**Part – I**

Name of Authority Inviting Tender: **STATE PROJECT DIRECTOR, MIZORAM SAMAGRA SHIKSHA**

1. Name of Work: **Supply of Office Furniture and equipments**
2. Completion Period: **Within 1 (one) monthfrom issue of work order**
3. Date of issue of Inviting Tender: 5th February, 2020
4. Deadline for receiving Bids: 12:00 (Noon) 5th March, 2020
5. Time & Date for Opening Technical Bids: 6th March, 2020
6. Time & Date for Opening Financial Bids: 9th March, 2020
7. Place of Opening Bids: **Office of the State Project Director, Mizoram Samagra Shiksha**
8. Last date of Bid validity: **Ninety days from opening of Technical Bids**

Officer inviting bids: **State Project Director, Mizoram Samagra Shiksha.**

**Part – II**

**NOTICE INVITING TENDER**

***Invitation for Supply of Office Furniture and equipments***

1. The State Project Director, Mizoram Samagra Shikshaissues ***“Notice Inviting Tender”*** from a reliable Company/Agent/Distributor dealing Office furniture and equipmentsfor Supply of Office Furniture & equipments for implementation Establishment of Special Cells in SCERT and Equipments in Teacher Education Institution in Mizoram.
2. Detail can be obtained from the Office of the State Project Director, Mizoram Samagra Shiksha, Top Floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl (Tel – 0389 2306630, Tele/Fax 0389 2340377) on payment of Rs. 500/- per document (non refundable) on working days from **5th, February, 2020 – 5th March, 2020** during office hours.



**(LALHMACHHUANA)**

State Project Director

Mizoram Samagra Shiksha

**Part – III**

**NOTICE INVITING TENDER**

1. The State Project Director, Mizoram Samagra Shikshaissues ***“Notice Inviting Tender”*** from a reliable Company/Agent/Distributor dealing with computer and peripherals for Supply of Office Furniture & Equipments for implementation of Establishment of Special Cells in SCERT and Equipments in Teacher Education Institution in Mizoram. Detail specification is as given under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Items** | **Detail Specification** | **Tentative Quantity** | **Remarks** |
| 1 | Book Rack | Steel; Double sided / Single sided plus add on unit | 37 | 8 DIETs |
| 2 | Personal Locker | 4 doors | 22 | DIET Lunglei Siaha, Champhai, Lawngtlai, Mamit |
| 3 | Book Case | Sliding (for library); 4 Dr / 3 Dr / 2 Dr | 36 | DIET Lunglei, Siaha, Champhai, Serchhip, Lawngtlai, Mamit |
| 4 | Vertical Filing Cabinet | 2/4 Drawer | 64 | DIET Aizawl, Lunglei, Siaha, Champhai, Lawngtlai, Mamit |
| 5 | Computer Table | Primary Material: Wood Height: 30.0 inches Width: 40.0 inches Depth: 20.0 inches | 7 | SCERT Science Craft Lab, ICT Lab,  DIET Kolasib |
| 6 | Classroom bench & Table | Students Table & Chair/bench | 105 | DIET Siaha, Serchhip |
| 7 | Office Table | Table with drawer | 26 | DIET Aizawl, Siaha, Kolasib, Mamit |
| 8 | Office Chair | Revolving Chair (high/medium) | 22 | SCERT Science Craft Lab,  DIET Aizawl, Siaha, Mamit |
| 9 | Steel Almirah | Small with Locker | 4 | DIET Kolasib |
| 10 | Steel Almirah | Double Door | 1 | DIET Aizawl |
| 11 | Steel Revolving Stool | Revolving Chair | 30 | SCERT Maths lab, Science Craft Lab |
| 12 | Conference Table with Chair | Capacity - 30; customisable | 1 | DIET Aizawl |
| 13 | Show Case / Shelf | For displaying Mathematical/Scientific models | 3 | SCERT Maths lab, Science Craft Lab |

1. Details can be obtained from the Office of the State Project Director, Mizoram Samagra Shiksha, Top Floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl (Tel – 0389 2306630, Tele/Fax 0389 2340377)on payment of Rs. 500/- per document (non refundable) on working days from **5th, February, 2020 – 5th March, 2020** during office hours.
2. Bids must be accompanied by Earnest Money of the amount specified in Part IV (Clause 11) of the ITB’’.
3. The bid for the work shall remain open for acceptance for a period of 90 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.
4. Other details can be seen in the bidding documents.



**(LALHMACHHUANA)**

State Project Director

Mizoram Samagra Shiksha

## Part – IV

**INFORMATION TO BIDDERS (ITB)**

1. **Scope of Bid:**
   1. The purpose of this assignment is for establishment of Special Cells in SCERT and to provide equipments in DIETs under eight (8) Districts to be procured for*Establishment of Special Cells in SCERT and Equipments in Teacher Education* Institution scheme under Mizoram Samagra Shiksha (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.
   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.
   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 Office furniture and equipments 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:

* + 1. Earnest Money in a separate sealed envelope cover marked, “Earnest Money”.
    2. Qualification information, supporting documents, affidavit as specified in clause 3 of ITB.
    3. 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:

1. Form of bid as specified in Part VII.
2. 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–

1. Be addressed to the Society at the address provided in the Part I
2. 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:-

1. Financial capability of the bidder.
2. The Bidder capability to manage similar size and nature of work.
3. The bidder past performance and experience in executing similar contract work.
4. The bidder past litigation history.
5. 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. The State Project Director on behalf of the Society shall award the contract on the basis of selection made by the Society or body acting on behalf of the Society. The Society shall have the right to increase or decrease or even exclusion of some items from the quantity of items specified in Part III clause - 1 in the final supply order as per availability of fund.

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 up to 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 Samagra Shiksha** as accepted your Bid dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for **Supply of Office Furniture and equipments under Establishment of Special Cells in SCERT and Equipments in Teacher Education Institutions** 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 Samagra Shiksha is a registered Society which is implementing the centrally sponsored programme to attain the goal of universalization of Elementary, secondary Education and strengthening of Teacher education, to make good quality education available, accessible and affordable to all the districts of Mizoram for which funds are shared between the Government of India and State Government in the ratio of 90:10. Teacher Education is a crucial stage in the education as it prepares Teachers to impart students a way of life and to develop physical, mental and social capabilities of their students and also for the world of work. The rigor of the Teacher education enables Teachers to make Indian students to compete successfully for education and for jobs globally. Therefore, it is absolutely essential to strengthen the stage of Teacher Education by providing better equipments for improving teaching 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, *Establishment of Special Cells in SCERT and Equipments in Teacher Education Institution*, is one of the most important activities to be carried out during current financial year 2018-19. This policy in Teacher Education aims at preparing teachers to participate creatively in the establishment, sustenance and growth of knowledge of students leading to all round socio-economic development of the nation and global competitiveness.

1. **Objectives:**

The main objective of this assignment:

* 1. To obtain independent and objective assessment of the quality of materials to be procured under the scheme of **Establishment of Special Cells in SCERT and Equipments in Teacher Education Institution**.
  2. To assure that the materials so procured are of best quality at the most affordable price.

1. **Governing Factors:**
   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.
   2. The Supplier shall execute according to the items given in Bill of Quantities.
   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.
   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.
   5. In order to ensure the quality and timely completion of the work, the Supplier should remain present in contact with the Society.
   6. Rates agreed shall be firm till the completion of work inclusive of transportation, stationary, communication charges, Service Tax and all other applicable taxes.
2. **Report to:**

State Project Director, Mizoram Samagra Shiksha, 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 SCERT, Mizoram 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:**

7.1List of delivery shall be as below:

|  |  |  |
| --- | --- | --- |
| **Place of delivery** | **Quantity to be delivered** | **Name of FOR** |
| As per list given in Part III of Tender Document as follows:   1. SCERT, Mizoram, Chaltlang, Aizawl. 2. DIET Aizawl, Chaltlang, Aizawl. 3. DIET Champhai, Zotlang, Champhai. 4. DIET Kolasib, Saidan, Kolasib. 5. DIET Lawngtlai, Thingkah, Lawngtlai. 6. DIET Lunglei, Ramzotlang, Lunglei. 7. DIET Mamit, Mamit. 8. DIET Serchhip, Chanmari Vengthar, Serchhip. 9. DIET Siaha, Siaha. | As per list given in Part III of Tender Document | FOR SCERT, Mizoram, Aizawl |

8. **General Requirements:**

8.1 The State Project Director, Mizoram Samagra Shiksha reserves full right to alter its requirements.

8.2 The decision of State Project Director, Mizoram Samagra Shiksha will be final in all the matters.

**Part – IX**

**Bill of Quantities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Product Name & Model No.** | **FOR SPO Mizoram Samagra Shiksha** | | |
| **Unit Rate (Rs.)** | **Qty.** | **Amount (Rs.)** |
| Book Rack | Steel; Double sided / Single sided plus add on unit |  |  | 37 |  |
| Personal Locker | 4 doors |  |  | 22 |  |
| Book Case | Sliding (for library); 4 Dr / 3 Dr / 2 Dr |  |  | 36 |  |
| Vertical Filing Cabinet | 2/4 Drawer |  |  | 64 |  |
| Computer Table | Primary Material: Wood Height: 30.0 inches Width: 40.0 inches Depth: 20.0 inches |  |  | 7 |  |
| Classroom bench & Table | Students Table & Chair/bench |  |  | 105 |  |
| Office Table | Table with drawer |  |  | 26 |  |
| Office Chair | Revolving Chair (high/medium) |  |  | 22 |  |
| Steel Almirah | Small with Locker |  |  | 4 |  |
| Steel Almirah | Double Door |  |  | 1 |  |
| Steel Revolving Stool | Revolving Chair |  |  | 30 |  |
| Conference Table with Chair | Capacity - 30; customisable |  |  | 1 |  |
| Show Case / Shelf | For displaying Mathematical/Scientific models |  |  | 3 |  |