



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

TENDER DOCUMENT

**For Supply and Installation of Laptop Computer, Printer, Projector and Speaker
at District Hospitals (Programme Study Centre for Certificate Courses on
Community Health)**



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

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

Tender Ref No: NHM/NCD/CPHCE(IT)/3716/2018-19/Pt-2/5801

Dated: 15/06/2019

NOTICE INVITING TENDER (NIT)

For Supply and Installation of Laptop Computer, Printer, Projector and Speaker at District Hospitals (Programme Study Centre for Certificate Courses on Community Health)

Date of publication of the Tender	15/06/2019
Last Date and Time of Submission of Bid	20/06/2019 up to 2:00 PM
Date and Time of Bid opening	20/06/2019 at 3.00 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"
Earnet Money Deposit (EMD)	Rs. 13,000/- (Rupees thirteen thousand only)
Performance Security	5% of the order value

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SECTION-I

1.0 INSTRUCTION TO APPLICANT (BIDDER)

1.1 SUBMISSION OF BID

- 1.1.1 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 Computer, Printer, Projector and Speaker at District Hospitals / Health Institutions under Government of Assam 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 to the Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Shreenagar Path, Christianbasti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the Bid..

1.2 IMPORTANT NOTES

- 1.2.1 The bidder shall quote prices in Indian Rupees only for the service.
- 1.2.2 Tender is invited for the **6 nos of Laptop Computer, 6 nos of Printer, 6 nos of Projector and 24 nos of Speaker.**
- 1.2.3 The selected vendor has to supply and install **Laptop Computer, Printer, Projector and Speaker at District Hospitals (Programme Study Centre for Certificate Courses on Community Health)** as per specification mentioned in **Annexure -VII.**
- 1.2.4 The selected vendor has to provide **1 (one) years of onsite warranty** for the Laptop Computer, Printer, Projector and Speaker at its place of installation.
- 1.2.5 Laptop Computer, Printer, Projector and Speaker should be delivered and installed at consignee's locations as per **Annexure -XII.**
- 1.2.6 Any amendment or clarifications, arising 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 as per Indian Partnership Act 1932 or (iv) Proprietorship Firm. 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 Computer, Printer, Projector and Speaker having at least 3 years of experience as on 31st March 2019.
- 1.3.3 The manufacturer of the product shall have market standing continuously for the past 5 years in Laptop Computer, Printer, Projector and Speaker 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 **The bidder should furnished Dealership / Authorization Certificate from the manufacturer.**
- 1.3.6 **Attested copy of work order or 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 & service of Desktop/ laptop Computer, Printer, UPS and other Computer accessories)** should not be less than **Rs. 2.00 Lakhs (Rupees two lakhs)**. The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure-IV**. 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 Bidder 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.
- 1.3.10 OEM of the quoted product blacklisted either by the Bid Inviting Authority or by any State Government organization/ Central Government organizations / Financial Institutes/ Public Sector Institutes/ shall not be allowed to participate in the Bidding process during the period of blacklisting.

1.4 GENERAL CONDITIONS

- 1.4.1 The complete tender documents may be obtained from the website- <http://nhmassam.gov.in/>. The Demand Drafts towards Processing Fee of Rs 2,000/- (Rupees Two Thousand), EMD of Rs. 12,000/- (Rupees Twelve Thousand only) and Court Fee Stamp (Rs 8.25)/IPO (Rs 10.00) along with the hardcopy of technical and Financial bid should be submitted to Office of 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.
- 1.4.6 The two separately sealed covers **Technical Bid (Cover "A")** and **Price Bid (Cover "B")** shall be placed together inside another cover which shall be sealed and super scribed as "NOTICE INVITING TENDER (NIT) FOR SUPPLY AND INSTALLATION OF " DUE on and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

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 (EMD): Earnest Money Deposit shall be Rs. 13,000/- (Rupees Thirteen Thousand only) in the form of Demand Draft/ Bank Guarantee (irrevocable) issued by a scheduled Nationalized/ 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 at least 90 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-VIII**.
- 1.5.8 **Undertaking of Bidder:** Undertaking should be submitted as per **Annexure-II**.
- 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-IV** 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-V**.
- 1.5.12 **Agreed Terms & Conditions of Bidder:** Agreed Terms & Conditions as per **Annexure-VI**.
- 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-I**".

1.5.14 **Checklist of Documents:** A Checklist (**Annexure-IX**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-IX** 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" (Tender for Supply and Installation of due on.....)" and addressed to Office of 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 **Price Bid should be sealed in a separate cover super scribed as "PRICE BID, COVER "B" (Tender for Supply and Installation of due on.....)" and addressed to Office of the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005.**

1.6.2 The price bid should be submitted as per **Annexure-X** only. **No other format will be acceptable. Bid with conditional rates shall not be accepted.**

1.6.3 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.

1.7 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 year** from the date of signing of the contract 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 items from amongst those qualifying the technical bid. Conditional discounts shall not be taken into account for price comparison.

(Net Unit Cost* = Basic Price + GST)

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 contract, shall be required to submit Security Deposit of 5% of the contract value in the form of bank guarantee/ fixed deposit from any Indian nationalized bank in favour of "State Health Society, Assam" valid for a period of 1 years and 6 months from the date of issue of the order.

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 and installed at the specified locations as per **Annexure –XII** within **15 days** from the date of issue of the Purchase order.

7.3 WARRANTY

7.3.1 Minimum 1 years Warranty (with warranty certificate) from the date of installation.

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% 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.

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 e-mail ID to be provided.
- 11.2 Maximum downtime of Laptop/Printer/Projector/Speaker should not more than 5 working days.
- 11.3 During the entire warranty period, defective parts of Laptop/Printer/Projector/Speaker 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 **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 Laptop/Printer/Projector/Speaker down for more than 72 hours from the call logged(excluding holiday).	Rs. 200/- per day till it is fully repaired

- 11.6 After completion of warranty period, penalty will be calculated. Either the bidder will submit the equivalent amount of penalty to State Health Society account or the same will be deducted by forfeiture of the Performance Security.

SECTION III

ANNEXURE-I: FORWARDING LETTER FOR TECHNICAL BID

(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 II : 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-III: PARTICULARS OF THE BIDDER

Sl		
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-IV: 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-V: 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” 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-VI: 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.	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished 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.	
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	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	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 manufacturer's price list with appropriate discount.</p>	
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	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	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 VII: SPECIFICATION OF THE ITEMS:

SI	Items	Specification	Specification Name	Values	Qty
1	Laptop Computer	Processor	Processor Make	Intel	6 nos
			Processor Generation	8th or higher	
			Processor	Intel Core i3-8130U (2.2 GHz, 4 MB Smartcache, 2 cores) or higher	
		Motherboard	OEM Motherboard	OEM Motherboard.	
		Graphics	Graphics Type	Integrated	
		Memory	Type of RAM	DDR 4	
			RAM Size (GB)	Minimum 4 GB	
			RAM Expandable upto (GB)	32 GB	
			RAM Speed (MHz)	2400 or higher	
		Storage	Type of Hard Disk Drive	SATA	
			Hard Disk Drive Size(GB)	500 GB or higher	
			Hard Disk Drive Speed(rpm)	5400 or higher	
		Operating System	Operating System (Pre-Loaded)	Windows 10 Professional	
		Ports	USB 2.0 or USB 3.0 (No.)	Minimum 4 (at least 1 should be USB 3.0)	
			VGA Port	Minimum 1 (internal/external)	
			HDMI Port	Minimum 1	
		Connectivity	Network Connectivity	Ethernet Gigabit 10/100/1000	
			Wi-fi Connectivity	802.11 a/b/g/n	
			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 (internal/external)			
	Keyboard	Standard			
	Weight (With	Maximum 2 kg			

SI	Items	Specification	Specification Name	Values	Qty
			Battery) (Kg)		
			Carry Case	Included	
		Power	Battery Type	Li-Ion/Li-Polymer	
			Battery Back-up (Hours)	Minimum 4 hours	
		Warranty	Battery Warranty (Years)	1	
			On Site comprehensive OEM Warranty (Years)	1	
2	MFP Printer (Mono)	Ungrouped	Type of Machine	Multifunction Machine (Print, Scan & Copy)	6 nos
			Print Technology	Laser	
			Cartridge Technology	With Composite Cartridge	
			Type of Printing	Mono	
			Platen/Flatbed Size	A4	
			Paper Size (Original/Image)	A4/A4	
			Minimum Speed per Minute in A4 Size-Mono (PPM)	18	
			Scanning Feature Availability	Yes	
			On Site comprehensive OEM Warranty (Years)	1 Year (with certificate)	
3	Projector with Screen	Key Features of the Projector	Projection Method	Front and Rear both	6 nos
			Technology	LCD	
			Resolution	1024 x 768	
			Brightness (Lumens)	Minimum 3000	

SI	Items	Specification	Specification Name	Values	Qty
			Zoom Feature	Yes	
			Availability of Lens	Yes	
			Minimum Life of projection Lamp (In Normal Mode) (Hours)	4000	
		Ports and additional features	Inbuilt Speaker	Yes	
			HDMI Port	Yes	
			VGA Port	Yes	
			Audio In	Yes	
			Audio Out	Yes	
		Screen	Screen Size	8 X 6 feet With stand	
		Power	Power Supply	200V-240V, 50 Hz	
		Warranty	ON Site OEM Warranty	1 Year	
4	Speaker	Ungrouped	Wattage	Minimum 5W	6 nos
	Connection Type		Wire		
	Laptop & Desktop		Laptop & Desktop		
	ON Site OEM Warranty		1 Year		

ANNEXURE-VIII: 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.....” 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 _____ 2019

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-IX: CHECK LIST

Sl No.	Cover A	Yes	NO	Page No.
1	Forwarding Letter as per Annexure-I .			
2	Rs. 8.25 Court Fee Stamp affixed /IPO for Rs 10/- for bidders outside Assam.			
3	Bid document fee of Rs. 2,000/- (Rupees two thousand only) by DD in favour of State Health Society, Assam			
4	EMD in the form of DD/Banker's Cheque/BG submitted			
5	<ul style="list-style-type: none"> • Documentary evidence for the constitution of the company/Agency • Registration certificate or partnership deed of the bidder. • Registration & Incorporation Details 			
6	Undertaking as per Annexure-II			
7	Particulars of the Bidder as per Annexure-III .			
8	GST Registration Certificate.			
9	PAN Details			
10	Attested copy of work order and completion certificate must be submitted with the Technical Bid.			
11	Annual Turnover Statement for the past 3 financial years as per Annexure – IV along with profit & Loss and Balance Sheet Statement			
12	Audited Accounts Statement for past three financial years			
13	Copy of Income Tax Return for past three financial years			
14	Undertaking on fraud and corruption as per Annexure – V			
15	Agreed Terms & Conditions as per Annexure-VI .			
16	Detail technical specification/ Data sheet of the quoted product should be submitted.			
17	Details of the offered item with specification compliance sheet.			
18	Dealership / Authorization Certificate from the manufacturer.			
19	Check List as per Annexure-XII .			
20	Signature and seal on each page of Bid Document			
21	Price Bid as BOQ			

ANNEXURE-X: FINANCIAL BID FORMAT

Price Bid							
Name of the Bidder:							
Tender Reference No:							
Sl	Name of the Item	Make/ Model No	Basic Price (in Rs.)	GST (%)	GST Amount (in Rs.)	Net Unit Cost including GST (in Rs.)	Net Unit Cost including GST in words
1	Laptop Computer						
2	Printer						
3	Projector with Screen						
4	Speaker						
<p>Note:</p> <ul style="list-style-type: none">▪ Net Unit Cost will be treated as the evaluation criteria for L1 bidder in the commercial bid evaluation for each of the items separately.▪ Conditional discount shall not be considered for price evaluation.▪ Price Bid should be submitted in the official letter head of the bidder.							
<p>Seal & Signature of Authorized Representative</p> <p>Name:</p> <p>Designation:</p> <p>Date:</p>							

ANNEXURE- XI: 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-XII: LIST OF THE HEALTH INSTITUTIONS FOR DELIVERY AND INSTALLATION (at Programme Study Centre for Certificate Courses on Community Health)

SL No	Name of the District Hospital	Number of Laptop Computer	Number of Printer	Number of Projector	Number of Speaker	Delivery/ Installation in Days
1	Bongaigaon Civil Hospital, Bongaigaon	1	1	1	1	15
2	S. M. Deb Civil Hospital Silchar, Cachar	1	1	1	1	15
3	Mangaldai Civil Hospital, Darrang	1	1	1	1	15
4	200 Bedded Civil Hospital, Goalpara, Goalpara	1	1	1	1	15
5	Karimganj Civil Hospital, Karimganj	1	1	1	1	15
6	SMK Civil Hospital, Nalbari	1	1	1	1	15
Total		6	6	6	6	6