

LIMITED TENDER ENQUIRY

Invitation of tender for supply, installation, testing and commissioning of Computer peripheral

To

- (i) National Informatics Centre Service Incorporated, (NICSI), Assam, 3rd Floor, Institute of Engineers Building Panbazar, Guwahati - 781001
- (ii) M/s Indian Export and Import Co, Krishna Jyoti, Nongthymmai, Shillong
- (iii) M/s Nice Infotech, Police Bazar, Shillong
- (iv) M/s Lifeline Enterprises, Bara Bazar, Shillong
- (v) M/s Spectrum, Brahma Samaj Shopping Complex, Keating Road, Shillong
- (vi) M/s Nettrack Systems and Services, G.S. Road, Guwahati
- (vii) M/s Hue Services Pvt. Ltd, Uzan Bazar, Guwahati
- (viii) M/s J.M.K. Computer, AG Office Bus Stop, Lakhi Mandir, Beltola, Guwahati

Tenders in sealed cover are invited for supply, installation, testing and commissioning of Computer peripheral devices as per specification and allied details given in **Annexure -1**.

1. General information about the tender:-

(a) Name of the Department : The Regional Training Institute (IA&AD), Meghalaya, Shillong, 03rd Floor, O/o The Accountant General (A&E), Meghalaya, Shillong.

(b) Date of issue of Bid 01 Oct 2015

Document :

(c) Tender Forms available from www.rtishillong.cag.gov.in, www.agmegh.cag.gov.in, www.agasam.cag.gov.in

(d) Last date and time for Upto 4.30 PM on 23 October 2015

receipt of tender :

(e) Time and date of opening of 3 PM on 26 October 2015

tenders:

(f) Place of opening the tender: RTI, Shillong, Conference Hall, 3rd floor, O/o the Accountant General (A&E), Meghalaya, Shillong

(g)Address for Communications: The Principal Director, Regional Training Institute (IA&AD),Meghalaya, 3rd Floor, O/o the Accountant General (A&E), Meghalaya, Shillong

(h) Tender/Quotation shall 60 days
remain valid till:

SUBMISSION/OPENING OF TENDERS:-

2. Please superscribe our reference number and date of tender opening on sealed cover, failure to do so will render your offer invalid.
3. Sealed tender addressed to the Principal Director, Regional Training Institute (IA&AD), Meghalaya, 3rd Floor, O/o the Accountant General (A&E), Meghalaya, Shillong-793001, should be dropped in tender box placed in Administration Section of Regional Training Institute (IA&AD), 3rd Floor, O/o the Accountant General (A&E), Meghalaya, Shillong.
4. Sealed tenders will be opened by a committee on due date and time. The bidder or his authorized representative may attend the tender opening. Authority letter to this effect shall be submitted by the representative. If due to any exigency the due date for opening of tender is declared closed holiday, the tenders will be opened on next working day at the same time or any other day and time as intimated.
5. Tenders sent by fax will not be considered. Tenders found in sealed box will only be considered. To avoid any complication with regard to late receipt/non receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Tenders will not be received after the specified time.
6. The bidder must have adequate experience of meeting similar requirements. Necessary supporting documents to the effect must be enclosed with the offer.
7. Clarification of Bid Document: A prospective bidder requiring any clarification of the bidding document shall notify the Institute in writing and the Institute shall immediately respond in writing to the clarification sought upto one day prior to the date of opening of the tenders. Copies of the queries and clarifications by the Institute shall be sent to all prospective bidders.
8. Amendments of Bidding Document: At any time prior to the last date for submission of bid, any modification on the bid documents in response to a clarification requested by a prospective bidder shall be notified in writing to all prospective bidders.
9. Modification and withdrawal of bids: A withdrawal notice may be sent by fax and followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and

expiration of period of bid validity specified. Withdrawal of a bid during the period will result in bidders forfeiture of bid security.

10. Clarification of Bids: During evaluation and comparison of bids the Institute may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.

11. Performance Security: The successful bidder will have to deposit Performance Security equal to 5% of the total value of the supply and also execute the work within 30 days from the date of placement of order. Performance Security may be furnished through Account payee Demand Draft/Bank Guarantee of Nationalised Bank covering the entire period of warranty plus one month in the format given at **Annexure-2**. If the firm fails to make the supply within the time frame, the contract shall be cancelled and the Performance Security Deposit will be forfeited. The Performance Security Deposit will be released after completion of the contract to the satisfaction of the Institute in any case not before one month of expiry of warranty.

12. Delivery Schedule : The successful tenderer shall 'Supply, Test, Install and commission devices at the Regional Training Institute, (IA&AD),Lachatelette Complex,Near Shillong College, Boycee Road, Laitumkhrah, Shillong

13. Liquidated Damages : A late penalty charge @ 0.5% of the approved rate shall be deducted for each week of delay beyond the stipulated delivery period.

14. Earnest Money Deposit : The tenderer will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 8,250/- (Rs. Eight thousand two hundred fifty Only) in the form of Account Payee Demand Draft from any of the commercial banks in favour of PAO,O/o the Accountant General (A&E), Meghalaya, Shillong, valid for a period of 60 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected. Bid Security of the unsuccessful bidders would be returned at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

15. Price : Price quoted should be firm and not subject to variation on any account during the contract period. The price quoted shall be inclusive of packing, forwarding, freight, transportation, installation,discount and other charges as applicable.

Evaluation period:

16. The guidelines for evaluation of offer will be as follows:

- (a) Only those fulfilling all the eligibility and qualifying requirements of the tender shall be evaluated.

(b) Institute shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, whether the bids are generally in order, etc.

(c) Arithmetical errors shall be rectified on the following basis.

- If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity. The unit price will prevail and the total price shall be corrected by the Institute.
- If there is a discrepancy between words and figures the amount in words shall prevail. If the supplier does not accept the correction of errors his bid shall be rejected.

(d) Institute may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any bidder.

(e) The lowest acceptable tender shall be considered further for placement of contract/supply order after complete clarification if any.

17. Payment Terms: The bills shall be preferred, after supply, installation, testing and commissioning of the devices and duly verified from the Officer of Regional Training Institute (IA&AD), Shillong. No advance payment will be made to the firm.

18. Bid security (EMD) shall be refunded to the successful bidder on receipt of Performance Security.

19. The bid/performance Security shall remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till satisfactory completion of the contract. If the contractor fails to complete the contract to the satisfaction of the Institute the bid security/performance security shall be forfeited.

20. On the performance and the completion of the contract as per the general conditions the performance bank guarantee bond will be returned to the contractor without any interest.

21. The contract with the firm shall be interpreted under Indian Laws and in case of any dispute between the contract holder and the Institute the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Principal Director, Regional Training Institute (IA&AD), Meghalaya, Shillong.

22. The Institute reserves the right to accept or reject any quotation without assigning any reason.

(Core Faculty (EDP))
Regional Training Institute (IA&AD),
Shillong

Annexure-1

Technical Specification and Allied Details

| Sl. No. | Item with Technical Specification | Quantity |
|---------|---|----------|
| 1. | Router with 2 onboard GE, 2 EHWIC slots, 1 ISM slot, 256MB CF default, 512MB DRAM default, IP Base (Preferable Cisco 1941/K9 Series) | 1 |
| 2. | Switch – managed – 24 x 10/100 + 2 x Combo Gigabit SFP- Rack-Mountable (Preferable Cisco – 2960 Series) | 2 |
| 3. | Switch – managed – 48 x 10/100 + 2 x Combo Gigabit SFP –Rack-Mountable (Preferable Cisco – 2960 Series) | 1 |
| 4. | Scanner – upto 2400 x 4800 dpi scan resolution, Color scanning | 1 |
| 5. | Laser Jet Printer- print speed (black & normal) upto 26 ppm, with auto duplex print options, build-in Ethernet | 2 |
| 6. | Web Camera and Handset | 1 each |

Annexure-2

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

The Principal Director,
Regional Training Institute,
Shillong – 793001

WHEREAS.....(Name and address of the Supplier) (herein after called “the Supplier”) has undertaken, in pursuance of contract no.....dated.....(hereinafter called “the contract”) to supply.....

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled nationalized bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the due performance of the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of(amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

The Bank guarantee shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of the Buyer in writing.

The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for an on behalf of the Bank.

This guarantee shall be valid up to and including the..... day of..... 20.....

.....

(Signature with date of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch