

THE GAUHATI HIGH COURT
AIZAWL BENCH :: AIZAWL

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SEALED QUOTATION NOTICE

Dated Aizawl, the 21st August, 2019

No.P.17034/1/2019-HC(AB)/36:: Sealed quotations are hereby invited for Supply, Installation and Maintenance of **46 nos. of Laptop Computers and Printers with cartridge** to the Aizawl Bench of the Gauhati High Court for supply to the Judicial Officers under the Mizoram Judicial Service, as per technical specifications mentioned at **Annexure - I**.

ANNEXURE I = TECHNICAL SPECIFICATIONS

Item No.1 : Laptop Computer		
Sl. No.	Items	Detailed Specification
1	OS	Windows 10 Home 64 bit
2	Processor	Intel (R) Core i3 7th Gen/8th Gen
3	Memory	4 GB DDR4
4	HDD Capacity	1 TB
5	Graphics	2 GB DDR3 dedicated
6	Display	15.6" Full HD Display
7	Wireless Interface	Intel (R) 802.11a (1x1) Wi-Fi (R) and Bluetooth (R) 4.2 Combo
8	Network Interface	Integrated 10/100 BASE-T Ethernet LAN
9	Ports	1 HDMI; 1 headphone/micorphone combo; 2 USB 3.0; 1 USB 2.0; 1 RJ-45
10	Webcam	HD Camera with dual array digital microphone
11	Keyboard	Full size keyboard with integrated numeric keypad
12	Pointing Device	Touchpad with muti-touch gesture support
13	Battery Type	Minimum 2-cell, 41 Wh Li-ion
14	Power Supply Type	Minimum 65 W EM AC power adapter
15	Misc.	Carry case
16	Warranty	1 year on-site Comprehensive Warranty Support

Item No.2 : Printer		
Sl. No.	Items	Detailed Specification
1	Printer Type	LaserJet
2	Functionality	Multi-function (Print, Scan, Copy)
3	Printer Output	Black & White
4	Pages per minute	18 pages (minimum)
5	Paper size support	A4

Item No.3 : Cartridge		
Sl. No.	Items	Detailed Specification
1	Cartridge	Printer carriage compatible with the printer quoted as Item No. 2 above

NOTE : ALL THE ABOVE SPECIFICATIONS SHOULD BE READ AS EQUIVALENT OR BETTER THAN

ANNEXURE II = ELIGIBILITY CRITERIA

1. The bidder's annual turnover from sales and services of Desktops/ Laptops/Displays/Printers/Computer Accessories in Mizoram should be at least **35 lakhs**, during either of the years 2017-18 or 2018-19. The same should be supported by authentic documentary evidence (audited balance sheet) and confirmation regarding turnover. The turnover refers to the firm responding to this quotation and not the composite turnover of its subsidiaries/sister concerns/techno-commercial collaborators etc. (quote value in Rs. lakhs)
2. Proof of Sales and servicing of Desktops/ Laptops/Displays/Printers/Computer Accessories in the format at **Annexure X** in at least one organization or more worth minimum **Rs. 10 lakhs** during either of the financial year 2017-18 or 2018-19. Bidders should enclose relevant documentary proof. Certification from the concerned department/company signed by the authorized signatory with seal where the above works have been done to be furnished by the bidder in compliance of this clause. However, the Gauhati High Court, Aizawl Bench reserves the right to seek additional supporting documents.
3. Bidder must have wide infrastructure support in the State of Mizoram. The bidders must submit details of their infrastructure and service centers and technical manpower, availability of inventory of spares, timeline for delivery and installation, complaint redressal mechanism & complaint response timeline etc. and also indicate their business model for providing warranty and after sales support.
5. A copy GST/VAT/ST/CST No. allotted by the Sales Tax Authorities, as well as PAN number of the firm allotted by the Income Tax authorities should be submitted. The bidder should be registered with Service tax department of the Government.
6. A copy of the Registration number of the firm with attested copies of Articles of Association (in case of registered firm), Byelaws and certificates of registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm) should be submitted. Proprietorship establishment may submit PAN Card and other valid licenses/registration certificates.
7. The Bidder should submit the Manufacturer Authorization Form (MAF) in format given in **Annexure XI** of the quoted item duly signed by the authorized signatory. Documentary evidence for tie-ups/ techno-commercial collaboration with subsystems/ peripheral manufacturers to be submitted. A Letter from each such subsystems/ peripheral manufacturer needs to be furnished ensuring the support for 5 years.

ANNEXURE III = EMD & SECURITY DEPOSIT

1. The bidders are to submit EMD in original amounting to **Rs. 50,000/-** along with their bid in the form of Demand Draft from any nationalized bank in favor of the Registrar, Gauhati High Court, Aizawl Bench. Bank Draft from co-operative banks will not be accepted.
2. Validity of EMD should be at least **6 (six) months**.

3. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as a Security Deposit till completion of successful delivery of the items.

ANNEXURE IV = ONSITE WARRANTY AND MAINTENANCE

- i. The quoted item must have on-site comprehensive support and warranty for 1 Year.
- ii. The warranty period shall be taken into account from the date of completion of supply of products, its successful installation/commissioning and acceptance by the Gauhati High Court, Aizawl Bench.
- iii. During warranty period, besides service/maintenance of hardware, all spares for smooth functioning of the machinery shall also be provided at no extra cost.
- iv. The vendor should provide support for all supplied items to the Registry of the Gauhati High Court, Aizawl Bench.
- v. The vendor should fulfill the following conditions during warranty period:
 - a. Any failure in the system or a subsystem thereof should be rectified within maximum period of 10 working days of lodging complaint.
 - b. Any system, failing at subsystem level at least three times in three months, displaying chronic system design or manufacturing defects or Quality Control problem will be totally replaced by the Vendor at his cost and risk within 30 days, from the date of last failure.

ANNEXURE V = GENERAL TERMS & CONDITIONS

1. Processing fee of **Rs. 1000/-** in the form of Demand Draft drawn in favor of the Registrar, Gauhati High Court, Aizawl Bench has to be submitted.
2. The bid should be valid for a minimum period of **180 days**.
3. The vendor will deliver and install the items at the Gauhati High Court, Aizawl Bench as per the purchase order and obtain signature with date and stamp on Delivery and installation Challan(s) of the Registrar or any other person authorized by him/her.
4. The vendor will submit a copy of Delivery and Installation Challans to the Registrar or any other person authorized by him/her.
5. Payments shall be made after successful execution of the order and supply/installation of material in satisfactory condition on bill basis.

6. Bills in triplicate along with original delivery & installation challans have to be submitted in the name of the Registrar, Gauhati High Court, Aizawl Bench, showing applicable GST/VAT, if any, separately, which shall be deducted at source.
7. Printed conditions mentioned in the tender bids submitted by vendors will not be binding. All the terms and conditions for the supply, testing and installation, payment terms etc. will be as those mentioned in the bid document and no change/alterations in the terms and conditions by the vendors will be acceptable.
8. Upon verification, evaluation / assessment, if in case, any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
9. No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
10. **Indemnity:** The selected vendor shall indemnify the Gauhati High Court, Aizawl Bench against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware etc. and related services or any part thereof.
11. The Gauhati High Court, Aizawl Bench will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to this tender.
12. **Vendor selection Procedure:** The Technical Evaluation Committee (TEC) shall prepare a list of vendors in order of preference based on its evaluation in terms of the parameters indicated in Annexure VIII. The lowest bid quoted by any vendor from the list above shall be offered to the vendor securing the highest position in the list prepared by the TEC, in case it is not the lowest bidder, to match the lowest quoted rate. In case the vendor securing the highest position fails to match the lowest rate, then the offer shall be made to the subsequent position holder and so on till the lowest rate is matched.
13. The decision of the Registrar, Gauhati High Court, Aizawl Bench in all respect shall be final and binding on all.
14. All disputes relating to this contract shall be subject to Mizoram jurisdiction only.
15. If any dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to be governed by the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings. The venue of arbitration shall be Aizawl.
16. The decision of arbitrator shall be final and binding upon the parties.
17. Maximum period for delivery of items to the Gauhati High Court, Aizawl Bench from the date of issuance of purchase order is **90 Days**.
18. Last date for submission of the bids is **06.09.2019 at 12:00 P.M.**

ANNEXURE VI: INSTRUCTION FOR QUOTATION SUBMISSION

The quotation is to be submitted to The Office of The Registrar, Gauhati High Court, Aizawl Bench in sealed cover indicating the words “**Quotation for Supply, Installation and Maintenance of Laptop Computers and Printers**” clearly written on the envelope.

The Quotation received shall be opened on **06.09.2019** at **3:00 PM** in the office chamber of the Registrar, Gauhati High Court, Aizawl Bench.

ANNEXURE VII: QUOTATION SUBMISSION

Quotation is to be submitted in **Two** Envelopes with the contents as follows:

Envelope - I		
Sl. No.	Documents	Content
1	EMD	The EMD instrument
2	Processing Fee	The Demand Draft containing the Processing Fee of Rs. 1,000/- only
3	Eligibility Criteria	All relevant documents as mentioned in Annexure - II
4	Technical Bid	The certified copies of documents relating to the item quoted as per Annexure - I

Envelope - II		
Sl. No.	Documents	Content
1	BoQ	BoQ

ANNEXURE VIII = EVALUATION MECHANISM

Evaluation will be carried out on the criterion/ parameters given below:

1. Technical specifications provided in the tender document for the product.
 2. The number of related projects of value worth minimum **10 Lakhs** done by the vendor for one financial year.
 3. Individual value of each project executed by the vendor.
 4. Technical support infrastructure including technical manpower, customer care mechanism, ready availability of spare parts, timeline for delivery and installation.
 5. Lowest Quoting Bidder will be the one who has quoted the lowest.
 6. In the event of difference, the price in words shall be valid and binding. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- A. **Technical Bids Evaluation:** The threshold score for technical qualification would be 70 out of marks 100 based on the evaluation method. Any proposal achieving a Total Technical Points less than 70 will be treated as Not Substantially Responsive and will not be considered further. The Technical Score (TS) will be calculated as follows:

$$\text{Technical Score (TS)} = (\text{Technical Points obtained by the Bidder} \div \text{Total Marks fixed in the Technical Evaluation}) \times 100$$

- B. **Commercial Bids Evaluation:** Commercial bids of those bidders who qualify the technical evaluation will only be opened. All other Commercial bids will be remained un-opened. The price with the lowest Commercial/ Financial Proposal would be considered as the L1 price and would be awarded a commercial score of 100. Commercial Scores (CS) for other technically qualified bidders will be evaluated using following formula.

$$\text{Commercial Score (CS)} = (\text{L1 Price} \div \text{Bidder's quoted price}) \times 100$$

- C. **Final Consolidated Evaluation:** The final selection of the bidders shall be based on Quality cum Cost Based Selection (QCBS) methodology i.e. scores of the technical bid (70% weightage) and Commercial/Financial bid (30% weightage) will be made. The bidder with the highest Total Score/ Combined Technical & Financial Score (CTFS) will be declared as L1 bidder. The Total Score/ Combined Technical & Financial Score (CTFS) with weightage 70:30 will be:

$$\text{TOTAL SCORE} = \text{TS} \times (70 \div 100) + \text{CS} \times (30 \div 100)$$

The Gauhati High Court, Aizawl Bench reserves the right to negotiate with the successful Bidder.

The Technical Evaluation parameters are as follows :

Technical evaluation parameter	Max marks	Percentage of total marks
Company/Firm Profile	30	0.30
Bidder's annual turnover from sales and service of Desktops/ Laptops/Displays/Printers/ Computer Accessories in Mizoram should be at least 35 Lakhs, during either of the years 2017-18 or 2018-19.		
Greater than INR 10 Lakhs	30	
Between INR >5 - = <10 Lakhs	20	
Between INR = >2 - =<5 Lakhs	10	
Relevant Experience	30	0.30
Sales and Servicing of Desktops/ Laptops/Displays/Printers/Computer Accessories in Mizoram in atleast one organization worth minimum Rs. 10 Lakhs during either of the financial years – 20117-18 or 2018-19.		
2 credentials & Above	30	
1 credential	20	
Project work Plan	40	0.40
Product Demonstration	10	
Timelines for delivery & installation	10	
Stock/spare availability & management	10	
Technical manpower availability & management for replacement, maintenance & support services	5	
Complaint redressal mechanism & Complaint response timeline	5	
Total Marks	100	100%

ANNEXURE IX = FINANCIAL DETAILS

DETAILED FINANCIAL BID FORMAT FOR THE ITEMS QUOTED

- Prices in Detailed Financial Bid should be quoted in the following format.
- All prices should be quoted for five-year warranty
- Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
- Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straight away and EMD of such vendor will be forfeited.
- Sum of all taxes to be given in Column 3 (Taxes).

Sl No	Item Description	Basic Price (In Rs.)	Taxes/GST (In Rs.)	Unit Price (All inclusive) with five years warranty (In Rs.)	Indicative Quantity	Total Price (All inclusive) (In Rs.)	Percentage of Dollar Component of Col. 2 (\$)
	1	2	3	4=2+3	5	6=4x5	7
1	Desktop Computer				46		
2	Printer with cartridge				46		
GRAND TOTAL VALUE (GTV) in Rs.							
GRAND TOTAL VALUE (GTV) in words							
Rupees _____)							

1. Unit Price (Column 4) should include packing, forwarding, freight, insurance, installation, commissioning, warranty or any other charges.
2. All fields in the financial bid format are MANDATORY.
3. Octroi and State Entry Tax should not be included in Column Taxes.

Authorized Signatory

Name:

Date:

Place:

SEAL

By order

**Registrar
Gauhati High Court
Aizawl Bench**

ANNEXURE – X: PROOF OF COMPLETION OF IT PROJECTS

To

**Registrar
Gauhati High Court
Aizawl Bench**

Dated.....

Subject : Proof of completion of IT projects for Tender No _____.

Sir,

This is to certify thatfirm/company have completed..... project worth**Lakh** forproject in the financial year..... The details of the project have been furnished below:

Sl No	Project # <To be replicated for each project>	Details
1.	Name of Project	
2.	Name of Client	
3.	Name of client personnel involved	
4.	Phone number of client personnel	
5.	Email id of client personnel	
6.	Number of items supplied	
7.	Duration of the project	
8.	Years of execution of the project	
9.	Project Value	
10.	Remarks,(including shortcomings, if any.	

Thanking You

(Authorized Signatory with Seal)

Name:

Designation:

ANNEXURE – XI: MANUFACTURER’S AUTHORIZATION FORMAT

To

**Registrar
Gauhati High Court
Aizawl Bench**

Dated.....

Subject : Manufacturer Authorization for Tender No _____.

Sir,

We, <Bidder/ Frontline OEM/SI> having our registered office at < Bidder/ Frontline OEM/SI address>, are an **established manufacturer/Suppliers** of < name of quoted item >. We <Frontline OEM/SI> solely authorized <bidder’s name> to quote our product for above mentioned tender.

Our full support is extended in all respects for supply, warranty and maintenance of our products. We also ensure to provide the service support for the supplied equipment for a period of 1 (one) year from date of installation of the equipment as per tender terms. In case of any difficulties in logging complaint at bidder end, user will have option to log complaint at our call support center.

We also undertake that in case of default in execution of this tender by the <Indicate names of all supporting OEM/SI >, the < Bidder/ Frontline OEM/SI > will take all necessary steps for successful execution of this project as per tender requirements.

Thanking You

For < Bidder/ Frontline OEM/SI>

< (Authorized
Signatory)> Name:
Designation: