

Request for Proposal (RFP)
for
Design, Supply, Installation & commissioning of Local Area
Network (LAN) in NIELIT Extension Centre Chuchuyimlang

NIELIT/KMA/01/07/04-ADMN

Date: 21/10/2019

On behalf of the Director, NIELIT Kohima, “**Request for Proposal (RFP)**” is invited in two bid system (Technical and Financial) from reputed and well experienced firms for award of Design, Supply, Installation and Commissioning of Local Area Networking at NIELIT Extension Centre Chuchuyimlang. The concerns fulfilling the requirements as specified under eligibility conditions of this document shall be eligible to apply. Information about the RFP, Schedule of Events of the Tender along with Eligibility Conditions, Terms & Conditions and Specification of the works/items are outlined in the Annexures to this tender as under.

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|-----------------|---|------------------------------------|
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2. The scope of the contract includes - **Design, supply, installation and commissioning** of the works indicated in **Annexure-IV**. Interested firms shall visit the site of the work and prepare a detailed design of the Local Area Network (LAN). In the detailed design, **specification, brand & model etc.** of the items to be used shall be mentioned. The detailed design shall be submitted along with the Technical Bid. If any firm does not mention specification, brand & model etc. of the items to be used, the bid shall not be entertained & rejected.

3. Firms shall have to quote rates for all the items included in the detailed design of the LAN in the financial bid. If any firm does not quote for all the items proposed in their design the bid shall not be entertained & will be rejected.

4. Tender Fee of the RFP is **Rs. 2,000/-** (Rupees two thousand) only. Tender document can be collected from NIELIT Kohima or may be downloaded from NIELIT Kohima website <https://nielit.gov.in/kohima>. The tender document shall be submitted along with proof of payment of tender fee of **Rs. 2,000/-** to NIELIT Kohima.

(Daniel Meren)
Scientist-‘D’/ Jt. Director

Copy to:-

1. PS to Director for kind information
2. W. Orendro Kumar Singh, Technical Officer for necessary actions.
3. AD (Admin) for publication in local Newspaper.

ANNEXURE-I

About the RFP

NIELIT Centre at Chuchuyimlang is an extension Centre of NIELIT Kohima, a scientific society of the Ministry of Electronics & Information Technology (MeitY), Govt. of India. The Institute urgently requires installation and commissioning of existing Local Area Network (LAN) to the **newly constructed campus** of the Centre which is likely to be inaugurated by January 2020.

NIELIT Kohima invites reputed firms/vendors with experience in the field of “Design, Supply, Installation & commissioning of Local Area Network (LAN)” to submit bids for award of the work for installation of Local Area Network (LAN) to the newly constructed Campus of the Centre in Chuchuyimlang.

Authorised representative(s) of the interested firms/vendors shall visit NIELIT Extension Centre, Chuchuyimlang, Mokokchung to inspect and understand the nature of the work within the stipulated timeline. The firm/vendor shall prepare a detailed design along with requirements which has to be submitted as a part of Technical bid. All the technically qualified firms/vendors are required to prepare a presentation on the detailed design and the same shall be presented by the authorised representative of the firm/vendor in front of the evaluation committee after opening of the Technical Bid. Date and time of the presentation is placed at Annexure-II. There is weightage of the Technical Bid and Financial Bid which is mentioned at the Annexure-VII

Following are the important information about the RFP:

Particulars	Details
Nature of the Work	Design, Supply, Installation & commissioning of Local Area Network (LAN) at NIELIT Extension Centre, Chuchuyimlang
Details of Contact Person for clarifications/queries/inspection of site etc.	Shri. Daniel Meren Jt. Director/Scientist 'D'. Contact No. : 9612809158/ 7005169611 Email ID : daniel@nielit.gov.in
Mode of Tendering	Open Tender
No. of Covers	02 – Technical Bid & Financial Bid
Conservative Estimated Tender Value	Below Rupees 10 Lakhs
Earnest Money Deposit (EMD)	₹ 20,000/- to be paid through National Electronic Fund Transfer (NEFT) or e-transfer
Tender Fee (non-refundable)	₹ 2,000/-
Banks Details	In favour of : Director NIELIT Payable at : Vijaya Bank, High School Junction branch, Kohima, Nagaland - 797001 A/C no : 810101011001539 IFSC Code : VIJB0008105
Website for downloading Tender Document, Corrigendum, Addendums etc.	http://nielit.gov.in/kohima
Address where the Tender Documents are to be submitted	NIELIT Kohima, Meriema, New High Court Road, Post Box No. 733, Kohima, 797001, Nagaland
Venue for opening of Technical bid	NIELIT Kohima, Meriema, New High Court Road, Post Box No. 733, Kohima, 797001, Nagaland

Annexure-II**Schedule of Events**

Event	Date & Time
Date and time of Publishing of this tender	21 st October 2019 at 11:00 am.
Dates for site visit/inspection for understanding and preparation of detailed design of LAN	22 nd October 2019 to 1 st November 2019 during 9:00 am to 5:00 pm. Prior information should be given to Shri. Daniel Meren, Jt. Director/Scientist 'D'. 9612809158/7005169611
Last date for submission of written pre-bid queries of prospective bidders	6 th November 2019 5:30 PM
Bid Submission Start Date & Time	21 st October 2019, at 1:00 pm
Bid Submission Closing Date & Time	15 th November, 2019 at 5:30 pm
Date & Time of Technical Bid Opening	18 th November, 2019 at 11:00 am
Date & Time of presentation on the detailed design submitted by the bidder	18 th November, 2019 at 11.30 am
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	150 Days from the closing date of bid submission

ANNEXURE-III

Eligibility and Terms & Conditions

1. ELIGIBILITY:

- 1.1 The firm/vendor should have the experience of design, supply, installation and commissioning of Local Area Networks in the past three years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of Nagaland or any other State Government or Public Sector Banks or Local Bodies/Municipalities. **Proof of Work Completion to be attached with Technical Bid.** The bidder should furnish the details of past experience in the format given at **Appendix-5**.
- 1.2 The Registered Office or one of the Branch Office of the Firm should be located at Nagaland. For those firm/ vendors that does not have an Office located at Nagaland, their bids shall not be entertained.
- 1.3 The firm/vendor shall not be black-listed by any of the Departments /Organizations of the Government of India/Government of Nagaland and no criminal case pending against them. The firm/vendor should submit an undertaking with the Technical Bid (Prescribe Performa as per **Appendix-3**).
- 1.4 The firm/vendor should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder as per **Appendix-2**.
- 1.5 The firm/vendor shall have valid Certificate of Registration No., PAN and GST Registration No. The firm/vendor must furnish details of Certificate of Registration No., PAN No., GST Registration No. etc.
- 1.6 The firm/vendor should have an average turnover of Rs. 20.00 lakh or more during the last three financial years 2016-17, 2017-18 and 2018-19. The firm/vendor must submit self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-attested Accounts as a proof of its Turnover.
- 1.7 Proof of payment of Tender Fee of Rs. 2,000/- (Rupees two thousand only) and Earnest Money Deposit (EMD) of Rs. 20,000/- (Twenty thousand only) shall be submitted with the Technical Bid. Without Tender Fee & EMD, the bid shall be rejected.
- 1.8 Site visit/inspection within the stipulated timeline is mandatory for the firms/vendors. After visit/inspection, firm/vendor shall prepare a detailed design of the LAN along with list of equipment/items and their brand, model specification. The same shall be furnished along with Technical Bid. (Prescribe Performa as per **Appendix-1**).
- 1.9 The Firms/vendors are required to submit self-attested copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
 - a) Proof of payment of Tender Fee
 - b) Proof of payment of Earnest Money Deposit (EMD)
 - c) PAN, GST Registration, Firm/vendor Registration certificate.
 - d) P&L and Balance Sheet for the last 3 financial years i.e. 2016-17, 2017-18 and 2018-19.
 - e) Average Turnover for last 3 financial years.
 - f) Proof of Work experience of similar work during the last 3 years.
 - g) Undertaking that his/her firm/vendor is not blacklisted by any Govt. Departments/organization.

2. TERMS & CONDITIONS:

- 2.1 The rates quoted should be in Indian Rupees only. In case of any difference/ discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.2 The bid should be valid for a minimum period of 150 days after the closing date for bid submission.
- 2.3 Conditional or Incomplete bids shall not be considered and will be rejected out-rightly at the first instance.
- 2.4 The bidder shall quote the technical and financial bids only as per the guidelines/format mentioned at **Annexure-V & Annexure-VI**.
- 2.5 The **EMD** of unsuccessful firm(s)/vendor(s) shall be refunded within 1 month of issue of Award of Contract (AoC).
- 2.6 The EMD of successful firm(s) shall be converted into Performance Security Deposit, and shall be returned after completion of warranty period.
- 2.7 The contract is to commence from the date of award of contract to the Firm and shall continue for a period of 1 year, unless it is curtailed or terminated by NIELIT Kohima owing to deficiency of service or supply of sub-standard quality of materials.
- 2.8 The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and NIELIT Kohima.
- 2.9 The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year with mutual consent.
- 2.10 The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of NIELIT Kohima.
- 2.11 The contracting Firm will be bound by the details furnished by him/her to the NIELIT Kohima, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract and forfeiture of EMD.
- 2.12 Financial bids of only those Firms who are technically qualified shall be evaluated.
- 2.13 NIELIT Kohima reserves the right to terminate the contract during initial period after giving a week's notice to the Firm.
- 2.14 The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
- 2.15 The firm/vendor should be available on his own direct telephone (office as well as residence) and also on the mobile phone(s) so that he may be contacted immediately in emergency cases.
- 2.16 Before award of contract, all original documents will be checked by the NIELIT Kohima and at that time attested photo-copies are required to be furnished.

- 2.17 NIELIT Kohima shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of performing their duties to NIELIT Kohima in connection with the contract.
- 2.18 In the event of failure to accept the offer of contract or failure of submission of acceptance letter, the Earnest Money deposit submitted by the bidding firm shall be forfeited.
- 2.19 In case of breach of Contract by the vendor, NIELIT Kohima shall have the authority to cancel/terminate the Contract besides forfeiting the EMD/Security Deposits.
- 2.20 It may specifically be mentioned whether quotation is strictly as per tender specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.
- 2.21 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, NIELIT reserves the right to purchase or not to purchase any item from the list submitted by the firm/party.
- 2.22 All disputes arising out of this contract shall be settled amicably by NIELIT Kohima and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.
- 2.23 The firm/vendor selected will be required to execute the work on a very short notice and shall complete the work within one-month time.
- 2.24 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 NIELIT Kohima to terminate the Agreement, forfeit the EMD/Performance Security and black list the firm.
- 2.25 NIELIT KOHIMA reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 2 days before the last date for submission of bids. NIELIT Kohima may amend any of the bid terms, and as addendum/ corrigendum to bid document in the NIELIT Kohima website. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.
- 2.26 100 % payment will be done after completion of work and on satisfactory inspection of the work executed by Officials of NIELIT.

ANNEXURE-IV

Specification of the work

A new two-storied Administration-cum-Academic building and a Girls Hostel is constructed in the campus of NIELIT Extension Centre, Chuchuyimlang, Mokokchung. Labs, Classrooms, Library and other infrastructures & facilities are being setup at this new building. NIELIT Chuchuyimlang present LAN setup will be dismantled and some of the existing LAN accessories will also be used in the new campus. Internet connection through BSNL has to be shared in the LAN. It is also proposed to provide Internet connectivity to the Girls Hostel through wirelessly.

Sl. No	Particulars	Quantity
1	Design of LAN	1
2	Supply, Installation, configuration and commissioning of one Core Smart managed switch (24 ports, 10G Port with FTP) Managed switch	1 Nos.
3	16 Ports 10/100MBPS UNMANAGED SWITCH	2 Nos
	24-PORT 10/100MBPS UNMANAGED SWITCH	2 Nos.
4	Wireless N Access Point	2 Nos.
5	6U Wall mountable Rack	3 nos.
6	24 Ports CAT6 Patch Panel	4 Nos.
7	CAT6 I/O Box with SMB	100 Set
8	CAT6 UTP Cable Box, Roll of 305Mtr	3 Box (May increase/ decrease as per actual requirement]
9	1 Mtr. Patch Cord, CAT6	100 Nos.
10	2 Mtr. Patch Cord, CAT6	100 Nos.
11	PVC conduit (Casing/ Capping/ Pipe)	500 Mtr. (May increase/ decrease as per actual requirement]
12	One-time Installation & commissioning of all items with 1-year Service Support.	1 Job

ANNEXURE-V

Details about Technical bid

1. Technical bid should be submitted in the prescribed format given at **Appendix-1** (duly filled in) along with the following:
 - i) Design of the Local Area Network (LAN).
 - ii) List of the required items/equipment along with specification, model and brand etc.
 - iii) Other Necessary enclosures and other supporting documents
 - iv) Declaration (as per format enclosed as **Appendix-2**)
 - v) Undertaking (as per format enclosed as **Appendix-3**)
 - vi) Acceptance Letter (as per format enclosed as **Appendix-4**)
 - vii) Past experience details (as per format enclosed as **Appendix-5**)

2. All the necessary supporting documents mentioned in “Eligibility” and also mentioned in “Terms and Conditions”.

3. All the Technical Bid documents and enclosures should be signed by the authorized person of the bidder.

Sd/-
(Daniel Meren)
Jt. Director/ Scientist-D

ANNEXURE-VI

Details about Financial bid

1. Financial Bid shall be submitted for the following items
 - i) Design of the Local Area Network
 - ii) Each and every items/equipment to be supplied
 - iii) Installation & Commissioning of items/equipment
 - iv) Overall Cost
2. All prices quoted in Financial Bid should be inclusive of all taxes, Transit Insurance loading/unloading, installation charges etc.
3. The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.
4. Commercial bid will be evaluated only for those bidders who qualify technically on the date & time specified in the bid schedule.

Sd/-
(Daniel Meren)
Jt. Director/ Scientist-D

ANNEXURE-VII

Evaluation of bid

Bidders are informed to note the following regarding evaluation of bids. Since the nature of the proposed work is technical, there shall be weightage of Technical bid as well as Financial bid. The evaluation of bids shall be as given below:

Total Score of the bidder = [w(T) x s(T)] + [w(F) x s(F)]

where,

w(T) = Weightage of Technical Score (i.e. 70%)

w(F) = Weightage of Financial Score (i.e. 30%)

s(T) = Score of Technical Bid

s(F) = Score of Financial Bid

Calculation of Technical Score, s(T) shall be based on the following:

Sl.	Heading	Description	Criteria of score allotment	Maximum Allotted Score
1	Design & Solution	Technical Design, solution, future aspects etc. to be mentioned by the bidder in the technical bid and present before the evaluation committee	a) Best practices followed = 1 to 10 b) Implementation plan = 1 to 5 c) Standard of Core equipment = 1 to 5 d) Backbone for expansion of Internet = 1 to 5 e) Future expansion aspects = 1 to 5	30
2	Experience in the field	Years of experience	a) 3 to 5 years = 5 b) More than 5 years = 10	25
		Having past work experience in the organizations located in Nagaland State	a) Yes = 5 b) No = 0	
		No. of similar works/services executed	a) Up to 03 = 5 b) 4 to 10 = 8 c) More than 10 = 10	
3	Maintenance & Support	-	0 to 15	15

Calculation of Financial Score, s(F) shall be based on the following:

Financial Score = (Lowest financial quote / firm's or vendor's financial quote) x 100

Sd/-
(Daniel Meren)
Jt. Director/ Scientist-D

Request for Proposal (RFP)
for
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 Network (LAN) at NIELIT Extension Centre Chuchuyimlang

TECHNICAL BID (Part-I)

1	Name of the Bidder	
2	Full Address of the Bidder	
3	Telephone No.	
4	Mobile no. Whatsapp No.	
5	E-Mail	
6	Firm/Vendor's registration details:	
7	PAN No.	
8	GST No.	
9	Average Annual Turn Over for the last 03 financial years i.e. 2016-17, 2017-18, 2018-19	
10	Details of past Experience in the field	
11	Details the Registered Office or one of the Branch Office of the Firm located at Nagaland including name, address, contact number, etc.	
12	Details of pending legal disputes(if any)	
13	Details of Tender Fee (Rs. 2000) paid for this tender.	
14	Details of Earnest Money Deposit (EMD) of Rs. 20,000/- submitted in this regard	
15	Name and telephone number of the contact person (<i>on behalf of the bidder</i>)	
16	Date of site visit/inspection for preparation of the detailed design and by whom	
17	Whether detailed design along with list of the items/equipment/works enclosed?	YES or No

TECHNICAL BID (Part-II)

Detail Specification of the Items/Equipment/Work for which the bidder is quoted in the financial bid of this Tender				
Sl.	Item/ Equipment/ Work	Detailed Specification	Brand & Model	Remark (if any)
1				
2				
3				
4				

TECHNICAL BID (Part-III)

List and Page no. of the documents enclosed

Sl	Item/Document	Page No.

(To be printed on the bidder's letter head)

DECLARATION

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Annexure-III and shall abide by them. I/We also understood the parameters of the proposed scope of work and shall abide by them also.

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in above statement at any stage; I/We shall be blacklisted and will not have any dealing with the organization in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date _____

Signature _____

Place _____

Name _____

Designation: _____

Office Stamp/Seal

(To be printed on the bidder's letter head)

UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm M/s. has **not been blacklisted** by any Govt. Department/Public Sector /Undertaking/ Autonomous Body.
2. I.....Son/Daughter/Wife of Shri
..... Proprietor/Partner/Director/authorized signatory of
M/S..... am competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I understand that in case any deviation is found in the above statement at any stage, my concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date: _____

Place: _____

Signature of the authorized Signatory of
the firm/Company/Organization
(Bidder)

Office Stamp/Seal

*(To be printed on the bidder's letter head)***TENDER ACCEPTANCE LETTER**

Date: _____

To,

The Director
 NIELIT Kohima
 Meriema, Nagaland

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:- _____

Dear Sir.

1. I/We have downloaded/obtained the tender document(s) for the above mentioned, Tender Work from the web site, namely: _____ as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexures, Appendix etc.,) which form part of contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also be taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the authorized Signatory of
 the firm/Company/Organization(Bidder)
 (Office Stamp/Seal)

(To be printed on the bidder's letter head)
Details of past experience in the similar field

Name of the Bidder:

Year	Name & type of work/service	Name & address of the customer	Value of Work/Service provided	Remarks