



OFFICE OF THE MISSION DIRECTOR  
**NATIONAL HEALTH MISSION, ASSAM**



Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand, G. S. Road, Christianbasti, Guwahati – 781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdnrhmasm@gmail.com

No: NHM-17015/5/2018-MIS-NHM/9284  
(ECF: 73831)

Dated: 17/07/2023

**QUOTATION DOCUMENT**

**FOR SUPPLY OF SUBSCRIPTION OF ZOOM VIDEO CONFERENCE LICENSE**

Sealed quotation affixing Court Fee Stamp of Rs 8.25 only are invited by National Health Mission, Assam, from reputed Manufacturer/ Dealer/ Distributor/ Firm for supply of Subscription of Zoom Video Conference License as per plan mentioned in **Annexure-A**. Interested firms are requested to submit their Quotation along with the specified documents which will be received **till 28<sup>th</sup> July 2023 up to 12:00 P.M.**

The Quotation may be sent by Speed Post / Registered Post / Courier Services / in person in sealed cover addressed to “Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam”.

Quotation received after the closing date & time shall not be entertained. The Mission Director NHM Assam shall not be responsible for any postal delay.

**1. Eligibility Criteria:**

- a) Bidder should be (i) a Company registered in India under the Companies Act, or (ii) a Society registered under the Societies Registration Act, 1860 or (iii) a Partnership as per Indian Partnership Act 1932 / Proprietorship Firm or (iv) a Proprietary firm having at least 3 years of experience as on 31st March 2023. Registration certificate or partnership deed or Trade license of the bidder must be submitted.
- b) Bidder must have minimum 3 years of experience and must have experience in providing similar types of services (any IT related services including supply of software licenses, software support services etc) to any Central / State Government organizations/ PSU/ Public Limited Company/ Nationalized Bank etc. Copies of relevant contracts/ orders etc. need to be submitted.
- c) Average Annual Turnover of the bidder in the last three financial years should not be less than Rs. 25,000/-. Certificate issued by the Auditor/Chartered Accountant should be submitted.

- d) Registration: The Bidder should also be registered under Income Tax and GST. Copy of the GST Registration certificate and photo copy of PAN Card should be submitted along with the bid document.

**2. General Conditions:**

- i) Quotation Document may be downloaded from National Health Mission, Assam website (<https://nhm.assam.gov.in/>).
- ii) Bids will be opened in the presence of bidders or their authorized representatives on **28<sup>th</sup> July 2023 up to 12:30 P.M.**
- iii) At any time prior to the date of submission of bid, the Quotation Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the quotation documents by an amendment. All prospective bidders who have received the bid 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, the Quotation Inviting Authority may at its discretion, extend the date and time for submission of bids.
- iv) Interested eligible bidders, if they so desire, may obtain further information from the MIS Cell of Office of the Mission Director, NHM, Assam.
- v) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such proposal will be rejected and will not be considered for further process. Excuses like typographic error will not be entertained.
- vi) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept on holiday or blacklisted apart from other penal actions as deemed fit by National Health Mission, Assam.
- vii) The bidder shall sign and seal in each page of the proposal.
- viii) Validity of the Bid: Bids shall remain valid for acceptance for a period of 90 days after opening of the Bid with shorter validity shall be rejected. Quotation Inviting Authority may solicit bidders consent for an extension of validity period.
- ix) Validity of Offer of Successful Bidder: The validity of offer of the successful bidder shall be at least one year from the date of finalization of the order.
- x) **Rate will be valid for the FY 2023-24 only.**

xi) **Supply Conditions:**

- a. The Subscription of **Zoom Meeting with 500 Participants with 1 year validity** is to be handed over to Office of the Mission Director, National Health Mission, Assam within 15 days from the date of receipt of order.
- b. Subscription of Zoom Meeting with 500 Participants service is to be subscribed for 1 Year.
- c. **Penalty for Delayed Delivery:** 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 per cent of the 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. 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.

**3. SUBMISSION OF PROPOSAL**

**2.1 TECHNICAL BID - COVER "A"**

**The following documents are to be submitted with the proposal as COVER "A".**

- i) Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided as per **Annexure-B.**
- ii) Registration Certificate/ Trade License of the Bidder.
- iii) Photo copy of the GST Registration certificate.
- iv) Photo copy of the PAN Card.
- v) Authorization Certificate from the OEM.
- vi) Non refundable Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of "State Health Society, Assam") only.
- vii) Plan and subscription details of the zoom product.
- viii) The above documents should be sealed in a separate cover super scribed as **"TECHNICAL BID, COVER "A" "QUOTATION FOR SUPPLY OF SUBSCRIPTION OF ZOOM VIDEO CONFERENCE LICENSE".**

## **2.2 FINANCIAL BID – COVER “B”**

The financial proposal (Price) should be submitted as per **Annexure - C**. The financial documents should be sealed in a separate cover super scribed as "**FINANCIAL BID, COVER “B” “QUOTATION FOR SUPPLY OF SUBSCRIPTION OF ZOOM VIDEO CONFERENCE LICENSE”**

## **2.3 COVER FOR TECHNICAL BID & PRICE BID:**

The two separately sealed covers **Technical Bid (Cover “A”)** and **FINANCIAL BID (Cover “B”)** shall be placed together inside another cover which shall be sealed and super scribed as "**QUOTATION FOR SUPPLY OF SUBSCRIPTION OF ZOOM VIDEO CONFERENCE LICENSE”** and addressed to the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

## **4. ACCEPTANCE OF THE QUOTATION**

### **3.1 QUOTATION EVALUATION**

In the first stage, the quotation will be evaluated based on document submitted in the Technical bid – **COVER “A”**. Eligibility criteria and specification of the offered items as per data sheet submitted by the bidder shall be the part of the technical evaluation.

Financial bid will be opened only for technically qualified bidders. **L1 bidder shall be selected based on Net Unit Cost quoted by the technically qualified bidders.**

The **Technical Bid (Cover “A”)** and **FINANCIAL BID (Cover “B”)** of the technically qualified bidders will be opened on the same day in front of authorized representative of the bidders.

### **3.2 RIGHT TO REJECT QUOTATION**

Quotation Inviting Authority reserves the right to accept the quotation or to reject the quotation for all items or for any one or more of the items quoted at any point of time without assigning any reason.

### **3.3 QUOTATION ACCEPTANCE**

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

**5. AGREEMENT**

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 7 days from the date of the intimation from Quotation Inviting Authority informing that his Quotation has been accepted or within 7 days from the date of issue of order.

**6. SECURITY DEPOSIT**

**5.1** The successful bidder, within 7 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 One (1) year and two (2) month from the date of issue of the order.

**5.2** 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.

**7. PAYMENT TERMS**

**6.1** Payment will be 100% after Delivery of Subscription along with login credential of Zoom Meeting with 500 Participants.

**6.2** Bill should be submitted in triplicate along with the Subscription details of Zoom Meeting with 500 Participants.

**6.3** Payment will not be released without Agreement and Security Deposit.

**Annexure A**  
**Plan details of the Zoom for subscription**

<b>SI</b>	<b>Zoom Plan Details</b>	<b>Qty</b>
<b>1</b>	Subscription of Zoom Meeting (1 License) Number of Meetings: Unlimited Meeting Duration: Minimum 30 hours Number of participants: Minimum 500 Screen Sharing: Yes Multi-share: Yes Private & Group chat: Yes Personal Meeting ID: Yes Host controls: Yes Co-host & alternate host: Yes Recording: Local & Cloud (Minimum 5 GB) Assign meeting scheduler: Yes User management: Yes (Subscription for 1 Year)	<b>1</b>

**Annexure B**  
**Information of the Bidder**

SI	Particulars	
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:	
8	Website	
9	Address of Guwahati/ Assam Office	
10	Contact Person of Guwahati, Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
11	Brief Description of the organization	

**ANNEXURE - C**  
**Financial Proposal (Price Quoted)**

<u>Price Quoted</u>						
Name of the Bidder:						
Quotation Ref No:						
SI	Name of the Zoom Plan	Basic Price (in Rs.)	GST (%)	GST Amount (in Rs.)	Net Unit Cost (including GST) (in Rs.)	Net Unit Cost in Words
1	Subscription of Zoom Meeting (1 License) Number of Meetings: Unlimited Meeting Duration: Minimum 30 hours Number of participants: Minimum 500 Screen Sharing: Yes Multi-share: Yes Private & Group chat: Yes Personal Meeting ID: Yes Host controls: Yes Co-host & alternate host: Yes Recording: Local & Cloud (Minimum 5 GB) Assign meeting scheduler: Yes User management: Yes (Subscription for 1 Year)					
Note:- Evaluation of the L1 bidder will be done as mentioned in the relevant clause.						
Seal & Signature of Authorized Representative Name: Designation: Date:						



**ANNEXURE – D**  
**(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 construed 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 \_\_\_\_\_

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