

DNIT

Tender for Supply of Desktop computer, Duplex Laser Printer (B & W), Scanner and UPS.

DT-I/EE/RD-BSGD/Computer/2017-18 DATED 21/12/2017

Government of Tripura
Office of The Executive Engineer
RD Bishramganj Division
Bishramganj, Sepahijala District
Contact & FAX No 0381 2867244, mail eerdbsg@gmail.com

Disclaimer

The information contained in this tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Executive Engineer, RD Bishramganj Division is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided. This TENDER document is not an agreement and is not an offer or invitation by the Tendering authority to any parties other than the applicants who are qualified to submit the bids ('Bidders'). The purpose of this TENDER is to provide the Bidder(s) with information to assist the formulation of their proposals. This TENDER does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this TENDER. The information contained in the TENDER document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder may require. Tendering Authority reserves the right of discretion to change, modify, add to or alters any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Any information contained in this document will be superseded by any later written information on the same subject made available to all recipients by the Tendering Authority.

Executive Engineer, RD Bishramganj Division reserves the right to reject any or all the bids received in response to this TENDER document at any stage without assigning any reason whatsoever. The decision of the Tendering Authority shall be final, conclusive and binding on all the parties.

Table of Contents

Sl. No.	Section	Content	Page
1	Section -1	Critical information of Tender	4
2	Section -2	Eligibility criteria	4-5
3	Section -3	Instruction to bidder	5-6
4	Section -4	Bid evaluation process	6
5	Section -5	Award of Contract	6-7
6	Section -6	Scope of work	7-8
8	Section -7	Penalty	8-9
9	Section -8	Payment term	9
10	Section -9	Technical specification	9-11
14	Section -10	Settlement of dispute	10
16		Annexure A,B, C format	11-15
17		Financial Bid	16

Section 1: Critical information of DNIT

Tender for Supply of Desktop computer, Duplex Laser Printer, Scanner and 1 KVA online UPS for different schemes under RD Bishramganj Division within Sepahijala District.		
1.	DNIT Inviting Authority Designation and Address	Executive Engineer RD Bishramganj Division Bishramganj, Sepahijala District Contact & FAX No 0381 2867244 mail eerdbsg@gmail.com
2.	a) Name of the Work	Supply of Desktop computer, duplex Laser Printer, Scanner, UPS for different schemes under RD Bishramganj Division within Sepahijala District.
	b) Tendered items & quantity	1. Desktop Computer: 25 nos. 2. Duplex Laser Printer (B & W): 10 nos. 3. Scanner: 5 nos 4. 1 KVA online UPS: 25 nos
	c) PNIT & DNIT reference no.	PNIT : No.- PT-5/EE/RD-BSGD/2017-18, DATED-21/12/2017 DNIT: DT-1/EE/RD-BSGD/Computer/2017-18 DATED-21/12/2017
	d) Place of Execution	At different school and offices under RD Bishramganj Division within Sepahijala District
3.	a) DNIT document availability	www.tenders.gov.in or http://rural.tripura.gov.in/
	b) Cost of Tender Document	Rs. 500.00 (Rupees five hundred) [non refundable] in the form of Demand Draft (DD) in favour of Executive Engineer, RD Bishramganj Division .
	c) Process of bidding	Interested eligible bidders can submit their bid in the tender box be kept at the office of the Executive Engineer, R.D. Bishramganj Division, Bishramganj, Sepahijala District.
4.	Date of Publication of DNIT	21.12.2017
6.	Email address for communication for any queries/clarifications	eerdbsg@gmail.com
7.	Earnest Money Deposit (EMD)	Rs. 25,000.00 (Rupees twenty five thousand) in the form of D-call in favour of Executive Engineer R D Bishramganj Division, Bishramganj, Sepahijala District.
8	Last date for submission, Time and Place of submission of Bid	05.01.2018 upto 3.00 PM. Submission: At office of the Executive Engineer, R.D. Bishramganj Division, Bishramganj, Sepahijala District.
9	Date, Time of Opening of Technical bids	Technical bid will be opened on 05.01.2018 at 3.30 PM .
10	Date, Time and Place of Opening of Financial bids	To be intimated in due time.

Section 2: Eligibility Criteria

Executive Engineer, R D Bishramganj Division, Sepahijala District is inviting open bids from the bonafide eligible Indian bidder having the following minimum Qualification criteria for supply of tendered items. Any

Bidder not meeting the qualification criteria as mentioned below shall be summarily rejected. The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the DNIT Document. The Bids must be complete in all respects and should cover the entire Scope of Work as stipulated in the DNIT.

SI	Clause	Document required
1.	Tender fee for DNIT Document should have been submitted.	Demand Draft of INR 500/-(Rupees five hundred only) [non refundable] from a nationalized/ Scheduled Bank in favour of the Executive Engineer, RD Bishramganj Division, Sepahijala District. Tender document may be downloaded from www.tenders.gov.in .Tender fee to be submitted with the technical bid. Bid received without tender fee will be rejected.
2	EMD should have been submitted.	Demand Draft of INR 25,000/- (Rupees twenty five thousand only) from a nationalized/ Scheduled Bank in favour of the Executive Engineer, RD Bishramganj Division, Sepahijala District. EMD to be submitted with the technical bid. Bid received without EMD will be rejected.
3	i. Authorised agencies of manufacturer of the tendered items (reputed IT Brands available in India) having network at Agartala .	i. Valid Authorization certificate issued by the original equipment manufacturer (OEM)
	ii. The Bidder should have experience of supplying of computer/computer peripherals to any Govt. department(S) in last 2 years.	ii. Valid documents in support of experience.
	iii. Should have Sales tax Clearance .	iii. Valid Sales Tax clearance certificate as on date of submission of bid.
4.	Should not have been black listed by any Government or quasi-Government entity in India (Centre / State / Local Bodies) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	A self-certified letter to be submitted.
5.	The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid GST/Service Tax Registration Certificate and PAN	Copies of GST, Service Tax registration Certificates & PAN card.

If any of the above applicable paper is not attached with any DNIT, tendering authority reserves the right to declare the incomplete tender as informal.

3. Instruction to Bidder:

3.1. Bid submission: Bidder should submit their bid (both technical and financial) in the tender box kept in the office chamber of the tendering authority within the Bid submission date and time.

3.2. Financial bid1) The Bidder is expected to price the items and services as required by the DNIT including onsite warranty, costs of packaging, transportation, post delivery inspection etc. No conditional offer will be accepted.

2) All the financial details (BOQ) should be given in the prescribed format only and in accordance to the details / terms and conditions as mentioned in the DNIT.

3.3. Rejection of Bid

Any condition put forth by the Bidders not conforming to the bid requirements, shall not be entertained and such bid shall be rejected. Bid without tender fee and EMD will be rejected.

3.4. Duties, Taxes and Statutory levies

Bidder shall bear all taxes and duties etc. levied or imposed on the Bidder under the Contract including but not limited to sales Tax, Customs duty, Excise duty, Octroi, Service Tax, GST, Works Contracts Tax and all Income Tax levied under Indian Income Tax Act 1961 or any amendment thereof up to the date for submission of final price bid, i.e., on account of payments received by him for the work done under the Contract.

3.5. Right to Accept/ Reject the Bid

Tendering Authority reserves the right to accept or reject any Bid and to annul the DNIT process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

Section 4: Bid Evaluation Process

4.1. Opening of Bids: Technical bids of all the bidders will be opened on scheduled date and time as mentioned in the DNIT at the office of the Tendering Authority. In event of date of Bid opening being declared a holiday, Bids shall be opened at the same location on the next working day. Interested bidders may remain present during opening of bid.

4.2. Evaluation of Technical bids:

1) Bidders are required to fulfill all the eligibility conditions mentioned in eligibility Criteria of the DNIT. Tendering authority will examine the Bids for their completeness and conformity to requirements of the DNIT. Decision of Tendering authority in this regard will be final and binding on all the bidders.

2) Financial bid of all the technically qualified bidders will be opened in the office of the tendering authority. The date and time of opening of financial bid will be intimated to the qualified bidders. Interested bidders may remain present during opening of bid.

4.3. Evaluation of Financial bids 1) Executive Engineer, R.D Bishramganj Division, Sepahijala District will select the successful Bidder (s) (L₁) through the Bidding Process on the basis of **item wise lowest Bidder** (not on the basis of total contract value). No intimation would be sent to the unsuccessful Bidders.

2) In case L₁ is unable to or refuses to sign the Contract, L₂/L₃/L₄ Bidders and so on will be invited in the order of priority on condition if anyone is willing to match the rates quoted by L₁ in the financial bid.

Section 5: Award of Agreement

5.1. Notification to Bidder: Prior to the expiry of the Bid validity period, tendering authority will notify the successful Bidder in writing or email that its proposal has been accepted. The notification of award, termed as Letter of Intent or LOI/supply order, will lead to signing of the Agreement.

5.2. Security deposit: Prior to signing of the Agreement, Executive Engineer, RD Bishramganj Division, shall promptly request the selected Bidder to submit the Security deposit (10% of the total order value) within 10 days

of award of supply order. In case L₁ fails to furnish the Security Deposit within 10 days period penalty will be imposed as per penalty clause.

5.4. Signing of Agreement

Tendering Authority shall enter into an Agreement with the successful Bidder. The agreement will be signed on the day the security deposit is submitted by the selected Bidder.

5.5. Validity of rate and contract:

The tender and rate should remain valid **upto 90 days** for placement of order by the tendering authority from the date of acceptance of rate.

The Agreement will be valid for a period of **36 months** from the date of installation of all Devices at all the location(s) specified by the tendering authority. The contract may be extended for a further period at the same terms and conditions subject to mutual consent.

5.6. Failure to abide by the terms of contract

Failure of the successful Bidder to agree with the Terms & Conditions of the Contract shall constitute sufficient reason for the annulment of the award, in which event Executive Engineer, R.D Bishramganj Division may forfeit the EMD/ Security deposit. Re-tendering will be done in this case.

Section 6: Scope of Work

6.1. Supply of branded desktop computer, duplex Laser printer (B & W), & 1 KVA online UPS as per the detailed specification laid down at **Section 9**.

Bidder shall be responsible for supply and maintenance of delivered products as per the minimum specifications and indicated quantities mentioned in the DNIT. The supplied all tendered items should carry a **36 months** comprehensive onsite **warranty** from the date of installation on its hardware and associated software.

6.1.1. Tender quantity

Below specified quantities of Devices are to be delivered within the delivery schedule at the destination to be mentioned in the award of contract. Quantity may be increased or decreased as per requirement of the department.

- | | |
|-------------------------------------|---|
| 1. Desktop Computer: 25 nos. | 2. Duplex Laser Printer: 10 nos. |
| 3. 1 KVA Online UPS: 25 nos. | 4. Scanner: 5 nos. |

6.1.3. Delivery schedule : Ordered quantity to be supplied **within 30 days** from the date of issuance of supply order.

6.1.4. Inspection: Successful bidder should conduct inspection from Electronics Test and Development Centre (ETDC), Agartala at their own cost and risk. Inspection certificate in original to be submitted to the receiving authority at the time of delivery of the materials. Tendering authority will accept supplied quantity of tendered items only after receiving the ETDC test certificate. The selected Bidder(s) shall depute it's technically qualified representative for commissioning/installing /checking the supplied. The successful Bidder needs to replace the rejected item(s), if any within a time frame of four (4) days from the date of return of the equipment(s). Failure to do so will compel the tendering authority to impose penalty as defined in the DNIT. Rejected equipment(s) shall be handed over to the authorized representative of the selected Bidder on the spot. **36 months of warranty period for all products would start from the date of installation.**

6.2. Transportation: The entire cost of transportation from the Manufacturing Plant or Port of Landing to the designated destination as specified by tendering authority shall be borne by the selected Bidder.

6.3. Packing: Packing of all the supplied items should be in manufacturer's original packing.

6.4. Invoicing : Bidder should submit invoice with receipted challan to the tendering authority for necessary payment.

6.5. Warranty: 1) The Selected Bidder is required to provide a comprehensive onsite warranty for the products for a period of **36 months** commencing from the date of acceptance sign-off. **Bidder should submit the procedure of complaint logging with their technical bid.**

2) **Bidder should adequate network in Tripura State for attending calls in case of any complaint during the warranty period. The company should ensure quick back up response in case of equipment failure which should be repaired/replaced if needed within 7 days of the distress call. Spare parts/printer cartridges of supplied items must be available in Agartala at any point of time. Bidder should justify the availability of the spares/cartridges in local market. Any model offered by any bidder without having availability of spares/Cartridges in local market will be rejected.**

7. Penalty:

Sl.	<u>Default</u>	<u>Penalty</u>
1	Withdrawing of tender on the table of opening of the technical bid before opening financial bid.	25% of the EMD will be forfeited.
2	Withdrawing of tender on the table of opening of the financial bid.	50% of the EMD will be forfeited and blacklisted for next one year.
3	Revision of rates after opening of the tender	The tender will be rejected and the cost difference for quoted rate of the rejected bidder and purchase rate of the department for the tender quantity or 100% of the EMD whichever is lesser will be forfeited as punitive action and will be blacklisted for next year.
4	Failed to deposit security money and failed to sign the agreement in the specific time	100% the EMD will be forfeited and blacklisted for next one year.
5	After signing of agreement failed to supply the materials as per delivery schedule	Supply order will be cancelled, 100% security money will be forfeited and blacklisted for next 2 years.
6	Partly supplied but failed to supply 100% of materials as per agreement/supply orders and as per the delivery scheduled/period as allowed to them.	The balance ordered quantity of store, which the errant supplier failed to supply will be slashed and will be split among one or more than one bidder participated in the tender or will be procured through other alternative arrangement. The security money or the cost difference of the subsequent purchase (balance qty) through other bidder and/or alternative arrangement, whichever is higher, will be recovered from the errant supplier's pending bill/security money or other liabilities lying with the State Govt. and the supplier will be blacklisted for next two years.
7	Non maintenance of delivery scheduled as per agreement/supply order or period allowed to supplier	If the committed quantity is not supplied within the time allowed to them without any justified ground and if bidder's fault is proved a Liquidated damage @ 1% of valuation of undelivered quantity per day subject to maximum 10 days or 10% will be imposed and after imposition of maximum LD (10%) if still the bidder fails to complete the full quantity, their security deposit will be forfeited and the firm will be declared blacklisted for next two financial year.

8	For after sale service within guarantee / warranty period for any item of this tender the respective representative of the supplier should attend on call. If any report is received for his non-attendance against any such call for after sale service by any supplier any tendered item (s) of this tender.	Call must be attended within 48 hours of raising the complaint and to be repaired within 7 days of complaint. If the complaint is not resolved within 7 days penalty @ 1 % of the purchasing value of the default equipment will be imposed in each case and the amount will be deducted from the Security deposit .Cumulative amount of penalty within the warranty period should be limited to the amount of security deposit.
9	For furnishing false information /statement, playing jugglery/suppression of fact at any stage of the tender process.	Forfeiture of EMD/Security money, cancellation of agreement, Black listing for at least 2 years, procurement of ordered stores by suitable alternative arrangement. Additional cost, if any, will be recovered from the errant supplier from any pending amount to this Dept.

Section 8: Payment Terms:

For payments, the successful Bidder will be required to raise invoice along with the receipt copy of challan in original, ETDC certificate etc. Tendering Authority will make payment, after the verification of invoice amount, related documents and adjusting for penalties, if any , to the successful Bidder. Tendering authority will not provide any specific time limit for disbursement of payment. However tendering authority will endeavor to make payment as early as possible. Except as otherwise provided for herein or as agreed between the parties in writing, Tendering Authority shall not be required to make any payments in respect of the Services other than those covered in the DNIT and/or Contact.

Section 9: Minimum technical Specification of Products

9.1 Technical Specification for Desktop PC:

SL No.	Technical Parameter	Description	Compliance (YES/NO)
1	CPU	7th Generation Intel Core i5-7500, upto 3.80 GHz Turbo frequency, 6 MB Cache or its higher version	
2	Chipset	Intel H170series.	
3	Bus Architecture	8 GT/s DMI3 or more	
4	Memory	6 GB DDR4-2133/2400, DDR3L-1333/1600 @ 1.35V with 64 GB Expandability, Max No. of 2 Memory channels	
5	Hard Disk Drive	1 TB 7200 rpm or higher	
6	Monitor	47 cm or larger (18.5 inch or larger) LED Digital Colour Monitor TCO-05 certified	
7	Keyboard	104 keys	
8	Mouse	Optical with USB interface	
9	Bays	4 Nos. or above	
10	Ports	6 USB Ports or more (at least 2 USB with 3.0),1 Display port/VGA port, audio ports for microphone and headphone in front	
11	Cabinet	Mini Tower/Tower	
12	DVD ROM Drive	8X or better DVD RW Drive	
13	Networking facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation remote wake up, TPM enabled 1.2 chip using any standard management software	
14	Operating System	Windows 10 Professional	
15	Preloaded Antivirus	Microsoft Security Essentials Software	
16	Warranty	3 (three) Years	

9.2 Technical Specification for Duplex Laser Printer (B & W) :

SL No.	Technical Parameter	Description	Compliance (YES/NO)
1	Function	Mono laser printer	
2	Resolution	Mono 600x600 dpi	
3	Paper Size	A4 / A5 / A6 / ISO B5 / JIS B5 / Executive / Letter	
4	Print speed	25 ppm or higher	
5	Memory (in MB)	128 Mb	
6	Port	1 USB	
7	Network card 10/100	Yes	
8	Duplexing (Auto)	Yes	
9	Compatible OS	Windows 10/8 / 7 / XP	
10	Energy-saving	ENERGY STAR® certified	
11	Duty Cycle	15,000 Pages per Month (A4 size)	
12	Warranty	3 (three) years	

9.3 Technical Specification for Flatbed document scanner

Configuration		Compliance (YES/NO)
Functions	Scan/copy	
Scan file format	JPEG, TIF (compressed and uncompressed), PDF, GIF, BMP	
Scan resolution	Up to 4800 dpi	
Scan mode	Manual or automatic	
Gray scale depth	256	
Colour scanning	Yes	
Supported document size	A 4	
Scan speed (normal, A4)	5ppm or above	
Warranty	3 years	

9.4: 1KVA Online UPS :

1. Capacity: 1KVA
2. Input voltage: Should run at 200 volt
3. Output voltage: 230 Volt
4. Frequency regulation: 50Hz
5. Battery Type: Built in Maintenance free sealed Lead Acid battery leak proof. Back up time 15-30minutes
6. Warranty: 3 years on UPS

Bidder should mention the list of deliverables (hardware/software) with each tendered item along with DNIT.

Section 10: Settlement of Disputes:

Any dispute arising out of the contracts/purchases orders issued by Executive Engineer, RD Bishramganj Division. Only the courts at Agartala in Tripura will have jurisdiction to deal with the same and decide any legal matter or disputes whatsoever arising out of the contract/purchase order or tender.

DECLARATION

DT-I/EE/RD-BSGD/Computer/2017-18 DATED 21.12.2017

I do hereby declare that I have personally gone through the relevant DNIT and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of item(s). This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and purchaser is incorporated into the agreement.

(Signature of bidder

Full name & Seal)

DT-I/EE/RD-BSGD/Computer/2017-18 DATED 21.12.2017

Sl. NO	Particulars	Comments of bidder	Comments of departmental officers.
1	The Tender form signed by the bidder after going through and acknowledged & accepted.		
2	EMD and document fee in proper shape submitted with the bid.		
3	The name of the person to contact/ the person who signed the DNIT has been written clearly indicating detailed address, telephone No, Fax No. & Mobile No. and the detailed address of the manufacturer etc. filled up.		
4	The bidder having valid BIS License/Manufacturing license/dealership certificate etc as the case may be and notary attested copy uploaded with the DNITs.		
5	The firm having GST/Tax clearance certificate and enclosed with the DNIT.		
6	Rate quoted in in the specific format with the DNIT form and details of rate given as per format and indicated percentage of excise duty, Sale tax, transportation etc.		
7	Whether penalty clause accepted.		
8	Whether inspection clause accepted.		
9	Delivery schedule indicated in the DNIT accepted.		
10	Payment term according to the DNIT accepted .		
11	supply experience in the Dept or other dept. indicated.		
12	Rate quoted in/c all taxes & charges .		
13	Whether any extraneous terms beyond the DNIT terms condition given during submission of DNIT.		
14	Whether any conditional discount allowed in the rate.		
15	Whether any unconditional discount allowed in the quoted rate.		
16	The validity period of DNIT accepted.		
17	Specification sheet gone through and accepted all specifications as indicated in the DNIT written clearly.		
18	Whether Warranty clause is accepted.		
19	Whether the bidder defaulter in the department or any other department in India and any Court case pending with the department.		

BIDDER'S SHEET

Annexure C

-	DNIT NO:-	DT-I/EE/RD-BSGD/Computer/2017-18 DATED 21.12.2017
	Name of item:	Desktop, Laser Printer, Scanner & UPS
<p>Bidders are requested to provide wanted information in this sheet. All the points are not required for all bidders. They should select their relevant points and fill up accordingly. Other points, not related with their tender, may please be marked as Not Applicable.</p>		
1. Detailed address of the Bidder along with Phone No, Mobile No, Fax No with STD Code & e-mail.		
2. Detailed address of the Principal firm of the authorized dealer (bidder) along with phone, mobile no and fax number with STD code, email (Relevant if bidder is not the OEM) .		
3. Name of contact person & Phone No, Mobile No ,Fax No with STD Code & e-mail.		
4. Whether participated for all items:		
5. Whether bidder has any network in Tripura? If not, how service will be provided during the warranty period-justify		

6. Whether the items are readily available in stock and the location of stockyard.	
7. Experience of the bidder in supplying the specific tendered item(s) along with quantity to any Govt.Department / PSUs / Large private sector project (Document should be uploaded along with tender)	
8. Whether the bidder is operational in India for last 3 years.	
9. Model and Make of the tendered items(s) for which bid has been submitted.	
Desktop	
Duplex Laser printer (B & W)	
Online UPS (1KVA)	
Scanner	

10	Item	Name of Bank & Branch	Demand Draft No. and date	Amount
Document/DNIT Fee				
EMD				
11. Turnover of the firm during the last financial year:				
12: List of deliverables:				
Desktop				
Laser printer				
1 KVA Online UPS				
Scanner				
13. PAN Number of the bidder:-				
14. Bidders may use this space to provide any further required information to explain their Bid:				
* NB : Each and every pages of all the documents submitted with the tender must be signed by the Authorized Signatory of the Bidder.				

Signature of the bidder with seal

FINANCIAL BID
Rate quoting sheet
[To be submitted in separate sealed envelope]

Tender Inviting Authority: Executive Engineer, RD Bishramganj Division, Sepahijala District.

Name of Item: Supply of Desktop, Duplex Laser Printer, Scanner and 1 KVA online UPS as per specification of DNIT.

DNIT No: DT-I/EE/RD-BSGD/Computer/2017-18 DATED 21.12.2017.

Bidder Name:

Sl. No.	Item Description	Quantity	Unit	Rate per unit (in INR) [in/c all taxes/ transportation & other charges]	Rate in words
1	Desktop	25	NO		
2	Duplex Laser printer (B & W)	10	NO		
3	1KVA Online UPS	25	NO		
4	Scanner	5	NO		

Signature of the Bidder with stamp: