

TENDER DOCUMENT

FOR

SUPPLY OF

COMPUTER & PERIPHERALS

AND

OFFICE FURNITURE

FOR SCHOOL EDUCATION DEPARTMENT

GOVERNMENT OF MIZORAM

DIRECTORATE OF SCHOOL EDUCATION
GOVERNMENT OF MIZORAM
McDONALD HILL, ZARKAWT, AIZAWL, MIZORAM
Phone: 0389 – 2341233 e-mail: dirsemz@gmail.com
Website: <https://schooleducation.mizoram.gov.in>

PART – I

- | | |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. Name of Authority Inviting Tender | Director of School Education,
Government of Mizoram |
| 2. Name of work | Supply of ‘Computer & Peripherals and
Office Furniture’ under School Education
Department |
| 3. Completion period | 30 (thirty) days from the date of issue of
supply order |
| 4. Date of issue of NIT | 13th January, 2020 |
| 5. Deadline for receiving bids | 30th January, 2020 up to 1:00pm |
| 6. Date, Time & Place for opening of
Technical Bids | 30th January, 2020 at 2:00pm in the
Conference Hall, Directorate of School
Education |
| 7. Date & Time for opening of Financial Bids | 31st January, 2020 at 11:00am in the
Conference Hall, Directorate of School
Education |
| 8. Earnest Money | 2% of the total bid value |
| 9. Bid Validity | 90 (Ninety) days from opening of Technical
Bids |

PART – II

NOTICE INVITING TENDERS

1. Director of School Education, Government of Mizoram invites sealed quotations from reputed Companies or authorised dealers/distributors/suppliers for procurement of 'Computer & Peripherals and Office Furniture' for use in the School Education Department.
2. Details can be obtained from Budget Section, Room No.207, Directorate of School Education, McDonald Hill, Zarkawt, Aizawl on any working day from publication of this notice till **30th January, 2020 up to 1:00 p.m** during office hours. The bid document may also be downloaded from the School Education Department's website <https://schooleducation.mizoram.gov.in>.

(LALZARMAWII, IAS)
Director of School Education
Government of Mizoram

PART – III

INSTRUCTIONS TO BIDDERS (ITB)

1. General instructions:

- (a) Sealed tenders are invited under two bid system for supply of ‘Computer & Peripherals’ under Directorate of School Education, Government of Mizoram.
- (b) The firms fulfilling the prescribed eligibility criteria may submit their bids, complete in all respect and in the manner prescribed in these ITB, to the Director of School Education latest by 1:00pm of 30th January, 2020.
- (c) Eligible bidders may submit bids for all or any of the items listed in clause 2. All bids should be submitted in the format prescribed at Part VI and Part VII of the Tender Document.
- (d) Bids must be accompanied by Earnest Money of the amount specified in Clause 6 of the ITB.
- (e) Bids which do not fulfil all the criteria prescribed in the ITB shall be rejected summarily.

2. Detailed Specifications and estimated quantities:

List of items, detailed specifications and estimated quantities for which bids are invited are as follows –

A: Computer & Peripherals

Sl. No.	Name of Items	Specifications required	Quantity required
1.	Photocopier (with RADF)	Print speed: 30ppm; copy, print, colour scan; Resolution: 600dpi x 600dpi Interface: Standard; USB2.0 Copy speed: A4 landscape – 30 sheets/min B5 Portrait – 30 sheets/min B4 – 12 sheets/min A3 – 11 sheets/min Server: latest Widows Server – Supports the 32-bit or 64-bit environment Type – Desktop, Colour availability – black & white, Gradation – 256 levels, Memory size – 512 MB (standard), Maximum original size – A3 or Ledger (11’’x17’’), Input paper capacity: STD: tray – Plain paper- 250 sheets, Thick paper- 20 sheet.	1

2.	Photocopier (simplex)	Print speed: 30ppm; copy, print, colour scan; Resolution: 600dpi x 600dpi Interface: Standard; USB2.0 Copy speed: A4 landscape – 30 sheets/min B5 Portrait – 30 sheets/min B4 – 12 sheets/min A3 – 11 sheets/min Server: latest Widows Server – Supports the 32-bit or 64-bit environment Type – Desktop, Colour availability – black & white, Gradation – 256 levels, Memory size – 512 MB (standard), Maximum original size – A3 or Ledger (11”x17”), Input paper capacity: STD: tray – Plain paper- 250 sheets, Thick paper- 20 sheet.	1
3.	Projector	White and colour Brightness at 3300lm SVGA resolution High contrast ratio of 15000: 1 Horizontal keystone slider 10000 hours lamp life in eco-mode	10
4.	Projector Screen (with tripod stand)	Tripod Stand Projector Screen 6 Ft. (Width) x 4 Ft. (Height)	10
5.	Scanner	Portable A4 & Legal Size Document Scanner	3

B: Office Furniture & Equipment.

Sl. No.	Name of Items	Specifications required	Quantity required
1.	Computer Table	Dimension (in cm) – 90W x 50D x 75H	22
2.	Office Table (small)	Size (in cm) – 119.90L x 59D x 73.5H	72
3.	Office Table (big)	Size (in cm) – 136.50L x 68D x 73.5H	17
4.	Steel Almirah (big size)	198.10H x 91.60W x 48.60D	48
5.	Steel Almirah (small size)	137.2H x 90W x 50.7D	26
6.	Revolving Chair (high back)	Size (in cm) – 76.30L x 76.30D x 97-109H, Seat height: 43-54	7
7.	Revolving chair (mid-back)	Size (in cm) 71L x 71D x 86.10-97.10H, Seat height: 43-54	24
8.	Bookshelf	Size (in cm) – 91.40L x 30D x 174.20H	11
9.	Office chair (with arm)	Size (in cm) – 58L x 56.50D x 87.50H, Seat height: 48	100
10.	Office chair (armless)	Size (in cm) – 58L x 56.50D x 87.50H, Seat height: 48	30
11.	Plastic chair	With arm	180
12.	Plastic water tank	2000 litres	3
13.	Plastic water tank	1000 litres	1
14.	Sofa set	5-seater	5 sets

C: Sound System.

Sl. No.	Name of Items	Specifications required	Quantity required
1.	Passive sound box	12 inches	4
2.	Amplifier		1
3.	Mixing console	12 channel	1
4.	Stage monitor	12 inches speaker	1
5.	Dynamic microphone		2
6.	Sound wire	100mts/1 coil	1
7.	Speaker bracket	Wall mount	6
8.	Snake cable shine	25 metres (Complete set)	1
9.	Microphone stand	boom	2
10.	Microphone stand	short	1
11.	Microphone cable	10 metres	2
12.	Wireless microphone	(F.M) handheld	3
13.	Speakon	connector pin	8
14.	Installation charge		

3. Qualification of the Bidders:

- (a) A bidder must be the owner of a reliable company or its authorised dealers/distributors/suppliers dealing with the items for which bid is submitted.
- (b) All Bidders should submit the following information and documents along with their bids:
 - (i) GST Registration Certificate for tenderer firm.
 - (ii) Bank certificate showing soundness of capital investments of the bidder **in the Format specified in Part IV.**
 - (iii) Photocopy of dealership Certificate/Authorisation letter.

4. The Samples or brochures/catalogue should be submitted along with the tender.

5. Bid Price:

- (a) The contract shall be for a period of one year from the date of issue of supply order.
- (b) All duties, taxes, royalties and other levies payable by the bidder under the contract, or for any other cause, shall be included in the rates, prices, and total bid price submitted by the bidder.
- (c) The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) All rates/prices quoted should be for destination, which is the Directorate of School Education, McDonald Hill, Zarkawt, Aizawl, Mizoram.

6. Earnest Money:

- (a) The bidder shall furnish, as part of the bid, Earnest Money of 2% of the bid value in the form of **Demand Draft/Fixed Deposit/Deposit at Call of a Scheduled Bank guaranteed by the Reserve Bank of India** and issued in favour of the Director of School Education, Mizoram. The Demand Draft/Fixed Deposit Receipt/ Deposit at Call Receipt shall be payable at Aizawl and **valid for at least 3 months.**

- (b) The Earnest Money of unsuccessful bidders will be returned.
- (c) The Earnest Money of the successful bidder will be released when the bidder has signed the Agreement and furnished the required Performance Security, or it may be used as part of Performance Security.
- (d) The Earnest Money Deposit shall be forfeited
 - (i) In case a bidder withdraws its bids after opening of Technical Bid (Part – I) and before the expiry of the validity period of the Bid.
 - (ii) If bidder fails to deposit performance security within specified period as per intimation/ request from the Department.
 - (iii) If the bidder fails to execute the agreement within specified time as intimated/ requested.

7. Amendment of Bidding Documents:

- (a) The Department may modify the bidding documents by issuing addenda before the deadline for submission of bids.
- (b) Any addendum thus issued shall be part of the bidding documents and shall be notified to all concerned.
- (c) To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Department shall extend the deadline for submission bids as may be deemed necessary.

8. Language of Bids:

All documents relating to the bid shall be in English.

9. Submission of Bids:

- (a) Each bidder should submit sealed quotations in two separate parts, i.e., **Technical Bid (Part – I)** and **Financial Bid (Part – II)** in separate sealed envelopes (called the inner envelopes), and place them in a sealed single, larger envelope (called the outer envelope).
- (b) The outer envelope should be superscripted as ‘**TENDER FOR SUPPLY OF COMPUTER & PERIPHERALS AND OFFICE FURNITURE**’ and should be addressed to ‘**Director of School Education, Government of Mizoram, Aizawl**’. It should also bear the **full postal address and contact number of the bidder**.
- (c) The inner envelope containing Technical Bid should be marked ‘**Technical Bid (Part – I): To be opened on date and time specified in ITB**’.
- (d) The inner envelope containing Financial Bid should be marked ‘**Financial Bid (Part – II): Not to be opened except with the approval of the Director of School Education**’.

Financial part (Part – II) of the bid shall consist of -

- (i) Form of bid as specified in Part VI.
- (ii) Priced Bill of Quantities as specified in Part VII.

10. Format and Signing of Bids:

- (a) The Bidder shall submit 1 set of the bid comprising of the Documents
- (b) All Pages of the bid shall be signed by the bidder.
- (c) The bids shall contain no overwriting, alteration or addition, except those to comply with instructions issued by the Department, or as necessary to correct errors made by the bidders, in which case such corrections shall be made by

scoring out the cancelled portion, writing the correction and initialling and dating it by the bidder

11. Bid Opening:

- (a) The outer envelope and the inner envelope containing the Technical Bid of all Bids received within the stipulated time will be opened in the presence of the Bidders/Bidders' representatives who chose to attend at the time, date and place specified in **Part – I**.
- (b) The Bidders' names and such other details as the Department may consider appropriate, including availability of Earnest Money, documents enclosed and their validity shall be announced at the time of opening.
- (c) Evaluation of Technical Bids with respect to Bid Security, Qualification information and other information shall be taken up immediately.
- (d) Bidders whose Technical bids are found responsive will be informed the date, time and place of opening of Financial Bid as stated in **Part – I**.
- (e) The Financial Bids of only those bidders whose Technical Bids are found responsive will be opened. The remaining bids will be returned unopened to the Bidders. The responsive bidders' names, the bid prices, the total amount of each bid, and such other details as the Department may consider appropriate will be announced at the time of bid opening.
- (f) Minutes of the opening of both the Technical Bids and the Financial Bids shall be prepared separately at the time of opening of the respective bids.

12. Process to be Confidential:

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until award to the successful bidder has been announced. Any attempt by a bidder to influence the Department's processing of bids or award decisions may result in the rejection of his Bid.

13. Clarification of Bids and Contacting the Department:

- (a) No Bidder shall contact the Department on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded.
- (b) Any attempt by a Bidder to influence the Bid evaluation, Bid comparison or contract award decision may result in rejection of his Bid.

14. Examination of Bids and determination of Responsiveness:

- (a) During the detailed Evaluation of "Technical Bids" the Department will determine whether each bid -
 - (i) meets the eligibility criteria prescribed in the ITB
 - (ii) has been properly signed
 - (iii) is accompanied by the required securities, and
 - (iv) is substantially responsive to the requirement of the Bidding Documents.
- (b) During the detailed evaluation of the "Financial Bid", the responsiveness of the Bid will be further determined with respect to the remaining bid conditions, i.e., priced bill of quantities and technical specifications of the bid items.

15. The Undersigned is not bound to accept the lowest rate or any of the tenders and reserved the rights to accept or reject any tender without assigning any reason thereof.

16. Performance Security:

- (a) Successful bidder will have to deposit 5% of the total bid/contract value as performance security in the form of Bank Guarantee/ Demand Draft in favour of Director of School Education, Government of Mizoram payable at Aizawl before award of the work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- (b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement, etc. are infringed or the bidder fails to complete the supply in time.

17. Other Terms & Conditions:

- a) The School Education Department, Government of Mizoram reserves the right to postpone or cancel the bid, and the bidders will have to abide by such decision to postpone or cancel the bid process.
- b) Payment shall be made only after satisfactory completion of the supply and submission of bills. The Department reserves the right to adopt its own methods to certify the satisfactoriness of compliance of the contract agreement before payment is made.
- c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with ITB.
- d) Successful bidder will have to enter into an agreement with School Education Department for timely execution of the purchase order.
- e) No payment will be made for any damaged goods supplied.
- f) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost or loss of revenue or loss of other benefits to the Department.

(LALZARMAWII)
Director of School Education
Government of Mizoram

Part – IV

**EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES
BANK CERTIFICATE**

This is to certify that M/S _____
_____ is a reputed company/ society /
firm with a good financial standing. If the contract for the work, namely,
_____ is awarded to the above company/society /firm, we shall be able to
provide overdraft/credit facilities to the extent of
Rs. _____ (Rupees _____
_____) only to meet their working
capital requirements for executing the above contract.

Signature of Senior Bank Manager _____

Name of the Senior Bank manager _____

Address of the Bank _____

Stamp of the Bank

Note: Certificate should be given in the letter head of the Bank.

Part – V
Letter of Acceptance

Date: _____

To

(Name of the Contractor)

(Address of the Contractor)

This is to notify you that the School Education Department, Government of Mizoram has accepted your Bid dated _____ for supply of the following items for the Contract Price of Rs. _____

(Rupees

_____) only:-

(List of items with quantities and rates)

You are hereby requested to furnish Performance Security in the form detailed in Clause 16 of ITB for an amount of Rs _____ within 10 days of the receipt of this letter of acceptance valid up to 45 days from the date of expiry of Defects Liability Period _____ and sign the contract, failing which, action as stated in Clause 16 (b) of ITB will be taken.

Yours faithfully,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Department: _____

Part VI
Form of bid

To

The Director of School Education
Government of Mizoram
McDonald Hill, Zarkawt,
Aizawl, Mizoram

Subject: Tender for Supply of Computer & Peripherals and Office Furniture

Sir,

I/We offer to execute the works described above and remedy any defects therein, and carry out the conditions of contract, specifications, Bill of Quantities and Addenda for item rate Contract (Total Bid Price) _____ Rs.
_____ (in figures) Rupees _____ (in words)

We undertake to commence the works on receiving work order in accordance with the contract documents. This Bid and your written acceptance of it shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Earnest Money required by the bidding documents and specified in the Appendix to ITB.

Authorized Signature: _____
Name and Title of Signatory: _____
Name of Bidder: _____
Address: _____

Note : The Bidder shall fill in and submit this Bid form with the Bid

PART – VII

FORM OF BILL OF QUANTITIES

(Rates quoted are inclusive of all duties, taxes, royalties and other levies payable)

Sl.No	Items	Name of manufacturing Company with Model No	Detailed Specifications	Rate in Rs	Rate in Word	Remarks
1	2	3	4	5	6	7