

Tender Notice

Tender No. 04/52/2018/GHY/TRG/2995

Date: 16th December, 2020

NIELIT Guwahati invites Tender from reputed Indian Firms/Agencies/Govt. Licensed firms for supply & installation of Desktop and Laptop Computers at NIELIT Guwahati, Paltanbazar. The Tender Document can be viewed and downloaded from the websites <https://eprocure.gov.in/epublish/app>, <https://nielit.gov.in/guwahati>, w.e.f. 16/12/2020 at 5.00 PM onwards. The tender closes on 28/12/2020 at 12.00 Noon and will be opened on 28/12/2020 at 1:00 P.M at NIELIT Guwahati, AFC Campus, Vittiya Bhavan MD Shah Road, Paltan Bazar, Guwahati – 781 008. The estimated value of the work is Rs. 16.76 Lakhs.

Sd/-
Director
NIELIT Guwahati

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Chapter 1: Brief Information about the Tender

Tender No. 04/52/2018/GHY/TRG/2995

Date: 16th December, 2020

NAME OF THE WORK	:	Supply & Installation of Desktop and Laptop Computers.
PLACE OF THE WORK	:	NIELIT Guwahati, Paltanbazar
ESTIMATED VALUE OF THE WORK	:	Rs. 16.76 Lakhs
TIME OF COMPLETION	:	60 days from award of contract.
DATE OF ISSUE OF TENDER PAPERS	:	16/12/2020
LAST DATE OF SUBMISSION OF TENDER DOCUMENT	:	28/12/2020 at 12.00 noon.
DATE & TIME OF OPENING TENDER OFFER TO BE SUBMITTED TO	:	28/12/2020 at 1.00 P.M. Director, NIELIT Guwahati 2 nd Floor, Vittiya Bhavan, Near Bazar India MD Shah Road, Paltan Bazar, Guwahati – 781008
TENDERS WILL BE OPENED AT	:	Director, NIELIT Guwahati 2 nd Floor, Vittiya Bhavan, Near Bazar India MD Shah Road, Paltan Bazar, Guwahati – 781008
EARNEST MONEY DEPOSIT	:	Rs 33520/- in the form of DD / BC in favour of “ NIELIT Guwahati ”, payable at Guwahati . EMD Exemption is not allowed.
COST OF THE TENDER DOCUMENT	:	Free. Tender document will be available through download only.
SITE INSPECTION	:	N/A

Chapter2: Instructions to Bidders and Bid Terms and Conditions

1. ELIGIBILITY-

- a. Bidders should be reputed Indian Firms/Agencies/ Govt. Licensed firms.
- b. Bidders should submit Manufacturing license or Authorised Distributor / Dealer Certificate from the Original Manufacturing Firm. Company Owned or Company Authorised service centre must be available in Guwahati for the Quoted Products.
- c. Bidder shall have experience in similar works for last 3 (three) years in NE Region.

2. **DURATION OF CONTRACT-** The contract shall be deemed to be enforced from the date of awarding the work order till the completion of the defect liability period.

3. **COMPLETION PERIOD-** The work entrusted along with extra /deviated items, if any, is to be completed within 60 days from the date of the work order.

4. **EXTENSION OF TIME-** Director, NIELIT Guwahati may allow extension of time if in his opinion the works are delayed by reasons beyond the control of the contractor.

5. **RATES-** The rates quoted by the bidder shall be firm throughout the currency of contract (including extension of time, if any, granted). Rates shall cover for charges of material, labour and other accessories and any kind of taxes, fees, duties and insurance etc. that are payable. All rates should hold good for execution of the works at any place irrespective of the floor and height throughout the currency of the contract period.

6. **RETENTION AMOUNT-** NIELIT Guwahati will retain EMD for defect liability period upon award of Contract. The EMD will be released on successful completion of defect liability period. The EMD of all other participated bidders will be returned after one month of award of contract to the successful bidder.

7. PAYMENT OF BILLS:

a. **SUBMISSION OF BILLS-** The contractor shall submit their bill after successful installation & certification of works to the Director, NIELIT Guwahati. The completion of works will be certified by the Authorised representative of the Employer. No part bills will be entertained.

b. **DEDUCTIONS-** Statutory taxes and duties will be deducted at source as per government norms. Further other deductions as applicable as per clauses mentioned in the document will also be made.

8. **DISPUTES-** All disputes will lie within the jurisdiction of the Gauhati High Court.

9. **FORCE MAJEURE** – Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Purchaser: • War/hostilities. • Riot or Civil commotion. • Earth quake, flood, tempest, lightning or other natural physical disaster. •

Restriction imposed by the Government or other statutory bodies, which is beyond the control of the vendor/contractor and pandemic declaration.

10. As per notification of MEITY circulated vide letter no. F.No.33(1)/2017-IPHW..dated :14/09/2017, the minimum local content should be 45.percent to qualify as local or domestic manufacturer or Seller has to ensure that operating system software etc comes preloaded with machine from respective OEM . Any deviation in respect of genuinely and authenticity of OS will attract severe penalty on part of seller as law of the land and contractual provisions. Buyer are also requested to verify the key no of OS etc with server of Microsoft/Linux before accepting machines to avoid complexity at latter stage.
11. As per notification of MEITY circulated vide letter no. F.No.33(1) /2017-IPHW..dated: 14/09/2017, the minimum local content should be 40 percent to qualify as local or domestic manufacturer.
12. Delivery period: The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed. The Delivery period for this bid is 60 days from the date of award on contract.
13. Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever
14. The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.
15. Bidder must provide Acceptance Letter in Firm Letterhead mentioning acceptance of all the tender terms.
16. Bidders should submit all supporting documents in favour of information submitted in the tender. Further, copies of all statutory licenses and documents like PAN, VAT etc should be enclosed.
17. Original Equipment Manufacturer (OEM) items if any should be supplied in the original sealed packing of the OEM and should only be opened at NIELIT Guwahati Centre in the presence of Centre's representative.
18. The repairing/servicing should be carried out in the office premises it self. However, only such work as which cannot be done in the office premises will be allowed to be done outside with written permission of the Centre-Incharge/Section Incharge & Signing Authority of the Organization only on providing standby equipment at no extra cost.
19. Experience of having successfully completed similar works during last 3 (three) years ending last day of month previous to the one in which applications are invited should be either of the following
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost, or
 - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost, or
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

20. Contentions arising out of issues not mentioned in this tender document will be resolved as per GFR, CVC, Ministry of Finance, Govt. of India and NIELIT guidelines.
21. NIELIT Guwahati shall be under no obligation to accept the lowest quotation. Further the Director, NIELIT Guwahati reserves the right to reject any or all of the tenders without assigning any reasons.
22. Bidders should submit all supporting documents in favour of information submitted in the tender. Further, copies of all statutory licenses and documents like PAN, GST etc should be enclosed.
23. Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
24. OEM Turn over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet these criteria.
25. IMPORTED PRODUCTS: In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.
26. Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty).
27. Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
28. The bidder is required to furnish, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.
29. Bidders should put their endorsement (signature and seal) on each page of the submitted documents failing which the bid will be rejected.
30. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document.
31. Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods.

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32. No exemption on EMD is allowed for this bid. Bid submitted without EMD will be rejected without any further evaluation. Relaxation on price will not be provided to any category of bidder.
33. Warranty period of the supplied products shall be 3 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid. The repairing/servicing should be carried out in the office premises it self. However, only such work as which cannot be done in the office premises will be allowed to be done outside with written permission of the Centre-Incharge/Section Incharge & Signing Authority of the Organization only on providing standby equipment at no extra cost.
34. The OEM logo to be embossed on the motherboard. No stickers allowed.
35. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to provide undertaking to this effect with the bid.
36. Bidder/OEM must have to submit the certificates of ISO 9001, 27001, 10002, 14001, and 20001, GST, PAN, Trade License, Company/Firm registration & TAN Certificate.
37. Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid. The Manufacturer authorization certificate must be tender specific mentioning this bid number failing which the Manufacturer authorization certificate will not be considered.
38. Data Sheet of the product(s) offered in the bid, are to be submitted along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Any deviation on product specification will not be considered.
39. Malicious Code Certificate: The seller should provide following certificate in the bid:- (a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :- (i) Inhibit the desires and designed function of the equipment. (ii) Cause physical damage to the user or equipment during the exploitation. (iii) Tap information resident or transient in the equipment/network. (b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.
40. Items are to be quoted in Indian Rupees only.
41. No tender will be accepted by fax, e-mail, telex, or any other such means.
42. All rates quoted will be considered to be inclusive of all taxes and freight - F.O.R. NIELIT Guwahati . In case of any ambiguity the same will be considered as inclusive all.
43. The quoted rates shall have to be valid for a period of 1(one) year from the date of opening of tender.

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44. NIELIT Guwahati shall be under no obligation to accept the lowest quotation. Further the Director, NIELIT Guwahati reserves the right to reject any or all of the tenders without assigning any reasons.
45. Bidder are required to quote for both items of the bid. Partial quoting is not allowed and such bid will be rejected.
46. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible if the quoted product is registered under MSE. Traders are excluded from the purview of this Policy.
47. Bidders required to submit Technical Bid and Commercial bid separately in sealed packet. The EMD must be submitted with the Technical Bid. Bid will be rejected on non-compliance of this bid submission procedure.
48. Any other clauses which may be applicable for this but not mentioned in this bid will be governed by the GeM General terms and conditions on GeM 3.0 (Version 1.16) available at https://gem.gov.in/support/terms_conditions/.

Chapter—3

Requirements & Specifications

The following items have to be supplied and installed at NIELIT Guwhati, Paltanbazar.

Sl. No	Description	Qty
01.	Desktop Computer as per Annexure A	14 Nos
02.	Laptop Computer as per Annexure B	04 Nos

Chapter—4

Price Schedule (to be utilized by the bidders for quoting their prices in the “Commercial Bid”)

PRICE SCHEDULE FORMAT (to be placed in “Commercial Bid”)

Tender No. 04/52/2018/GHY/TRG/2995

Date: 16th December, 2020

Sl. No	Particulars	Make & Model	Rate Per Unit	GST	Others if any	Total Price in Rs.	Remarks
1.	Desktop Computer with 3 yrs onsite warranty.						
2.	Laptop Computer with 3 yrs onsite warranty.						

