

NIELIT - GUWAHATI

National Institute of Electronics and Information Technology
Ministry of Electronics & Information Technology,
Vittiya Bhavan, Assam Financial Corporation Building, 1st & 2nd Floor, Md. Shah Road,
Paltan Bazar, Guwahati -781 008

Notice Inviting Tender

No. 06/31/2019/Ghy/P&S/Kok Equip/ 1143

Dated: 16th July' 2019

NIELIT Guwahati invites **sealed tenders** from the **reputed experienced firm** for supply & installation of Local Area Network (LAN) at the following locations:

Kokrajhar Extension Centre, NIELIT Guwahati, located at Titaguri, Kokrajhar – 783370, BTAD, Assam (**Number of IO required will be 105 nos. Total floor area of office is 8503 Sq.ft. in two floors**).

The detailed Tender document may be viewed & downloaded from our website www.nielit.gov.in/guwahati/tender. Bidders may visit the locations / sites in consultation with the Centre In-Charge of NIELIT Guwahati Kokrajhar Extension Centre before preparing their bids. The Tenders will be received up to **2-00 P.M** on **29th July (Monday)** at **NIELIT Guwahati** and shall be opened at **3-00 pm** on the same day at **NIELIT Guwahati**.

The fee for tender documents will be Rs. 1,000/- (Rupees One Thousand only). This fee shall be paid in the form of electronic transfer. This fee is non-refundable and shall be submitted along with the Technical Bid. The details of Bank are as under:

- Account Holder Name : NIELIT GUWAHATI
- Bank Name : State Bank of India
- A/C No : 33647260459
- Branch Name : SME Paltan Bazar
- IFS Code : SBIN0013247
- MICR Code : 781002047

For further details please contact NIELIT Guwahati Centre, during the office hours between 9:00 AM to 5:00 PM, located at 1st and 2nd Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008, Ph. no: 361-2731942 or the Centre In-Charge of NIELIT Guwahati Kokrajhar Extension Centre at 03661-271267 / 271268.

-Sd/-
Director
NIELIT Guwahati

Tender No: 06/31/2019/Ghy/P&S/Kok Equip/ 1143

Dated: 16th July, 2019

TENDER DOCUMENT
FOR SETTING UP OF
LOCAL AREA NETWORK (LAN)

NIELIT - GUWAHATI

NIELIT - GUWAHATI
DOCUMENT CONTROL SHEET

Tender No:	06/31/2019/Ghy/P&S/Kok Equip/1143
Name of Organization	National Institute of Electronics & Information Technology (NIELIT)
Date of Issue/Publishing	17/07/2019
Document Download	17/07/2019
Name Of The Work	Supply & Installation of Local Area Network at Kokrajhar
Time Of Completion	10 (Ten) days from date of issue of order.
Tenders To Be Submitted At	NIELIT Guwahati, Vittiya Bhavan, Assam Financial Corporation Building, 1 st & 2 nd Floor, Md. Shah Road, Paltan Bazar, Guwahati -781 008
Estimated cost	Rs. 5.00 lakhs
Earnest Money Deposit (EMD)	Rs 10,000/- (Rupees Ten Thousand) only. EMD in the form of Demand Draft / Banker's Cheque drawn on any nationalized bank in favour of "NIELIT Guwahati" payable at Guwahati. The EMD can be paid through NEFT /RTGS or online transfer to the bank of NIELIT Guwahati mentioned as under: <ul style="list-style-type: none"> • Account Holder Name : NIELIT GUWAHATI • Bank Name : State Bank of India • A/C No : 33647260459 • Branch Name : SME Paltan Bazar • IFS Code : SBIN0013247 • MICR Code : 781002047
Technical Specifications format	ANNEXURE - I
Rate Sheet format	ANNEXURE - II
Venue of Opening of Tender	Conference Room, NIELIT Guwahati
Last date of submission of Tender document	29th July, 2019 (Monday) at 2:00 P.M.
Date & Time Of Opening Tender	29th July'2019 (Monday) at 3:00 PM
Address for Communication	Director NIELIT Guwahati Vittiya Bhavan, Assam Financial Corporation Building, 1 st & 2 nd Floor, Md. Shah Road, Paltan Bazar, Guwahati -781 008

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(IN FIRM'S LETTER HEAD)

LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.

To: Vittiya Bhavan,
Assam Financial Corporation Building,
1st & 2nd Floor, Md. Shah Road,
Paltan Bazar, Guwahati -781 008

Sub: Acceptance of Terms and conditions of tender.

Ref: Tender No. 06/31/2019/Ghy/P&S/Kok Equip/1143 dated: 16th July, 2019

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I / We hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing here with the following information.

1. **Firm Registration** certificate.
2. **Proof of address** of the firm.
3. In case bidder is a Authorised Dealer/ Distributor,
 - a. Proof of Dealership/Distributorship from parent Company.
 - b. Authorization certificate from parent company authorizing participation in the tender.
4. **Annual Turnover** of the last financial year:
(Copies of Balance Sheet and IT return enclosed)
5. List of Clients at different states of NE region for the last 3(three) years along with copies of relevant **work order** and **timely completion certificate**.
6. Details of EMD paid
Amount..... Draft No..... Bank.....
7. GST Registration No..... PAN No.....
(Copy Enclosed)
8. Acceptance of price bid format enclosed.
9. **Affidavit / Power of Attorney** stating the capacity and the authority of the person signing on behalf of the firm enclosed.
10. Any other relevant document.

(Signature with Seal)
(Name & Designation in block letters)

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INSTRUCTION REGARDING TENDER

Note: Bidders are requested to note that noncompliance of the following instructions are liable to render their tender being rejected.

1. Bidders should put **endorsement** on each page of the tender documents as token of perusal.
2. Bidder shall provide **documentary evidence** of their experience in similar supply and value in the NE region during the last 3 (three) years.
3. The bidder should make no alterations and / or addition to the tender papers. **Only typed/ Printed quotations will be accepted.**
4. The tender should be put in two separate sealed envelopes marked as (A) “**Technical Bid**” and (B) “**Commercial Bid**” and both be placed inside a single sealed envelope super scribing Tender Reference No. and date of this tender notice and EMD details. Along with all desired documents, EMD & Cost of the Tender Document should be placed in the “**Technical Bid**” envelope, failing which the same will be summarily rejected. “**Commercial Bid**” should contain only the **RATE SHEET** provided at **ANNEXURE – II** of this tender. **Commercial Bids of only those vendors shall be opened which are found to be technically acceptable in Technical Bid.**
5. The bidders will be required to furnish Earnest Money worth i) **Rs 10,000.00 (Rupees Ten Thousand)** only for **NIELIT Guwahati** to be placed in the shape of DD / BC drawn in any nationalized bank in favour of “**NIELIT Guwahati**” payable at **Guwahati or through online transfer mode**. Without the Earnest Money the tender will be summarily rejected. Earnest money of suppliers to whom work is awarded shall be kept as security deposit till total supply as ordered is executed and it may be forfeited in case of (i) non compliance of contract/supply order (ii) incomplete supply (iii) material not supplied as per specifications period. EMD of the unsuccessful bidders will be returned after finalisation of the tender and acceptance of work order by the successful bidder.
6. Items are to be quoted in Indian Rupees only.
7. No Quotation will be accepted by fax, e-mail, telex, or any other such means.
8. Acceptance should be given as per enclosed format without any alterations.
9. All rates quoted will be considered to be inclusive of all taxes and freight of delivery place.
10. The quoted rates shall have to be valid for a period of 1(one) year from the date of opening of tender.
11. Bidders should submit all supporting documents in favour of information submitted in the tender. Further, copies of all statutory licenses and documents like PAN, GWT etc. should be enclosed. All documents submitted should be serially numbered.
12. Partial or selective quotes, conditional tenders would be summarily rejected.
13. A firm may submit bid for one or more location. Separate bids & envelopes to be used in case of submission of more than one bid.
14. NIELIT Guwahati shall be under no obligation is liable to accept the lowest quotation. Further the Director, NIELIT Guwahati reserves the right to reject all or any of the tenders without assigning any reasons.

-Sd/-

Director
NIELIT Guwahati

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GENERAL TERMS AND CONDITIONS OF CONTRACT

Tender No.: 06/31/2019/Ghy/P&S/Kok Equip/1143 **Dated:** 16th July, 2019

This tender notice shall be governed by following terms & conditions:

1. **ELIGIBILITY-** To be eligible to participate in the tender, a Bidder should be: -
 - a. Experienced in completion of similar works (Copy of satisfactory completion certificate compliance with value of work order to be enclosed) for minimum 03 (three) work orders as detailed in 1.b below.
 - b. The bidder should have completed at least 3 assignments for implementation of LAN with minimum 50 nodes, which may also involve structured etc. OR The work where requirement is for implementation/ up gradation/ maintenance of LAN in data centre for any State/Central department /organisation/ PSUs.- (Copy of complete work order/ agreement/purchase order and successful completion certificate from the client. Certificate from client should clearly state that the scope of work was minimum 50 nodes).
2. All components & equipments including cable must be ISI / IEEE standard.
3. **NIELIT Guwahati** may allow extension of time if in his opinion the works are delayed by reasons beyond the control of the Contractor.
4. **F.O.R. Rates:** The rates quoted should be F.O.R. location of the LAN and should be inclusive of freight/packing/forwarding and other incidental charges.
5. Copy of PAN No., proof of valid GST Registration and Experience Certificate (if any) of similar work and value in the N/E region during the last 3(three) years from appropriate authority should accompany the bid, otherwise, tender shall be rejected.
6. Quotation with overwriting, alternations will not be considered. **Only typed/ printed quotations** will be accepted.
7. **Validity of Rate:** The rates quoted have to be valid up to 1 (one) year from the date of opening of Commercial bid.
8. **Warranty:** Warranty period shall have to be for at least 1(one) year from the date of certification. However, weightage will be given to bidders offering additional warranty period.
9. NIELIT Guwahati shall be under no obligation to accept the lowest quotation.
10. **Acceptance of supplies:** Supplies not as per order or as per specifications will be rejected and returned at the cost of supplier and the EMD will be forfeited.
11. **DEDUCTIONS-** Statutory taxes and duties will be deducted at source as per government norms. Further other deductions as applicable as per clauses mentioned in the document will also be made.
12. Penalty will be imposed for delay in completion of work as follows:
 - a) 1 – 7 days = 1%
 - b) 8 – 15 days = 2%
13. **Payment Terms:** Bills can be submitted on successful execution of Work Order along with certification from respective Centre in charge for release of payment. No advance payment shall be made under any circumstance.

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14. It will be binding on the part of the successful bidder to supply and install the goods at the quoted rates failing which the name of the firm will be removed from the suppliers list and no further inquiries would be sent. Other relevant terms and conditions of this tender would also be made applicable automatically.
15. **Repeat order:** Repeat order, if necessary, will be placed within 1(one) year and have to be executed by the suppliers.
16. Details of the Taxes as applicable should be mentioned in the quotation clearly. In case of any ambiguity, prices will be considered as inclusive of all taxes.
17. In case of any dispute on account of deviation of the terms and conditions, the responsibility will be of suppliers and the decision of the Director, NIELIT Guwahati shall be binding and final.
18. **DISPUTES:** All disputes lie within the jurisdiction of Gauhati High Court.
19. The Bidder is liable to compensate NIELIT Guwahati for any loss suffered. All penalties imposed should be deposited by the Contractor immediately or may be deducted from any amount due to the Contractor.
20. The Tender is likely to be rejected because of non-fulfillment of any of the above terms.
21. Items are to be quoted in Indian Rupees only.
22. The detailed specifications of the goods are as per **ANNEXURE-I** attached.
23. The Rate Sheet is placed at **ANNEXURE – II**.
24. No quotation will be accepted by fax, e-mail, telex, or any other such means.
25. L1- Bidder will be evaluated based on satisfactory plan of structured LAN work along with detailed diagram bill of material of reputed brands. Technical bid of bidder will be considered for financial bid opening subject to recommendation by a Technical Committee constituted by NIELIT Guwahati. L1 bidder will be evaluated out of the technically qualified bidders and the price comparison will be based cost of total work.
26. **Right to accept/ reject:** The Director, NIELIT Guwahati reserves the right to reject all or any tender without assigning any reason thereof.

-Sd/-
Director
NIELIT Guwahati

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TECHNICAL SPECIFICATIONS:

ANNEXURE -I

Tender No: 06/31/2019/Ghy/P&S/Kok Equip/1143 **Dated:** 16th July, 2019

For Supply & Installation of Local Area Network (LAN)

Sl No	Specification of Item	Minimum Desirable Quality of Product
Network Hardware Component		
1.	CAT 6e UTP Cable	
2.	Information Outlet: CAT 6 Single RJ 45 UTP Port with Box	
3.	CAT 6e Mounting Cord 4 feet	
4.	19" 6U Wall Mount Rack with necessary Accessories	
5.	N Port 10/100/1000 Base T Ethernet Stackable Switch (N may be 24/16/12/8 U Rack Stackable Switch depending on the Network design & requirement)	
6.	24 Port 10/100/1000 Managed L3 Ethernet Stackable Switch	
7.	7 feet Dual Ended Mounting UTP Cat 6e Patch Cord	
8.	Cable Manager for each Rack	
9.	Patch Panel CAT 6	
10.	PVC ISI Mark Casing Capping	
11.	Any other	

(in firm's letterhead)

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ANNEXURE -II

RATE SHEET

Tender No: 06/31/2019/Ghy/P&S/Kok Equip/1143 **Dated:** 16th July, 2019

For Supply & Installation of Local Area Network (LAN)

SI No	Specification of Item	Quality of Product	Quantity	Rate	Amount
Network Hardware Component					
1.	CAT 6e UTP Cable		as per requirement		
2.	Information Outlet: CAT 6 Single RJ 45 UTP Port with Box		as per actual requirement		
3.	CAT 6e Mounting Cord 4 feet		as per actual requirement		
4.	Equipment Rack – 4U Wall Mount Rack with front Glass door and following accessories AC Mains Channel (5X 5A) Socket and a Switch IU Cable Manager		as per actual requirement		
5.	N Port 10/100/1000 Base T Ethernet Stackable Switch (N may be 24/16/12/8 U Rack Stackable Switch depending on the Network design & requirement		as per actual requirement		
6.	24 Port 10/100/1000 Managed L3 Ethernet Stackable Switch		as per actual requirement		
7.	7 feet Dual Ended Mounting UTP Cat 6e Patch Cord		as per actual requirement		
8.	PVC ISI Mark Casing Capping		as per actual requirement		
9.	Patch Panel CAT 6		as per actual requirement		
10.	Cable Manager for each Rack		as per actual requirement		
11.	Any other				
Installation Work					
1.	CAT 6 UTP cable laying with PVC Casing capping		as per actual requirement		
2.	Patch Panel fixing and termination Charge		as per actual requirement		
3.	Rack Fixing and dressing		as per actual requirement		
4.	Fixing of I/O Box		as per actual requirement		
5.	Any other				
Total Bid Amount					
(Rupees.....) only					

* Quantity may be mentioned after visiting the respective location.

(Signature)
with
Seal & Date