



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
SAIKIA COMMERCIAL COMPLEX, SHRINAGAR PATH, CHRISTIANBASTI,
G.S ROAD, GUWAHATI 781005**

TENDER DOCUMENT

**For Supply and Installation of Laptop, Desktop Computer, Printer, UPS and
Scanner**



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIANBASTI,
G.S ROAD, GUWHATI 781005**

Website : <https://nhm.assam.gov.in/>, E-mail : misnrhm.assam@gmail.com

Tender Ref No: NHM/MIS/COMP/3801/2018-19/26447

Dated: 07/01/2019

NOTICE INVITING TENDER

For Supply and Installation of Laptop, Desktop Computer, Printer, UPS and Scanner

Short Tender Reference No	NHM/MIS/COMP/3801/2018-19/26447 Dated: 07/01/2019
Date of uploading of Tender Documents	07/01/2019
Date of sale of Tender	07/01/2019
Pre-Bid Meeting	11/01/2019 at 2.30 PM)
Last Date and Time of receipt of Bid	22/01/2019 up to 2:00 PM
Date and Time of Bid Opening	22/01/2019 up to 2:30 PM
Place of Bid opening.	Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Address for Communication	Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Cost of Tender Documents in Demand Draft	Rs 2000/-(Rupees Two Thousand) only in the form of Demand Draft in favour of "State Health Society, Assam"

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SECTION-I

1.0 INSTRUCTION TO APPLICANT (BIDDER)

1.1 SUBMISSION OF BID

1.1.1 Sealed tenders in Two Bid System i.e. Technical Bid and Price Bid affixing court fee stamp of Rs 8.25 or IPO of Rs 10/- only, are invited separately by National Health Mission, Assam, from reputed Manufacturer/ Authorized Dealer or Distributor for supply and installation of Laptop, Desktop Computer, Printer, UPS and Scanner as per specification mentioned in **Annexure -VII.**"

1.1.2 Tenders in two parts {Technical bid (Cover "A") and Price Bid (Cover "B")} should be submitted. Interested bidders are requested to drop their Tender along with the specified documents at Tender Box kept at 4th floor in front of HDR Cell at Office of the Mission Director National Health Mission (NHM), Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S. Road, Guwahati-781005 which will be received **22/01/2019 up to 2.00 P.M.**

1.2 IMPORTANT NOTES

- 1.2.1 The bidder shall quote prices in Indian Rupees only for the service.
- 1.2.2 The selected vendor has to supply and install Laptop, Desktop Computer, Printer and UPS as mentioned in **Annexure -VII.**
- 1.2.3 The selected vendor has to provide **3 years of onsite warranty** for the Laptop, Desktop Computer, Printer & Scanner and **1 years of onsite warranty for** UPS at its place of installation.
- 1.2.4 Laptop, Desktop Computer, Printer, UPS and Scanner should be delivered and installed at consignee's locations as per **Annexure -XVII.**
- 1.2.5 A Pre-bid meeting with prospective bidders will be held **11/01/2019 at 2.30 PM** at the conference hall of National Health Mission, Guwahati, Assam.
- 1.2.6 During the course of pre-bid meeting, the prospective bidders are free to seek clarifications and make suggestions in writing for consideration of this Bid Inviting Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.
- 1.2.7 Any amendment or clarifications, arising out of pre-bid meeting, shall be uploaded on <http://nhmassam.gov.in/>. No public or separate communication shall be sent to prospective bidders in this regard.

1.3 ELIGIBILITY CRITERIA

- 1.3.1 Bidder should be (i) a Company registered in India under the Companies Act,(ii) a Society registered under the Societies Registration Act, 1860 or (iii) a Partnership Firm as per Indian Partnership Act 1932. Registration certificate or partnership deed of the bidder must be submitted.
- 1.3.2 Bidder should be a Registered Manufacturer, Authorized Dealer or Distributor for supply of Laptop and Desktop Computer having at least 5 years of experience as on 31st of December 2018.
- 1.3.3 The manufacturer of the product shall have market standing continuously for the past 5 years in Laptop, Desktop Computer, Printer, UPS and Scanner to customers' satisfaction.
- 1.3.4 The quoted product should comply the specification mentioned at **Annexure –VII** and should also have market demand. Detail technical specification/ Data sheet of the quoted product should be submitted.
- 1.3.5 **Authorization letter** from the OEM of the product as mentioned in the official letter head with seal and signature must be submitted along with the proposal as per **ANNEXURE-VIII** for Laptop, **ANNEXURE-IX** for Desktop Compute, **ANNEXURE-X** for Printer, **ANNEXURE-XI** for UPS and **ANNEXURE-XII** for Scanner.
- 1.3.6 **Attested copy of work order and completion certificate must be submitted with the Technical Bid.**
- 1.3.7 Average Annual Turnover of the bidder in the last three financial years i.e. 2015-16, 2016-17 and 2017-18 from **similar activity (i.e. sale of computers and computer peripherals)** should not be less than **Rs. 5.00 Lakhs**. The average annual turnover certificate as issued by the of Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure III**. The Certificate must be accompanied by attested copies of audited Statement of Accounts of last three financial years (i.e. 2015-16, 2016-17 and 2017-18).
- 1.3.8 Bidders blacklisted either by the Bid Inviting Authority or by any State Government or Central Government Organization shall not be allowed to participate in the Bidding process during the period of blacklisting.
- 1.3.9 Registration: The Bidder should also be registered under Income Tax and GST. Self Attested copy of the GST Registration certificate and photo copy of PAN Card should be submitted along with the bid document.

1.4 GENERAL CONDITIONS

- 1.4.1 **The Original Demand Drafts towards Processing Fee of Rs 2,000.00 (Rupees Two Thousand), EMD of Rs. 30.00 Thousand (Rupees Thirty Thousand only) and Court Fee Stamp (Rs 8.25)/IPO (Rs 10.00) along with the hardcopy of Technical bid (Cover "A") and Price Bid (Cover "B") should be submitted to the Mission Director,**

National Health Mission, Assam, Saikia Commercial Complex, Shrinagar Path, Christian Basti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the Bid.

- 1.4.2 All Technical Bid must be accompanied by Earnest Money Deposit of specified amount and non-submission of EMD of required amount within the specified timeline shall make to bid liable for cancellation summarily.
- 1.4.3 Bids will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the NIT.
- 1.4.4 At any time prior to the date of submission of Proposal, the Proposal Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Proposal Inviting Authority may at its discretion, extend the date and time for submission of Proposal (Technical & Financial Bid).
- 1.4.5 Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.

1.5 TECHNO-COMMERCIAL BID - COVER "A"

- 1.5.1 The Bidder should furnish the following documents in a separate cover hereinafter called "**Cover A**".
- 1.5.2 **Court Fee Stamp/IPO and Processing Fee:** Court fee stamp of Rs 8.25 or IPO of Rs 10/- along with the non-refundable Processing fee of Rs 2,000.00 (in the form of a Demand Draft) in favour of "**State Health Society, Assam**" payable at Guwahati should be submitted.
- 1.5.3 **Earnest Money Deposit (EMD):** Earnest Money Deposit shall be **Rs. 30.00 Thousand (Rupees Thirty Thousand only)** in the form of Bank Guarantee(irrevocable) issued by a scheduled commercial bank in India having branch in Guwahati favoring "**State Health Society, Assam**", payable at Guwahati. The validity of the EMD shall be for a period of atleast **100 days** from the date of opening of Technical Bid. EMD submitted in any other form shall not be entertained. If the successful bidder fails to execute the agreement and/or fails to deposit the performance security amount within the

specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the selection process including signing of contract and for successful bidder on submission of the performance security.

- 1.5.4 **Constitution of the Bidder:** Along with the Technical bid the bidder shall also furnish documentary evidence regarding constitution of the bidder such as Memorandum and Articles of Association, Certificate of incorporation, byelaws, partnership deed, etc.
- 1.5.5 **Details of the Bidder:** Name, contact number and address of the Managing Director, CEO, and Managing Partner of the bidder should be submitted.
- 1.5.6 **Particulars of the Bidder:** Particulars of the Bidder in the specified format (Refer **Annexure II**) should be enclosed.
- 1.5.7 **Power of Attorney of Bidder:** Instruments such as Power of Attorney, Resolution of Board etc., authorizing an officer of the Bidder to be enclosed with the bid and such authorized officer should sign the bid documents as per **Annexure-XIII**.
- 1.5.8 **Undertaking of Bidder:** Undertaking should be submitted as per **Annexure-I**.
- 1.5.9 **Annual Turnover Certificate of the Bidder:** The average annual turnover certificate issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure III** of this Tender document. Certificate of Auditor/Chartered Accountant must be accompanied by attested copies of audited "Statement of Accountants" of last three financial years (2015-16, 2016-17 and 2017-18).
- 1.5.10 **GST Registration Certificate & PAN:** Copy GST registration Certificate and Income Tax PAN.
- 1.5.11 **Undertaking Against Fraud & Corruption:** Undertaking against fraud and corruption in the format at **Annexure-IV**.
- 1.5.12 **Agreed Terms & Conditions of Bidder:** Agreed Terms & Conditions as per **Annexure V**.
- 1.5.13 **Signature with Seal:** Original Tender document duly stamped and signed in each page by the authorised person along with the Forwarding Letter as per "**Annexure VI**".
- 1.5.14 **Checklist of Documents:** A Checklist (**Annexure-XIV**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-XIV and** should be securely tied or bound.

1.5.15 The above documents should be sealed in a separate cover super scribed as "TECHNICAL BID, COVER "A" (Short Tender for Supply and Installation of Laptop, Desktop Computer, Printer and UPS due on.....)" and addressed to the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005.