(In Words: Rupees.....)

(Signature with Seal)

(Name & Designation in block letters)

Annexure-A

Product Specification and Compliance Sheet for Desktop Computer

Make:.....

Model:.....

Qty: 14 Nos

Sr.No	Technical Specifications		Compliance (Yes/No)	Remarks (If Any)
1	Processor	Intel® Core™ i7-9700 (8 Cores/12MB/8T/3.0GHz to 4.7GHz/65W) Min 12 MB Cache, Min 9 th Gen.		
2	Chipset	Intel® H370 Chipset Expansion Slots (min PCIe x1) Integrated Graphics		
3	Operating System with Recovery Image Media & OS Certificate	Microsoft® Windows 10 Pro (64-bit), Stored in Partition of the Hard Disk, with Windows certificates		
4	Memory	16GB (1x16GB) 2666MHz DDR4 Memory RAM Expandability up to min 32 GB, min 2 DIMM Slots		
5	Connectivity	Intel® Wireless, Dual-band 2x2 802.11ac Wi-Fi with MU-MIMO + Bluetooth 5 Ethernet: 10/100/1000 on board Integrated Gigabit Port		
6	I/O Ports	4 x USB 3.1 Gen, 4 x USB 2.0, 1 x DP, 1 x HDMI, 1 x RJ45, 1 x Universal Audio Jack, 1 x Line Out		
7	Removable Media	al 8x DVD+/-RW 9.5mm ODD		
8	Storage Option	1 x M.2 256GB PCIe NVMe Solid State Drive(min), 1x 1TB 7200rpm (min) SATA Hard Disk Drive		
9	Cabinet Form Factor	SFF (7 to 13 Litres)		
10	Monitor Type	LED Backlit 21.5" with 1920 x 1080(min), TCO 5.5 or above certificate need to be Submitted, Monitor should be from same OEM of the PC manufacturer		
11	Certification	ROHS, BEE/Energy Star for quoted model		
12	Warranty	3 Year Onsite Warranty		

Annexure-B

Product Specification and Compliance Sheet for Laptop Computer

Make:.....

Model:.....

Qty: 04 Nos

Sr.No	Technical Specifications		Compliance (Yes/No)	Remarks (If Any)
1	Form Factor	Standard		
2	Processor	10th Generation Intel® Core™ i7-10510U, 8 MB Cache, 4 core, 1.8 GHz to 4.9 GHz		
3	Processor Description & Number	Intel Corei7 10510U		
4	Operating System	Window 10 Professional with OS Certifications (64 Bits)		
5	RAM	16 GB, 1 x 16 GB, DDR4, min 2660 MHz, Non-ECC, SODIMM expandability up to min 32GB		
6	Total Numbers of DIMM Slots	2		
7	Types of Drive used to populate the Internal Bays	PCIe SSD		
8	Total SSD Capacity (GB)	512GB		
9	Connectivity			
	Bluetooth	5.0 or more		
	Wireless Connectivity	Wi-Fi 6 AX200		
	Ethernet Port	1x 10/100/1000 on board Integrated Gigabit Port		
10	Ports	1 Flip-Down RJ-45 port 10/100/1000 Mbps, 1 USB 2.0 port, 1 USB 3.2 Gen 1 Type-A port with Power Share, 1 USB 3.2 Gen 1 Type-A port, 1 HDMI 1.4, 1 USB 3.2 Gen 1 Type-C port, 1 Universal Audio Jack, 1 card reader slots		
11	Display with Webcam	14-inch, FHD, 1920x1080, 60 Hz, Anti-Glare, Non-Touch, NTSC 45%, 220 Nits, IPS Display, 1280 x720		

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		Integrated HD Web Camera		
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12	Carry Case	Yes		
13	Security Lock	Yes		
14	Weight of Laptops including Battery	Less than or equal to 1.8 KG		
15	Battery Backup Time (Hours)	8 Hrs or more		
16	Certifications	BIS, Energy Star, ROHS, UL, CE, FCC		
17	Warranty			
	Battery Warranty	Min 1 Year		
	On Site OEM Warranty	Min 3 Years		

Annexure-III: CHECK LIST

Tender No. 04/52/2018/GHY/TRG/2995

Date: 16th December,2020

Name of Bidder:-

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Page Number(s) in the Technical Bid	REMARKS
		YES	NO		
01	Sealed Technical bid	YES	NO		
02	Sealed Financial bid	YES	NO		
03	EMD	YES	NO		
04	Documents mentioned as per SL-1 to 48 of Chapter-2 (All required documents are required to mention in this check list. Please add additional rows in this table to add these documents)	YES	NO		
05	Compliance Report as per Annexure-A	YES	NO		
06	Compliance Report as per Annexure-B	YES	NO		
07	Seal and signature of every submitted page.	YES	NO		