

Part - I

Name of Authority Inviting Tender: **STATE PROJECT DIRECTOR, MIZORAM RMSA MISSION SOCIETY**

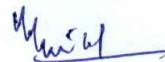
1. Name of Work: **Supply of Computer & Peripherals under ICT @ School**
2. Completion Period: **Within 1 (one) month from issue of work order**
3. Date of issue of Inviting Tender: **4th April, 2018**
4. Deadline for receiving Bids: **4th May, 2018 up to 12:30 PM**
5. Time & Date for Opening Technical Bids: **4th May, 2018 at 1:00 PM**
6. Time & Date for Opening Financial Bids: **4th May, 2018 at 3:00 PM**
7. Place of Opening Bids: **Office of the State Project Director, Mizoram RMSA Mission Society**
8. Last date of Bid validity: **Seventy five days from opening of Technical Bids**
9. Officer inviting bids: **State Project Director, Mizoram RMSA Mission Society.**

Part - II

NOTICE INVITING TENDER

Invitation for Supply of Computer & Peripherals under ICT @ School

1. The State Project Director, Mizoram RMSA Mission Society issues "**Notice Inviting Tender**" from a reliable Company/Agent/Distributor dealing with computer and peripherals for Supply of Computer & Peripherals under ICT @ School for 60 Schools.
2. Detail can be obtained from the Office of the State Project Director, Mizoram RMSA Mission Society, Top Floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl (Tel - 0389 2306630, Tele/Fax 0389 2340377) or may be downloaded from **www.mizoramrmsa.gov.in** on payment of Rs. 500/- per document (non refundable) on working days from **4th April, 2018 upto 12:30 PM of 4th May, 2018** during office hours.



(K.LALTHAWMMAWIA)
State Project Director
Mizoram RMSA Mission Society

Part - III

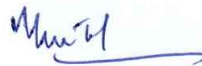
NOTICE INVITING TENDER

1. The State Project Director, Mizoram RMSA Mission Society issues **"Notice Inviting Tender"** from a reliable Company/Agent/Distributor dealing with computer and peripherals for Supply of Computer & Peripherals under ICT @ School for 60 Schools. Detail specification of per school requirement is as given under:

SI No	Item	Description	Quantity
1	Computer Set	Branded Computer set with specification and pre-loaded software as below: PROCESSOR: Intel 7 th Generation Intel ® Core TM i3-7100 processor RAM: 4 GB, DDR4, 2400 MHz HARD DISK: Not less than HDD 1 TB KEYBOARD+MOUSE: Wired Keyboard and wired mouse OPTICAL DRIVE: DVD Drive MONITOR: 20 inches LED UPS: 600 VA Warranty: At least one year Operating System: Windows 10 Home Application Software: Office 2016 Lifetime Licence Anti-virus: (1 year licence)	10
2	Printer	Laserjet Printer: Black & White Printing speed: At least 12 ppm Resolution: At least True 600 x 600 DPI resolution Warranty: At least one year	1
3	Projector	Native Aspect Ratio: 4:3 Lumens (Eco): 3200/3200 Connections: VGA-inX2, HDMI Warranty: At least one year	1
4	Web Camera	3 megapixel HD Warranty: At least one year	10
5	Scanner	Type: Flatbed Light Source: 3 Colour (RGB) LED Optical Resolution: Not below 2400x4800 dpi Scanning bit depth: Colour: 48 bit (16 bit input for each colour (RGB))/48 bit or 24 bit output (16 bit or 8 bit output for each colour (RGB), Grayscale: 16 bit input/8 bit output Maximum Document Size: 8.5" x 11.7" Power Supply: Via USB port Warranty: At least one year	1

2. Details can be obtained from the Office of the State Project Director, Mizoram RMSA Mission Society, Top Floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl (Tel - 0389 2306630, Tele/Fax 0389 2340377) or may be downloaded from **www.mizoramrmsa.gov.in** on payment of Rs. 500/- per document (non refundable) on working days from **4th April, 2018 upto 12:30 PM of 4th May, 2018** during office hours.

3. Bids must be accompanied by Earnest Money of the amount specified in Part IV (Clause 11) of the ITB”.
4. The bid for the work shall remain open for acceptance for a period of 75 days from the date of opening of bids. If any bidder withdraws his bid before the said period or makes any modification in the terms and conditions of the bid. The said Earnest Money shall stand forfeited.
5. Other details can be seen in the bidding documents.



(K.LALTHAWMMAWIA)
State Project Director
Mizoram RMSA Mission Society

Part – IV
INFORMATION TO BIDDERS (ITB)

1. Scope of Bid:

- 1.1 The purpose of this assignment is to obtain independent and objective assessment of the quality of computer and peripherals to be procured for ICT @ School scheme under Mizoram RMSA Mission Society (referred to as the Society for brevity's sake hereinafter), and to assure that the same are of best quality at the most affordable price.
- 1.2 The Successful Bidder will be expected to complete the supply by the intended completion period as specified in part – I of the tender document.
- 1.3 Extension of time will be allowed only if the hindrance are submitted to State Project Director and are found to be reasonable.

2. Eligible Bidders:

- 2.1 This Invitation for Bids is opened to all bidders as defined in clause 3 of ITB.
- 2.2 Bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government, State Govt. or any Public undertaking by whatever name called under the Central or the State Govt.

3. Qualification of the Bidders:

The bidder must be the owner of a reliable company/firm or agents or distributor dealing with computer and peripherals that are able to supply the items as given in Part III of the tender document.

- 3.1 All Bidders should include the following information and documents with their bids:
 - (a) **Self attested copies of documents** defining the constitution or legal status, place of registration and principal place of business, written power of Attorney of the Signatory of the bid to commit the bidder.
 - (b) Total monetary value of similar works performed for each of the last 2 years **(compilation sheet and supporting documents should be attached).**
 - (c) Experience in works of a similar nature during the last 2 years and detail of works in progress or contractually committed, if any, supported by copies of work order **(compilation sheet and supporting documents should be attached).**

Note: Sl. No. 3.1 (b) and (c) may be produced in one document and original copies should be produced at the time of bid opening and at any other time as may be required by the society.

- 3.2 Each bidder must produce:
 - (a) An affidavit that the information furnished with the bid documents is correct in all respects **(original document should be attached).**
- 3.3 Financial status (Balance Sheet) certified by Chartered Accountant firm for the last minimum 2 years to show financial soundness with a transaction not less than half the contract price.
- 3.4 Bank certificate showing soundness of capital investments **(original document should be attached).**

4. Disqualification:

4.1 Absence of anyone of the documents stated on clauses 3.1 to 3.4 will be disqualified with the acceptance of the Bidders.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- (a) Made misleading or false representation in the forms, statements, affidavits and attachment, submitted in proof of the qualification requirements, and /or
- (b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- (c) Participated in previous bidding for the same type of work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Society.

5. No. of Bid per bidder:

5.1 Each bidder shall submit only 1 bid for 1 work. A bidder who submits more than 1 bid for the same work will cause the proposals with the bidder's participation to be disqualified.

6. Pre-Bid Meeting:

- 6.1 Pre-Bid meeting **at the request of majority of the potential bidder** may be arranged at the time and place fixed by the Society.
- 6.2 The Bidder or his authorized representative shall be invited to attend Pre-Bid Meeting.
- 6.3 The purpose of the meeting shall be to clarify issues and to answer question to any matter that may be raised at the stage.
- 6.4 Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a bidder.

7. Amendment of Bidding Documents:

- 7.1 Before the deadline for submission of bids, the Society may modify the bidding documents by issuing addenda.
- 7.2 Any addendum thus issued shall be part of the bidding documents and shall be notified.
- 7.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Society shall extend, as necessary, the deadline for submission of bids.

8. Language of Bids:

8.1 All documents relating to the bid shall be in English.

9. Documents Comprising the Bids:

9.1 The Bids submitted by the bidder shall be in two separate parts.

Part -I

It shall be named "Technical Bid" and shall comprise of:

- (a) Earnest Money in a separate sealed envelope cover marked, "Earnest Money".
 - (b) Qualification information, supporting documents, affidavit as specified in clause 3 of ITB.
-

- (c) An Affidavit affirming that information he has furnished in the bidding document is correct to the best of his knowledge and belief.

Part – II

It shall be named “Financial Bid” and shall comprise of:

- (a) Form of bid as specified in Part VII.
(b) Priced Bill of Quantities as specified in Part IX.

Each part shall be separately sealed and marked in accordance with sealing and marking instruction in clause 13.

10. Bid Price:

- 10.1 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.
10.2 The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment.
10.3 All rates/prices quoted should be FOR destination.

11. Earnest Money:

- 11.1 The bidder shall furnish, as part of the bid, Earnest Money of 2% of the estimated cost.
11.2 The Earnest Money shall, at the Bidder’s option, be in the form of **Fixed Deposit/ Deposit at Call of a Scheduled Bank guaranteed by the Reserve Bank of India** and issued in favour of the name given in Part – I (the Society). The Fixed Deposit Receipt/ Deposit at Call Receipt shall be **valid for at least for 4 months**.
11.3 The Earnest Money of unsuccessful bidders will be returned.
11.4 The Earnest Money of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security or may be used as part of Performance Security.

12. Format and Signing of Bids:

- 12.1 The Bidder shall submit 1 set of the bid comprising of the Documents as described in clause 9.
12.2 All Pages (**both front and back side**) of the bid shall be signed by the bidder.
12.3 The bids shall contain no over writing, alteration or addition, except those to comply with instructions issued by the Society, 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 initialing and dating it by the bidder.

13. Sealing & Marking of bids:

- 13.1 The Bidder shall place the two separate envelopes (called inner envelopes) marked “Technical Bid” and “Financial Bid” in one outer envelope. The inner envelope will have markings as follows:
Technical Bid: To be opened on Date & Time of Technical Bid opening as indicated in Part - I
Financial Bid: Not to be opened except with the approval of the Society.
-

The contents of the Technical and Financial Bids shall be as specified in clause 9.1 of ITB

- 13.2 The inner and outer envelopes containing the Technical & Financial Bids shall-
- (a) Be addressed to the Society at the address provided in the Part I
 - (b) Provide a warning not to be opened before the specified time and date for Bid opening as defined in Part - I.

14. Deadline for submission of Bids

- 14.1 Complete Bids (Including Technical and Financial) must be received by the Society at the address specified in the Part - I not later than the date and time indicated in Part - I
- 14.2 The Society may extend the deadline for submission of Bids by issuing an amendment in accordance with clause 7, in which case all rights and obligations of the Society and the Bidders previously subject to the original deadline will then be subject to the new deadline.

15. Bid Opening:

- 15.1 The Society will open the Bids received (except those received late) in the presence of the Bidders/Bidders' representatives who chose to attend at the time, date and place specified in the Part - I.
- 15.2 The envelope containing the Technical Bid only shall be opened.
- 15.3 In all other cases the availability of Earnest Money, forms and validity shall be announced. Thereafter, the Bidders' names and such other details as the Society may consider appropriate, will be announced by the Society at the opening.
- 15.4 Evaluation of Technical Bids with respect to Bid Security, Qualification information and other information furnished in Part - I of Clause 9.1 shall be taken up immediately.
- 15.5 The Society shall inform, whose Technical bids are found responsive, date, time and place of opening as stated in Part - I.
- 15.6 At the Time of opening of the Financial Bids, the names of the bidders whose bids were found responsive in accordance with clause 15.4 of ITB will be announced. The financial bids of only these bidders 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 Society may consider appropriate will be announced by the Society at the time of bid opening. Any bid price, which is not read out and recorded, will not be taken into account in Bid evaluation.
- 15.7 The Society shall prepare the minutes of the opening of the Financial Bids.

16. Process to be Confidential:

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

17. Clarification of Bids and Contacting the Society:

- 17.1 No Bidder shall contact the Society on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded.
- 17.2 Any attempt by the Bidder to influence the Society's Bid evaluation, Bid comparison or contract award decision may result in the rejecting of his Bid.

18. Examination of Bids and determination of Responsiveness:

- 18.1 During the detailed Evaluation of "Technical Bids" the Society will determine whether each bid
 - (a) meets the eligibility criteria define in clauses 2 & 3 (ITB)
 - (b) has been properly signed
 - (c) is accompanied by the required securities and
 - (d) substantially responsive to the requirement of the Bidding Documents.

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. In short, the responsiveness eligibility and/or Qualification of the Bidder shall be Evaluated based on:-

- i. Financial capability of the bidder.
 - ii. The Bidder capability to manage similar size and nature of work.
 - iii. The bidder past performance and experience in executing similar contract work.
 - iv. The bidder past litigation history.
 - v. Any other documents submitted by the bidder to augment the advantage in commencing the work.
- 18.2 A substantially responsive "Financial Bid" is one, which conforms to all the rates as quoted in the Bill of Quantities.
 - 18.3 If a financial bid is not substantially responsive, it will be rejected by the Society, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

19. Award Criteria:

- 19.1 The Society will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has scored the highest mark in comparative statement provided that such bidder has been to be eligible in accordance with the provision of clause 2 and Qualified in accordance with the provision of Clause 3 of ITB.
- 19.2 The Society reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Society's action.
- 19.3 The Society will have the right not to award the lowest bidder without announcing any reason behind.
- 19.4 Item-wise selection shall not be undertaken while evaluating the bid, rather, whole package of the items as given in Sl. No. 1 of Part III shall be considered for evaluation and award of the contract for each FOR.

20. Notification of Award & Signing of Agreement:

- 20.1 The bidder whose bid has been accepted will be notified of the Award by the Society prior to expiration of the Bid Validity Period. This letter will state that the Society will pay to the successful bidder in consideration of the Execution and Completion.
- 20.2 The Notification of the Award will constitute the formation of the contract, subject only to the furnishing of a Performance Security in accordance with the provisions of clause 21.
- 20.3 The Agreement will incorporate all agreement between the Society and the successful Bidder. It will be signed by the Society and the successful Bidder after the Performance Security is furnished.

21. Performance Security:

- 21.1 Within 10 days after receipt of Letter of Acceptance, the successful bidder shall deliver to the Society, a Performance Security of 5% of the estimated cost.
 - 21.2 The Performance Security shall be either in the form of a Bank Guarantee or Fixed Deposit Receipts in the name of the Society, from a Scheduled Bank guaranteed by the Reserve Bank of India, valid upto 60 days beyond the warranty period given in Part III of the tender document.
 - 21.3 Failure of the Successful Bidder to comply with the requirement of clause 21.1 shall constitute sufficient grounds for cancellation of the Award and forfeiture of the Earnest Money.
-

Part - V

**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 - VI
Letter of Acceptance

Date: _____

To,
(Name of the Contractor)

(Address of the Contractor)

This is to notify you that the **Mizoram RMSA Mission Society** has accepted your Bid dated _____ for **Supply of Computer & Peripherals under ICT @ School** for the Contract Price of Rs. _____ (Rupees _____) only as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Society.

You are hereby requested to furnish Performance Security in the form detailed in Clause 21 of ITB for an amount of Rs _____ within 14 days of the receipt of this letter of acceptance valid up to 60 days from the date of expiry of Defects Liability Period _____ and sign the contract, failing which, action as stated in Clause 21.3 of ITB will be taken.

Yours faithfully,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Society: _____

Part VII
Form of bid

To,

(Name of the Society) _____

Address (Address of the Society) _____

Description of the Work _____

1. 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)
2. We undertake to commence the works on receiving work order in accordance with the contract documents.
3. This Bid and your written acceptance of it shall constitute a binding contract between us.
4. We understand that that you are not bound to accept the lowest or any Bid you receive.
5. We hereby confirm that this Bid complies with the Bid validity and Earnest Money required by the bidding documents.

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 – VIII
TERMS OF REFERENCE (TOR)

1. Background:

The Mizoram Rashtriya Madhyamik Shiksha Abhiyan Mission Society is a registered Society which is implementing the centrally sponsored programme of Rashtriya Madhyamik Shiksha Abhiyan (RMSA) to attain the goal of universalization of secondary education, to make good quality education available, accessible and affordable to all young persons in the age group of 14-18 years in all the districts of Mizoram for which funds are shared between the Government of India and State Government in the ratio of 90:10. Secondary Education is a crucial stage in the educational hierarchy as it prepares the students for higher education and also for the world of work. The rigor of the secondary and higher secondary stage, enables Indian students to compete successfully for education and for jobs globally. Therefore, it is absolutely essential to strengthen this stage by providing greater access and also by improving quality in a significant way. For successful implementation of the scheme in the State, various activities and interventions have been approved by the apex authority viz. Project Approval Board at the Govt. of India level. Among such approved activities, ICT @ School is one of the most important activities to be carried out during current financial year 2017-18. The ICT policy in School Education aims at preparing youth to participate creatively in the establishment, sustenance and growth of a knowledge society leading to all round socio-economic development of the nation and global competitiveness.

2. Objectives:

The main objective of this assignment:

- 2.1 To obtain independent and objective assessment of the quality of computer and peripherals to be procured under ICT @ School schemes of Mizoram RMSA Mission Society.
- 2.2 To assure that the computer and peripherals so procured are of best quality at the most affordable price.

3. Governing Factors:

- 3.1 The Supplier shall have prior experience at least for 2 years in the field of supply of computer and peripherals, and completed a similar magnitude of works that covered in the proposed work.
- 3.2 The Supplier shall execute according to the items given in Bill of Quantities.
- 3.3 The Supplier shall not have the right to alter the conditions at any cost. In case of any alterations is found necessary in the specifications, the same shall be brought to the notice of State Project Office immediately.
- 3.4 The assignment mentioned herein is intended to be job oriented and not time oriented and the Supplier shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason whatsoever.
- 3.5 In order to ensure the quality and timely completion of the work, the Supplier should remain present in contact with the Society.
- 3.6 Rates agreed shall be firm till the completion of work inclusive of transportation, stationary, communication charges, Service Tax and all other applicable taxes.

4. Report to:

State Project Director, Mizoram RMSA Mission Society, Top Floor, Directorate of School Education, Mc Donald Hill, Zarkawt, Aizawl, Mizoram.

6. Stages of Deposits and Payments:

6.1 Payment Schedule: Payments must be made by State Project Director, Mizoram RMSA Mission Society by Account Payee Cheque or by bank transfer within 30 days from completion of the work.

7. Inputs from State Project Office, Mizoram RMSA Mission Society:

7.1 List of delivery shall be as below:

Place of delivery	No. of Computer & Peripherals to be delivered	Name of FOR
State Project Office, Mizoram RMSA Mission Society, Top floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl, Mizoram. Contact Person & No.: Mr. VL Malsawma, Dy. SPD, Mizoram RMSA Mission Society Ph. 9436366868, 9862899036	60 sets of list given in Part III of Tender Document	FOR SPO Mizoram RMSA

8. General Requirements:

8.1 The State Project Director, Mizoram RMSA Mission Society reserves full right to alter its requirements.

8.2 The decision of State Project Director, Mizoram RMSA Mission Society will be final in all the matters.

Part - IX
BILL OF QUANTITIES

Item	Description	Product Name & Model No.	FOR SPO Mizoram RMSA		
			Unit Rate (Rs.)	Qty.	Amount (Rs.)
Computer Set	Branded Computer set with specification and pre-loaded software as below: PROCESSOR: Intel 7 th Generation Intel ® Core TM i3-7100 processor RAM: 4 GB, DDR4, 2400 MHz HARD DISK: Not less than HDD 1 TB KEYBOARD+MOUSE: Wired Keyboard and wired mouse OPTICAL DRIVE: DVD Drive MONITOR: 20 inches LED UPS: 600 VA Warranty: At least one year Operating System: Windows 10 Home Application Software: Office 2016 Lifetime Licence Anti-virus: (1 year licence)			600	
Printer	Laserjet Printer: Black & White Printing speed: At least 12 ppm Resolution: At least True 600 x 600 DPI resolution Warranty: At least one year			60	
Projector	Native Aspect Ratio: 4:3 Lumens (Eco): 3200/3200 Connections: VGA-inX2, HDMI Warranty: At least one year			60	
Web Camera	3 megapixel HD Warranty: At least one year			600	
Scanner	Type: Flatbed Light Source: 3 Colour (RGB) LED Optical Resolution: Not below 2400x4800 dpi			60	

	Scanning bit depth: Colour: 48 bit (16 bit input for each colour (RGB))/48 bit or 24 bit output (16 bit or 8 bit output for each colour (RGB), Grayscale: 16 bit input/8 bit output Maximum Document Size: 8.5" x 11.7" Power Supply: Via USB port Warranty: At least one year				
Total Bid Price					
Rupees in words		(Rupees) only.			