

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

Tuirial Hydro Electric Project, MIZORAM

Telephone No.03837-263444

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ISO: 9001, 14001 & OHSIS: 18001

TENDER DOCUMENT

FOR

**SUPPLY OF DESKTOP COMPUTERS FOR Tuirial Hydro Electric Project,
MIZORAM**

(NIT NO. 01 Dated 25.07.2017)

IT WING, TrHEP:: MIZORAM

Terms & Conditions

1. **Scope of work:** The scope of work includes supply of Computers as per specifications indicated in Annexure-I.
2. **Bid validity :** 120 days from the date of opening of bids.
3. **Cost of Tender Paper:**
The tender document can be downloaded from NEEPCO website www.neepco.co.in from 26.07.2017 to 26.08.2017 up to 4 PM. The bidders will have to attach an A/C Payee Demand Draft/Banker's Cheque (non-refundable) of Rs.500/-(Rupees five hundred only) duly pledged in favour of "NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED" as cost of Tender Paper. Bid without the payment of Rs.500.00 as stated above will be rejected outright. The date of purchase of said A/C Payee Demand Draft/ Banker's Cheque should be within the period of issue of Tender document.
4. **Earnest money :** The complete tender document should be accompanied by an **Earnest Money @ 2% (@1% for SC & ST) on the quoted amount** in the form of Call Deposit or Demand Draft only from any Nationalized bank in favour of "NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED," valid for at least six months. Tender not accompanied with requisite EMD or with EMD of inadequate value shall be rejected outright.
5. **Rate:** Rates quoted by the bidders should be inclusive of all taxes & duties, freight, insurance, loading & unloading charges etc. and should remain firm till completion of the entire work in all respect in terms of NIT.
6. **Payment:** 100% payment shall be made within 30(thirty) days after receipt of the specified items in full & good condition at site. The bidder has to submit bill/invoice in triplicate along with necessary documents & bank details for release of admissible payment. No part payment will be allowed. Payment shall be made on electronic transfer basis through State Bank of India, Tuirial Branch, Mizoram, INDIA, IFSC Code-SBIN0018311. Hence bank details of the supplier, such as - name of bidder, name of the bank, A/c. No., Branch Code, IFSC code, photo copy of PAN Card, etc. should be provided for smooth transfer of payment.
7. **Warranty:** The vendor must specifically and clearly mention the warranty period for each item. During the warrantee period, if any defect / malfunctioning of the items are noticed and informed to the supplier, the supplier shall rectify the same or replace the defective item free of cost at the purchaser's site at the earliest possible time, latest by a period of 7(seven) days of notification.
8. **Delivery period:** The entire work have to be completed within 30 (Thirty) days from the date of receipt of formal order.
9. **FOR :** Tuirial H.E. Project, NEEPCO Ltd.
C/o NEEPCO Transit Camp,
City Arcade, 3rd Floor, Sonai Road, Rangirkhari,
Silchar-788005 (ASSAM)
(Including all taxes, duties, etc. and freight insurance, Loading, Unloading Charges).
10. **After sales service:** Bidders should ensure to provide after sales service to the supplied items after completion of the warranty period of the items.
11. **Responsiveness of the bid:** In order to determine the responsiveness of the bid, it must comply with the following conditions:
 - a. Bids duly signed by the bidder

- b. Registered Deed of partnership specifying Power of Attorney in case of partnership firms only.
 - c. Identity of the Bidder (Individual) with photo.
 - d. Documents in respect of Experience in executing similar works.
 - e. Earnest money & copy of PAN card.
 - f. E-mail ID contact person / postal address.
 - g. Submission of GST registration number is mandatory.
- Non submission of any of the above documents will result in rejection of the bid.

12. Bid rejection criteria: The bids will be rejected on the following grounds:

- a. On non receipt of documents as specified in clause no.11 above.
- b. Bids submitted with communication address of any of Corporation's premises/quarters etc.
- c. Bids submitted without proper communication address.
- d. Bids containing any false statement.
- e. Bids received after the deadline fixed for the bid closing time and date.

13. Security deposit: The earnest money will be kept as security deposit and will be returned after 6(six) months.

14. The supplier / bidder shall not be a NEEPCO employee in service or dependent of NEEPCO employee in service.

15. The supplier / bidder shall not be employed in any Government / Quasi Government / Public Sector Undertaking.

16. Bid evaluation procedure: The techno – commercial suitability of the bids shall be judged on the basis of the Techno – commercial data, information, etc. furnished with the bids. The technical specifications, printed leaflets/brochures and other relevant document etc. shall be considered as the reference documents for the purpose of technical evaluation. Techno-Commercial Evaluation will be done based on the information furnished by the bidders. The techno-commercial suitability of the bidder shall be judged considering the financial capability and experience in the similar type of job. The bids, which are not found to be suitable or acceptable by NEEPCO shall be rejected and such price bid shall not be evaluated. The decision of the Corporation in this matter shall be final and no correspondence in this respect shall be entertained.

For the purpose of evaluation & comparison of price bid the following will consider:

- (i) Bid price quoted by the bidder.
- (ii) Cost compensation for Deviations / Additional clauses as worked out as per relevant clauses.
- (iii) Unconditional discount / rebate if any.

17. Award criteria: The contract shall be awarded to the responsive bidder/bidders offering the lowest rates in conformity with the requirements, provided that the bidder is determined to be able to perform this contract satisfactorily. The NEEPCO shall be the sole judge in this regard. The notice of award of the contract will be made in writing to the successful bidder/bidders by the Corporation

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General Terms & Conditions

1. Bid must be submitted in sealed cover superscripting the NIT No., name and address of the bidder on the cover. The bid will contain :
 - i). Details of bidder as per prescribed format.
 - ii). Detailed specifications of the Computers. The specifications should preferably be accompanied by printed leaflets/brochures etc., if any, from the concerned brand/company.
 - iv). Latest sales tax clearance certificate.
2. Rates should be quoted both in figures and words legibly and no overwriting will be accepted. Rates shall be in Indian rupees, shall be firm and fixed.
3. Quoted rate should be firm and inclusive of all taxes and duties. No additional charges against freight, insurance, packing & forwarding etc will be paid to the bidder.
4. Telephonic, Telegraphic, Telexed or Faxed tender shall not be considered.
5. North Eastern Electric Power Corporation Limited reserves the right to accept or reject any tender in part or in full or spilt the supply or cancel/withdraw the NIT without assigning any reason thereof whatsoever and in such case, no bidder shall have any right to claim arising out of such action.
6. The rates should be valid for a period of 120 (one hundred twenty) days from the date of opening of bids.
7. All essential and standard items shall be assumed to have been included in the quoted price. The bidder must ensure that all the items (Computers) are supplied with all the required components.
8. Installation, testing and commissioning of the items supplied must be done by the supplier and any item(s) found defective/faulty must be replaced immediately.
9. Bidders having dealership of the quoted brand(s) have to attach copy of authorized dealership certificate from the company. The original certificate must be produced at the time of opening of bids or as and when asked for.
10. The Corporation reserves the right to purchase varying quantity of items, less or more than the quantity specified in the tender depending upon actual requirement at the time of placing supply order.
11. Tender paper should be signed by the bidder in all pages with seal.
12. Bids received late and/or not submitted in the prescribed formats or incomplete in any respect or not accompanied by prescribed documents shall be liable for rejection.
13. The specifications of the items given at Annexure-I are minimum. Bidder may add additional features without any extra cost to the purchaser.
14. Only those bidder(s) who meet all the guidelines and terms and conditions in all respects should submit their tender, complete in all respects.
15. Decision of North Eastern Electric Power Corporation Ltd. in respect of evaluation of bids shall be final. All disputes shall be subject to jurisdiction of courts in Silchar, Assam.

Details of Bidder

1. Name of Vendor :
2. Address with telephone number :
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Phone : E-mail :
3. Type of firm :(Ownership/Partnership/Pvt. Ltd./Ltd. Co.)
4. Year of establishment
5. Authorised dealer/distributor of
6. Dealership/distributorship valid up to
7. PAN No.
8. Bank A/C details :
Bank
Branch :IFSC Code :
A/C No.....
9. GST registration No.
10. Details of Earnest Money (D.D.No. & Date) deposited along with tender:
 - a. CD / DD No.
 - b. Date :
 - c. Amount (Rs.)
 - d. Drawn on :
11. Cost of Tender (D.D.No. & Date) deposited along with tender:
 - a. CD / DD No.
 - b. Date :
 - c. Amount (Rs.)
 - d. Drawn on :

Signature with Seal of Vendor

SPECIFICATIONS OF ITEMS

1. Desktop PC with 20" IPS Monitor

Core i3 processor, 4GB RAM, HDD - 1 TB, DVD-RW, Wired keyboard and optical Mouse, Wireless LAN, 20" LED IPS Monitor, 4 nos USB Port (minimum) & Serial port .

Operating System: Windows 10 professional genuine licensed pre installed with media (Disc).

Signature with Seal of Vendor

Indemnity

(Should be in bidder's writing pad)

To,

The Sr.Manager (E/M),
Tuirial H.E. Project, NEEPCO Ltd.
Tuirial, Mizoram.

Subject : Procurement of Computers

Dear Sir,

We have supplied to you Computers meant for Tuirial Hydro Electric Project, NEEPCO Ltd.. We certify that in respect of the said Computers supplied to you, we are the authorized authors/assignees/licensees. We further certify that the Computers provided for your use do not violate or infringe any provision of the Copyright Act, 1957.

If any action is brought against you for infringement or violation of the copyright in respect of the said Computers supplied by us, we will defend the same at our cost. We further indemnify to you in this matter that all the costs and any other consequences arising out of this supply shall be at our expenses.

Yours faithfully,

(Signature of authorized signatory with seal)

Date and place :

Warranty

To,
The Sr.Manager (E/M),
Tuirial H.E. Project, NEEPCO Ltd.
Tuirial, Mizoram.

Subject : Procurement of Computers

Dear Sir,

This has reference of our quotation ref. no. dated

1. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall operate properly. We shall be fully responsible for its efficient operation.
2. For the preventive and corrective maintenance support offered to you during the warranty period, we confirm that the downtime for the equipments supplied shall be less than 15 days.

Yours sincerely,

(Signature of authorized signatory with seal)

Date and place :

SCHEDULE & RATE SHEET

Sl. No	Name of Items	Make	Unit	Qty. Reqd. (Apprx.)	Rate (in Rs.)	
					Figure	In word
1	Desktop PC with 20" IPS Monitor: Core i3 processor, 4GB RAM, HDD - 1 TB, DVD-RW, Wired keyboard and optical Mouse, Wireless LAN, 20" IPS Monitor, Serial port. Operating System: Windows 10 professional genuine licenses (Including GST / all other taxes etc. if any)		No.	2		

Signature with Seal of Vendor