

GOVERNMENT OF NAGALAND
DIRECTORATE OF INFORMATION TECHNOLOGY AND COMMUNICATION
(Below Nagaland Secretariat) Thizama Road
Nagaland: Kohima 797001



BIDDING DOCUMENT

SUPPLY OF IT EQUIPMENTS
28th JULY 2021

GOVERNMENT OF NAGALAND
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(Below Nagaland Secretariat)Thizama Road
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INVITATION FOR BIDS

- I. Online Bids are invited on single stage two bid systems viz., Technical and Financial for supply of IT Equipments from IT empanelled Firms under the Department of Information Technology & Communication, Government of Nagaland.
- II. Tender documents may be downloaded from the following websites, www.nagalandtenders.gov.in, www.nagaland.gov.in as per schedule in the CRITICAL DATASHEET as under:-

CRITICAL DATASHEET

Publishing/Issue Date	28.07.2021
Bid Document Download Start Date	28.07.2021
Bid Document Download End Date	02.08.2021, 15:00 Hrs
Bid Submission Start Date	28.07.2021, 15:00 Hrs
Bid Submission End Date	02.08.2021, 15:00 Hrs
Date and Time of Opening Technical Bids Submitted	02.08.2021, 15:30 Hrs
Place of Opening Bids	Directorate of Information Technology & Communication
Officer Inviting Bids	Er. Tongtiliba Longkumer Director, DITC

- III. Bids shall be submitted online only at the website: www.nagalandtenders.gov.in. Bids submitted by any other mode will not be accepted.
- IV. Not more than one tender shall be submitted by one firm. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another be allowed tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- V. Intending tenderers are advised to visit the websites www.nagalandtenders.gov.in and www.nagaland.gov.in atleast 3 days prior to closing the date of submission of tender for any corrigendum/addendum/amendment.

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- VI. Applicant Tenderer must provide Demand Draft of INR 5,000/- (Rupees Five Thousand) only **(to be purchased on or after publication date of this tender)** in favor of, Director DIT&C, Nagaland Kohima payable at Kohima obtained from any nationalized/Scheduled Bank valid for 06 (six) months with their application/downloaded tenderers as the cost of tender forms/documents. Tender not accompanied with the cost of tender documents is liable to be rejected.
- VII. The Hard Copy of original instruments in respect of cost of tender document, Demand Draft must be delivered to The Director, Directorate of Information Technology & Communication, Thizama Road, Nagaland, Kohima before bid opening date i.e. **before 02.08.2021, 15:30 Hrs**
- VIII. Bids will be opened as per Date & time as mentioned in the Tender Critical Data Sheet. After online opening of Bids the results of their qualification will be intimated later.

IX. TECHNICAL BID

The following documents are to be furnished by the firm as per the tender document:

- i. Signed and Scanned copy of IT Empanelment 2020-22 Undertaking or Certificate of Registration under the Companies Act, 2013 and include copy of valid Trade License. **Annexure – I.**
- ii. Signed and Scanned copy of Tender Acceptance Letter. **Annexure - II**
- iii. Signed and Scanned copy of documents Tender Fee Demand Draft, PAN, GST Registration. **Annexure – III**
- iv. Price Bid Undertaking as **Annexure – IV.**

X. PRICE BID

The following documents are to be furnished by the firm as per the tender document:

- i. Schedule of price bid as per **Annexure – V (BOQ.xls).**

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GENERAL TERMS AND CONDITIONS:-

1. Tenderer are advised to follow instructions given below:

i. Instructions for Online Bid Submission:

This tender document has been published on the eProcurement Portal of Nagaland (<https://nagalandtenders.gov.in>). The bidders are required to submit soft copies of their bids electronically on the above Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Portal of Nagaland. More information useful for submitting online bids on the eProcurement Portal of Nagaland may be obtained at: (<https://nagalandtenders.gov.in>).

ii. Registration:

- a. Bidders are required to enroll on the e-Procurement module of the eProcurement Portal of Nagaland. (<https://nagalandtenders.gov.in>). by clicking on the link “Online Bidder Enrollment”. Enrolment on the Portal is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the eProcurement Portal of Nagaland.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

iii. Submission of bids:

- a. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

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- c. A standard BoQ (Annexure – VI) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the green coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
 - d. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - e. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - f. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - g. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
 - h. The decision of Department of IT&C arrived during the various stages of the evaluation of the bids is final & binding on all vendors. Any representation towards these shall not be entertained by the Department of IT&C.
 - i. Upon verification, evaluation / assessment, if in case, any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
 - j. The Department of IT&C will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to this tender.
2. Bids should be valid for a minimum period of 30 (thirty) days after the due date.
 3. The Bidder should be in a position to supply items on a very short notice as and when required even on holidays.

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4. The items should be genuine and of standard make. In case it is found that the items are duplicate / fictitious, it would be open to Department of IT&C to terminate the agreement, and blacklist the firm.
5. This Bid is open to all IT empaneled firms 2020-22 under the Department of IT&C, who fulfill the following criteria (**documentary evidences are required to be submitted along with technical bid**):-
 - i. The Bidder should have valid registration certificate, experience certificate as per the Tender Notice.
 - ii. The Bidder should be authorized reseller/selling agent/distributor of OEM.
 - iii. The Bidder should have valid GST with Tax Authorities.
 - iv. The Bidder should have PAN number issued by Income Tax Authorities.
6. The Tender shall be submitted in two part viz., Technical Bid and Price Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

PART I: Technical Bid Documents

- i. Signed and Scanned copy of IT Empanelment Undertaking or Certificate of Registration under the Companies Act, 2013 and include copy of valid Trade License. **Annexure – I.**
- ii. Signed and Scanned copy of Tender Acceptance Letter. **Annexure - II**
- iii. Signed and Scanned copy of documents Tender Fee Demand Draft, PAN, GST Registration. **Annexure – III**
- iv. Price Bid Undertaking as **Annexure – IV.**

PART II: Financial Bid Documents

- i. Schedule of price bid as per **Annexure – V (BOQ.xls).**
 - The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this manner.
 - Other documents, if any, indicating technical details along with commercial terms and conditions.
 - Documentary evidences about legal entity of the bidder and the authorized person who would interact with the Department must be enclosed.
7. The bids must be submitted on or before the due date i.e. **02.08.2021, 1500 Hrs** (Server Time). Bids received after due date and time are liable to be rejected. Bidder must read the tender document carefully before submission of bid. In case of any doubt, they may get the clarification from the Director, Directorate of IT&C by personally meeting atleast 5 (five) days prior to the closing date.

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8. The rates should be quoted in Indian Rupees for delivery at the premises of the Department of IT&C and the rates shall remain fixed during the currency of the contract and should not be subject to escalation for any description. The rates must be inclusive of excise duty, freight, transportation, packaging, forwarding, handling and applicable GST. The rates must be quoted in as per the BOQ in Annexure – V. Bidders have to quote for all the items of package concerned for qualifying eligibility criteria. Incomplete bids are liable to be rejected.
9. The duly constituted committee shall evaluate the Technical and Financial bid.

10. Opening and Evaluation of Technical Bids:

Duly constituted committee shall first open and evaluate technical bids only as specified in **Invitation for Bids** at **Sl.no. IX TECHNICAL BIDS**.

Price bids of only those bidders shall be opened whose technical bids is found to be responsive as per the tendered conditions and as specification provided.

11. Opening and Evaluation of Financial Bids:

After evaluating the Technical Bids by the Department of IT&C, Price bids of only those bidders shall be opened whose technical bids is found to be responsive as per tendered conditions.

The following points may be noted for the evaluation of the Financial Bid

- i. Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.
- ii. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii. Only prices given in the prescribed format given at Annexure-V of this Bidding Document (SBD) shall prevail.

12. Award of work and signing the agreement

- i. The employer shall award the Contract to the bidder whose bid has been determined to be responsive to the bid document and who has been declared successful bidder based Bid evaluation.
- ii. The employer shall award the contract within 30 (thirty) days of opening of tender.
- iii. The bidder whose bid has been accepted shall be issued the Work Order.

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- iv. The selected bidder has to furnish an EMD amounting to 5% of the Project Cost within 7(seven) days of
13. The Department of IT&C reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, Department reserves the right to purchase or not to purchase any items listed in the schedule price bid (Annexure-V).
14. Bidder shall sign on all pages of documents submitted as per Tender Notice.
15. Payments shall be made by the Department only on receipt and satisfactory acceptance of the items as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification/ brand/ make/ model or does not meet the requirement or found to be substandard quality, the same shall be rejected and supplier should replace the same without extra charges within the specified delivery schedule.

16. Delivery Period

The bidder must be in a position to supply the ordered items on very short notice as and when required. However, in any case, the delivery shall require to be completed within 60 days of placement of the purchase order. In case the firm fails to deliver the items within stipulated delivery period, the department may recover Liquidated Damage as per clause 17, cancel the purchase order and cancel the empanelment under the Department of IT&C and or Blacklist the Firm in case of Pvt. Ltd Companies.

17. Liquidity Damage

If the supplier fails to deliver any items within the period specified in the purchase order, the Department shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed good for each and every week subject to maximum of 20% of the delayed supply value and the same shall be deducted from the bills due to the party. Department of IT&C shall also be at liberty to cancel the purchase order and cancel the empanelment under Department of Information Technology & Communication and/or Blacklist the Firm in participating in tenders in the State, in case, supplier fails to deliver the items within stipulated delivery period.

18. Arbitration

- i. If any dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to be governed by the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactments thereof and rules made there under and

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for the time being in force shall apply to the arbitration proceedings. The venue of arbitration shall be Kohima.

Annexure – I

**IT EMPANELMENT UNDERTAKING
(To be given on Company Letter Head)**

To,

Sub: Certification of IT Firm Empanelment 2020-22.

Tender Reference No: _____

Name of Tender/Work:-

Dear sir,

1. I/We hereby certify that I/We are registered as an IT Empanelled Firm 2020-22 under the Department of IT&C, Government of Nagaland vide Empanelment Notification No. _____ dated _____ under the Name (Firm Name) _____ .

Signature of Bidder _____
Name in Block Letters _____

Date _____
Place _____

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Annexure – II

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:-

Dear sir,

2. I/We have downloaded/obtained the tender documents for the above mentioned 'Tender/Work' from the websites namely:

_____ as per your advertisement, given in the above mentioned websites.

3. I/We hereby certify that I/We read the entire terms and conditions of the tender document from Page No. _____ to _____ (including all documents like Annexure(s), Schedules etc) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
4. The corrigendum(s) issues from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/corrigendum(s) in it's totality/entirely.
6. In case of provisions of this tender are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including cancellation of IT empanelment.

Yours faithfully,

(Signature of the Bidder with official Seal)

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Annexure - IV

PRICE BID UNDERTAKING

From: (Full Name and Address of the Bidder)

To

The Director,
Directorate of Information Technology & Communication
Thizama Road,
Kohima.

Dear Sir,

I hereby, submit the Price Bid **for Supply of IT equipment** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Price Bid Annexure.

Yours faithfully

Signature of Authorized Representative with Seal

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BILL OF MATERIAL

Annexure - V

PART - I : MATERIALS

Sl. No.	Specifications	Quantity
1	Macbook Pro : 13 inch, Touchbar, M1 Chip, 8GB RAM, 256GB SSD	1
2	Macbook Pro: 13 inch, Touchbar, 2Ghz 10th Gen intel Core i5, 512 SSD	2
3	Logi Rally Video Conference System	2
4	Copier : 1200x1200 dpi Print Resolution, 35ppm, 50 Sheet ADF, duplex print, touch screen, 50,000 pages per month duty cycle	2
5	External HDD 2 TB	2
6	External HDD 4 TB	2
7	Desktop: core i5, 4GB RAM, 512 GB HDD, 17 inch monitor, 1 KVA UPS	1
8	Toner : HP 12A	13
9	Toner : HP 88A	15
10	Diesel Generator: 125 KVA, 3 Phase, 253 Liter tank capacity	1
11	Display: 55 inch, 4K Ultra HD, LED SMART TV, HDMI AND WIFI SUPPORT, 3840x2160 px resolution	1

PART -II : MATERIALS

Sl. No	Particulars	Quantity
1	All in One Desktops: Intel Core i7 or equivalent CPU 3.20 GHz, 8 GB RAM, 512 GB SSD/HDD	3
2	HP Laserjet Pro MFP M377dw: Print Speed 21-30 ppm, Print Scan and Copy, 1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000 Base-TX; 1 Easy-access USB, Standard (built-in Gigabit Ethernet, Wi-Fi) [Operates as both an AP (with Wi-Fi Direct) and STA], built-in 10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X and supports HP ePrint; Apple AirPrint™; Mopria™-certified; Wireless Direct Printing; Google Cloud Print 2.0; Mobile Apps	1
3	HP Laserjet Pro P1108: Output upto 100 sheets, Duty Cycle Up to 5000 pages, CISPR 22: 2005 +A1/EN 55022: 2006 +A1-Class B, EN 61000-3-2: 2006 (Harmonic emissions, Class A), EN 61000-3-3: 1995 +A1+A2 (Flicker emissions), EN 55024: 1998 +A1 +A2 immunity standards which includes compliance with the following: EN 61000-4-2: 1995 (ESD immunity, performance criterion B), EN 61000-4-3: 1996 (radiated immunity, performance criterion A), EN 61000-4-4: 1995 (EFT immunity, performance criterion B), EN 61000-4-5: 1995 (surge immunity, performance criterion B), EN 61000-4-6: 1996 (conducted immunity, performance criterion A), EN 61000-4-11: 1994 (voltage fluctuations, performance criterion B & C)	3

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4	Konica Minolta Copier Bizhub Pro 958: 95 ppm print/copy output – Up to 5,700 prints per hour, 1200 x 1200 dpi print resolution with 256 shades of gray, Built-in print controller with PCL and genuine Adobe PostScript, 9,000-sheet maximum paper capacity for less operator intervention, Supports media sizes up to 12” x 18” and weights up to 350 gsm, Scan to Email, SMB, HDD, FTP, or TWAIN	3
5	Konica Minolta Bizhub C451 Color Copier Printer: Print Speed 45ppm, Monthly Duty Cycle 150,000 copies, first copy time 4.8 secs, Print resolution: 600x1800 dpi (non-color) / 600x1800 dpi (color), Max printing format: A3, Copying resolution: 600x600 dpi, Memory: 1024Mb	1
6	Desktop Stereo Speakers	1
7	Web Cam	1
8	Wired Keyboard & Mouse Set	4