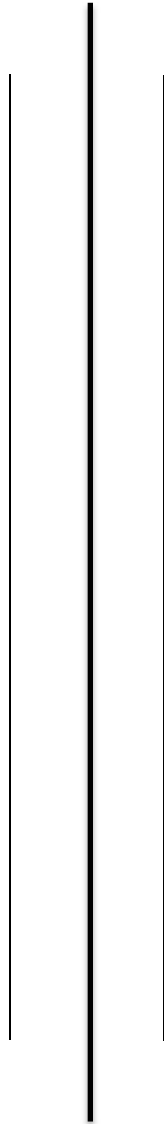




SARVA SHIKSHA ABHIYAN MISSION MIZORAM

TENDER DOCUMENT FOR SUPPLY OF 400 BRANDED COMPUTER SETS



**State Project Office, Mizoram SSA Mission.
Mac Donald Hill, Zarkawt, Aizawl- 796007. Mizoram
Ph: 0389 – 2346161, Tele Fax 0389 - 2346363**

Part - I

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

1. Name of Work: **Supply of 400 branded Computer sets**
2. Completion Period: **Within 1 (one) month after issue of work order**
3. Date of issue of Inviting Tender: **3rd April, 2018**
4. Deadline for receiving Bids: **13 hours, 28th April, 2018**
5. Time & Date for Opening Technical Bids: **13 hours, 28th April, 2018**
6. Time & Date for Opening Financial Bids: **16 hours, 28th April, 2018**
7. Place of Opening Bids: **Office of the State Project Director, Mizoram SSA Mission**
8. Last date of Bid validity: **Seventy Five days from opening of Technical Bids**
9. Officer inviting bids: **State Project Director, Mizoram SSA Mission.**

Part - II
NOTICE INVITING TENDER

OPEN TENDER FOR SUPPLY OF 400 BRANDED COMPUTERS

Invitation for Supply of 400 Branded Computer sets to 200 Computer Aided Learning (CAL) Centres under Mizoram SSA Mission

1. The State Project Director, Mizoram SSA Mission invites ***“Open Tender for Supply of 400 branded Computer sets”*** from a reliable Company/Agent/Distributor dealing with computer and peripheral for supply of 400 branded Computers to 200 Computer Aided Learning Centres (CAL).
2. Detail can be obtained from the Office of the State Project Director, Mizoram SSA Mission, Top Floor, Directorate of School Education Building, Mac Donald Hill, Zarkawt, Aizawl (Tel – 0389 2346161, Tele/Fax 0389 2346363) or may be downloaded from www.mz.ssa.nic.in on payment of Rs. 500/- per document (non-refundable) on working days from **5th April, 2018** to **15th April, 2018** during office hours.

Lalhmachhuana
(LALHMACHHUANA)
State Project Director
Mizoram SSA Mission


Part - III

NOTICE INVITING TENDER

1. The State Project Director, Mizoram SSA Mission invites **“Open Tender for Supply of 400 branded Computers”** from a reliable Company/Agent/Distributor dealing with computer and peripheral for supply of 400 Branded Computers to 200 Computer Aided Learning (CAL) Centres. Detail specification is as given under:

Specification of Computer set	
PROCESSOR	Intel i3 6 th Generation
RAM	4GB, DDR4, 2400 MHz
Hard Disk Drive	At least 1TB 7200rpm SATA
Monitor	20 inches LED
Keyboard	Wired Keyboard with 104 keys
Mouse	Optical with USB interface
Optical Drive	DVD Drive
Speaker	External Speaker, 1+1, 2:5 RMS
UPS	600 VA (At least one year warranty)
Warranty	At least one year

2. Detail can be obtained from the Office of the State Project Director, Mizoram SSA Mission, Top Floor, Directorate of School Education Building, Mc Donald Hill, Zarkawt, Aizawl (Tel – 0389 2346161, Tele/Fax 0389 2346363) on payment of Rs. 500/- per document (non-refundable) from **5th April, 2018 to 15th April, 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.


(LALHMACHHUANA)
State Project Director
Mizoram SSA Mission

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 peripheral to be procured under Computer Aided Learning under Mizoram SSA Mission (referred to as the Mission 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 and install the items as given in Part III.

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. This will includes certificate or documents from a company which states that the bidder is a reliable company/ agents/ distributor dealing with computer and peripherals.

(b) Total monetary value of similar works performed for each of the last 3 years **(compilation sheet and supporting documents should be attached)**.

(c) Experience in works of a similar nature during the last 3 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 mission.

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 Mission.

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 Mission.

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 Mission 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 Mission 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".

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- (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 Mission). 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 Mission, 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 Mission.

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 Mission 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 Mission at the address specified in the Part – I not later than the date and time indicated in Part – I
- 14.2 The Mission 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 Mission and the Bidders previously subject to the original deadline will then be subject to the new deadline.

15. Bid Opening:

- 15.1 The Mission 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 Mission may consider appropriate, will be announced by the Mission 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 Mission 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 Mission may consider appropriate will be announced by the Mission 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 Mission 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 Mission's processing of bids or award decisions may result in the rejection of his Bid.

17. Clarification of Bids and Contacting the Mission:

17.1 No Bidder shall contact the Mission 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 Mission'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 Mission 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 Mission, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

19. Award Criteria:

19.1 The Mission 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 Mission 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 Mission's action.

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- 19.3 The Mission 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 Mission prior to expiration of the Bid Validity Period. This letter will state that the Mission 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 Mission and the successful Bidder. It will be signed by the Mission 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 Mission, 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 receipt of a Scheduled Bank guaranteed by the Reserve Bank of India.
- 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/mission /firm with a good financial standing. If the contract for the work,
namely, _____
is awarded to the above company/mission /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 SSA Mission** has accepted your Bid dated _____ for **Supply of 400 branded Computer sets to 200 Computer Aided Learning Centres (CAL) under Mizoram SSA Mission** for the Contract Price of Rs. _____ (Rupees _____) only as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Mission.

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 Mission: _____

Part VII
Form of bid

To,

(Name of the Mission) _____

Address (Address of the Mission) _____

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:

Sarva Shiksha Abhiyan (SSA) is the comprehensive and integrated flagship programme of Government of India, to attain Universal Elementary Education (UEE) in the country in a mission mode. Launched in partnership with the State Governments and Local Self-Governments, SSA aims to provide useful and relevant education to all children in the 6-14 age groups by 2010. The SSA Scheme has been integrated with Right of Children to Free and Compulsory Act 2009 (RTE Act 2009) from financial year 2010 - 2011. In the context of the national mandate under RTE to provide quality education to every child, by ensuring universal access, equity, universal retention and achievement, the Department of Education of the NCT of Delhi has launched a flagship program. With a new Computer Aided Learning (CAL) initiative of SSA, the Department of Education in the NCT of Delhi is seeking to fulfill the imperative of providing education that can engage the interest of every child, so that retention and learning can be ensured. Computer Aided Learning is an integrative technology, which describes an educational environment where a computer program is used to assist the user in learning a particular subject. It refers to an overall integrated approach of instructional methods. Computer aided learning is a device/learning strategy to make teaching more interesting joyful and sustainable. The three main visions of CAL is under:

To make learning a joyful experience for students.

To develop interest in learning concepts.

To enhance students' achievement level through Computer Aided Learning

2. Objectives:

The main objective of this assignment:

- To obtain independent and objective assessment of the quality of 400 Computers to be procured for 200 Computer Aided Learning under Mizoram SSA Mission.
- To assure that the computer and peripheral 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 3 years in the field of supply of computer & 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 Mission.

3.6 Rates agreed shall be firm till the completion of work inclusive of transportation, stationary, communication charges and all other applicable taxes.

4. Report to:

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

5. Stages of Deposits and Payments

5.1 Security Deposit at the rate of 2% of gross bill amount will be retained by the Mission upto 12 months from issuing of work order.

5.2 Payment Schedule: Payments must be made by State Project Director, Mizoram SSA Mission by Account Payee Cheque within 30 days from completion of the work.

6. General Requirements:

6.1 The State Project Director, Mizoram SSA Mission reserves full right to alter its requirements.

6.2 The decision of State Project Director, Mizoram SSA Mission will be final in all the matters.

**Part - IX
BILL OF QUANTITIES**

Branded Computer with Specification		Product Name & Model No.	FOR State Project Office, MZSSAM		
			Unit Rate (Rs.)	Qty.	Amount (Rs.)
PROCESSOR	Intel i3 6 th Generation			400	
RAM	4GB, DDR4, 2400 MHz				
Hard Disk Drive	At least 1TB 7200rpm SATA				
Monitor	20 inches LED				
Keyboard	Wired Keyboard with 104 keys				
Mouse	Optical with USB interface				
Optical Drive	DVD Drive				
Speaker	External Speaker, 1+1, 2:5 RMS				
UPS	600 VA (At least one year warranty)				
Warranty	At least one year				
Total Bid Price					
Rupees in words		(Rupees) only.			

Date: _____

Authorized Signature: _____

Name & Title of Signatory: _____

Name of Firm _____

Official Seal of the Firm: ->