

TENDER DOCUMENTS

“Purchase of Computer Hardware and Software”

**Department of Consumer Affairs, Food
& Public Distribution,
Government of Manipur
(2014)**

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Government of Manipur
Directorate of Consumer Affairs, Food & Public Distribution,
Sangaiprou, Imphal

NOTICE INVITING TENDER

Imphal, the 27th Nov., 2014.

No. 5/9/2014-CAF&PD : Sealed tenders are invited from authorised dealers/vendors for supply of the following Computer Hardware and Software for use in the Department of Consumer Affairs, Food & Public Distribution, Manipur and its offices :

Sl.No.	Item	Software/Hardware specification proposed by concerned Department	Approx. Quantity
1	MS Office	MS Office 2007 (Professional MOLF with Non Academic)	136
2	Switch	CISCO	1
3	Cable	Cat 5 UTP cables, Phone cables	
4	Headset	Plantronics Headset	4
5	Software	Operating Platform-SQL Server 2005 or latest available at the time of purchase	1
6	Antivirus	Latest Total internet Security/Norton/Quick Head/Bit defender/Equivalent with 1 year validity	5
7	Server OS	Window Server 2012 or higher	1
8	Fax Machine	Canon JX-201	9
9	Photocopier	Canon IR 206 JMPC-28 toner	9

2. (i) Date of commencement of sale of tender document : 28/11/2014
(ii) Last date of issue of tender document : 5/12/2014
(iii) Last date of submission of tender document : 10/12/2014
(iv) Opening of Tender (Technical Bid & Financial Bid) : 11/12/2014

3. The tender documents containing all details of computer hardware and software may be obtained from the office of the undersigned from 11.00 a.m. to 3.00 p.m. during the specified days on payment of Rs. 1,000/- in cash which is non-refundable. The same may also be downloaded from www.manipur.gov.in and in that case the tender cost of Rs.1,000/- each should be paid through bank draft drawn on any Nationalized Bank in favour of Director (CAF&PD), Manipur payable at Imphal and should be submitted along with the tender documents as per the datelines given above.

4. Separate sealed envelopes containing “Technical bid” and “Financial bid”, complete in all respect should be supercribed as “Purchase of Computer Hardware and Software” may be sent to Director (CAF&PD), Manipur and should reach the office of the Director (CAF&PD), Manipur at the Directorate of CAF&PD, Sangaiprou, Imphal West on or before 10/12/2014 by 3.00 p.m. without fail. Bids received after the deadline will not be entertained.

5. Duly filled in tenders will be received at the office of the Director (CAF&PD), Manipur, Sangaiprou, Imphal West during the specified period on all working days from 11 a.m. to 3.00 pm.

6. Director (CAF&PD), Manipur reserves the right to reject all or any of the tenders or cancel the whole tender process itself without assigning any reason thereof. The tender bid which is conditional/incomplete/received after deadline/without earnest money, will not be entertained.

(M. Yaiskul Meitei)
Director (CAF&PD), Manipur

TENDER FORM

- | | |
|--|--------------------------------------|
| 1. NIT No. 5/9/2014-CAF&PD | Dated : 27 th Nov., 2014. |
| 2. Name and Address of the party | |
| 4. Earnest money | Rs.50,000/- |
| 5. Cost of tender documents | Rs.1,000/- |
| 6. Date of commencement of sale of tender document | : 28/11/2014 |
| 7. Last date of issue of tender document | : 5/12/2014 |
| 8. Last date of submission of tender document | : 10/12/2014 |
| 9. Opening of Tender (Technical Bid & Financial Bid) | : 11/12/2014 |

The Department of CAF & PD, Manipur intends to purchase computers hardware and software for its Head Office and district offices for which sealed tenders are hereby invited from reputed firms/vendors as per Terms & Conditions specified at **Annexure-'A', Technical Specifications at Annexure-"B"**, format of financial bid prescribed at **Annexure - C & Check List at Annexure-'D'** respectively.

Eligible firms should to furnish the offer in two separate envelopes, clearly mentioning Envelope No. 1 **"Technical Bid for Purchase of Computer Hardware and Software"** and Envelope No. 2 **"Financial Bid for Purchase of Computer Hardware and Software"**. Both the envelopes together in one sealed cover, superscribing on it **"Tender for Purchase of Purchase of Office Equipment and Software"**. The tender must be sealed and bear the stamp of the firm/ company on the face of the envelope and outer sealed cover. The technical bid and financial bid will be opened on two different dates. The technical bid will be opened on due date as mentioned in the tender document. The financial bid will be opened in respect of only those tenderers whose documents are found in order and whose items qualify technically. The requirements of technical bid are as under :-

Technical Bid:

The technical bid envelop should contain the following documents :

1. The earnest money amounting to Rs. 50,000/- (Rupees fifty thousand only) in the shape of Bank Draft from any scheduled bank in favour of Director, CAF&PD, Manipur, payable at Imphal must be attached with the technical bid. In case, the tender document is downloaded from the website, the tender cost of Rs. 1,000/- (one thousand only) must be attached with the technical bid.
2. The latest income tax, CST/VAT Clearance Certificate alongwith registration number must be attached.

3. The profile of the company alongwith last 3 years' turnover (which should not be less than Rs. 50.00 lacs) duly certified must be attached together with the list of reputed firms/ offices to whom the company is supplying the tendered items.
4. The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
5. Certificate from the manufacturer in case of distributor/dealer as being authorized as such.
6. The person signing the tender shall be deemed to have the authority to sign the tender on behalf of the said company.

Financial Bid

1. The financial bid envelop should contain the net rates to be charged on the basis of per unit.
2. The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
3. The rates must be quoted inclusive of all taxes, F.O.R. destination and installation charges.

Terms & Conditions:

The offer for supply of items is subject to the terms and conditions specified in Annexure-'A'.

ANNEXURE-‘A’.

Terms & Conditions:

1	The tenderers shall furnish the offers in separate envelopes clearly mentioning “Purchase of Purchase of Office Equipment and Software.” accompanied by earnest money deposit (EMD) as mentioned in the tender documents, in the shape of bank draft in favour of Director (CAF&PD), Manipur. All envelopes containing the tender shall be properly sealed.
2	The tender should reach by 10/12/2014 upto 2.30 PM. alongwith the requisite amount of earnest money. The tenders without earnest money will not be entertained and shall be rejected straight way. The rates should be quoted in figures as well as in words.
3	The rates should be quoted on the basis of per unit and inclusive of all taxes, F.O.R. Destination and installation charges.
4	The successful tendered shall extend minimum three years onsite warranty on all supplied hardware/Software. He/ she shall submit bank guarantee equal to 25% of the total cost of hardware in lieu of warranty so extended. The Director (CAF&PD), Manipur shall be at liberty to enforce such bank guarantee in case the supplier firms fails to provide warranty of supplied hardware during warranty period.
5.	The successful vendor shall supply the prescribed hardware within one month from the issue of supply letter.
6	The EMD of successful tenderer will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful tenderer will be returned after completion of tender process.
7	The payment will be released after 30 days on installation of complete supply of material.
8	Latest Income tax, C.S.T./VAT clearance certificate alongwith registration No. be attached.
9	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
10	The make / brand of the quoted hardware must be mentioned.
11	The tenderer is required to submit “certificate for satisfactory supply and service” from at least three purchasers in respect of supplies made by the tenderer.
12	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to guarantee that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the

	contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
13	The attempt on the part of the tenderer, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make tenderer liable for exclusion from the consideration of his/her tender.
14	The product profile of the company/ vendor alongwith last 3 years turnover, not less than Rs.50.00 lacs duly certified must be attached together with list of clients to whom the vendor/ company is supplying the tendered items for the last three years
15	Director (CAF&PD), Manipur reserves the right to reject all or any tender/ cancel the tender altogether without assigning any reason.
16	Any dispute, arising out of this contract will be under the jurisdiction of High Court of Manipur.
17	The approximate quantity to be purchased alongwith minimum hardware configuration/specifications required have been mentioned at Annexure "B"

ANNEXURE-'B

SPECIFICATIONS/ CONFIGURATION FOR PURCHASE OF OFFICE EQUIPMENT AND SOFTWARE.

Sl.No.	Item	Software/Hardware specification proposed by concerned Department	Approx. Quantity
1	MS Office	MS Office 2007 (Professional MOLF with Non Academic)	136
2	Switch	CISCO	1
3	Cable	Cat 5 UTP cables, Phone cables	
4	Headset	Plantronics Headset	4
5	Software	Operating Platform-SQL Server 2005 or latest available at the time of purchase	1
6	Antivirus	Latest Total internet Security/Norton/Quick Head/Bit defender/Equivalent with 1 year validity	5
7	Server OS	Window Server 2012 or higher	1
8	Fax Machine	Canon JX-201	9
9	Photocopier	Canon IR 206 JMPC-28 toner	9

ANNEXURE-'C'

QUOTATIONS FOR PURCHASE OF OFFICE EQUIPMENT AND SOFTWARE.

S.No.	Item	Specification/ Configuration	Rates per unit
1	MS Office		
2.	Switch		
3.	Cable		
4.	Headset		
5.	Software		
6.	Antivirus		

7.	Server OS		
8.	Fax Machine		
9.	Toner for Photocopier		

Note:-

1. The literature of quoted material specifications, if any, may be attached.
2. The rates should be mentioned in figures as well as in words
3. The rates should be quoted in per unit basis

Signature of the tenderer
With Seal and date.

Annexure-‘D’

CHECK LIST OF COMMERCIAL TERMS AND CONDITIONS.

Sl. No.	Item	Vendor to Indicate (Please Strikeout the Not Applicable part)
1.	Whether tender cost paid ?	Yes/ No
2.	Whether EMD attached ?	Yes/ No
3.	Whether Manufacturer/ authorized Distributor/ Stockiest for the tendered brand/ make? If so, attach the copy of certificate as Manufacturer/authorized Distributor/ Stockiest.	Yes/ No
4.	Whether income tax, CST/VAT Clearance Certificate along with registration No. attached?	Yes/ No
5.	Whether agree to keep EMD as Security till the completion of supply of material.	Yes/ No
6.	Whether Time limit fixed for payment is acceptable?	Yes/ No
7.	Whether price quoted are inclusive of taxes, installation and F.O.R. destination?	Yes/No
8.	Whether agree to submit bank guarantee during warranty period, as required	Yes/No
9.	Whether agree to supply material not more than the rates given to other Govt. Institutions?	Yes/No
10.	Whether onsite warranty on the quoted item acceptable?	Yes/No
11.	Whether jurisdiction of Court acceptable?	Yes/ No

Note: - (i) Check-list should be properly filled indicating deviation, if any, signed by authorized person with seal of company and returned alongwith offer.
(ii) All documents submitted are to be self attested duly stamped. A list of documents being submitted shall be prepared and enclosed with the order.

Date: _____

Signature & seal of the Vendor.