. All tender papers submitted by the tenderer should carry the signature of the authorised signatory of the tenderer and office seal.
- d. In case of a difference between the rates quoted in words and figures, rate quoted in words will prevail.
- e. All legal disputes shall be under the jurisdiction of Guwahati High court.
- f. ASDM is not bound to accept any or all the bids. ASDM reserves the right to accept or reject any or all tenders or to hold, modify, withdraw or cancel the process without assigning any reasons whatsoever. Mere submission of bids by the bidders does not vest any right in them for being selected for the assignment. No bidder shall have any cause for action or claim against ASDM or its officers, employees, successors or assignees for rejection of his bid.

Annexure I: Product Specification & Financial Bid

1. Printer

Printer type	Laser Jet
Duplex Printing, manual duplex	Available
Document size	Reflective: 216 × 297 mm (8.5 × 11.7 inches) A4 or US letter size Transparent: 35mm film strip: 12 frames at a time 35mm slides: up to 4 slides at a time 6 × 12 cm medium format: 1 frame at a time
Media Size Supported	Letter, Legal, Executive 8.5x13", envelopes, Media sizes custom US standard 3x5 to 8.5x14"
Media Type	Paper(Laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcard
Interface	One USB 2.0 Hi-speed port
Paper handling input capacity	Upto 150 sheets
Warranty	1 year + 2 year extended warranty
Monthly Duty Cycle	10,000 pages

2. Desktop

Processor	Intel processor i3
RAM	4 GB
Hard Disk Capacity	1 TB
Operating System	Windows 10 Home edition
Office XP version	Microsoft office home & business 2013 for 40 users license
Warranty	1 year + 2 year extended warranty

3. Laptop

Processor	Intel processor i3
RAM	4 GB
Hard Disk Capacity	1 TB
Operating System	Windows 10 Home edition
Screen Size	14"
Office XP version	Microsoft office home & business 2013 for 40 users license.
Warranty	1 year + 2 year extended warranty

4. Offline UPS

Capacity	650 VA UPS –84 VAH – 15 minutes or Higher Battery Back Up
Input/ Output	Line Interactive UPS with AVR & PWM Technology for computers suitable for Single Phase Input & Single Phase Output
Indicators	Mains presence, UPS mode, Battery low, Overload Battery
Battery type	Sealed Maintenance Free (VRLA) Built-in type of Exide/Quanta/CSB/Panasonic Make Batteries
Switching mode & type	Switching Device shall be MOSFET Switching over time from AC mains to UPS mode on power failure shall be Max. 10 milliseconds.

5. Scanner

Scanner type	Flatbed color
Photoelectric device	Color CCD line sensor
Effective pixels	54,400 × 74,880 pixels at 6400 dpi * Scanning area may be restricted if resolution setting is large.
Document size	Reflective: 216 × 297 mm (8.5 × 11.7 inches) A4 or US letter size Transparent: 35mm film strip: 12 frames at a time 35mm slides: up to 4 slides at a time 6 × 12 cm medium format: 1 frame at a time
Scanning resolution	6400 dpi (main scan) 9600 dpi with Micro Step Drive (sub scan)
Output resolution	50 to 6400, 9600, and 12800 dpi (50 to 6400 dpi in 1 dpi increments)
Image data	16 bits per pixel per color internal 16 bits per pixel per color external (maximum)
Interface	One USB 2.0 Hi-speed port
Light source	White LED, IR LED
Warranty	1 year + 2 year extended warranty
Monthly Duty Cycle	10,000 pages

6. Multi-Functional Device

MFD Type	Multi-Functional Device (Printer, Copier, Fax)
Copy/Printing speed	50 - 75 ppm
Continuous copy	1000 copies
Paper trays	capacity of 2000 sheets 8 ½ x 11 Two Universal trays; must be capable of up to 11 x 17 Manual feed bypass tray 150 sheets Paper type up to 40lb. bond, transparencies, recycled paper
Auto duplexing	1 to 2, 2 to 1, 2 to 2
Duplexing	All paper sizes

Printer interface	100/1000 mbps Network Interface Card built in, One USB 2.0 Hi-speed port
Printer drivers	PCL and Postscript included
Supported platforms	Windows 7/ Windows 10 and Windows 2012 R2 Server
Network protocols	TCP/IP (Web based administration interface)
Warranty	1 year + 2 year extended warranty
Monthly Duty Cycle	10,000 pages

Format 1: Covering Letter

The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the bidder on official Letterhead and official seal

To

Mission Director
Assam Skill Development Mission
Nayantara Building 5th Floor
Six Mile, Guwahati – 781022

Sub: RFP for Rate Contract for Supply of IT Equipment

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above.

We hereby confirm that:

- a) The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- b) We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by ASDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from ASDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from ASDM.
- c) The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that ASDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application and the formats and annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- d) We acknowledge the right of ASDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e) We fulfill all the requirements of the eligibility criteria laid down in the RFP.
- f) This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g) We have enclosed an EMD as required in the RFP. This EMD is liable to be forfeited in

- accordance with the provisions of the tender document.
- h) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
 - i) We undertake that the Price bid has been submitted without any conditions and as per the conditions of the tender document and we are aware that the Price bid is liable to be rejected if it contains any other conditions.
 - j) The prices and other terms and conditions of this Tender are valid for a period of 120 calendar days from the last date of submission of bids.
 - k) The price quoted by us is inclusive of all taxes, rates, delivery charges etc, and no amount will be payable in addition to the amount quoted by us. However, ASDM reserves the right to negotiate the prices downwards.
 - l) We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Format 2: Applicant Details

S. No.	Description	Details
1	Name of bidder	
2	Constitution of Bidder	(Company/Partnership firm/ Sole proprietor)
3	Address of bidder	
4	Name of authorised signatory	
5	Contact details of SPOC (Phone no. & Email	
6	Date of establishment of the agency	
7	PAN	
8	GSTiN	
9	No of year in business of dealing in IT products	

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Format 3: Manufacturer's Authorisation Format

To

Mission Director
Assam Skill Development Mission
Nayantara Building 5th Floor
Six Mile, Guwahati – 781022

Sub: OEM Authorisation for RFP No.....

Sir,

We,(OEM) having our registered office at
hereby authorise M/s..... (bidder)
to quote the following products for the above Tender:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

We hereby confirm that we shall provide full support in respect of supply, warranty and maintenance of our products. We also ensure to provide the service support for the supplied equipment for atleast 3 years from date of installation of the equipment as per tender terms. In case of any difficulties in logging complaint at bidder end, user will have option to log complaint at our support center.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Format 4: Financial Details

Declaration to be submitted under the signature of Chartered Accountant on Letterhead

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....having registered office athas the following annual turnover during last three financial years starting from FY 2014-15, 2015-16 and 2016- 2017 as mentioned below:

S.NO.	Financial Year	Annual Turnover
1	2016-17	
2	2015-16	
3	2014-15	

Note: Audited financial statement of the 3 years need to be submitted by the applicant.

Signature

Chartered Accountant firm

Membership No

Contact

Seal

Format 5: Experience details

S. No.	Client Name	Details of equipment supplied	Work Order value	Date of Work Order	Date of supply

The above details need to be substantiated with copies of Work Order and proof of completion of supply. However the proof of completion of supply should not have any reference to the Prices of equipment. In case copy of invoice is submitted, the rate and amount part should not be visible.

We undertake that the above information is true and correct.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 6: Declaration of Regarding Clean Track Record

(To be signed and executed in non-judicial stamp paper of Rs. 10/= and notarised)

To,

The Mission Director
Assam Skill Development Mission
Nayantara Building 5th Floor
Six Mile, Guwahati – 781022

Sub: RFP for Rate Contract

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation, has not been debarred/black listed by any Government / Semi Government organizations in India since 1st of April, 2015. I further certify that I am competent officer in my organisation to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 7: Financial Bid

(to be sealed separately and submitted in the outer envelope)

A. Rates for Equipment:

Sr.No.	Name of Item	Item details with make, model & Specification	Qty	Basic Rate per unit	GST Rate	Total Amount including tax(Rs.)	Total Amount (in words)
1	Printer		1				
2	Desktop		1				
3	Laptop		1				
4	Offline UPS		1				
5	Scanner		1				
6	Multi-Function Device		1				

B. Rates for Consumables:

Sr.No.	Name of Item	Item details with make, model & Specification	Qty	Basic Rate per unit	GST Rate	Total Amount including tax(Rs.)	Total Amount (in words)
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1	Cartridge for Printer quoted in Format 7 (A)(1)		1					
2	Cartridge for Printer quoted in Format 7 (A)(6)		1					

I/we agree to supply the above mentioned items in accordance with technical specification at the rates quoted as above. The rates are including Taxes, Transportation etc. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.

We also agree and abide with terms and conditions stipulated in the bid document.

(Signature of Bidder with seal)
 Name:
 Address:
 Date: