

RFP No ASDM- 578/2018/57 dated 11th October 2018

Requests for Proposal

FOR

Supply of Teaching Tools and IT Equipments

FOR

North East Skill Centre

ASDM

at Katabari, Gorchuk, Guwahati Assam



Assam Skill Development Mission (ASDM)
Guwahati

Affix Court Fee Stamp of Rs. 500/- here

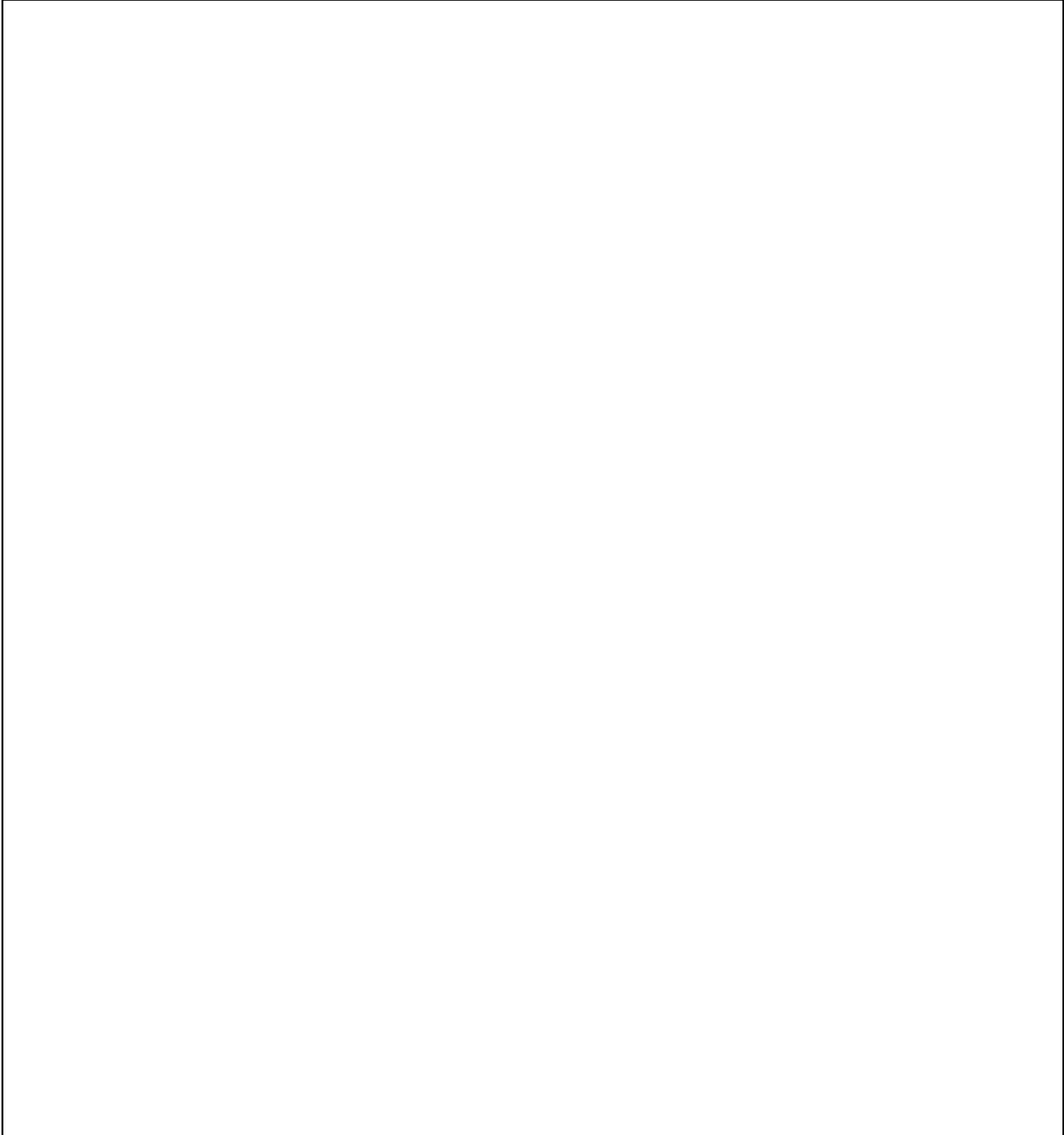


Table of Contents

1.	SHORT TENDER NOTICE	5
2.	NOTICE INVITING TENDER.....	5
2.1	BRIEF SCOPE OF WORK:	6
2.2	PROCUREMENT OF BID DOCUMENTS:	6
2.3	ELIGIBILITY CRITERIA:	6
2.4	EARNEST MONEY:	7
2.5	BID EVALUATION:	7
2.6	KEY EVENTS:	7
3.	OVERVIEW OF PROJECT	8
4.	SCOPE OF WORK.....	9
4.1	SCOPE OF ACTIVITIES:.....	9
5.	INVITATION OF PROPOSAL.....	10
5.1	BID SUBMISSION:	10
5.2	BID QUERIES:	11
5.3	SUPPORTING DOCUMENTS FOR ELIGIBILITY CRITERIA:	12
5.4	AMENDMENT OR SUPPLEMENTATION OF TENDER DOCUMENT	12
5.5	TERMINATION OF BIDDING PROCESS:	12
5.6	TECHNICAL & FINANCIAL BID DOCUMENTS:	12
5.7	PRICE BID:	13
5.8	BID SECURITY/ EARNEST MONEY DEPOSIT:	13
5.9.	BID VALIDITY PERIOD:.....	14
5.10.	MODIFICATION/ WITHDRAWAL OF BIDS BY BIDDER:	14
5.11.	BID EVALUATION CRITERIA:	14
5.12.	RECTIFICATION OF ERRORS:.....	16
5.13.	RIGHT TO VARY SCOPE OF WORK BY ASDM AT THE TIME OF AWARD:	16
5.14.	BID REJECTION CRITERIA	17
5.15.	POST SELECTION PROCESS:	17
5.16.	PERFORMANCE BANK GUARANTEE:	17
6.	GENERAL CONDITIONS OF CONTRACT	19
6.1.	DEFINITION:	19
6.2.	GOVERNING LAW:	19
6.3.	OBLIGATION OF THE VENDOR:	19
6.4.	TAXES AND DUTIES:.....	19
6.5.	INVOICE & PAYMENT:.....	19
6.6.	CHANGE IN SCOPE OF WORK:.....	20
6.7.	FORCE MAJEURE	20
6.8.	RIGHT OF MONITORING, INSPECTION AND PERIODIC AUDIT:.....	21
6.9.	TERMINATION OF CONTRACT:	21
6.10.	CONSEQUENCES OF TERMINATION OF CONTRACT:.....	21
6.11.	SETTLEMENT OF DISPUTES:.....	22
6.12.	CONFIDENTIALITY:.....	22
6.13.	INDEMNITY:.....	23
6.14.	LIMITATION OF LIABILITY:	23
6.15.	SUBCONTRACTING:	23
6.16.	JURISDICTION:.....	23

7.	SPECIAL CONDITIONS OF CONTRACT	24
7.1.	PAYMENT TERMS	24
7.2.	TIMELINES:.....	24
7.3.	LIQUIDATED DAMAGES:	24
	ANNEXURE I: SCOPE OF WORK & BILL OF MATERIAL	25
	ANNEXURE II: PERFORMANCE BANK GUARANTEE FORMAT.....	27
1.	FORMAT OF THE COVERING LETTER	29
2.	APPLICANT DETAILS	31
3.	COST OF BID DOCUMENT & EMD PARTICULARS	32
4.	FINANCIAL DETAILS.....	33
5.	FORMAT FOR SOLVENCY CERTIFICATE	34
6.	EXPERIENCE DETAILS	35
7.	DECLARATION REGARDING CLEAN TRACK RECORD.....	36
8.	CHECKLIST FOR ELIGIBILITY CRITERIA & TECHNICAL BID DOCUMENTS.....	37
9.	FORMAT FOR PRICE BID	38
9A.	TEACHING TOOLS.....	38
9B.	IT EQUIPMENTS	38

1. SHORT TENDER NOTICE

Assam Skill Development Mission (ASDM)
DPS Road, Katabari, Gorchuk,
Guwahati – 781035

Tender No.: ASDM-578/2018/57

Date: 11th October 2018

Sealed Tenders are invited from reputed agencies having adequate experience in supply of goods to Government Departments, Educational Institutions, Private Institutions to undertake supply of Teaching Tools & IT Equipments for North East Skill Centre (NESC), at Gorchuk, Guwahati.

Estimated Value of Work	Earnest Money Deposit
Rs. 72,50,380/-	Rs. 1,50,000/-

Submission of bid shall be through e-procurement portal <https://assamtenders.gov.in>.
www.asdm.assam.gov.in

Further details and subsequent communication may be seen at <https://assamtenders.gov.in>

The last date for submission of bids is 31st October 2018 till 2:00 PM

Sd/-
Mission Director
Assam Skill Development Mission

2. NOTICE INVITING TENDER
Assam Skill Development Mission (ASDM)
DPS Road, Katabari, Gorchuk,
Guwahati – 781035

Tender No.: ASDM-578/2018/57

Date: 11th October 2018

Assam Skill Development Mission (ASDM) invites Sealed Tenders from reputed agencies having adequate experience in related field to undertake supply of Teaching Tools & IT Equipments for North East Skill Centre (NESC), at Gorchuk, Guwahati.

Submission of bid shall be through e-procurement portal www.assamtenders.gov.in.

The detailed scope of work and qualifying criteria of the bidder are specified below:

2.1 Brief Scope of work:

The detailed scope of work is mentioned in Annexure I.

2.2 Procurement of bid documents:

The bidder is required to submit a Demand draft/ Banker's Cheque of Rs. 10,000/- (Rupees Ten thousand) only towards the cost of non-refundable tender fee of this Bid document, from a Scheduled commercial bank, in favour of "Assam Skill Development Mission" payable at Guwahati. The Tender document fee in any other form shall not be entertained.

The detailed Tender Document, once purchased, cannot be returned, resold, transferred, or reassigned; and there shall not lay any claim on ASDM for refund of tender fee, payment of expenses incurred etc. and ASDM shall not be responsible in any way for any damage, loss etc., consequential or otherwise.

2.3 Eligibility Criteria:

2.3.1 Legal entity of the bidder:

The bid is open to any one of the following:

- i. Companies that are incorporated in India
- ii. Partnership firm, including Limited Liability Partnerships
- iii. Sole Proprietorship firm

2.3.2 Financial Eligibility:

- i. The Bidder must have an average annual turnover of at least Rs.1 crore (Rupees One Crore) only in the last 3 financial years 2017-18, 2016-17 and 2015-16.
- ii. The Bidder should have a positive net worth in each of the last 3 financial years 2017-18, 2016-17 and 2015-16.
- iii. The bidder should submit a Solvency Certificate from a Scheduled Bank, stating sufficiency of funds for executing the project.

2.3.3 Experience:

- i. The bidder should have been in the business of dealing with IT products for atleast 5 years as on 1st October, 2018.

- ii. The bidder should have experience of executing Purchase Order (PO) relating to supply of goods in any Government Departments, PSU, any other statutory body where the majority stakeholder is Government, Private or Government/ Semi-Govt. educational or vocational training institution as follows:
- atleast 3 projects each with a PO value of Rs. 50 lakh each or,
 - atleast 2 projects each with a PO value of Rs. 75 lakh each or
 - atleast 1 project with a PO value of Rs. 1 cr.

Only PO executed as on the date of submission will be accepted. PO and Completion certificates for all projects need to be submitted as proof of all experience.

2.3.4 General criteria

- The bidder should not have been blacklisted by any Central or State government or any other agency of the aforesaid, on ground of involvement of the bidder in corrupt or fraudulent practices, non-fulfilment of the terms of the engagement or any other matter, since 1st of April, 2015. The bidder shall have to submit an affidavit in Stamp Paper of value Rs.10/- duly notarised in this regard.
- The bidder should confirm that the products are not end of life products and should undertake to provide support, spares, and patches for the next 5 years

2.4 Earnest money:

The bid document must be accompanied by Earnest Money Deposit of **Rs 1,50,000/- (Rupees One Lakh Fifty Thousand)** only in the form of a demand draft/ Banker's Cheque from a Scheduled Commercial Bank, in favour of "Assam Skill Development Mission" payable at Guwahati.

2.5 Bid Evaluation:

The bidder will have to score at least 60 as Technical Score to qualify for the commercial bid opening. The bidder quoting the lowest quote amongst the technically qualified bidders shall be awarded the contract.

2.6 Key Events:

S. No.	Event	Details
1	Downloading of bid document	To start from 11 th October, 2018
2	Last date of receipt of written queries	15 th October, 2018
3	Date for Reply to Pre-bid queries	22 nd October, 2018
4	Date for Submission of bid	31 st October, 2018 till 2 PM
6	Opening of Technical Bid	1 st November, 2018 at 4 PM
7	Opening of commercial bid	Will be intimated later
8	Point of Contact	Mr. Indrajit Singha ; indrajit.asdm@gmail.com

Note: The Bidder shall bear all costs associated with the preparation and submission of its bid, and ASDM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Sd/-

Mission Director

Assam Skill Development Mission

Place: Guwahati

3. OVERVIEW OF PROJECT

3.1. About ASDM:

Assam Skill Development Mission (ASDM) was created with the vision of capacity building of unemployed youth and to deliver quality skill training leading to meaningful employment to stimulate economy of the state. The mission leads to ensure that the youth of the state must be in a position to face their counterparts in any part of the country by virtue of their hard work and their dexterity of hands through their skills.

A few major initiatives taken by the mission in achieving its objectives and reaching out to the youth in the state are:

- a. Attempt has been made to establish Pradhan Mantri Kaushal Kendra (PMKK) in every district of Assam in collaboration with NSDC in PPP mode.
- b. 9 multi skill education centers (Centre of Excellence) are envisaged to be set up across 9 districts.
- c. Special mobilization plans have been launched to give “right skill to right person”.
- d. Till date, ASDM has been able to register more than 40,000 candidates through various offline and online platforms.
- e. ASDM has initiated the development of a ‘one stop mobile application’ to facilitate easy and navigation based access to registered, enrolled and placement of skilled individuals. This application would be utilized for linking trained candidates to jobs, candidate feedback, monitoring and tracking.
- f. Foundation stone laid for “ITI for Divyanjan” at Dibrugarh
- g. Establishing North East Skill Centre to provide technical and vocational education training across various sectors.

3.2. About NESC:

North East Skill Centre is a multi-skill training Centre with a mandate for imparting Technical and vocational Education & Training on four sectors- Hospitality, Beauty & Wellness, Food & Beverage Services and Retail. An MOU has already been signed between the Government of Assam and the Government of Singapore. The terms of Reference (TOR) has been finalised between ASDM and ITE Education Services (ITEES), Singapore. The curriculum has also been designed by the ITEES.

The NESC will train up to a total of 400 students each year.

ASDM, on behalf of Skill Employment & Entrepreneurship Department (SEED) is responsible for the entire range of construction and refurbishment activities at NESC campus, including mechanical, electrical works and civil structural works. ASDM will also be closely monitoring the daily progress on the development of infrastructure.

ASDM has already taken an area of 48000 sq ft on lease in Gorchuk, Guwahati, spread across 4 floors, for the NESC. The interior space development of the NESC is in progress. The first batch at NESC shall commence from 12th of January, 2018.

This RFP aims to select a reputed supplier of goods for supplying Teaching tools and IT equipment at the NESC.

4. SCOPE OF WORK

4.1 Scope of Activities:

The Vendor shall undertake the supply of Teaching Tools & IT Equipments at the NESC. The bidder will have to undertake complete supply and installation till the NESC site and shall bear all taxes, duties, labor, cartage, insurance, services etc. The equipments should be under standard warranty, wherever applicable.

The scope of activities and detailed Bill of Material is as per Annexure I and sub-Annexures IA to IB.

The Bidders should visit the site prior to submission of their bids.

Product Warranty:

The equipment supplied must be guaranteed by the Supplier OEM Company as a 1st party for proper operations, performance and correction of any malfunction. The guarantee period will commence from the date of hand over of the equipment after carrying out successfully the tests, and shall remain in force for atleast 1 (one) year or any other period so specified in the supply order.

The Bidder/(s) who is/are awarded the supply order/(s) shall handover, along with the equipment, all the operational and maintenance manuals, device drivers, O.S. in media like compact disks(CD), freeware in CD media etc. of all equipment to ASDM along with authentic ownership/purchase documents/ licenses, warranty certificate wherever applicable.

Bidder shall enclose along with the Technical bid, descriptive technical Literature & Technical Data Sheet in both soft copy & hard copy on the equipment quoted viz.specifications, features etc. in the form of product brochures etc.

5. INVITATION OF PROPOSAL

5.1 Bid Submission:

5.1.1 Procedure for Bid Submission: The bidders are requested to submit the following:

- a) Technical bid along with the Response to Pre-Qualification Criteria on e-procurement portal and hard copy as detailed in RFP document.
- b) Financial Proposal on e-procurement portal. **No hard copy of financial proposal is to be submitted.**

5.1.2 Instruction for online submission:

- a) Bids (Technical & Price bid) shall be submitted online on <https://assamtenders.gov.in> as well as hard copies of Technical Bid as detailed below.
- a) The participating bidders in the tender should register themselves free of cost on e-procurement portal in the website <https://assamtenders.gov.in>
- b) Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- c) The bidders should scan and upload the respective documents in Technical bid and Price Bid documentation as specified in the e-tendering portal. The bidders are advised to scan the relevant document with 100 DPI only to reduce the file size.
- d) Technical & Price bids are to be digitally uploaded in the e-tendering portal. **Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal failing which the bid submitted shall be summarily rejected.**
- e) Please Note that all the formats given has to be duly filled up, signed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- f) **Submission of hard copy of the financial bid shall make cause the bid to be summarily disqualified.**

5.1.3 Instruction for Hard Copy Submission:

The bidders should submit the hardcopies of the following only:

- a) Signed copy of bid document as a token of acceptance of the clauses and terms & conditions of the RFP.
- b) Original Demand draft/ Bankers Cheque in respect of Tender document fee & EMD.
- c) Letter of Authorisation/ Power of Attorney in original along with Board Resolution in case of a Company.
- d) Format 1, 4, 5 and 7 in original

All these documents as mentioned above should be sealed in an envelope and to be submitted in the O/o The Mission Director, Assam Skill Development Mission, DPS Road, Katabari, Guwahati- 781035 with the bid no., submission time & date mentioned in the bid document. The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".

Only one hard copy is required to be submitted. The soft copies of the above needs to be uploaded online also.

5.1.4 Other Conditions of bid submission:

- a) ASDM will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents. If documents are not visible, the same may not be evaluated at the risk of the bidder.
- b) The Documents that are uploaded online on e-procurement portal will only be considered for Bid Evaluation.
- c) The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. ASDM will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- d) The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and ASDM, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- e) It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- f) The response to the Tender should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.
- g) All materials submitted by the bidder shall become the property of ASDM and may be returned at its sole discretion.
- h) Failure to furnish any of the uploaded documents, certificates, will entail rejection of the bid. ASDM shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- i) The hard copies and the soft copies submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- j) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the bid.
- k) The Tender should be signed on all the pages by the Bidder or his authorised representative and should be affixed with the bidder's Seal
- l) All outstation bids should be sent through registered post/ speed post/ courier.
- m) The proposals must be properly signed in ink as detailed below:
 - i. By the proprietor in case of a proprietary firm
 - ii. By the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the Proposal).
 - iii. By a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Board Resolution shall accompany the Power of Attorney).

5.2 Bid queries:

A prospective Bidder requiring any clarification on the tender document may submit their

queries, in writing, to the contact person and as per schedule indicated in Notice Inviting tender. The queries must be submitted in the following format only to be considered for clarification:

S No.	Page No.	Clause No.	Subject	Query

ASDM will respond to all pre-bid queries on the e-procurement portal. If required, a Pre-bid meeting will be held to answer the queries.

However, ASDM makes no representation or warranty as to the completeness of the response, nor does it undertake to answer all the queries that has been raised. Queries raised after the date prescribed as the last date of pre-bid queries in the NIT, will not be answered. Individual responses will not be communicated to any bidder.

5.3 Supporting Documents for eligibility criteria:

The documentary evidence for the fulfilment of minimum eligibility criteria shall be as mentioned in the Annexure 8. All evidence must be submitted by the bidder along with the Technical bid, otherwise the bid is liable to be rejected.

5.4 Amendment or Supplementation of Tender Document

At any time before the deadline for submission of bids, ASDM may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by issuing an addendum or corrigendum. All the amendments/ Corrigendum made in the document would be published in the procurement portal. All such amendments shall be binding on bidders. The bidders are also advised to visit the aforementioned portal on regular basis for checking necessary updates. ASDM reserves the rights to amend the dates mentioned in Notice Inviting Tender.

5.5 Termination of bidding process:

ASDM reserves the right to accept any bid and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for ASDM's action. ASDM makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

5.6 Technical & Financial Bid Documents:

The documents of the bid will be as follows:

a) Technical bid: The following shall be submitted as Technical bid:

- i.Format 1-8
- i.Tender Document Fee & Earnest Money Deposit (EMD)
- ii.All documents as mentioned in Annexure 8
- iii.Brochures of product to be quoted

b) Price Bid: The Price bid shall consist of Format 9.

5.7 Price Bid:

- a) The Bidder shall quote price in the prescribed format, the unit rates and total Bid Price of the material / services it proposes to provide as per the Tender document. Prices should be shown separately for each item as detailed in Tender Documents. All items shall be inclusive of GST.
- a) The unit rate, quantity, GST wherever applicable and amount should be shown separately
- b) GST will be at the applicable rates against each item mentioned in sub annexures 9A-9B or against the total value of the Work in the Price Bid at Annexure 9, as may be applicable to the bidder.
- c) In any case the total value of the bid will be Grand Total at Annexure 9, and it will be assumed that all applicable taxes are included in the same.
- d) Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, ASDM reserves the right to negotiate the prices quoted in the bid to effect downward modification.
- e) Price shall be quoted for all the items mentioned in price bid.
- f) The Price Bid should be uploaded only in e-procurement portal; no hard copy is to be submitted
- g) The Price bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- h) If there is a change in the applicable taxes, ASDM reserves the right to negotiate with the Bidder.
- i) Prices in any form or by any reason before opening the Price Bid should not be revealed, failing which the offer shall be liable to be rejected.
- j) Prices shall be quoted in Indian National Rupees (INR).
- k) All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.
- l) It is the responsibility of the Bidder that all local/ national and international conditions and laws be factored properly while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by ASDM and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by ASDM on account of failure of the Bidder to appraise themselves of such laws and/or site conditions.
- m) The Unit Rate as mentioned in the following formats shall be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, ASDM retains the right to negotiate this rate for future requirements.

5.8 Bid Security/ Earnest Money Deposit:

- a) Amount of Bid Security (EMD): The Bidder shall furnish, as part of its bid, a bid security as mentioned in NIT.
- b) Currency of Bid Security: The bid security shall be furnished in Indian National Rupees (INR).
- c) The EMD Draft should be valid for a period of at least 80 days from the date of submission of bids.
- d) Requirement of Bid Security: The bid security is required to protect ASDM against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to Section "Forfeiture of Bid Security"

- e) Rejection of Bid: Any bid not secured in accordance with above mentioned clause, shall be rejected by ASDM as being non-responsive, without any further correspondence
- f) Discharge of Security Bid of Unsuccessful Bidder: Unsuccessful bidders' bid security will be discharged / returned within 90 days of Selection of Suitable Bidder by ASDM.
- g) Discharge of Security Bid of Successful Bidder: In case of the successful bidder(s) and supplier/(s) thereof, the Earnest Money Deposit will become refundable to the successful bidder on submission of Performance Bank Guarantee.
- h) Forfeiture of Bid Security: The Bid Security can be forfeited in the following cases:
 - i. if a Bidder withdraws its bid during the period of bid validity
 - ii. if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization,
 - iii. if any information supplied by the bidder is found wrong / manipulated / hidden in the bid,
 - iv. If the bidder fails to accept the Letter of Intent
 - v. If the bidder fails to accept the PO duly awarded, after accepting the Letter of Intent issued by ASDM
 - vi. If after accepting the PO, the bidder fails to adequately perform any of the obligations under the PO or does not sign the Agreement,
 - vii. If the bidder supplies material that is at variance with the material quotedThe decision of ASDM regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
- i) No interest will be paid on the EMD.

5.9. Bid Validity Period:

Bids shall remain valid for 180 days after the date of opening of Technical Bids prescribed by ASDM. A bid valid for a shorter period may be rejected as non-responsive.

Extension of Period of Validity: In exceptional circumstances, ASDM may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The bidder shall be at liberty to refuse the request. In such a circumstance, it will be construed that the bidder has withdrawn his bid and will not be entitled to claim or receive any penalty/damages/ interest/charges. However, he will be entitled to return of his bid documents submitted and refund of the EMD.

5.10. Modification/ Withdrawal of bids by bidder:

Modification and withdrawal of bids can be done as per the Rules of e-Procurement in the Portal.

5.11. Bid Evaluation Criteria:

All evaluation process will be carried out by a Tender Evaluation Committee to be formed by ASDM for this purpose. The decision of the Tender committee shall be final and no correspondence will be entertained outside the process of negotiation by the Committee. Evaluation of the bid documents will be a 2-stage process as shown below

a. Evaluation of Technical Bid

At this stage, the technical bid will be opened and examined for the following:

- i. Genuineness of the documents submitted towards the pre-qualification requirements
- ii. Submission of EMD, Tender document fees

- iii. Whether the documents have been properly signed
 iv. Compliance with the Pre-qualification criteria
 v. The bidder will be awarded Technical marks on the basis of the following:

S. No.	Criteria	Marks	Max Marks
1.	Turnover: The average turnover of the last 3 years 2017-18, 2016-17 and 2015-16 is as follows:	Rs. 1 crore – less than Rs.1.5 crore: 10 marks Rs. 1.5 crore – less than Rs. 2 cr: 20 marks Rs. 2 cr or more: 30 marks	30 marks
2.	Work Experience: Supply of IT products executed for a Government Department, Govt. undertaking, PSU, any other statutory body where the majority stakeholder is Government. for a value of more than 1 crore in a single PO. The supply should be completed as on the date of submission of bid. The Purchase order should be after 01.01.2015.	10 marks for each project upto a maximum of 2 purchase orders.	20 marks
3.	Work Experience: Supply of IT teaching equipment executed for an educational or vocational training institute for a value of more than Rs. 10 lakh in a single PO. The supply should be completed as on the date of submission of bid. The Purchase order should be after 01.01.2015. The experience quoted in S. NO. 2 above will not be counted for S. NO. 3 and vice versa, i.e one Purchase order will be counted as experience either in S.NO. 2 or S. NO. 3.	10 marks for each project upto a maximum of 2 purchase orders	20 marks
4.	Work Experience: Total no. of supply orders for IT equipment executed for a value of more than Rs.30 lacs in a single PO to any Government Departments, PSU, any other statutory body where the majority stakeholder is Government, Private or Government educational or vocational training institution. The supply should be completed as on the date of submission of bid. The	3-5 Purchase orders: 10 marks 5-10 Purchase orders: 20 marks More than 10 Purchase orders: 30 marks	30 marks

	Purchase order should be after 01.01.2015.		
	TOTAL		100 marks

The bidder will have to score at least 60 as Technical Score to qualify for the commercial bid opening. Any Technical bid with score less than 60 marks will be rejected and their financial bids will not be opened.

a. Price bid evaluation:

The price bid for all the bidders who are technically qualified shall be opened.

The Financial Bid shall be evaluated on the Total Fees quoted by the bidder as per Format 9.

ASDM may disqualify any financial bid, if it is found that there is considerable difference in the pricing offered. Very high or very low financial bids may be considered non responsive. Such non responsive bids would not be considered further for evaluation. Rest of the bids would be called responsive and would alone be considered for further evaluation.

b. Award of Technical & Financial Score:

The Bidder quoting the lowest amount among the technically qualified bidders, shall be awarded the contract.

5.12. Rectification of errors:

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- a) Activities and items described in the Technical Proposal but not priced in the Financial Bid, shall be assumed to be included in the prices of other activities or items, and no corrections shall be made to the proposal.
- b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.
- d) If there is any discrepancy in the sum total, the corrected sum total will be considered
- e) Any other arithmetical error will stand corrected for evaluation
- f) If the bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

5.13. Right to vary scope of work by ASDM at the time of award:

ASDM may at any time, by a written order given to the Bidder, make changes to the scope of the work as specified. If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Value or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within fifteen (15) days from the date of the Bidder's receipt of ASDM's changed order.

5.14. Bid Rejection Criteria

The bids may be rejected in the following cases:

- a) Any effort by a Bidder to influence ASDM in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
- b) Bids submitted without or improper EMD, or Tender document fees
- c) Bids which do not confirm unconditional validity of the bid as prescribed in the Tender
- d) If the information provided by the Bidder is found to be incorrect /misleading at any stage / time during the Tendering Process
- e) Bids received by ASDM after the last date prescribed for receipt of bids
- f) Bids without signature of person (s) duly authorized on required pages of the bid or Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be rejected.
- g) If the Technical Bid contains commercial details or reveals prices in any form or by any reason before opening the Commercial Bid
- h) Bids which fails to furnish all information required by the TENDER Document or a bid which is not substantially responsive to the Tender Document in every respect or the Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder, or Bidders not complying with the Technical Specifications and General Terms & conditions as stated in the TENDER Documents or the Bidder not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level or if the bid does not confirm to the timelines indicated in the bid, the bids shall be rejected.
- i) Any incomplete Price Bid, for only part of bill of Quantity or price Bids that do not conform to the Tender's price bid format, or bids where the total price quoted by the Bidder does not include all statutory taxes and levies applicable or the bids having any hidden costs or conditional costs, shall be rejected.

5.15. Post Selection process:

- a) Notification to Bidder: ASDM shall notify the successful Bidder within 2 days of the opening of Commercial bid, by registered letter or by fax or by hand or by email, about the award of contract. The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement immediately.
- b) Letter of Intent and Signing of Contract: The letter of Intent will be issued within 5 days of the notification to the bidder. A PO will be issued within 7 days of the issue of LOI.
- c) Before signing of the agreement, a Performance Bank Guarantee in the format as enclosed with this document, will have to be furnished by the bidder.

5.16. Performance Bank Guarantee:

- a) A Performance Bank Guarantee of an amount of 10% of the value of the Purchase Order with a validity of 1 year and 6 months, has to be submitted in the Annexure II, by the successful bidder within 7 days of receipt of LOI or any other document awarding the contract, and before signing of the agreement, whichever is earlier.
- b) The Performance Bank Guarantee should be in the prescribed format from a scheduled bank, acceptable to ASDM.

- c) All payments will be released to the vendor subject to submission of performance bank guarantee
- d) All charges with respect to the PBG such as commission, premium etc. shall be borne by the vendor.
- e) The PBG shall be returned after completion of the warranty period of 1 year of installation of the equipment.
- f) No interest will be paid on the PBG
- g) Performance Guarantee shall be forfeited in the following cases:
 - i. If any terms and conditions of the Contract are infringed.
 - ii. If the vendor fails to complete supply/ service satisfactorily.
 - iii. If the vendor fails to deliver the deliverables as per the terms laid down in this document.
 - iv. Supplies material that is at variance with the equipment quoted and submitted for testing.
 - v. Any other case as per the Contract.

Notice will be given to the vendor with reasonable time before performance security deposit is forfeited.

6. GENERAL CONDITIONS OF CONTRACT

6.1. Definition:

- a) ASDM means Assam Skill Development Mission which is formed to provide skill based training to youth in Assam.
- b) Bidder means an entity purchasing this document and desires to participate in the bid for the project titled RFP for Selection of Supplier for Supply of Equipment for North East Skill Centre.
- c) Government means the Government of India or any other State Governments.
- d) Vendor means the bidder selected as the successful bidder and awarded the Purchase Order.

6.2. Governing Law:

The Contract or Purchase Order shall be governed by and interpreted in accordance with the laws of India.

6.3. Obligation of the vendor:

- a) The vendor shall carry out the services/ supply in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of ASDM.
- b) In the event of any deficiency in services in respect of installation or warranty, the vendor shall promptly take necessary action to resolve it, at no additional fees, if deficiencies are for reasons solely and entirely attributable to the supplier
- c) During the tenure of the Contract, nothing shall be done by the vendor in contravention of any law, act and/ or rules/regulations, there under or any amendment thereof
- d) The vendor shall at its own expense adopt suitable Risk Management methodology to mitigate all risks assumed by the vendor under this Contract. ASDM will have no liability on this account.
- e) The Vendor shall comply with all laws in force including national, State, municipal, or other laws that affect the execution of the order.

6.4. Taxes and Duties:

The Vendor shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

6.5. Invoice & Payment:

- a) The vendor will raise invoice at the rates submitted in the Price bid, subject to negotiations.
- b) If there is any downward revision in the rates of taxes applicable at the time of billing, the Vendor shall bill at the reduced rates. If there is any upward revision of tax at the time of billing, proof of such upward revision will first have to be submitted, before billing. ASDM may take decision based on the facts of the case.
- c) All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.

6.6. Change in scope of work:

- a) ASDM may at any time give written order to the vendor for making variation, amendment and modification in the Purchase Order in respect of quantity, scope, extent, information, terms and conditions of the order
- b) Any change order up to 25% of the value of the contract will be compensated in terms of unit cost quoted in the Commercial Bid.

6.7. Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. ASDM will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the vendor in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the contract and to minimize any adverse consequences of Force Majeure.

Force majeure clause shall mean and be limited to the following in the execution of the Conditions of empanelment placed by State:

- i. War / hostilities
- i. Riot or Civil commotion
- ii. Earth quake, flood, tempest, lightning or other natural physical disaster
- iii. Restriction imposed by the Government or other statutory bodies, which is beyond the control of the selected implementing agency, which prevent or delay the executive of the order by the selected implementing agency

The selected vendor shall advise ASDM in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. Unless otherwise directed by ASDM in writing the vendor shall continue to perform its obligations under the Contract as far as is reasonably practical. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, ASDM reserves the right to terminate the contract without any obligation to compensate the vendor in any manner for what so ever reason, subject to the provision of clause mentioned, by giving a written notice of minimum 30 days. However, the vendor shall be entitled to receive payments for all services rendered by it under this Assignment.

6.8. Right of Monitoring, Inspection and Periodic Audit:

- a) ASDM reserves the right to inspect and monitor/ assess the progress/ performance of the work developed at any time during the course of the Contract, after providing due notice to the vendor.
- b) ASDM may demand and upon such demand being made, the vendor shall provide any document, data, material or any other information which it may require to enable it to assess the progress of the project.
- c) The inspection/ audit/ monitoring can be conducted by either ASDM itself or through another Third Party as it may deem fit.

6.9. Termination of contract:

ASDM may terminate the contract under the following circumstances:

- a) Where it comes to ASDM's attention that the vendor or his team is in a position of actual conflict of interest with the interests of ASDM in relation to any of terms of the Bid, the Tender or this Contract or there is any incident of fraud or mis-representation.
- b) Termination for Default: ASDM may at any time terminate the Contract by giving 15 days written notice to the vendor without compensation in the Event of Default on the part of the Vendor which may include failure on the part of the vendor in respect of any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- c) Termination for Convenience: ASDM may by prior written notice send to the vendor at least 15 days in advance terminate the Contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for ASDM's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

The vendor may terminate the contract under the following circumstances:

- a) Where the payment of the vendor is overdue for more than 3 months. Overdue shall start from the last date on which he is entitled to receive such payments
- b) In the event of non-provision of dependencies by ASDM beyond 1 month from the date the request for such dependencies were raised by the vendor

6.10. Consequences of termination of contract:

If the contract is terminated by ASDM, it can exercise one or more of the following at its discretion:

- a) Retain such amounts from the payment due and payable by ASDM to the vendor as may be required to offset any losses caused to ASDM
- b) Invoke the Performance Bank Guarantee, forfeit the Earnest Money Deposit and recover such other costs/losses and other amounts from the vendor, which may have resulted from such default and pursue such other rights and/or remedies that may be available to ASDM under law.
- c) Blacklist the vendor and cancel the empanelment. However, vendor shall not be blacklisted, unless and until such termination is on account of gross negligence or intentional breach of the terms of the Agreement by the vendor.
- d) Claim compensation from the vendor for any such loss, damages or other costs, incurred by ASDM.

6.11. Settlement of Disputes:

- a) Arbitration: In the case of a dispute or difference arising between the parties relating to any matter arising out of or connected with this Contract, such dispute or difference shall be referred to the award of two Arbitrators, one Arbitrator to be nominated by each party to the contract or in case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing before proceeding with the reference, and in case the Arbitrators cannot agree to the Umpire, he may be nominated by the Secretary, Indian Council of Arbitration, New Delhi.
- b) The award of the Arbitrators, and in the event of their not agreeing, of the Umpire appointed by them or by the Secretary, Indian Council of Arbitration, New Delhi, shall be final and binding on the parties. The Arbitration and Conciliation Act 1996, the rules thereunder and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings. The venue of arbitration shall be Guwahati, India. The language of arbitration shall be in English. Each party shall bear its own cost of Arbitration.
- c) Notwithstanding any reference to the arbitration in this clause
 - i. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
 - ii. ASDM shall pay the vendor any amount due to the vendor.

6.12. Confidentiality:

Neither the vendor nor ASDM will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving Services. Each party will take measures to protect the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under these Conditions of Empanelment or any other Conditions of Empanelment between the parties.

These restrictions will not apply to any information which:

- a) Is or becomes generally available to the public other than as a result of a breach of an obligation under this Clause; or
- b) Is acquired from a third party who owes no obligation of confidentiality in respect of the information; or
- c) Is or has been independently developed or was known to it prior to receipt.
- d) Notwithstanding Clause mentioned above, either party will be entitled to disclose confidential information of the other (1) to its respective insurers or legal advisors on a need-to-know basis and shall ensure that such insurers and legal advisors maintain confidentiality of such information, or (2) to a third party to the extent that this is required by any or where there is a legal right, duty or requirement to disclose where reasonably practicable not less than 2 business days' notice in writing is first given to the other party.
- e) Without prejudice to the foregoing provision of this clause above selected vendor may cite the performance of the services to clients and prospective clients as an indication of its experience.

6.13. Indemnity:

Either Party shall indemnify and hold harmless the other and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the aggrieved party or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the other party or its employees, officers or agents, except any injury, death, or property damage caused by the negligence of the aggrieved party, its vendors, employees, officers, or agents.

6.14. Limitation of Liability:

Notwithstanding anything to the contrary, under no circumstances will either Party be liable for indirect or consequential losses or damages of any kind, regardless of whether any such losses or damages are characterized as arising from breach of contract, warranty, or otherwise, even if such damages are foreseeable or either or both parties have been advised of the possibility of such damages. The liability of the vendor shall not exceed the contract value in the agreement during the contract period.

6.15. Subcontracting:

The Vendor shall not appoint a sub-vendor/affiliate to perform its obligations under this Contract without obtaining prior written approval of ASDM. ASDM's approval of a sub-vendor/affiliate shall not constitute a waiver of any rights it may have based on the vendor's representations and warranties. The vendor will be fully responsible for all acts and omissions of its sub-vendors and affiliates. Nothing in this Contract shall be construed to create any contractual relationship between ASDM and any sub-vendor or affiliate, nor any obligation on the part of ASDM to pay or to ensure the payment of any money due to any sub-vendor or affiliate. However, the Vendors are allowed to leverage their Service provider network for effective supply & services.

6.16. Jurisdiction:

All legal proceedings, if necessary arising to be instituted by any of the parties shall have to be lodged in courts situated in Guwahati and not elsewhere.

7. SPECIAL CONDITIONS OF CONTRACT

7.1. Payment terms

The Payment terms will be as follows:

S. No.	Milestone	Payment Terms	Documents to be submitted
1	Mobilisation Advance	10% of contract value	On submission of Performance Bank Guarantee
2	On delivery of the goods to ASDM	50% of the contract value	Handing over of delivery documents to ASDM
3	On successful installation of the goods at the designated place	30% of the contract value	Sign off by the NESC in charge
4	After completion of 1 month of installation	10% of the contract value	After completion of 1 month from the date of last installation of equipment.

7.2. Timelines:

The timeline for various activities will be as follows:

S. No.	Activity	Time in days
1.	Issue of Purchase Order	T
2.	Supply of Goods to ASDM	T+21 days= T1
3.	Installation of Goods	T1+10 days
4.	Warranty	Atleast 1 year from the date of handover to ASDM

7.3. Liquidated Damages:

If the vendor fails to perform his obligations under the Purchase Order, liquidated damages would be levied upon him as stated below: -

- a) Delay in milestones no. (2) of section 7.2. above, as per the Timeline submitted and finalised between ASDM and the vendor: 0.5% of the value of the item for every day of delay.
- b) Delay in milestones no. (3) of section 7.2. above, as per the Timeline submitted and finalised between ASDM and the vendor: 0.5% of the value of the item for every day of delay.

In the event that the delays/defaults/disruptions in no. of days from the timeline as mentioned herein above, continue so as to exceed one month, in case of 7.2(2) and 15 days in case of 7.2(3), the vendor in addition to levy of liquidated damages for the entire period(s) of such delays/defaults/disruptions, shall be liable for invocation of his PBG.

Annexure I: Scope of Work & Bill of Material

TEACHING TOOLS AND EQUIPMENTS

SL NO	DESCRIPTION	UNIT	QUANTITY
1	<p>Providing and installing PTZ camera with following specification: Sensor 1/2.8 inch HD CMOS sensor 5 mega Pixel or better 1080P -30/60 fps, 12X optical zoom and digital zoom 10X 6.3°(wide)~72.5°(wide) view angle Iris F1.8 ~ F2.4 , 0.1 Lux or better 2D * 3D digital noise reduction should be available white balance -Manual/Auto/One Push/ 3000K/ 4000K/5000K/6500K focus -Auto/Manual, Aperture - Auto/Manual Electronics shutter - Auto/Manual Video adjustment - Brightness, Color,Saturation, Contrast, Sharpness, Gamma curve should be there SNR - >50dB or better 100M network interface (10/100BASE-TX) 5G WiFi(optional), Support VISCA protocol control through IP port network protocol - RTSP,RTMP,ONVIF,GB/T28181 video compress format - H.264,H.265 or higher RS-232, AAC,MP3,PCM, pan rotation -170°~+170° tilt rotation-30°~+90°, pan control speed 0.1 ~120°/s tilt control speed 0.1~45°/s, 100°/s,Tilt:45°/s atleast 10 presets, power supply adaptor - AC110V-AC220V to DC12V/2.5A, 12V/2.5A power supply adapter,RS232 control cable, Remote Controller, User Manual. Camera should automatically follows a person using facial recognition & motion detection technology. camera should tracks person even if person turns around or stands still. Availability to set priority & blocking zones, tracking speed, framing for subject and more. Adjust white balance, iris and brightness.</p>	each	3
2	<p>Providing and installing commercial display of 75-inch (1892 mm), IPS/Edge LED, 16:09, Display area 1649 x 927 mm (64.9" x 36.4"), Resolution 3840 x 2160, 350 cd/m² 1200:01:00, response time 8.0 ms (G to G), 178°/178° (CR≥10)4-pole mini jack (M3) x 1, HDMI TYPE-A connector x 2 * VIERA LINK is not supported. DVI-D 24 pin x 1/Stereo Mini Jack (M3) x 1 (Shared with PC In), Mini D-sub 15 pin x 1 (Female)/Stereo Mini Jack (M3) x 1 (Shared with DVI-D In) TYPE A USB connector x 1 * USB 3.0 is not supported. D-sub 9 pin x 1, RS-232C Compatible RJ45 x 1 10 BASE-T/100BASE-TX, Compatible with PLink™ Mini Jack (M3) x 1/ x 1, Stereo Mini Jack (M3) x 1speaker 20 W [10 W + 10 W] (10% THD)power consumption 285 W1681 x 959 x 77 mm (66.2" x 37.8" x 3.0"), 14.8 mm (0.6") (L/R/T/B), SuperSign-w Lite, webOS 2.0, Approx. 55.0 kg (121.3 lbs.), VESA compliant 600 x 400 mm (23.6" x 15.8")Tilting Angle - 0-20 degrees forward with landscape setting*3Temperature: 0°C to 40 °C (32 °F to 104 °F)*4 / Humidity: 20 % to 80 % (Non Condensation)*5 Operating time 24 h/day</p>	each	3
3	Providing and installing of CPU of Small form factor ,Core i 3, 4GB RAM, 1 TB hard disk, HDMI and VGA port,Original windows 10 home basic/ No monitor	each	3
4	Providing and installing of Motorized Screen, 4:3 aspect ratio, 100 inch diagonal. White Matt finished	each	3
5	Providing and installing of 3 lcd, 3200 lumens, 15000:1 contrast ratio, 10000 hours lamp life, HDMI and VGA port , ceiling mount kit with 10 mtrs power/ HDMI	each	3
6	Providing and installing Branded 6x4 ft board with fixed stand and pen tray	each	18
7	Providing and installing inkjet, print resolution 5760 x 1440 dpi, Draft, A4 (Black / Colour): Approx. 33 ppm / 15 ppm, print copy scan,	each	3
8	Providing and installing Interactive Board of 79 inch diagonal ,IR technology, ceramic surface, 4:3/16:9 aspect ratio, Stylus and Finger touch, Windows and Mac supported, power < 0.5 watt, wall mount kit, USB powered	each	10
9	Providing and installing of Projector for Projection distance of 1.5 metres from board, XGA resolution, 3000 ANSI lumens, image size upto 120" diagonal ,zoom ratio fixed, Port both HDMI and VGA, 10000 hours lamp life, 3 metres power cable, 5 metres HDMI cable, adjustable Wall Mount Kit	each	10
10	Providing and installing of Visualiser (IT training room) of following specification CMOS sensor, 2 megapixel, 30 fps, sxga resolution, 700 TVL video output, 13 x digital zoom, features like negative /positive conversion - colour/ B-W selection ,freeze pane, minimum 120 no.s image memory, 270 degree camera rotation, Annotation tool , Twin LED lamp, Back light base lamp	each	2
11	Providing and installing of 2.5 ft tall (height) cabinet with housing for CPU, Visualiser, keyboard mouse sliding tray, projector remote, marker board pen/ duster. Lock and key facility	each	10

IT EQUIPMENTS			
SL NO	DESCRIPTION	UNIT	QUANTITY
1	Providing and installing Lazer printer, print resolution 600 X 600 DPI, Draft, A4 (Black / Colour), 400 MHz processor speed Approx. 18 ppm / 15 ppm, print copy scan,	each	4
2	A3 Monochrome Multifunctional Device, Copy/Print Speed -25 PPM/CPM or more, Connectivity- Network and USB, Reverse Automatic Document Feeder, 512 MB Memory, Resolution 600 X 600 DPI for Copy, 2400 X 600 DPI for Print, Colour Scan, OS Compatibility-Windows 7/8/10, Processor Speed- 360 MHz or More, Technology- Lazer, Toner Life-Minimum 17000 Pages (5% CA)	each	2
3	6 KVA Online UPS with Battery, 6.0 kVA/4.8 kW Single Phase Input / Single Phase Output, True Online configuration with double conversion UPS with Micro Control Based, UPS should be designed at Rated PF of 0.8 Minimum (Isolation transformer should be provided on the input side of the UPS systems), Input Voltage range should be minimum 160-300 V AC, Input Facility -1-Phase / 2-Wire & Gnd (Phase & Neutral + Ground), Input Voltage Range- 230V 160 - 300V AC (On 100% Load), Output Voltage- 230 V, Output Wave Form- Pure Sine Wave, Battery Bank Voltage 192-240V DC, Battery Bank Van 5700 VAH for 25-30 mins backup on PC Load, Batteries Type (VRLA) Sealed Maintenance Free (SMF) - 12V Cells, Battery Makes Amara Raja (Quanta make) / Exide powersafe / Panasonic, Standards Safety EN 62040-1, EMI / EMC EN 62040-2, Performance IEC 62040-3, Certification ISO 9001 : 2015, Warranty 2-years on UPS & Batteries	each	2
4	Providing and installing of branded Desktop for IT Training Room, Reception Desk, Examination Cell & Library - CPU of Small form factor ,Core i 3, 4GB RAM, 1 TB hard disk, HDMI and VGA port, 19" LED Monitor, Keyboard & Mouse, Original windows 10 home basic, Microsoft Office Home & Business 2013 for 50 users, with 1 year + 2 Year extended warranty	each	50
5	Providing and installing of branded Laptop for Course Trainers & Course Managers - Core i 3, 4GB RAM, 1 TB hard disk, 14" Monitor, Original windows 10 home basic, Microsoft Office Home & Business 2013 for 30 users, with 1 year + 2 years extended warranty	each	30

Annexure II: Performance Bank Guarantee Format

To,

Mission Director

Assam Skill Development Mission

NH-37, Opposite ISBT, Katabari, Garchuk, Guwahati – 781035

Email: missiondirector.asdm@gmail.com

WHEREASName and address of Vendor has undertaken, in pursuance of your Letter No..... dated.....to provide the services to the Assam Skill Development Mission (ASDM), on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Vendor shall furnish you with a Bank Guarantee by a Nationalized / Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS we have agreed to give the Vendor such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you on behalf of the Vendor up to a total of _____ [.....in words], such sum being payable in the type and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of as aforesaid without your needing to prove or to show ground so reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Vendor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the services to be performed there under or of any of the Contract documents which may be made between you and the Vendor shall in any way release us from any liability under this guarantee, and whereby we waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Vendor or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs..... and the guarantee shall remain valid till unless a claim

or a demand or a request for extension in writing is made upon us on or before..... all our liability under this guarantee shall cease.

This guarantee shall be valid for 6 months from the date of a foresaid letter and may be extendable, if required.

Signature & Seal of the Guarantor

Witness:

**1.Format of the Covering Letter
(TECHNICAL BID)**

The Covering Letter is to be submitted on official Letterhead with official seal

To
Mission Director
Assam Skill Development Mission
NH-37, Opposite ISBT, Katabari,
Garchuk, Guwahati – 781035

Sub: RFP for selection of supplier for Supply of Teaching Tools & IT Equipments for North East Skill Centre

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) We undertake that the products quoted are not end of life and we agree to provide support, spares, and patches for the next 5 years.
- d) 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, formats and the 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.
- e) 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.
- f) We fulfil all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- g) This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- h) 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.
- i) 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.

- j) 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
- k) The prices and other terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- l) 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.
- m) 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:

**2. Applicant Details
(Technical Bid)**

Sl. No.	Description	Details	
1.	Name of Bidder		
2.	Status / Constitution of the Bidder		
3.	Name of Authorized Signatory		
4.	Address		
5.	PAN Number		
6.	GSTIN		
7.	Primary point of contact	Email	Contact No
8.	Secondary Point of Contact	Email	Contact No

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

3. Cost of bid document & EMD Particulars
(Technical Bid)

Sl. No.	Particulars	D.D. No. & Date	Name of the Bank	Amount (Rs.)	Remarks
1	EMD				
2	Tender Document Fees				

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address

4.Financial Details
(Technical Bid)

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 average annual turnover during last three financial years starting from FY 2015-16, 2016- 2017 and 2017-18 as mentioned below:

S.No	Financial Year	Annual Turnover	Net Worth (Rs.)
1	2016-17		
2	2015-16		
3	2014-15		

Signature

Chartered Accountant firm

Membership No

Contact

Seal

5.Format for Solvency Certificate

(Technical Bid)

(on the letter head of the Bank)

This is to certify that M/s.....with registered office at..... maintains bank accounts with us and has a good financial standing.

In case work Contract is awarded to the above vendor by Assam Skill Development Mission, vide Tender no.....dated.....we shall be able to provide credit facilities , subject to Bank norms to meet his Working Capital requirements for executing the above during the contract period.

Signature:

Name:

Designation:

Name of Bank:

Seal:

Date:

**6.Experience Details
(Technical Bid)**

S. No.	Name of Client	Scope of Work	Type of Customer (Govt. Dept./ Govt. Agency/ Hotel/ Institution)	Date of Purchase Order	Value of Purchase Order	Date of Completion	Date of Completion	Submitted towards Evaluation Criteria No. (Please mention the S. No of the Evaluation Criteria)

Note:

- 1.Submit Purchase Orders for all the projects mentioned above and the completion certificate
- 2.Highlight the POs for scope of work, date, value of work, area etc.

We undertake that the above information is true and correct.

Yours faithfully,

(Signature of the Bidder)

Designation

Seal

Date:

Business Address:

**7.Declaration Regarding Clean Track Record
(Technical Bid)**

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

To,
The Mission Director
Assam Skill Development Mission
NH-37, Opposite ISBT, Katabari,
Garchuk, Guwahati – 781035

Sub: RFP for selection of supplier for Supply of Teaching Tool & IT Equipment for North East Skill Centre

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation or any of my consortium partners, have 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 company to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:

Business Address:

8. Checklist for eligibility criteria & Technical Bid documents

S. No.	Eligibility Criteria	Documents Required	Status and Reference
1.	The bid is open to any one of the following: i. Companies that are incorporated in India ii. Partnership firm, including Limited Liability Partnerships iii. Sole Proprietorship firm	Certificate of Incorporation with MOA and AOA in case of Company, Partnership Deed in case of Partnership	
2.	The Bidder must have an average annual turnover of at least Rs.1 crore (Rupees One Crore) in the last 3 financial years 2017-18, 2016-17 and 2015-16.	Format 4 signed by CA	
3.	The Bidder should have a positive net worth in each of the last 3 financial years 2017-18, 2016-17 and 2015-16.	Format 4 signed by CA	
4.	The bidder should submit a Solvency Certificate from a Scheduled Bank, stating sufficiency of funds for executing the project.	Format 5 by Bank	
5.	The bidder should have been in the business of dealing with IT products for atleast 5 years as on 1 st October, 2018	Copies of POs.	
6.	The bidder should have experience of executing Purchase order relating to supply of IT goods in any Government Departments, PSU, any other statutory body where the majority stakeholder is Government, Private or Government/ Semi Govt. educational or vocational training institution as follows: i. atleast 3 projects each with a PO value of Rs. 50 lakh each or, ii. atleast 2 projects each with a PO value of Rs. 75 lakh each or iii. atleast 1 project with a PO value of Rs. 1 cr. The date of Purchase Order should be after 01.01.2015. Only PO executed as on the date of submission will be accepted. PO and Completion certificates for all projects need to be submitted as proof of all experience.	Form 6 with copies of PO and Completion certificate	

7.	The bidder should not have been blacklisted by the Central or State government or any other agency of the aforesaid, on ground of involvement of the bidder in corrupt or fraudulent practices or any other matter, since 1st of April, 2015.	Format 7: Declaration Regarding Clean Track Record	
8.	The bidder should confirm that the products are not end of life products and should undertake to provide support, spares, and patches for the next 5 years	Self-declaration in letter head of Organisation	
9.	The bidder has to submit documentary proof of PAN, GST, Labour License, Employees Provident Fund, ESIC	Copies of relevant certificate	
10.	Format 1: Covering Letter		
11.	Format 2: Applicant Details		
12.	Format 3: Details of EMD and Tender Document fees		
13.	EMD	Rs. 1,50,0000/-	
14.	Tender Document Fees	Rs. 10,000/-	
15.	Signed copy of RFP		
16.	Letter of Authorisation	Board Resolution in case of company, Power of attorney in case of others if tender not signed by Partner/Proprietor	
17.	Court Fee Stamp	Rs. 500/-	

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

9. FORMAT FOR PRICE BID

To,
The Mission Director
Assam Skill Development Mission
5th Floor, NH 37,
Katabari
Garchuk, Guwahati – 781035

Sub: RFP for Supply of Teaching Tools & IT Equipment for North East Skill Centre
I/We hereby tender for the above mentioned tender as per the specifications given in this tender document of Assam Skill Development Mission, Six Mile, Guwahati -781022 within the time specified and in accordance with the specifications, design and instructions as per Terms and Conditions. The prices are quoted in the prescribed format given below:

**SUPPLY OF TEACHING TOOLS & IT EQUIPMENT FOR NORTH EAST SKILL CENTRE -
ASSAM SKILL DEVELOPMENT MISSION AT GORCHUK, GUWAHATI, ASSAM**

ABSTRACT OF COST

SL NO	DESCRIPTION OF MATERIAL	Annexure	AMOUNT
A	TEACHING TOOLS	TEACHING TOOLS	Rs. 0.00
B	IT EQUIPMENT	IT EQUIPMENT	Rs. 0.00
	SUB TOTAL (A)		Rs. 0.00
C	ADD: GST (in case not added earlier, mention the rate)	%	
	GRAND TOTAL		

GRAND TOTAL in words

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

9A. Teaching Tools

SL NO	DESCRIPTION	UNIT	QUANTITY	Rate (INR)	Amount (INR)
1	<p>Providing and installing PTZ camera with following specification: Sensor 1/2.8 inch HD CMOS sensor 5 mega Pixel or better 1080P -30/60 fps, 12X optical zoom and digital zoom 10X 6.3°(wide)~72.5°(wide) view angle</p> <p>Iris F1.8 ~ F2.4 , 0.1 Lux or better 2D * 3D digital noise reduction should be available white balance -Manual/Auto/One Push/ 3000K/ 4000K/5000K/6500K focus -Auto/Manual, Aperture - Auto/Manual Electronics shutter - Auto/Manual Video adjustment - Brightness, Color, Saturation, Contrast, Sharpness, Gamma curve should be there SNR - >50dB or better 100M network interface (10/100BASE-TX) 5G WiFi (optional), Support VISCA protocol control through IP port network protocol - RTSP,RTMP,ONVIF,GB/T28181 video compress format - H.264,H.265 or higher RS-232, AAC,MP3,PCM, pan rotation -170°~+170° tilt rotation-30°~+90°, pan control speed 0.1 ~120°/s tilt control speed 0.1~45°/s, 100°/s,Tilt:45°/s atleast 10 presets, power supply adaptor - AC110V-AC220V to DC12V/2.5A, 12V/2.5A power supply adapter,RS232 control cable, Remote Controller, User Manual. Camera should automatically follows a person using facial recognition & motion detection technology. camera should tracks person even if person turns around or stands still. Availability to set priority & blocking zones, tracking speed, framing for subject and more. Adjust white balance, iris and brightness.</p>	each	3		
2	<p>Providing and installing commercial display of 75-inch (1892 mm), IPS/Edge LED, 16:09, Display area 1649 x 927 mm (64.9" x 36.4"), Resolution 3840 x 2160, 350 cd/m² 1200:01:00, response time 8.0 ms (G to G), 178°/178° (CR≥10)4-pole mini jack (M3) x 1, HDMI TYPE-A connector x 2 * VIERA LINK is not supported. DVI-D 24 pin x 1/Stereo Mini Jack (M3) x 1 (Shared with PC In), Mini D-sub 15 pin x 1 (Female)/Stereo Mini Jack (M3) x 1 (Shared with DVI-D In) TYPE A USB connector x 1 * USB 3.0 is not supported. D-sub 9 pin x 1, RS-232C Compatible RJ45 x 1 10 BASE-T/100BASE-TX, Compatible with PjLink™ Mini Jack (M3) x 1/ x 1, Stereo Mini Jack (M3) x 1speaker 20 W [10 W + 10 W] (10% THD)power consumption 285 W1681 x 959 x 77 mm (66.2" x 37.8" x 3.0"), 14.8 mm (0.6") (L/R/T/B), SuperSign-w Lite, webOS 2.0, Approx. 55.0 kg (121.3 lbs.), VESA compliant 600 x 400 mm (23.6" x 15.8")Tilting Angle - 0-20 degrees forward with landscape setting*3Temperature: 0°C to 40 °C (32 °F to 104 °F)*4 / Humidity: 20 % to 80 % (Non Condensation)*5 Operating time 24 h/day</p>	each	3		
3	Providing and installing of CPU of Small form factor ,Core i 3, 4GB RAM, 1 TB hard disk, HDMI and VGA port, Original windows 10 home basic/ No monitor	each	3		
4	Providing and installing of Motorized Screen, 4:3 aspect ratio, 100 inch diagonal. White Matt finished	each	3		
5	Providing and installing of 3 lcd, 3200 lumens, 15000:1 contrast ratio, 10000 hours lamp life, HDMI and VGA port , ceiling mount kit with 10 mtrs power/ HDMI	each	3		
6	Providing and installing Branded 6x4 ft board with fixed stand and pen tray	each	18		
7	Providing and installing inkjet, print resolution 5760 x 1440 dpi, Draft, A4 (Black / Colour): Approx. 33 ppm / 15 ppm, print copy scan,	each	3		
8	Providing and installing Interactive Board of 79 inch diagonal ,IR technology, ceramic surface, 4:3/16:9 aspect ratio, Stylus and Finger touch, Windows and Mac supported, power < 0.5 watt, wall mount kit, USB powered	each	10		
9	Providing and installing of Projector for Projection distance of 1.5 metres from board, XGA resolution, 3000 ANSI lumens, image size upto 120" diagonal ,zoom ratio fixed, Port both HDMI and VGA, 10000 hours lamp life, 3 metres power cable, 5 metres HDMI cable, adjustable Wall Mount Kit	each	10		
10	Providing and installing of Visualiser (IT training room) of following specification CMOS sensor, 2 megapixel, 30 fps, sxga resolution, 700 TVL video output, 13 x digital zoom, features like negative /positive conversion - colour/ B-W selection ,freeze pane, minimum 120 nos image memory, 270 degree camera rotation, Annotation tool , Twin LED lamp, Back light base lamp	each	2		
11	Providing and installing of 2.5 ft tall (height) cabinet with housing for CPU, Visualiser, keyboard mouse sliding tray, projector remote, marker board pen/ duster. Lock and key facility	each	10		
SUB TOTAL FOR TEACHING TOOLS					

9B. IT Equipments

IT EQUIPMENTS

SL NO	DESCRIPTION	UNIT	QUANTITY	Rate (INR)	Amount (INR)
1	Providing and installing Lazer printer, print resolution 600 X 600 DPI, Draft, A4 (Black / Colour), 400 MHz processor speed Approx. 18 ppm / 15 ppm, print copy scan,	each	4		
2	A3 Monochrome Multifunctional Device, Copy/Print Speed -25 PPM/CPM or more, Connectivity- Network and USB, Reverse Automatic Document Feeder, 512 MB Memory, Resolution 600 X 600 DPI for Copy, 2400 X 600 DPI for Print, Colour Scan, OS Compatibility-Windows 7/8/10, Processor Speed- 360 MHz or More, Technology- Lazer, Toner Life-Minimum 17000 Pages (5% CA)	each	2		
3	6 KVA Online UPS with Battery, 6.0 kVA/4.8 kW Single Phase Input / Single Phase Output, True Online configuration with double conversion UPS with Micro Control Based, UPS should be designed at Rated PF of 0.8 Minimum (Isolation transformer should be provided on the input side of the UPS systems), Input Voltage range should be minimum 160-300 V AC, Input Facility -1-Phase / 2-Wire & Gnd (Phase & Neutral + Ground), Input Voltage Range- 230V 160 - 300V AC (On 100% Load), Output Voltage- 230 V, Output Wave Form- Pure Sine Wave, Battery Bank Voltage 192-240V DC, Battery Bank Van 5700 VAH for 25-30 mins backup on PC Load, Batteries Type (VRLA) Sealed Maintenance Free (SMF) - 12V Cells, Battery Makes Amara Raja (Quanta make) / Exide powersafe / Panasonic, Standards Safety EN 62040-1, EMI / EMC EN 62040-2, Performance IEC 62040-3, Certification ISO 9001 : 2015, Warranty 2-years on UPS & Batteries	each	2		
4	Providing and installing of branded Desktop for IT Training Room, Reception Desk, Examination Cell & Library - CPU of Small form factor ,Core i 3, 4GB RAM, 1 TB hard disk, HDMI and VGA port, 19" LED Monitor, Keyboard & Mouse, Original windows 10 home basic, Microsoft Office Home & Business 2013 for 50 users, with 1 year + 2 Year extended warranty	each	50		
5	Providing and installing of branded Laptop for Course Trainers & Course Managers - Core i 3, 4GB RAM, 1 TB hard disk, 14" Monitor, Original windows 10 home basic, Microsoft Office Home & Business 2013 for 30 users, with 1 year + 2 years extended warranty	each	30		
SUB TOTAL FOR IT EQUIPMENT					