

**TENDER DOCUMENT FOR PROCUREMENT OF  
ANTIVIRUS LICENSEE FOR DATA CENTER SERVER  
AT  
OFFICE OF THE STATE COORDINATOR NRC ASSAM**



**ISSUED BY  
OFFICE OF THE STATE COORDINATOR, STATE PROJECT MANAGEMNT UNIT,  
NATIONAL REGISTER OF CITIZENS, ASSAM**

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM  
ACHYUT PLAZA, BHANGAGARH, GUWAHATI- 781005**

---

SECTION I

OFFICE OF THE STATE COORDINATOR, NRC, ASSAM  
ACHYUT PLAZA, BHANGAGARH, GUWAHATI- 781005

Tender no: SPMU/NRC/PIT/2014/Pt-III

Dated the .....2023

NOTICE INVITING TENDER

State Coordinator, National Register of Citizens, Assam invites tenders affixing Court Fee Stamp of Rs. 8.25/- from reputed Agencies/ Firms for supply of Symantec End Point Protection Manager Version14 (14.3 MP1) Build 1148 (14.3.1148.0100) Antivirus licensee at the Data Center of The State Coordinator NRC, Assam Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005.

Agencies / firms willing to supply may download the Tender document from the official website [www.nrcassam.nic.in](http://www.nrcassam.nic.in) and <http://sppp.assam.gov.in> The cost of tender document is Rs. 500/- (Rupees Five hundred) only drawn from any Indian Nationalized Bank in the form of Demand Draft issued in favour of 'The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati. The bidder shall also submit an EMD for Rs. 3,000/- (Rupees Three Thousand) only in the form of Demand Draft drawn in favour of the same beneficiary.

Service to be provided:

S1 No	Item/Product	Users	Validity
1	Symantec End Point Protection Manager Version14 (14.3 MP1) Build 1148 (14.3.1148.0100) Antivirus licensee	47 Seats	1 Year

Tender shall be submitted at the office of the undersigned till 10/07/2023 upto 12.00 PM and shall be opened at 3.00 PM on the same Date. Tenderers or their authorized representative may remain present during the time of opening the tender.

The cover should be superscripted with the title of the Tender on the top of the envelope, addressed to the undersigned along with name, address and contact no. of the responder on the bottom left corner of the envelope.

Sd/-

State Coordinator  
National Register of Citizens (NRC), Assam

SECTION II  
SCOPE OF WORK

**1. SCOPE OF WORK:-**

- Supplier has to provide 47 sets/ units of Symantec End Point Protection Manager Version14 (14.3 MP1) Build 1148 (14.3.1148.0100) Antivirus licensee.

SECTION III  
BIDDER'S PROFILE

Sl. no.	Particulars	Please furnish details
1.	Name of the Company / Firm	
2.	Year of incorporation	
3.	Nature of the Company (Public/Private/Partnership)	
4.	Registered office (Address, Telephone Number, e-mail)	
5.	Details of Trade Licence	
6.	Permanent Account Number (PAN)	
7.	GST Registration Number	
8.	Banker's name and address	

I/We hereby declare that the information furnished above is true and correct. I am also attaching the copies of license/authorization documents claimed hereunder.

Place:.....

Date:.....

Signature of Bidder/Authorized signatory:.....

Name of the Bidder:.....

Seal of the Bidder

**SECTION IV**  
**ELIGIBILITY CONDITIONS**

The intending Supplier should meet the following criteria to be eligible for participating in the bid.

<b>Sl. No.</b>	<b>Minimum Eligibility Criteria</b>	<b>Proof to be submitted for fulfilling the eligibility</b>
1	Bidder should be in the field of supply of software/antivirus for at-least 2 years	Bidder should provide certificate of providing Service
2	Bidder should have an average annual turnover of at least Rs.5 lakhs in each of the previous three financial years (2020-21 & 2021-22,2022-23)	Bidder should enclose Annual Turnover statement duly signed and sealed by a Chartered Accountant as per Annexure - 1
3	GST and Trade License	Attested copies of upto date GST and Trade License
4	Should have a valid PAN issued by the Income Tax Office.	Attested copy of PAN card.
5	Bid Document Fee	Bid document fee of Rs. 500/- (Rupees five hundred) only in the form of Demand Draft drawn from Nationalized Bank in favour of 'The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati
6	Signature on Tender document	Tender document shall be signed by the tenderer in all the pages with official seal.
7	Earnest Money Deposit (EMD)	EMD for Rs. 3,000/- (Rupees Three Thousand) only in the form of Demand Draft drawn in favour of 'The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati
8	Stamp Fee	Court Fee Stamp of Rs. 8.25/-
9	The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Self Declaration in the form of an Affidavit

## SECTION V

### **INSTRUCTIONS TO BIDDERS**

- i. Sealed Tender in two bid system (Technical Bid & Financial Bid) are invited in connection with Supply of Antivirus Licensee.
- ii. Tenders should be addressed to “The State Coordinator, National Register of Citizens (NRC), Assam, Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005.”
- iii. Tenders can be submitted in person on or before the closing date and time specified in the Tender Notice. Such tenders should be dropped in the tender box only kept at the Office of the State Coordinator, National Register of Citizens (NRC), Assam, Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005.
- iv. Alternatively, the bidder can submit the tender by registered post so as to reach the above address on or before the closing date and time specified in the Tender.
- v. Tenders received after closing date and time will not be considered and the Office shall not be liable or responsible for any postal delays.
- vi. A tender once submitted shall not be permitted to be altered or amended.
- vii. The cost of tender document is Rs. 500/-. The Tender Documents purchased is not transferable to any other bidder. The tender cost may be paid by Demand Draft drawn on any Nationalized Bank in favour of ‘The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam’ payable at Guwahati. The Tender document may be downloaded from the official website [www.nrcassam.nic.in](http://www.nrcassam.nic.in) and <http://sppp.assam.gov.in>
- viii. Technical Bid should contain EMD for an amount of Rs. 3,000/- by Demand Draft drawn on any Nationalized Bank in favour of ‘The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam’ payable at Guwahati.
- ix. The validity of the Tender Document is for 180 days.
- x. The EMD of unsuccessful bidders will be returned after acceptance of the successful Tender and issue of Work Order to the successful bidder within a reasonable time frame. The EMD returned to the unsuccessful bidders shall not earn any interest thereof.
- xi. Any bid not secured with EMD amount will be rejected by the office as non-responsive.
- xii. The EMD amount may be forfeited:
  - a. if a bidder withdraws the bid during the period of bid validity specified in the tender;  
OR
  - b. in the case of successful bidder, if the bidder fails to sign the contract or to submit the Security Deposit, after awarding of the contract.
- xiii. Before closing the Tender, the office may amend the Tender as may be desired. Also, amendment to tender may be given in response to clarifications by prospective bidders at the discretion of the office. Such amendments will be notified in the website [www.nrcassam.nic.in](http://www.nrcassam.nic.in) and <http://sppp.assam.gov.in>
- xiv. The office, at its discretion, may extend the closing date and time for the submission of bids on account of amendments.
- xv. The bidders must periodically browse the website- [www.nrcassam.nic.in](http://www.nrcassam.nic.in) and <http://sppp.assam.gov.in> till one day before the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender.

**SECTION VI**  
**METHOD OF SELECTION**

- A two-stage procedure will be adopted in evaluating the proposals: (i) technical evaluation, which will be carried out prior to opening financial bid and (ii) financial evaluation.

**1. TECHNICAL BID:**

Technical bid consist of the documents as mentioned in Section IV. If the bidder ensures compliance to all eligibility conditions and furnish all documentary proof of the same, they would be considered for participation in the financial bid. Qualified technical bids shall only be considered for financial evaluation.

**2. FINANCIAL BID:**

The financial bid shall consist of the unit price of antivirus licenses showing the GST amount separately and total amount including GST as given at ANNEXURE 2.

**3. SUBMISSION OF BIDS**

- i. The bids should be submitted duly sealed and addressed to the Department and deposited in tender box or sent by courier/speed /regd. post on or before 1430 hrs. of closing date.
- ii. Any bid received after the dead line for submission of bids shall be rejected.
- iii. Method of preparation of bid: Bid for each tender should be submitted in envelopes placed inside a main cover. These envelopes should contain the following;

<b>ENVELOPE</b>	<b>MARKED ON THE COVER</b>	<b>CONTENTS OF ENVELOPE</b>
First	Bid Security (EMD)	Containing Bid Security and the Cost of Tender Document.
Second	Technical Bid	Containing documents establishing eligibility of the bidder to participate in the tender as per Section IV
Third	Financial Bid	Rates duly quoted by the Bidder in the prescribed format as per Annexure 2.

On all these envelopes the name of the Agency and document inside the envelope like ‘Bid Security’ OR ‘Technical Bid’ OR ‘Financial bid’ must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The Bids that are not submitted in above mentioned manner should be summarily rejected.

All envelopes (3 inner & one outer) must bear the following on the left hand top corner side:-

TENDER FOR PROCUREMENT OF ANTIVIRUS LICENSEE FOR DATA CENTER

‘NOT TO OPEN BEFORE (CLOSING DATE OF TENDER)’

(Tender no.....)

- iv. All envelopes (3 inner & one outer) must bear the full address of the tendering authority at the center of envelope.
- v. All envelopes (3 inner & one outer) must bear the full name and full address of the Bidder at the bottom right hand side corner of the envelope.

The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.

#### **4. PAYMENT TERMS**

After completion of supply, bills shall be submitted in triplicate to the Department for necessary payment by the Department on receipt of the fund from the Government. No advance shall be made to the Supplier on any account.

#### **5. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of under the Scope of Work constitute sufficient ground for the annulment of the award and forfeiture of the bid & performance security in which event the Department may make the award to any other bidder at the discretion of the Department or call for new bids.

#### **6. FORCE MAJEURE**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract and the performance shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the Department as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option, terminate the contract.

#### **7. ARBITRATION**

In the event of any question, dispute or difference arising under the supply or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the State Coordinator, NRC, Assam.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be Department.

SECTION VII

BID FORM

To,

The State Coordinator  
National Register of Citizens, Assam  
Achyut Plaza, Bhangagarh  
Guwahati- 781005, Assam

Dear Sir,

1. Having read the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply Symantec End Point Protection Manager Version14 (14.3 MP1) Build 1148 (14.3.1148.0100) Antivirus licensee at the Data Center in conformity with the conditions of contract and specifications.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc will be binding on us.
3. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us.
4. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs. 3,000/- in the form of Demand draft in favour of 'The Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati.

Dated this ..... Day of ..... 2023

Name .....

Bidders's name .....

Signature .....

Seal of the Bidder



## ANNEXURE 1

### Annual Turnover Statement of the Bidder

The Annual Turnover of \_\_\_\_\_ (name of the bidder) for the past three Financial Years are given below and certified that the statement is true and correct.

Sl. No.	Year	Annual Turnover (in Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
<b>Total</b>		

In words: \_\_\_\_\_

Name of the Chartered Accountant \_\_\_\_\_

Signature of Chartered Accountant \_\_\_\_\_

Date \_\_\_\_\_

Seal

ANNEXURE 2

**FINANCIAL BID**

**SCHEDULE OF Supply CHARGES**

**A. Financial For supply of Symantec End Point Protection Manager Version14 (14.3 MP1) Build 1148 (14.3.1148.0100) Antivirus licensee:**

Sl. No	Name of Firm/Agency	Item Description	User ( Licensee Quantity)	Total Amount in Rs Per Unit/ Sets Excluding GST	GST Amount Per Unit/ Sets	Amount per unit/ Sets including GST
a	b	C	D	e	f	g
1						e+f

Dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of the Bidder

.....

Name of Bidder

\_\_\_\_\_