



OFFICE OF THE STATE COORDINATOR, NRC
ACHYUT PLAZA (1ST FLOOR), BHARALUPAR, BHANGAGARH, GUWAHATI-781005

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No: SPMU/NRC/PIT/2/2014/Pt-V/20

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SECTION 1

NOTICE INVITING TENDER FOR RATES OF VARIOUS IT EQUIPMENT

Tender in two Bid System – Technical Bid and Price Bid affixing Court Fee Stamp of Rs 8.25/- only are invited by the Office of the State Coordinator, National Register of Citizens (NRC), Assam from reputed/authorized Manufacturer/Dealer/Distributor/Firm for submission of rate against various IT equipment (as per items mentioned at section 5 of this document) for supply of same on **need basis** by the Office.

Interested parties are requested to submit their Tender along with required documents including non-refundable Tender Fee of Rs. 1,000/- (Rupees One Thousand only) and an Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand) only drawn on any Nationalized Bank favouring ‘The Commissioner & Secretary, Home & Political’ and payable at Dispur which will be received till **29th of March, 2017 up to 2:30 p.m.** The downloaded Tender document (www.nrcassam.nic.in) may be sent by Speed Post/Registered Post/Courier Services/in person in sealed cover addressed to ‘The Office of the State Coordinator, National Register of Citizen (NRC), Assam, Achyut Plaza, 1st Floor, Bharalupar, Bhangagarh-781005’. Tender submitted/received after closing date & time will not be accepted.

Sd/-

State Coordinator
National Register of Citizens, Assam

SECTION 2

PARTICULARS OF THE BIDDER

Sl. no.	Particulars	Details
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Fax No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
5	Website, if any	
6	Address of Guwahati/Assam Office	
7	Contact Person of Guwahati/Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
8	Date of Operational of Service in India	
9	Date of Operational of Service in Assam	
10	Brief Description of the organization	

SECTION 3
INSTRUCTION TO BIDDERS

- i) The Tender document may be downloaded from the official website- **nrcassam.nic.in**. Bids will be opened in the presence of bidders or their authorized representatives on **March 29, 2017 at 2:30 pm**.
- ii) The tender needs to be submitted in two bid system - Technical Bid and Price Bid. Both the bids should be submitted in two separate sealed envelopes mentioning the subject on the cover respectively and put inside a third envelope mentioning tender name, closing date & time, information of the bidder written in the bottom left corner including contact numbers. If both the bids are submitted inside a single envelope or if the envelopes are not sealed, those bids shall not be accepted and will be returned without evaluation.
- iii) The technical bid envelope shall consist of tender document (signed in all pages), court fee stamp, EMD, tender fees and all supporting documents.
- iv) In no circumstances the financial bid shall be put inside technical bid envelope which if found shall be rejected.
- v) At any time prior before the date of submission of bid, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by issuing a corrigendum. The change(s) in the Tender document shall be uploaded on the official website **nrcassam.nic.in** only.
- vi) The bidders are advised to check the website before submission of Tender document in order to make necessary changes in the bid, if any. In order to provide reasonable time to take the amendment into account in preparing the bid, the Tender Inviting Authority, may at its discretion, extend the date and time for submission of the bid.
- vii) Interested and eligible bidders, if they so desire, may also obtain further information/clarification from the MIS Cell, Office of the State Coordinator, National Register of Citizens, Achyut Plaza, Bharalupar, Bhangagarh- 781005.
- viii) In case any of the document/information(s) furnished by a bidder found to be false or forged, such proposal will be rejected and will not be considered for further process. The bidder shall be liable to be blacklisted and any penal action deemed fit by this Office may be initiated against the bidder. Excuses like typographic error, etc. shall not be entertained.
- ix) The bidder shall sign and put official seal in each page of the proposal document.
- x) The Bid shall remain valid for a period of 90 days after opening of the Bid. Any bid with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders' consent for an extension of validity period.
- xi) The validity of rate offered by the successful bidder shall be for one (1) year from the date of finalization of the rates.
- xii) Bidder shall have to quote rate for all the items. Any bid quoting rate for selective items only will be disqualified.
- xiii) NRC Assam reserves the right to accept the Tender or to reject the Tender for all items or for any one or more of the items at any point of time without assigning any reason.

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- xiv) **Period of Contract:** The contract would be for one year from the effective date of contract. Please note that Contract can be cancelled unilaterally by the NRC Assam in case services are not received satisfactory within the contracted period.
- xv) **Performance Bank Guarantee:** The selected bidder will be required to furnish a Performance Guarantee of Rs. 1,00,000/- (Rupees One Lakh) only by way of Bank Guarantee drawn on Nationalized Bank within 7 days of receipt of the letter of intent. Performance Bank Guarantee should be valid up to 90 days beyond the date of completion of Contract Period.
- xvi) **Force Majeure Clause:**
- a. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract) if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and any other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
 - b. In such circumstances the time stipulated for the performance of an obligation under the present contract may be extended accordingly for completion of works.
 - c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (ten) days from the moment of their beginning.
 - d. Certificate from Chambers of Commerce (Commerce and Industry) or other competent authority shall be a sufficient proof of commencement and cessation of the above circumstances.
 - e. If the impossibility of complete or partial performance of an obligation lasts for more than one month's either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.
- xvii) **Evaluation Criteria- The broad guidelines for evaluation of bids will be as follows:** Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender, both technically and commercially.
- a. The Technical bids forwarded by the bidders will be evaluated by the office with reference to the eligibility criteria mentioned in the tender. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation. The price bid(s) of the technically unsuccessful bidder(s) will be returned unopened.
 - b. The bidder will be decided upon the lowest acceptable price quoted by the particular bidder as per the Price Format. All taxes and duties quoted by the bidders will be taken into account. The ultimate cost to the office would be the deciding factor for ranking of bids.

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- c. However, the office shall offer to negotiate for change of rate of item(s) as per any other bidder found to lower other than L1.

Supply Conditions

- i) **Specifications and Quality:** The items supplied by the successful bidder shall be of the best quality. The items supplied shall have to be of specified make only and any other make even with similar configuration shall not be accepted (Refer Price Bid Format).
- ii) **Delivery period:** The items shall have to be delivered, installed and commissioned at the locations within 7 days from the date of receipt of Supply Order. If the item is not available in the local market, the office may extend the delivery period.
- iii) **Penalty for delayed delivery:** In case there is delay in delivery beyond the stipulated period as mentioned in the Purchase Order, there shall be reduction in price @ 1 per cent of the value of delayed goods per day up to a maximum of 10 per cent of the total order value if not delivered within 7 days. Once the maximum price reduction is reached, termination of the contract may be considered.
- iv) **Forfeiture of PBG:** Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender floated by this Office. The Performance Security submitted by the bidder shall be forfeited in the event of non-completion of Supply Order.
- v) **Warranty of the items:** The repairing of the supplied items within the warranty period should be free of cost and the entire responsibility of repair shall be of the vendor only. The vendor shall be responsible to provide the repairing service of the item(s) at doorstep (onsite). Delay in repairing for more than 3 days will impose penalty as per clause (iii) above.
- vi) **LIQUIDATED DAMAGES:** The equipment should be delivered / dispatched to destination and ready for operation not later than the delivery date specified. If the supplier fails to deliver any or all the equipment or perform the service by the specified date, liquidated damages at 1% per month or part thereof in respect of the value of equipment will be deducted from the contract price subject to a maximum of 5%. Alternatively, the order will be cancelled and the undelivered equipment purchased from elsewhere at the risk and expense of supplier.
- vii) **Payment Terms:** 90% payment shall be made after successful installation, commissioning and working condition of the item. Delivery challan must be submitted along with the Bill raised. Remaining 10% payment shall be made after a period of 90 days after satisfactory performance.

SECTION 4

ELIGIBILITY CONDITIONS

Sl. no.	Eligibility conditions	Documentary proof
1.	The bidder must have at least 7 years of experience of supplying computer goods to at least 10 organizations including state government, reputed private organizations, PSU, etc.	Copies of Work Orders to be submitted in chronological manner (beginning from the latest).
2.	The bidder must have experience of supplying computer items to at least 4 different Mission Mode Project Offices in last 3 (three) years.	Copies of Work Orders need to be submitted as supporting documents.
3.	Completion Certificates from two Mission Mode Projects.	The bidder shall have to submit at least 2 successful Completion Certificates from Mission Mode Project authorities.
4.	The bidder must have turnover of Rs. 30 lakhs per year in last five financial years.	CA certificate to be enclosed as a supporting document.
5.	The bidder must have at least one Supply Order of minimum value of Rs. 10 lakhs from any state government, reputed private organizations, PSU, etc. in last 2 financial years.	Copies of Work Orders need to be submitted as supporting documents.
6.	Bidder must have financial stability	Certificate issued by the bank on the letter head where the bidder has account with account no. and type of account.
7.	Submission of Bid Security/Earnest Money	Bid Security/Earnest Money of Rs.50,000/- (Rupees fifty thousand) only in the form of Demand Draft issued by Nationalized Bank of India in favour of 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati with a validity period of 90 days from the date of issue of Tender Document.

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8.	Should have HO/RO/Branch office in Guwahati.	Document proving establishment in Guwahati.
9.	Registration Certificate as per existing norms	Attested copy of registration certificate.
10.	10.1 VAT Registration Certificate 10.2 Trade License 10.3 VAT Clearance 10.4 Income Clearance. 10.5 Dealership Certificate (wherever applicable)	Attested copies of the up to date certificates needs to be submitted along with the bid.
11.	Should have a valid PAN issued by the Income Tax Office.	Attested copy of PAN.
13.	Tender Fee (Non-refundable)	Bid document fee of Rs. 1,000/- (Rupees One Thousand) only in the form of Demand Draft drawn from nationalized bank.
14.	Signature & Seal	The Tender Document shall be signed by the Proposer in all the pages with official seal. The pages of the Tender Bid should be arranged chronologically as per the information sought.
15.	Dealership/Authorization Certificate.	Dealership/Authorization Certificate from the manufacturer if not a manufacturer.
16	Blacklisted	The firm should give an undertaking that it has not been blacklisted by any organization, Govt./Pvt./PSUs in the letter head.
16.	Other	Any other information which may be useful in the process of evaluation.

SECTION 5

FINANCIAL BID

Sl. no.	Item description	Make/Model	Unit	Unit price (excl. of Tax)	Tax etc (%)	Unit price (incl. of Tax)	Warranty period	Remarks, if any
1	UPS 600 VA	FRONTECH / SUPERCOMP	No.					
2	KEYBOARD FOR DESKTOP (USB)	LOGITECH/HP	No.					
3	CABLE	HDMI	Mtr					
5	UPS 1 KVA	FRONTECH / SUPERCOMP	No.					
6	4 GB RAM DESKTOP	ZION/UMAX	No.					
7	2 TB HARD DISK DRIVE EXTERNAL	SEAGATE/Toshiba	No.					
8	5 TB HARD DISK DRIVE EXTERNAL	SEAGATE/Toshiba	No.					
9	2 TB HARD DISK DRIVE INTERNAL	SEAGATE/Toshiba	No.					
10	MICROSOFT OFFICE HOME AND BUSINESS	Microsoft	No.					
11	MICROSOFT WINDOWS 8.1 Pro	Microsoft	No.					
	MICROSOFT WINDOWS 10 Pro	Microsoft						
12	POWER EXTENSION CORD	BELKIN	No.					
13	ANTIVIRUS	ESET NODE32 - SMART security premium	No.					
14	LASER PRINTER ALL IN ONE	HP - MFP M1136	No.					

Sl. no.	Item description	Make/Model	Unit	Unit price (excl. of Tax)		Unit price (incl. of Tax)	Warranty period	Remarks, if any
15	MONITOR 18.5"	HP	No.					
16	WIRELESS ROUTER	NETGEAR/DLINK	No.					
17	1 TB HARD DISK DRIVE EXTERNAL	SEAGATE/Toshiba	No.					
18	1 TB HARD DISK DRIVE INTERNAL	SEAGATE/Toshiba	No.					
19	USB MOUSE	LOGITECH/HP	No.					
20	WIRELESS MOUSE	LOGITECH/HP	No.					
21	WIRELESS KEYBOARD	LOGITECH/HP	No.					
22	SPEAKER 2.1	CREATIVE/LOGITECH.	No.					
23	Desktop Computer - Core i3, RAM:4 GB, Windows 10 pro, HDD: 500 GB	HP	No.					
24	Desktop Computer - Core i5, RAM:4 GB, Windows 10 pro, HDD: 1 TB	HP	No.					
25	Desktop Computer - Xeon, RAM:16 GB, Windows Server 2012 Pro, HDD: 1 TB	HP	No.					
26	Laptop Computer - Core i3, RAM:4 GB, Windows 10 pro, HDD: 500 GB	HP	No.					
27	Laptop Computer - Core i5, RAM:8 GB, Windows 10 pro, HDD: 1 TB	HP	No.					
28	Laptop Computer - Core i7, RAM:16 GB, Windows 10 pro, HDD: 1 TB	HP	No.					
29	Wall mounted Fan – highflow wave – 16”	Cromtron	No.					