1.6 PRICE BID- "COVER- B"

1.6.1 The Bidder should furnish the following documents in a separate cover hereinafter called "Cover B".

1.6.2 The bidder shall submit the Price Bid (Cover – B) in the format as **Annexure-XV** only.
Price quoted in other format shall not be considered.

1.6.3 Price should be quoted as per format **Annexure-XV** in the **official letter head**.

1.6.4 The rates quoted shall be inclusive of all taxes and any other charges. Prices to be quoted on FOR DESTINATION basis showing Basic Price and Tax separately in the Price Bid. The quoted price shall also be inclusive of cost of supply, installation and Commissioning of the equipments at the Destination.

1.6.5 In case of error in calculation of "Net Unit Cost": "Net Unit Cost" calculated based on "Basic Unit Price" and Tax (%) shall be considered for final evaluation.

(Net Unit Cost = Basic Price + Tax Amount)

1.6.6 No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the Tender documents on the ground of Clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

1.6.7 The Price Bid should be sealed in a separate cover super scribed as "PRICE BID, COVER "B" (Short Tender for Supply and Installation of Laptop, Desktop Computer, Printer and UPS due on.....)" and addressed to the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005.

1.7 VALIDITY OF BID

1.7.1 Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

1.8 VALIDITY OF OFFER OF SUCCESSFUL BIDDER

1.8.1 The validity of offer of the successful bidder shall be at least **one years** from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period.

1.9 ACCEPTANCE OF TENDER

1.9.1 Tender Evaluation

Tenders will be evaluated with reference to various criteria of technical bid and thereafter on the basis of the Net Unit Cost for determining the L1 (Lowest) Rate for each of the item individually from amongst those qualifying the technical bid. Conditional discounts shall not be taken into account for price comparison.

1.9.2 Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

1.9.3 Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

2.0 AGREEMENT

2.1 The successful bidder shall execute an agreement on a non-judicial stamp paper of the value of Rs 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order.

3.0 SECURITY DEPOSIT

3.1 The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 10 % of the order value in the form of bank guarantee from any Indian nationalized bank in favour of “**State Health Society, Assam**” valid for a period of **Four(4) years** from the date of order.

However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

If the supplier fails to provide onsite support during the warranty period, the bank guarantee shall be encashed and the amount will be forfeited.

3.2 The Authority may cancel the letter of award, if the successful Bidder (Applicant) withdraws its Proposal (Bid) after its acceptance or fails to submit the required Performance Securities for the initial contract, and forfeit the EMD.

4.0 NON ASSIGNMENT OR SUB- LETTING

4.1 The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

5.0 COMMUNICATION

5.1 All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

6.0 ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

6.1 Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

7.0 SUPPLY CONDITIONS

7.1 SPECIFICATIONS AND QUALITY

7.1.1 The items supplied by the successful bidder shall be of standard quality and shall comply with specifications, stipulations and conditions specified at **Annexure –VII**.

7.1.2 No reconditioned or refurbished items shall be allowed. In case any item or component found to be reconditioned or refurbished (not new) then this shall be treated as cheating amounting to breach of contract and accordingly all legal recourses available under the Law in addition to forfeiture of performance security and blacklisting shall be undertaken.

7.2 DELIVERY PERIOD

7.2.1 The items are to be delivered, installed and commissioned at the specified locations as per **Annexure –XVII within 15 days from the date of issue of the Purchase order**.

7.3 WARRANTY

7.3.1 **Minimum 3 years Warranty** (with warranty certificate) from the date of installation for Laptop, Desktop and Printer.

7.3.2 **Minimum 1 years Warranty** (with warranty certificate) from the date of installation for UPS.

7.4 PENALTY FOR DELAYED DELIVERY

7.4.1 In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be **reduction in price @ 0.5 % of the order value** of the delayed goods **per day of delay** or part thereof subject to a maximum of 10 per cent of the total order value.

7.4.2 Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

8.0 PAYMENT TERMS

- 8.1 Payment will be 100% after receipt, installation and successful commissioning of equipments at destination.
- 8.2 Bill should be submitted in triplicate. Following documents should be furnished along with the bill:
- a) Original Delivery Challan must be submitted along with the Bill.
 - b) Installation report should be submitted for each item.
 - c) Warranty certificate of the OEM for the item.
- 8.3 Payment will not be released without Security Deposit of 10% of the Total Order value in the form of Bank Guarantee (BG) from any Indian Scheduled-A Bank in favour of **“STATE HEALTH SOCIETY, ASSAM”** valid for a period of **4 Years** from the date of supply.

9.0 FRAUD& CORRUPTION

- 9.1 The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -
- a) **“Corrupt Practice”** means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
 - b) **“Fraudulent Practice”** means misrepresentation or omission of facts in execution of contract.
 - c) **“Collusive practice”** means a scheme of arrangement between two or more bidders, with or without the knowledge of the Authority, designed to establish bid prices at artificial, non-competitive level.
 - d) **“Coercive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.
- 9.2 During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or

indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

10 JURISDICTION OF COURT

- 10.1 Legal proceedings if any shall be subject to Gauhati High Court, Guwahati, Assam jurisdiction only.

SECTION II

11.0 AFTER SALES AND SERVICE CONDITIONS

- 11.1 National Health Mission will register Service Calls only at the local vendor/ company office or their authorized dealer / agent / service centre by telephone or e-mail. At least three local active service numbers, one Fax number & one e-mail ID to be provided.
- 11.2 Calls to be attended within FOUR hour of the Call registered. Maximum downtime of PCs/ Laptops should not more than 48 hrs.
- 11.3 During the entire warranty period, defective parts of PCs/Laptops to be replaced only by new equivalent (same make & model as the original) parts.
- 11.4 After completing one service call at the user location, proper Service Report to be filled & signed.
- 11.5 Quarterly progress report must be submitted to the Mission Director, National Health Mission, Assam along with call log details (user detail, call log no, call log time, call closed time, details of service provided) which should be supported by copy of service reports duly signed by the user. Quarterly report should be submitted within 15th day of the month ending the quarter. **Penalty @Rs. 200/- per day will be imposed for delay in submission of quarterly report. If the vendor failed to submit quarterly report for more than six months after crossing due date, then the security deposit will be forfeited and other punitive action like blacklisting of the vendor will be considered.** In that case, first show cause notice will be issued to the vendor and if

satisfactory reply not received within 7 days, then punitive actions mentioned above will be imposed.

11.6 Following points will be marked as Unsatisfactory After Sales Service, if:

- a) A Call is not attended within 24 hour of the Call logged.
- b) A PC/Laptop is down for more than 48 hours.
- c) Inadequate brand new spares parts maintained as stock.
- d) Technical incompetence of the Service Personal.
- e) Improper / illegitimate activities by the Service Personal.

11.7 Penalty will be imposed if the After Sales Service of the vendor is not satisfactory during the warranty period. Penalty amount will be deducted during release of security deposit.

11.8 **Penalty will be imposed as per the following list, if the After Sales Service of the vendor is not satisfactory:**

Sl. No.	Criteria	Penalty
1	A Desktop PC / Laptop is down for more than 48 hours from the call logged	Rs. 200/- per day till it is fully repaired

11.9 **Penalty value will be calculated on quarterly basis. If the total penalty value crossed the security deposit amount, then the security deposit will be forfeited and other punitive action like blacklisting of the vendor will be considered.**

SECTION III

ANNEXURE I :UNDERTAKING (BY THE BIDDER)

UNDERTAKING

To

Mission Director,
National Health Mission, Assam

Tender No. _____

For _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of two year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.
6. We hereby declare that, our organization is not blacklisted by any Government Organization.
7. We hereby declare that, our organization is not under legal action for corrupt or fraudulent practices

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNEXURE II:PARTICULARS OF THE BIDDER

SI		
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
		Phone No:
		Fax No:
		Official Email ID:
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
		Name:
		Designation:
		Phone No:
		Fax No:
		Mobile No:
		Email ID:
5	Website	
6	Address of Guwahati/ Assam Office	
7	Contact Person of Guwahati, Assam Office	
		Name:
		Designation:
		Phone No:
		Fax No:
		Mobile No:
		Email ID:
8	Brief Description of the organization	

Date:

Place:

Signature of Bidders

Name

Office Seal

ANNEXURE-III: TURNOVER CERTIFICATE (FROM SIMILAR ACTIVITY)

(TO BE FURNISHED IN THE LETTER HEAD OF THE AUDITOR/CA)

This is to certify that the average annual turnover of M/s in last three financial years 2015-16, 016-17 and 2017-18 from **similar activity** is Rs.....(In words).

This is further to certify that the financial information as furnished below are true and correct and are inconsistent with the Statement of Accounts (audited) and other Statutory Returns.

Financial Year	Turnover (All Activities)	Turnover (Similar Activity)
2015-16		
2016-17		
2017-18		
Total		
Average		

Date :

Seal :

Signature of Auditor / Chartered
Accountant

(Name in Capital Letters)

Firm Registration No.....

ANNEXURE-IV:UNDERTAKING AGAINST FRAUD & CORRUPTION

We do hereby undertake that, in competing for (and, if the award is made to us, in executing) the bid “Supply and Installation of Laptop, Desktop Computer, Printer, UPS and Scanner” under Tender Reference No we shall strictly observe the policy against fraud and corruption in force in India.

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM :

ANNEXURE-V:AGREED TERMS & CONDITIONS

Tender No. & Date _____

A. Details of Bidder

Bidder Name:

Offer Ref:

Contact Person:

Telephone No:

Signature:

Fax No:

E-mail:

B. Definitions

1. “Purchaser” means the Mission Director, National Rural Health Mission, Assam or his authorized representative.
2. “Bidder” means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. “Vendor” or “Supplier” means a person or firm or company, to whom the order is addressed for supply of goods and /or services.

4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	C. Technical	
1.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
2.	In case of deviations, confirm that the same have been highlighted separately.	
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished and Court Fee stamp affixed.	
5.	Confirm acceptance of Guarantee condition indicated.	
	D. Commercial	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price is inclusive of cost equipment, installation & commissioning and also inclusive of all taxes/duties and any other incidental charge.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Tax as % age of basic price to arrive at landed price in D2 above.	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
6.	If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
7.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
9.	Confirm acceptance of Delivery Period as indicated in the tender document.	
10.	Confirm acceptance of relevant payment terms specified in the tender document.	
11.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the tender document.	
12.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
13.	<p>a) In case you are a manufacturer confirm that the prices quoted are not higher in any respect than your quoted/agreed prices with any other Government department/institution or PSU.</p> <p>b) In case you are a dealer/ distributor / authorized agent, confirm that the prices quoted are as per</p>	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	manufacturer's price list with appropriate discount.	
14.	Packing / forwarding, transportation, loading/unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15.	Confirm acceptance of Part Order.	
16.	Confirm acceptance of Repeat order within 12 months from the date of initial order at same price and terms & conditions.	
17.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
18.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
19.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
20.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM

ANNEXURE-VI:FORWARDING LETTER

(To be submitted by all bidders/applicants on their letterhead)

Date.....

To

The

Sub: Tender for

Tender Ref No:.....dated.....

Sir,

We are submitting, herewith our bid for

.....

We are enclosing Receipt No..... or Bank Draft/Bankers Cheque No....., Dated.....(amount.....)towards processing fee (if documents have been downloaded from website) and Bank Guarantee/ FDR No..... Dated..... (Amount.....) towards Earnest Money Deposit (EMD),drawn on Bank in favour of State Health Society Assam

We agree to accept all the terms and condition as stipulated in Tender document. We also agree to submit required Performance Security as stipulated in Tender document, if selected for signing the contract.

4. We agree to keep our offer valid for the period as stipulated in your Tender document.

Enclosures:

- a)
- b)
- c)
- d)
- e)

Signature of the Bidder.....

Seal of the Bidder.....

ANNEXURE VII : SPECIFICATION OF THE ITEMS

SI	Items	Specification	Specification Name	Values	Qty
1	Laptop Computer (High Configuration)	Processor	Processor Make	Intel	11 nos
			Processor Generation	8th or higher	
			Processor	Intel Core i7-8550U (1.8 GHz, 8 MB Smartcache, 4 cores) or higher	
		Graphics	Graphics Type	Integrated	
		Memory	Type of RAM	DDR 4	
			RAM Size (GB)	8 GB	
			RAM Expandable upto (GB)	32	
			RAM Speed (MHz)	2400	
		Storage	Type of Hard Disk Drive	SATA	
			Hard Disk Drive Size(GB)	1000	
			Hard Disk Drive Speed(rpm)	5400	
		Operating System	Operating System	Windows 10 Professional	
		Ports	USB 2.0 or USB 3.0 (No.)	Minimum 3 (at least 1 should be USB 3.0)	
			VGA Port	Minimum 1	
			HDMI Port	Minimum 1	
		Connectivity	Network Connectivity	Ethernet Gigabit 10/100/1000	
			Wi-fi Connectivity	802.11 ac	
Bluetooth	4.0 or higher				

SI	Items	Specification	Specification Name	Values	Qty			
		Display	Display Size (Inch)	14 inch				
			Display Resolution (Pixel)	1366 x 768 or higher				
		Additional features	Webcam	High Definition or Better				
		Miscellaneous	Optical Drive	DVD R/W				
			Keyboard	Standard				
			Weight (With Battery) (Kg)	Maximum 2.2 kg				
			Carry Case	Included				
			Finger Print Reader	Compulsory				
		Power	Battery Type	Li-Ion/Li-Polymer				
			Battery Back-up (Hours)	Minimum 4 hours				
		Warranty	Battery Warranty (Year)	1				
			On Site OEM Warranty (Year)	3				
		2	Laptop Computer	Processor		Processor Make	Intel	13 nos
						Processor Generation	8th or higher	
Processor	Intel Core i3-8130U (2.2 GHz, 4 MB Smartcache, 2 cores) or higher							
Graphics	Graphics Type			Integrated				
Memory	Type of RAM			DDR 4				
	RAM Size (GB)			4 GB				
	RAM Expandable			32				

SI	Items	Specification	Specification Name	Values	Qty
			upto (GB)		
			RAM Speed (MHz)	2400	
		Storage	Type of Hard Disk Drive	SATA	
			Hard Disk Drive Size(GB)	1000	
			Hard Disk Drive Speed(rpm)	5400	
		Operating System	Operating System	Windows 10 Professional	
		Ports	USB 2.0 or USB 3.0 (No.)	Minimum 3 (at least 1 should be USB 3.0)	
			VGA Port	Minimum 1	
			HDMI Port	Minimum 1	
		Connectivity	Network Connectivity	Ethernet Gigabit 10/100/1000	
			Wi-fi Connectivity	802.11 ac	
			Bluetooth	4.0 or higher	
		Display	Display Size (Inch)	14 inch	
			Display Resolution (Pixel)	1366 x 768 or higher	
		Additional features	Webcam	High Definition or Better	
		Miscellaneous	Optical Drive	DVD R/W	
			Keyboard	Standard	
			Weight (With Battery) (Kg)	Maximum 2.2 kg	

SI	Items	Specification	Specification Name	Values	Qty
			Carry Case	Included	
			Finger Print Reader	Compulsory	
		Power	Battery Type	Li-Ion/Li-Polymer	
			Battery Back-up (Hours)	Minimum 4 hours	
		Warranty	Battery Warranty (Year)	1	
			On Site OEM Warranty (Year)	3	
3	Desktop Computer	Processor	Processor Make	Intel or AMD	6 nos
			Processor Generation	8th or higher	
			Processor	Intel Core i3-8100 processor (3.6 GHz, 6 MB Smartcache, 4 cores) or higher Or AMD A10- 9700 (3.5 GHz, 2 MB Cache, 4 Cores) or higher	
		Motherboard	Chipset	Intel H110 or higher Or AMD B SERIES or higher	
		Graphics	Graphics Type	Integrated	
		Operating System	Operating System (Pre-Loaded)	Windows 10 Professional	
		Memory	Type of RAM	DDR 4	
			RAM Size (GB)	Minimum 4 GB	
			RAM Expandable upto (GB)	32	
			RAM Speed (MHz)	2400	

SI	Items	Specification	Specification Name	Values	Qty
		Storage	Hard Disk Drive Size(GB)	1000	
		Connectivity	Network Connectivity	10/100/1000 on board Integrated Gigabit Port	
		Ports	USB Port	6	
		Monitor	Monitor Size (INCHES)	Minimum 18.5 inch	
			Monitor Resolution (PIXELS)	1920x1080	
		Input Devices	Mouse	Optical	
			Keyboard	Standard	
		Generic	Optical Drive	DVD R/W	
			On Site OEM Warranty (Year)	3	
4	MFP Printer (Mono)	Ungrouped	Type of Machine	Multifunction Machine	8 nos
			Print Technology	Laser	
			Cartridge Technology	With Composite Cartridge	
			Type of Printing	Mono	
			Platen/Flatbed Size	A4	
			Paper Size (Original/Image)	A4/A4	
			RAM size (MB)	128	
			Minimum Speed per Minute in A4 Size-Mono (PPM)	18	

SI	Items	Specification	Specification Name	Values	Qty
			Scanning Feature Availability	Yes	
			Feeder Capacity (Number)	150	
			Duty Cycle/Month (Number of Prints)	8000	
			On Site OEM Warranty (Year)	3 Years (with certificate)	
5	Printer (Mono) (For A3 paper)	Ungrouped	Type of Machine	Multifunction Machine	1 nos
			Print Technology	Laser	
			Cartridge Technology	With Composite Cartridge	
			Type of Printing	Mono	
			Platen/Flatbed Size	A3	
			Paper Size(Original/Image)	A3/A3	
			RAM size (MB)	128	
			Minimum Speed per Minute in A3 Size-Mono (PPM)	18	
			Feeder Capacity (Number)	150	
			Duty Cycle/Month (Number of Prints)	8000	
			On Site OEM Warranty (Year)	3 Years (with certificate)	

SI	Items	Specification	Specification Name	Values	Qty
6	UPS	GENERIC	Capacity of battery	600 VA	6 nos
			Type of battery	SMF	
			Warranty for the battery from the date of delivery	1 year	
			Warranty for Line Interactive UPS	3 Year	
			Installation and commissioning instructions	Yes	
		CONSTRUCTI ONAL	Inverter output socket AC output for printer (not through inverter)	3 Three pin	
		FUNCTIONAL	Overload Time (Minutes)	> / = 10 minutes	
		PROTECTION	Protection against short circuit of UPS	Yes	
			Protection for over voltage and over load	Yes	
		7	Scanner	Ungrouped	
Document Size	A4, Legal				
Resolution (dpi)	300 dpi to 1200 dpi				
Monochrome Scan Speed	Simplex- 15 ppm; Duplex- 30 ipm				
Colour Scan Speed	Simplex- 15 ppm; Duplex- 30 ipm				
Scanning Feature	Duplex				

SI	Items	Specification	Specification Name	Values	Qty
			Automatic Document Feeder (ADF)	Available	
			ADF Tray Capacity (Number of sheets)	100	
			USB interface	3.0	
			Network Interface	Ethernet 10/100/1000	
			Daily Duty Cycle (Number of Pages)	4000	
			Scan File Formats	PDF, JPEG, JPG	
			Supported Operating Systems	Windows 10/8.1 / 8 / 7 / Vista SP1 & SP2 / XP SP3 32-bit	
			On Site OEM Warranty (Year)	3 Years	

ANNEXURE-VIII: MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF WARRANTY FOR LAPTOP

No.

Dated.....

To

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Sub: Authorization letter and undertaking of warranty for Laptop Computer.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at and factories/ manufacturing units atand do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to National Health Mission, Assam.

We hereby declared that, genuine licensed Windows Operating System will be installed and recovery media will be delivered with each PC.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model.....supplied from the date of installation of items. We shall provide centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours. (**List of service centres in Assam and tool free call centre number enclosed**)

We hereby declared that, Post Sale Service shall be provided for at least for 5 years from the date of installation.

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to National Health Mission, Assam for at least for 5 years including spare parts and consumables.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(*Name of the bidder*.....).

I,(*name of the of the official*) declared that, I am competent to issue this authorization letter on behalf of(*name of the manufacturer*)
.....

Yours faithfully,

Signature with Seal

For and on behalf of M/s _____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:

Designation:

Mobile No:

Phone No (O):

Email Id:

Address for Correspondence:

Note: This Letter of authority should be on the letter-head of the manufacturing concern who is authorizing the bidder to bid for their product and should be signed by a person competent to bind the manufacture.

ANNEXURE-IX: MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF WARRANTY FOR DESKTOP

No.

Dated.....

To

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Sub: Authorization letter and undertaking of warranty for Desktop Computer.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at and factories/ manufacturing units atand do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to National Health Mission, Assam.

We hereby declared that, genuine licensed Windows Operating System will be installed and recovery media will be delivered with each PC.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model..... supplied from the date of installation of items. We shall provide centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours. **(List of service centres in Assam and tool free call centre number enclosed)**

We hereby declared that, Post Sale Service shall be provided for at least for 5 years from the date of installation.

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to National Health Mission, Assam for at least for 5 years including spare parts and consumables.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(Name of the bidder.....).

I,(name of the of the official) declared that, I am competent to issue this authorization letter on behalf of(name of the manufacturer)

Yours faithfully,

Signature with Seal
For and on behalf of M/s _____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:
Designation:
Mobile No:
Phone No (O):
Email Id:
Address for Correspondence:

Note: This Letter of authority should be on the letter-head of the manufacturing concern who is authorizing the bidder to bid for their product and should be signed by a person competent to bind the manufacture.

ANNEXURE-X: MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF WARRANTY FOR PRINTER

No.

Dated.....

To

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Sub: Authorization letter and undertaking of warranty for Printer.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at and factories/ manufacturing units atand do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to National Health Mission, Assam.

We hereby declared that, authorized dealer / distributor/ retailer of Printer Cartridge (Model No:.....) for the Printer (Model No & Product

Name:.....) is available in all Districts of the State of Assam and the Cartridge shall be available in the market for at least 5 years.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model..... supplied from the date of installation of items. We shall provide centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours.

We hereby declared that, Post Sale Service shall be provided for at least for 5 years from the date of installation.

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to National Health Mission, Assam for at least for 5 years including spare parts and consumables.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(*Name of the bidder.....*).

I,(*name of the official*) declared that, I am competent to issue this authorization letter on behalf of(*name of the manufacturer*)
.....

Yours faithfully,

Signature with Seal

For and on behalf of M/s_____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:

Designation:

Mobile No:

Phone No (O):

Email Id:

Address for Correspondence:

Note: This Letter of authority should be on the letter-head of the manufacturing concern who is authorizing the bidder to bid for their product and should be signed by a person competent to bind the manufacture.

ANNEXURE-XI: MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF WARRANTY FOR UPS

No.

Dated.....

To

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Sub: Authorization letter and undertaking of warranty for UPS.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at and factories/ manufacturing units atand do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to National Health Mission, Assam.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model..... supplied from the date of installation of items. We shall provide centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours.

We hereby declared that, Post Sale Service shall be provided for at least for 5 years from the date of installation.

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to National Health Mission, Assam for at least for 5 years including spare parts and consumables.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(*Name of the bidder.....*).

I,(*name of the of the official*) declared that, I am competent to issue this authorization letter on behalf of(*name of the manufacturer*)
.....

Yours faithfully,

Signature with Seal

For and on behalf of M/s_____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:

Designation:

Mobile No:

Phone No (O):

Email Id:

Address for Correspondence:

Note: This Letter of authority should be on the letter-head of the manufacturing concern who is authorizing the bidder to bid for their product and should be signed by a person competent to bind the manufacture.

ANNEXURE-XII: MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF WARRANTY FOR SCANNER

No.

Dated.....

To

**The Mission Director
National Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Sub: Authorization letter and undertaking of warranty for Scanner.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at and factories/ manufacturing units atand do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to National Health Mission, Assam.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model..... supplied from the date of installation of items. We shall provide

centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours.

We hereby declared that, Post Sale Service shall be provided for at least for 5 years from the date of installation.

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to National Health Mission, Assam for at least for 5 years including spare parts and consumables.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(*Name of the bidder.....*).

I,(*name of the of the official*) declared that, I am competent to issue this authorization letter on behalf of(*name of the manufacturer*)
.....

Yours faithfully,

Signature with Seal

For and on behalf of M/s_____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:

Designation:

Mobile No:

Phone No (O):

Email Id:

Address for Correspondence:

Note: This Letter of authority should be on the letter-head of the manufacturing concern who is authorizing the bidder to bid for their product and should be signed by a person competent to bind the manufacture.

ANNEXURE-XIII: FORMAT OF POWER-OF-ATTORNEY FOR SIGNING OF BID

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we _____ (name of the company and address of the registered office) do hereby appoint and authorize Mr / Ms _____ (full name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for **“Supply and Installation of Laptop, Desktop Computer, Printer, UPS and Scanner” for National Health Mission, Assam**, in response to the tenders invited by Managing Director, National Health Mission, Assam including signing and submission of all documents and providing information / responses to National Health Mission, Assam in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this ____ day of _____ 2018

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.
3. In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

ANNEXURE-XIV: CHECK LIST

SI No.	Particulars	Yes	NO	Page No.
1	Rs. 8.25 Court Fee Stamp affixed /IPO for Rs 10/- for bidders outside Assam.			
2	EMD in the form of DD/Banker's Cheque/BG submitted			
3	Documentary evidence for the constitution of the company/Agency			
4	Registration & Incorporation Details			
5	GST Registration Certificate.			
6	PAN Details			
7	Power of Attorney, Resolution of Board etc., authorizing an officer of the bidding firm to sign the Tender documents as per Annexure – XIII .			
8	Annual Turnover Statement for the past 3 financial years as per Annexure – III along with profit & Loss and Balance Sheet Statement			
9	Audited Accounts Statement for past three financial years			

SI No.	Particulars	Yes	NO	Page No.
10	Copy of Income Tax Return for past three financial years			
11	Attested copy of work order and completion certificate			
12	Detail technical specification/ Data sheet of the quoted product should be submitted.			
13	Manufacturer's authorisation letter and undertaking of warranty for laptop as per Annexure-VIII.			
14	Manufacturer's authorisation letter and undertaking of warranty for Desktop as per Annexure-IX.			
15	Manufacturer's authorisation letter and undertaking of warranty for Printer as per Annexure-X.			
16	Manufacturer's authorisation letter and undertaking of warranty for UPS as per Annexure-XI.			
17	Manufacturer's authorisation letter and undertaking of warranty for Scanner as per Annexure-XII.			
18	Name, contact number of the Managing Director, CEO, Owner of the bidder.			
19	Particulars of the Bidder as per Annexure-II.			
20	Undertaking as per Annexure-I			
21	Undertaking on fraud and corruption as per Annexure – IV			
22	Agreed Terms & Conditions as per Annexure-V.			
23	Forwarding Letter as per Annexure-VI.			
24	Check List as per Annexure-XIV.			
25	Signature and seal on each page of Bid Document			
26	Price Bid per Annexure-XV	Cover-B		

ANNEXURE XV: PRICE BID

<u>(To be submitted in official letter head)</u>								
<u>Financial Proposal (Price Bid)</u>								
(Tender for Supply and Installation of Laptop, Desktop Computer, Printer and UPS)								
Name of the Bidder:								
Tender Ref No:								
S	I	Name of the Item	Make/ Model No	Basic Price (in Rs.)	Ta x in %	Tax Amount (in Rs.)	Net Unit Cost including taxes (in Rs.)	Total Unit Cost including taxes in words
1		Laptop Computer (High Configuration)						
2		Laptop Computer						
3		Desktop Computer						
4		Printer (Mono)						
5		Printer (Mono) (For A3 paper)						
6		UPS						
7		Scanner						
<p>Note:</p> <ul style="list-style-type: none"> ➤ Net Unit Cost will be treated as the selection criteria for L1 bidder in the commercial bid evaluation for each of the items individually. ➤ Conditional discount shall not be considered for price evaluation. 								
<p>Seal & Signature of Authorized Representative</p> <p>Name:</p> <p>Designation:</p> <p>Date:</p>								

ANNEXURE XVI: AGREEMENT FORMAT

THIS CONTRACT AGREEMENT is made

This day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract

(d) Technical Requirements (including Technical Specifications)

(e) The Supplier's bid and original Price Schedules

(f) The Purchaser's Notification of Award (Order No)

(g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____
In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the supplier

Signed: _____
In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

ANNEXURE XVII: LIST OF THE LOCATIONS FOR DELIVERY AND INSTALLATION

Office of the Mission Director
National Health Mission (NHM), Assam,
Saikia Commercial Complex,
Srinagar Path, Christianbasti, G.S. Road, Guwahati-781005

*** List of delivery & installation locations may change. Final list of locations shall be mentioned in the purchase order.**

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