

**Request for Proposal (RFP)**  
**for**  
**Design, Supply, Installation & commissioning of Local Area**  
**Network (LAN) in NIELIT Imphal**

NIELIT(I)/PUR/1041

Date: 10/05/2019

On behalf of the Executive Director, NIELIT Imphal, “**Request for Proposal (RFP)**” is invited in two bid system (Technical and Financial) from the reputed and well experienced firms for award of Design, Supply, Installation and Commissioning of Local Area Networking in NIELIT Imphal. The concerns fulfilling the requirements as specified under eligibility conditions of this document shall be eligible to apply. Information about the RFP, Schedule of Events of the Tender along with Eligibility Conditions, Terms & Conditions and Specification of the works/items are outlined in the Annexures to this tender as under.

- a) Annexure-I : About the RFP
- b) Annexure-II : Schedule of Events
- c) Annexure-III : Eligibility and Terms & Conditions
- d) Annexure-IV : Specification of the work
- e) Annexure-V : Details about Technical bid
- f) Annexure-VI : Details about Financial Bid
- g) Annexure-VII : Evaluation of Bids

2. The scope of the contract includes - **Design, supply, installation and commissioning** of the works indicated in **Annexure-IV**. Interested firms shall visit the site of the work and prepare a detailed design of the Local Area Network (LAN). In the detailed design, **specification, brand & model etc.** of the items to be used shall be mentioned. The detailed design shall be submitted along with the Technical Bid. If any firm does not mention specification, brand & model etc. of the items to be used, the bid shall not be entertained & rejected.

3. Firms shall have to quote rates for all the items included in the detailed design of the LAN in the financial bid. If any firm does not quote for all the items proposed in their design the bid shall not be entertained & rejected.

4. A pre-bid meeting shall be conducted on 20<sup>th</sup> May, 2019 at 10:30 am at NIELIT Imphal

5. Tender Fee of the RFP is **Rs. 2,000/-** (Rupees two thousand) only. Tender document can be collected from NIELIT Imphal or may be downloaded from NIELIT Imphal website <https://nielit.gov.in/imphal>. The tender document shall be submitted along with proof of payment of tender fee of **Rs. 2,000/-** to NIELIT Imphal.

**(L. Shyam Sundar Singh)**  
Scientist-D/In-charge (Admin &  
Finance)

**Copy to:-**

- 1. PS to Executive Director for kind information of Executive Director
- 2. P. L. Rongmei, Senior Technical Officer for necessary actions.
- 3. AD (Admin) for publication in local Newspaper.

## ANNEXURE-I

### About the RFP

NIELIT Imphal is one of the Centre of National Institute of Electronics & Information Technology (NIELIT), a scientific society of Ministry of Electronics & Information Technology (MeitY), Govt. of India. The Institute urgently requires expansion of existing Local Area Network (LAN) to the **newly constructed Academic Block** of the Centre which is likely to be inaugurated by July, 2019. There are two Extension Centres of the Institute at Senapati and Churachandpur. Similar works are also likely to be needed at these two Extension Centres.

NIELIT Imphal invites to the reputed firms/vendors who have past experience in the field of “Design, Supply, Installation & commissioning of Local Area Network(LAN)” to submit bids for award of the work for expansion of existing Local Area Network (LAN) to the newly constructed Academic Block of the Centre in NIELIT Imphal.

Authorised representative(s) of the interested firms/vendors shall visit NIELIT Imphal to inspect and understand the nature of the work within the stipulated timeline. The firm/vendor shall prepare a detailed design along with requirements which has to be submitted as a part of Technical bid. All the technically qualified firms/vendors are required to prepare a presentation on the detailed design and the same shall be presented by the authorised representative of the firm/vendor in front of the evaluation committee after opening of the Technical Bid. Date and time of the presentation placed at Annexure-II. There is weightage of the Technical Bid and Financial Bid which is mentioned at the Annexure-VII

Following are the important information about the RFP:

Particulars	Details
Nature of the Work	Design, Supply, Installation & commissioning of Local Area Network(LAN) in NIELIT Imphal
Details of Contact Person for clarifications/queries/inspection of site etc.	Shri. P. L. Rongmei, Senior Technical Officer, NIELIT Imphal. Mobile No. 9856160789
Mode of Tendering	Open Tender in Two bid System
No. of Covers	02 – Technical Bid & Financial Bid
Conservative Estimated Tender Value	Below Rupees 30 Lakhs
Earnest Money Deposit (EMD)	₹ 50,000/- to be paid through National Electronic Fund Transfer (NEFT) or e-transfer in favour of <b>NIELIT Imphal</b> payable at State Bank of India, Manipur University branch A/C no: 10678276043, IFSC Code SBIN0005320
Tender Fee (non-refundable)	₹ 2000/- to be paid through National Electronic Fund Transfer (NEFT) or e-transfer in favour of <b>NIELIT Imphal</b> payable at State Bank of India, Manipur University branch; A/C no: 10678276043, IFSC Code SBIN0005320
Website for downloading Tender Document, Corrigendum, Addendums etc.	<a href="http://nielit.gov.in/Imphal">http://nielit.gov.in/Imphal</a>
Address where the Tender Documents are to be submitted	NIELIT Imphal, Akampat Imphal-795001, Manipur
Venue for opening of Technical bid	NIELIT Imphal, Akampat Imphal-795001, Manipur

**Annexure-II**  
**Schedule of Events**

<b>Event</b>	<b>Date &amp; Time</b>
Date and time of Publishing of this tender	10 <sup>th</sup> May, 2019 at 3:00 pm.
Dates for site visit/inspection for understanding and preparation of detailed design of LAN	12 <sup>th</sup> May, 2019 to 18 <sup>th</sup> May, 2019 during 9:00 am to 5:00 pm.  Prior information shall be given to Shri. P. L. Rongmei, Senior Technical Officer, NIELIT Imphal. Mobile No. 9856160789
Date, Time and Venue of Pre-Bid Meeting	20 <sup>th</sup> May, 2019 at 10.30am at Conference Hall, NIELIT Imphal
Bid Submission Start Date & Time	22 <sup>nd</sup> May, 2019 at 9:00 am
Bid Submission Closing Date & Time	28 <sup>th</sup> May, 2019 at 5:30 pm
Date & Time of Technical Bid Opening	29 <sup>th</sup> May, 2019 at 10:30 am
Date & Time of presentation on the detailed design submitted by the bidder	31 <sup>st</sup> May, 2019 at 10.30am
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	150 Days from the closing date of bid submission

## ANNEXURE-III

### Eligibility and Terms & Conditions

#### 1. ELIGIBILITY:

- 1.1 The firm/vendor should have the experience of design, supply, installation and commissioning of Local Area Networks in the past three years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of Manipur or any other State Government or Public Sector Banks or Local Bodies/Municipalities. **Proof to this effect to be attached with Technical Bid.** The bidder should furnish the details of past experience in the format given at **Appendix-5**.
- 1.2 The Registered Office or one of the Branch Office of the Firm should be located at Imphal. If the firm/vendor who does not have an Office located at Imphal, their bids shall not be entertained.
- 1.3 The firm/vendor shall not be black listed by any of the Departments /Organizations of the Government of India/Government of Manipur and no criminal case is pending against. The firm/vendor should submit an undertaking with the Technical Bid to the effect that (Prescribe Performa as per **Appendix-3**).
- 1.4 The firm/vendor should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder.
- 1.5 The firm/vendor shall have valid Certificate of Registration No., PAN and GST Registration No. The firm/vendor must furnish details of Certificate of Registration No., PAN No., GST Registration No. etc.
- 1.6 The firm/vendor should have an average turnover of Rs. 50.00 lakh or more during the last three financial years 2015-16, 2016-17 & 2017-18. The firm/vendor must submit self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-attested Accounts as a proof of its Turnover.
- 1.7 Proof of payment of Tender Fee of Rs. 2,000/- (Rupees two thousand only) and Earnest Money Deposit (EMD) of Rs. 50,000/- (fifty thousand only) shall be submitted with the Technical Bid. Without Tender Fee & EMD, the bid shall not be entertained & rejected.
- 1.8 Site visit/inspection within the stipulated timeline is mandatory for the firms/vendors. After visit/inspection, firm/vendor shall prepare a detailed design of the LAN along with list of equipment/items and their brand, model specification. The same shall be furnished along with Technical Bid. (Prescribe Performa as per **Appendix-1**).
- 1.9 The Firms/vendors are required to submit self-attested copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
  - a) Proof of payment of Tender Fee
  - b) Proof of payment of Earnest Money Deposit (EMD)
  - c) PAN, GST Registration, Firm/vendor Registration certificate.

- d) Profit & Loss Account for the last 3 financial years i.e. 2015-16, 2016-17 and 2017-18.
- e) Proof of Work experience of similar work during the last 3 years.
- f) Undertaking that his/her firm/vendor is not blacklisted by any Govt. Departments/organization.

## 2. TERMS & CONDITIONS:

- 2.1 The rates quoted should be in Indian Rupees only. In case of any difference/ discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.2 The bid should be valid for a minimum period of 150 days after the closing date for submission.
- 2.3 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- 2.4 The bidder shall quote the technical and financial bids only as per the guidelines/format mentioned at **Annexure-V & Annexure-VI**.
- 2.5 The **EMD** of unsuccessful firm(s)/vendor(s) shall be refunded.
- 2.6 The EMD of successful firm(s) shall be converted into Performance Security Deposit, and shall be returned after successful completion of contract.
- 2.7 The contract is to commence from the date of award of contract to the Firm and shall continue for a period of 1 year, unless it is curtailed or terminated by this NIELIT owing to deficiency of service or supply of sub-standard quality of materials.
- 2.8 The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and NIELIT.
- 2.9 The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year with mutual consent.
- 2.10 The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of this NIELIT.
- 2.11 The contracting Firm will be bound by the details furnished by him/her to the NIELIT, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- 2.12 Financial bids of only those Firms who are technically qualified shall be evaluated.
- 2.13 NIELIT, Imphal reserves the right to terminate the contract during initial period after giving a week's notice to the Firm.
- 2.14 The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.

- 2.15 The firm/vendor should be available on his own direct telephone (office as well as residence) and also on the mobile phone(s) so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
- 2.16 Before award of contract, all original documents will be checked by the NIELIT and at that time attested photo-copies are required to be furnished.
- 2.17 The NIELIT Imphal shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the NIELIT Imphal in connection with the contract.
- 2.18 In the event of failure to accept the offer of contract or failure of submission of acceptance letter the Earnest Money deposit submitted by the bidding firm shall be forfeited.
- 2.19 Either party may terminate the contract by giving a notice of two months.
- 2.20 In case of breach of Contract by the vendor, NIELIT Imphal shall have the authority to cancel/terminate the Contract besides forfeiting the EMD/Security Deposits.
- 2.21 It may specifically be mentioned whether quotation is strictly as per tender specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.
- 2.22 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, NIELIT reserves the right to purchase or not to purchase any item from the list submitted by the firm/party.
- 2.23 All disputes arising out of this contract shall be settled amicably by NIELIT Imphal and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.
- 2.24 The firm/vendor selected will be required to execute the work on very short notice and shall be completed within one month time.
- 2.25 The items should be genuine and of standard make. In case it is found that the items are duplicate/fictitious, it would be open to the NIELIT Imphal to terminate the Agreement, forfeit the EMD/Performance Security and black list the firm.
- 2.26 NIELIT, IMPHAL reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 2 days before the last date for submission of bids. The NIELIT, Imphal may amend any of the bid terms, and as addendum/corrigendum to bid document in the NIELIT Imphal website. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.

## ANNEXURE-IV

### Specification of the work

A new two-storied academic building is constructed within the campus of NIELIT Imphal. Labs, Classrooms, Library and other infrastructures & facilities are being setup at this new building. The present Local Area Network will also be expanded to this newly constructed academic building and the internet connection through NKN shall be provided through expanded LAN Following is the outline specification of the work to be executed:

Sl.	Particulars	Qty.	Remark
1.	Design of the LAN	01	
2.	Supply, Installation, configuration and commissioning of one Core managed switch (24 ports, 10G Port with FTP) of reputed brand along with 42U rack and accessories.	01	
3.	Extension of NKN network from the present server Room to the item listed at Serial No. 02 using Fiber Optics Cable (proper underground cabling required)	01	Requirement of cable, laying of cable will be as per actual basis
4.	Supply, installation & commissioning of 24/42 ports Switch (reputed brand, having at least 01 Gigaport), 6U Rack, Patch Panels etc. for each Lab/Classroom/Library/Faculty Room.	10	
5.	Supply, installation & commissioning of I/O box	200-250	On as per actual requirement basis
6.	Supply of 0.5 meter/1 meter /1.5 meter /2 meter patch chords	400-500	On as per actual requirement basis
7.	Extension of LAN from the item mentioned at Serial no. 01 to Serial 04 & 05 with proper cabling with catching & capping	01	On as per actual requirement basis
8.	Configuration of each system with internet access facility to be provided from the existing NKN network.	200-250	On as per actual requirement basis
9.	Maintenance of the LAN	01	Duration with charges may be mentioned

There are two Extension Centres of the Institute at Senapati and Churachandpur. Similar works are also likely to be needed at these two Extension Centres.

## ANNEXURE-V

### Details about Technical bid

1. Technical bid should be submitted in the prescribed format given at **Appendix-1** (duly filled in) along with the following:
  - i) Design of the Local Area Network (LAN).
  - ii) List of the required items/equipment along with specification, model and brand etc.
  - iii) Other Necessary enclosures and other supporting documents
  - iv) Declaration (as per format enclosed as **Appendix-2**)
  - v) Undertaking (as per format enclosed as **Appendix-3**)
  - vi) Acceptance Letter (as per format enclosed as **Appendix-4**)
  - vii) Past experience details (as per format enclosed as **Appendix-5**)
2. All the necessary supporting documents mentioned in “Eligibility” and also mentioned in “Terms and Conditions”.
3. All the Technical Bid documents and enclosures should be signed by the authorized person of the bidder.

Sd/-  
(**L. Shyam Sundar Singh**)  
Scientist-D/In-charge (Admin &  
Finance)



## ANNEXURE-VI

### **Details about Financial bid**

1. Financial Bid shall be submitted for the following items
  - i) Design of the Local Area Network
  - ii) Each and every items/equipment to be supplied
  - iii) Installation & Commissioning of items/equipment
  - iv) Overall Cost
2. All prices quoted in Financial Bid should be inclusive of all taxes, Transit Insurance loading/unloading, installation charges etc.
3. The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.
4. Commercial bid will be evaluated only for those bidders who qualify technically on the date & time specified in the bid schedule.

**Sd/-**  
**(L. Shyam Sundar Singh)**  
Scientist-D/In-charge (Admin &  
Finance)

## ANNEXURE-VII

### Evaluation of bid

Bidders are informed to note the following regarding evaluation of bids. Since the nature of the proposed work is technical, there shall be weightage of Technical bid as well as Financial bid. The evaluation of bids shall be as given below:

$$\text{Total Score of the bidder} = [w(T) \times s(T)] + [w(F) \times s(F)]$$

where,

w(T) = Weightage of Technical Score (i.e. 70%)

w(F) = Weightage of Financial Score (i.e. 30%)

s(T) = Score of Technical Bid

s(F) = Score of Financial Bid

**Calculation of Technical Score, s(T) shall be based on the following:**

Sl.	Heading	Description	Criteria of score allotment	Maximum Allotted Score
1	Design & Solution	Technical Design, solution, future aspects etc. to be mentioned by the bidder in the technical bid and present before the evaluation committee	a) Best practices followed = 1 to 10 b) Implementation plan = 1 to 5 c) Standard of Core equipment = 1 to 5 d) Backbone for expansion of NKN = 1 to 5 e) Future expansion aspects = 1 to 5	30
2	Experience in the field	Years of experience	a) 3 to 5 years = 5 b) More than 5 years = 10	25
		Having past work experience in the organizations located in Manipur State	a) Yes = 5 b) No = 0	
		No. of similar works/services executed	a) Upto 03 = 5 b) 4 to 10 = 8 c) More than 10 = 10	
3	Maintenance & Support	-	0 to 15	15

**Calculation of Financial Score, s(F) shall be based on the following:**

$$\text{Financial Score} = (\text{Lowest financial quote} / \text{firm's/vender's financial quote}) \times 100$$

Sd/-  
(L. Shyam Sundar Singh)  
Scientist-D/In-charge (Admin &  
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**TECHNICAL BID (Part-I)**

1	Name of the Bidder	
2	Full Address of the Bidder	
3	Telephone No.	
4	Mobile no. Whatsapp No.	
5	E-Mail	
6	Firm/Vendor's registration details:	
7	PAN No.	
8	GST No.	
9	Average Annual Turn Over for the last 03 financial years i.e. 2015-16, 2016-17, 2017-18	
10	Details of past Experience in the field	
11	Details the Registered Office or one of the Branch Office of the Firm located at Imphal including name, address, contact number, etc.	
12	Details of pending legal disputes(if any)	
13	Details of Tender Fee (Rs. 1000) paid for this tender.	
14	Details of Earnest Money Deposit (EMD) of Rs. 50,000/- submitted in this regard	
15	Name and telephone number of the contact person ( <i>on behalf of the bidder</i> )	
16	Date of site visit/inspection for preparation of the detailed design and by whom	
17	Whether detailed design along with list of the items/equipment/works enclosed?	YES or No



*(To be printed on the bidder's letter head)*

**DECLARATION**

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Annexure-III and shall abide by them. I/We also understood the parameters of the proposed scope of work and shall abide by them also.

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in above statement at any stage; I/We shall be blacklisted and will not have any dealing with the organization in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Office Stamp/Seal

(To be printed on the bidder's letter head)  
**UNDERTAKING BY THE BIDDER**

1. I/We undertake that my/our firm M/s. ....  
..... has **not been blacklisted** by any Govt. Department/Public Sector /Undertaking/ Autonomous Body.
2. I.....Son/Daughter/Wife of  
Shri ..... Proprietor/Partner/Director/authorized signatory  
of M/S..... am competent to  
sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them:
4. The information/documents furnished along with the above application are true and  
correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that  
furnishing of any false information /fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law;
5. I understand that in case any deviation is found in the above statement at any stage, my  
concern/firm/co. shall be blacklisted and shall not have any dealing with the Department  
in future.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of the authorized Signatory of  
the firm/Company/Organization  
(Bidder)

Office Stamp/Seal

(To be printed on the bidder's letter head)  
**TENDER ACCEPTANCE LETTER**

Date: \_\_\_\_\_

To,

**The Executive Director**  
NIELIT Imphal  
Akampat, Imphal

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender/Work:- \_\_\_\_\_

Dear Sir.

1. I/We have downloaded/obtained the tender document(s) for the above mentioned, Tender Work from the web site, namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexures, Appendix etc.,) which form part of contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also be taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the authorized Signatory of  
the firm/Company/Organization(Bidder)  
(Office Stamp/Seal)

