

Notice Inviting Tender

**For setting up of IP Telephony network and Automation of Seminar hall
with Audio Video Integration.**

TENDER DOCUMENT

**TENDER FOR SETTING UP OF IP
TELEPHONY NETWORK AND
AUTOMATION OF SEMINAR HALL
WITH AUDIO VIDEO INTEGRATION
AT NIT MANIPUR LANGOL CAMPUS.**

Instruction to Bidders

INTRODUCTION AND GENERAL COMMERCIAL DETAILS

1. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 2,00,000.00 in the form of Demand draft/Banker's cheque/Bank Guarantee which is refundable and a non-refundable tender fee for an amount of Rs. 5000- (Rupees Five Hundred only) by way of Demand Draft/ Banker's Cheque only. Demand draft/Banker's cheque/Bank Guarantee shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank . The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope with the technical bid.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to: "The Director, NIT Manipur, Langol, Imphal – 795004.
4. Sealed tender should reach the Institute, latest by 11th March, 2016 at 03:00 PM. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.
5. Technical bid(s) will be opened on 11th March, 2016(tentative) at 03:30:00 PM in the Administrative Block of the Institute in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
6. Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the Institute. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation, on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
7. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
8. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
9. The Institute reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.

Tenders should be submitted in two parts, (i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid). Envelope of Part – I (Technical BID) should be superscribed as **"PART-I : TECHNICAL BID - for setting up of IP Telephony network and Automation of Seminar hall with Audio Video Integration."**

And envelop of part – II should be superscribed as **"PART-II : FINANCIAL BID - for setting up of IP Telephony network and Automation of Seminar hall with Audio Video Integration."**

TERMS & CONDITIONS

1) Pre-qualification Criteria:

a) Only manufacturer(s) or their authorized distributor / agent are eligible to bid. Authorization letter from manufacturer in favour of authorized agent to bid / negotiate / conclude the order against this tender must be enclosed with technical bid.

b) The bidder(s) should have been in the field of IT / ITES / AV Solution Provider / Telecom product sales, installation, operation and maintenance for at least 5 years

c) The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs 2,00,000.00 (Rupees Two Lakhs Only) only in the shape of D-call/Banker's cheque/Bank Guarantee which is refundable and a non-refundable tender fee for an amount of Rs. 5000/- (Rupees Five Thousand only) by way of Demand Draft/ Banker's Cheque only.

d) The demand drafts shall be drawn in favour of the **Director, NIT Manipur** payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank. The demand drafts for earnest money deposit & tender fee must be enclosed in a separate envelope and enclosed in the main envelope

e) The average Annual turnover of the tenderer for last three financial years should not be less than Rs.1.0 Crores (Rupees One Crore).

f) The tenderer shall submit the one copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of entire terms & conditions of the tender by the tenderer. The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and / or fail to submit the required documents in prescribed format as mentioned / or required / or conditional tender are liable to be summarily rejected.

g) The tenderer should have experience of installation /supply / commissioning of I.T. Infrastructure solutions which includes campus networking, IP Telephony network, video conferencing, conference room setup on turnkey basis preferably at least 2 (two) central government Institutes, IIT & NIT.

h) The tenderer should submit the OEM Authorization (MAF) certificate from each of the OEM for the following products: IP Telephony Equipment's, Conference Room control systems, Audio visual Equipment's, Lighting, Acoustic wall & Ceiling panelling, whose products are being proposed as per format given in the tender Document. The OEM Authorization is essential for acceptance of quotation. Such submitted OEM Letter will be cross verified from original company/manufacturer for which e-mail/fax/phone no is to be submitted.

2) Validity:

a) Quoted rates must be valid for a period of 120 days from the date of closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected

In case the tenderer withdraws, modifies or change his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without

assigning any reason thereof. The tendered should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

3)Warranty:

All the products proposed in the Bid should be quoted with a minimum **36 months on-site warranty / guarantee against any manufacturing defect**, poor quality of material and workmanship and it will be reckoned from the date of the installation. Defective Appliances shall be replaced / or repaired within 3 days from the date of written complaint at their own cost. Rejected items, if any, have to be removed and replaced within 3 days from the date of complaint

4) Delivery and Installation:

All the ordered items should be delivered & installed as per the requirement of NIT Manipur, Langol Campus **within 8 weeks** from the date of receipt of the purchase order. All the aspects of safe delivery and installation shall be the exclusive responsibility of the supplier.

Liquidated Damages (LD): If the supplier fails to perform the satisfactory installation / commissioning of the Blade Server & Storage Solution and / or which is not ready to use within stipulated time then penalty at the rate of 0.5% per week subject to maximum of 10% of the order value will be deducted.

In case the supplier has failed to complete the order / project within the stipulated time, Institute reserves the right to cancel the contract / order and performance security deposit may be forfeited.

5) Performance Security:

After the award of work, the supplier shall be required to submit the performance security deposit in the form of DD/Banker's cheque/bank guarantee issued by any Nationalised Bank / or Fixed Deposit Receipt, for an amount equal to the 5% of order value and it will be kept valid for a period of 60 days beyond the date of completion of warranty period. Optionally, NIT Manipur will retain 5% of the total Bill Amount for materials as Performance Security Deposit for a period of 36 months from the date of completion of the project.

6) Financial Bid :

The rates should be quoted in Indian Rupees (INR) inclusive of all the essential charges on FOR at destination (NIT Manipur Langol, Imphal) in the prescribe format (Annexure – II) with complete description. Name of the manufacturer, model number must be indicated clearly in the proforma invoice / quotation failing which the same shall be liable for rejection.

If the tenderer has failed to quote the item wise breakup it is presumed that the total cost is inclusive of all charges & taxes. The rates quoted should be applicable to Educational Institutions and any cost advantage received in lieu thereof should be passed on to the Institute.

7) Award of Contract :

After due evaluation of the financial bids, the Institute will award the contract to the lowest evaluated responsive tenderer(s) for individual item(s) (hereinafter referred to as the "Supplier").

8) Tender Evaluation:

The Institute will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender enquiry document and terms, conditions etc. as stipulated by the tenderer(s) in their tender to determine whether these are compliant in all respects, as specified in the tender enquiry document.

During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliant with tender enquiry document, Institute may seek the clarification within the specified target time and if the tenderer has fails to reply / or not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

If the schedule of requirements contains more than one schedule, then offers for each schedule are to be evaluated and ranked separately, if it is in the benefit of the Institute, order may be awarded accordingly.

Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

Institute will examine all the bids to determine whether these qualifies the essential pre- qualification criteria, whether tenderer have submitted all the documents as mentioned / or required in the tender document to be submitted in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order. Tenderer who has not qualified technical evaluation shall be rejected.

(b) Stage – II (Financial Evaluation):

Financial bid(s) of only technically qualified tenderer will be opened for financial evaluation. The Financial bids will be evaluated on item wise cost as quoted.

9) Payment for indigenous purchase:

a) 100% Payment within 21 days from the date of successful delivery, installation and commissioning/acceptance of goods at NIT Manipur, generally through A/c payee cheque OR Bank Transfer through RTGS.

10) Acceptance of quotations:

The acceptance of the quotation will rest solely with the Director, NIT Manipur, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

11) Force Majeure :

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of

foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

12) Arbitration and Laws:

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Imphal only. The resolution of the Arbitrator shall be final and binding on both the parties.

13) Jurisdiction:

The courts at Imphal alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Imphal court shall have jurisdiction in the matter.

14) Conditional tenders not acceptable:

All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Manipur.

15) Road Permit & Entry Tax:

Road permits: Road Permits (WayBills) shall be issued by NIT Manipur, as applicable for delivery of materials against receipt of Order Acknowledgement and Proforma Invoice.

***Registrar
NIT Manipur***

FORMAT FOR BIDDER'S ORGANIZATIONAL DETAILS

Name of the firm:	
Registered Office Address: Telephone No. Email: Fax:	
Correspondence / Contact Address:	
Details of contact Person: (Name, Designation, address, mobile no., e-mail)	
Type of Firm: (whether Government / PSU / Proprietary / Partnership etc.)	
Is the firm registered with the Sales Tax Department? If, Yes, submit valid Sales.	
Tax/VAT registration certificate PAN No. (enclose photocopy) Year of establishment of Firm	

N.B. The bidder quoting in this tender must ensure that they quote for all items. The project is turn-key, keeping in view maintenance and other related services, the order will be awarded to single bidder whose tender is substantially responsive and at lowest evaluated price. All required information are mandatory and must be addressed without any ambiguity.

I, hereby, declare that I am aware of all terms and conditions along with all the information given in the tender document of NIT Manipur. I also declare that the information furnished above as well as in complete submitted tender documents are true on the basis of authenticated records and that in case it is found false, I shall be losing all my legitimate claims.

Date and Place:

Signature with Seal: