

**TENDER DOCUMENT
FOR
SUPPLY OF MOBILE
TABLETS
&
PROVIDING AFTER SALES SUPPORT
(INCLUDING WARRANTY)
FOR 80 MOBILE
TABLETS**

RFP No: SRES/MEGH.40/2014/204

DATE: 21/03/2015

ISSUED BY:

**ADDITIONAL MISSION DIRECTOR
STATE RURAL EMPLOYMENT SOCIETY,
SYMPLI BUILDING, DHANKETI,
SHILLONG - 793001, MEGHALAYA.**

**OFFICE OF THE STATE RURAL EMPLOYMENT SOCIETY,
SHILLONG, MEGHALAYA**

No. SRES/MEGH.40/2014/204

Dated, Shillong, the 21st March 2015

NOTICE INVITING TENDER (NIT)

The State Rural Employment Society invites sealed Bids affixing Court Fee stamp of Rs.10/- from Company incorporated in India which is the Original Equipment Manufacturer (OEM) of Mobile Tablets or the Authorized Dealers/Distributors of the OEM for **“Supplying and providing after sales support including 1 year comprehensive warranty for 80 nos. of Mobile Tablets”** for implementation of Mobile Monitoring System (MMS) under MGNREGA.

Tender documents shall be available from the office of the State Rural Employment Society on payment of non-refundable fee of INR 1000/- by Demand Draft in favour of **“State Rural Employment Society, Meghalaya”** payable at Shillong. Complete tender documents are also available on State Rural Employment Society website, as noted below:

<http://megsres.nic.in>

The documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender documents downloaded from the website shall have to pay the fee of the document i.e. Rs. 1000/- (Rupees one thousand only) in the form of a demand draft along with the tenders. Tenders received without the requisite fee shall be considered as invalid ab-initio.

Last date of submission of bids is 15th April 2015 by 11.30 AM

State Rural Employment Society reserves the right to accept/reject any/ all proposals without assigning any reason thereof.

Additional Mission Director,
State Rural Employment Society , Shillong,
Meghalaya.

Table of Contents

SECTION 1: INVITATION FOR BIDS.....	6
1.1 Definitions.....	6
1.2 Introduction.....	6
1.3 Schedule of Bid Process.....	6
1.4 Instructions to Bidders.....	7
1.4.1 Cost of Bidding.....	7
1.4.2 RFP Document.....	7
1.4.3 Amendment of RFP Document.....	7
1.4.4 Language of BID.....	7
1.4.5 Period of Validity of Bids.....	7
1.4.6 Format and Signing of Bids.....	8
1.4.7 Sealing and Marking of the Bid.....	8
1.4.8 Bid Due Date.....	9
1.4.9 Modification and Withdrawal of BID.....	9
1.4.10 Late Bid.....	9
1.4.11 Bid Currency.....	9
1.4.12 Bid Security.....	10
1.4.13 Forfeiture of BidSecurity.....	10
1.4.14 Award of Contact.....	10
1.4.15 Performance Security.....	10
1.4.16 Contacting the Tenderer.....	11
1.4.17 Right to Accept Bid and to Reject any or all Bids.....	11
1.4.18 Lack of Information to Bidder.....	11
1.4.19 Fraudulent & Corrupt Practice.....	11
1.4.20 Penalty.....	12
1.4.21 Order Cancellation.....	12
1.4.22 Payment Terms.....	

1.4.22 Dispute Resolution	12
SECTION 2: SCOPE OF WORK.....	12
2.1 Supply.....	12
2.2 After Sales Support including Warranty	13
SECTION 3: CRITERIA FOR EVALUATION	14
3.1 Stage 1: Pre-Qualification Criteria	14
3.2 Stage 2: Technical Bid Evaluation	16
3.3 Stage 3: Commercial Bid Evaluation.....	17
ANNEXURES:	18
Annexure-I: Cover Letter.....	18
Annexure-II: Declaration that the bidder has not been blacklisted	20
Annexure-III: Certificate of Conformity.....	20
Annexure-IV: Details of Service Center	21
Annexure-V: Format of Bank Guarantee.....	22

SECTION 1: INVITATION FOR BIDS

1.1 Definitions

“Bidder” means a Company incorporated in India which is the Original Equipment Manufacturer (OEM) of Mobile Tablets or the Authorized Dealers/Distributors of the OEM. The word Bidder, when used in the pre-award period shall be synonymous with tenderer, and when used after finalization of the tender shall mean as the successful bidder, also called ‘Vendor, with whom the Tenderee signs the Contract.

“OEM” means Original Equipment Manufacturer company, that is incorporated in India or abroad, who has management control over the manufacturing/production process, Quality Assurance, Procurement of Raw materials/manufacturing process inputs marketing and warranty services of the resultant products.

“Tenderee” shall mean the authority issuing this Request For Proposal (RFP) and the authority under whom the project is to be implemented, managed etc. and this authority shall be “State Rural Employment Society, Shillong, Meghalaya” as the implementing agency for this project.

1.2 Introduction

Sealed bids are invited from eligible bidders for Supply and after sales support (including 1 year of comprehensive warranty) for 80 numbers of mobile tablets. The bids should be submitted in the prescribed format at the address mentioned in the following section.

1.3 Schedule of Bid Process

SI No	Information	Details
1.	RFP No. and Date	SRES/MEGH.40/2014/204 Dated 21 st March 2015
2.	Bid validity period	180 days from the last date for submission of proposals.
3.	Last date for submission of bids	15 th April 2015 by 11.30 AM
4.	Opening of Pre-Qualification Bids	15 th April 2015 by 1PM
5.	Opening of Technical Bids	15 th April 2015 by 2 PM
6.	Opening of Commercial Bids	15 th April 2015 by 3 PM
7.	Place of opening of proposals received in response to the RFP notice	State Rural Employment Society, Sympli Building, Dhankheti Shillong-01, Meghalaya.
8.	Addressee and address at which proposal in response to RFP notice is to be submitted:	Additional Mission Director State Rural Employment Society, Sympli Building, Dhankheti Shillong-01, Meghalaya.

1.4 Instructions to Bidders

Bidders are advised to study this RFP document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the RFP with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligations under the Bid.

1.4.1 Cost of Bidding

Bidder shall bear all costs associated with the preparation and submission of the Bid. The tenderee will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.4.2 RFP Document

Bidder is expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish all information required by the RFP document or to submit a Bid not substantially responsive to the RFP document in every respect will be at Bidder's risk and may result in the rejection of its Bid.

1.4.3 Amendment of RFP Document

- a) At any time prior to the deadline (or as extended by the tenderee) for submission of bids, the tenderee, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s)
- b) All bidders will be notified of the amendment(s) by publishing on the website <http://megsres.nic.in> and these will be binding on them.
- c) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, the tenderee, at its discretion, may extend the deadline for the submission of bids.

1.4.4 Language of BID

The bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged between the bidder and the tenderee, shall be in English.

1.4.5 Period of Validity of Bids

- a) The bid shall remain valid for 180 days from the date of submission. Bidder should ensure that in all circumstances, its Bid fulfills the validity condition. Any bid valid for a shorter period shall be rejected as nonresponsive.
- b) In exceptional circumstances, tenderee may solicit bidder's consent to an extension of

the period of validity. The request and the responses thereto shall be made in writing or by Fax. Bid Security shall also be suitably extended. In such scenario a bidder granting the request is neither required nor permitted to modify the bid.

1.4.6 Format and Signing of Bids

- a) The bidder shall prepare required number of copies (original plus one copy) of the bid and shall clearly mark each as "Original Bid" or "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.
- b) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the bid.
- c) The complete bid shall be without alteration or erasures, except those accorded with instructions issued by tenderee or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

1.4.7 Sealing and Marking of the Bid

Bidder shall submit their bids in THREE PARTS, each in a separate sealed envelope superscribed with the RFP document number, due date, time, Project name and nature of bid (Pre-Qualification, Technical or Commercial Bid)

PART-I: Original and 1 copy of PRE QUALIFICATION BID, complete with all details. The Bid Security and Cost of RFP document should also be submitted as part of the Pre-Qualification Bid. The Envelope needs to be super scribed as "Pre-Qualification Bid"- Do not open before 15/04/2015, 1 PM

PART-II: Original and 1 copy of TECHNICAL BID complete with all details. Envelope needs to be super scribed as "Technical Bid"- Do not open before 15/04/2015, 2 PM

PART-III: Original and 1 copy of COMMERCIAL BID with full price details. Envelope needs to be super scribed as "Commercial Bid" Do not open before 15/04/2015, 3 PM. Filling up prices in any part of the bid other than Part III will render the bidder disqualified.

The envelopes containing Part-I, Part-II and Part-III of offer shall be enclosed in a larger envelope duly sealed and marked as Response to Request for Proposal (RFP) with title and reference number, and a statement "To be opened by addressee only" and the name and address of the Bidder. The envelope shall be addressed at the following address.

The Additional Mission Director,
State Rural Employment Society,
Sympli Building, Dhankheti
Shillong- 793001, Meghalaya.

The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in the case it is declared "late" pursuant, and for similar purposes.

If the outer envelope is not sealed and marked as above, the tenderee will bear no responsibility for the misplacement or premature opening of the Bid. Only detailed complete bids in the form

indicated above received prior to the closing time and date of the bids shall be taken as valid.

1.4.8 Bid Due Date

- a) Bid must be received by the tenderee at the address and not later than the time and date specified for this tender. Bids received after this deadline will be rejected and returned to the bidder unopened.
- b) The tenderee may, at its discretion, on giving reasonable notice in writing by publishing on the specified website (<http://megsres.nic.in>) and/or through press notification, extend the bid due date, in which case all rights and obligations of the tenderee and the bidder, previously subject to the bid due date, shall thereafter be subject to the new bid due date or deadline as extended.

1.4.9 Modification and Withdrawal of BID

- a) The bidder may modify or withdraw its bid after submission, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the tenderee prior to the deadline prescribed for submission of bids.
- b) The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.
- c) No bid shall be modified subsequent to the deadline for submission of bids.
- d) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity. Withdrawal of a Bid during this interval may result in the bidder's forfeiture of its Bid security

1.4.10 Late Bid

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) Tenderee shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) Tenderee reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

1.4.11 Bid Currency

Prices for services offered shall be quoted in Indian National Rupees only.

1.4.12 Bid Security

- a) All bidders shall furnish, as part of its Pre-Qualification Bid, an Earnest Money amounting to Rs. 12,000/- (Rupees Twelve Thousand Only). Bids without this bid security will be rejected.
- b) The Bid Security shall be in Indian Rupees and shall be in the form of Demand Draft/BG issued by any Scheduled bank in India, drawn in favour of “**State Rural Employment Society, Meghalaya**” payable at Shillong, and shall be valid for at least 180 days. Such negotiable instrument should be valid for at least sixty (60) days beyond the validity of the Bid.
- c) The successful bidder's Bid security will be discharged upon the bidder signing the Contract Agreement, and furnishing the Performance Security.

1.4.13 Forfeiture of Bid Security

The Bid security may be forfeited either in full or in part, at the discretion of the tenderee, on account of one or more of the following reasons:

- a) The bidder withdraws his Bid during the period of Bid validity
- b) The bidder fails to co-operate in the Bid evaluation process
- c) If the bid or its submission is not in conformity with the instruction mentioned herein
- d) If the bidder violates any of the provisions of the terms and conditions of the tender
- e) In the case of a successful bidder fails to (a) accept award of work, (b) sign the Contract Agreement with the tenderee, after acceptance of communication on placement of award, (c) furnish performance security, (d) fails to sign the Contract Agreement in time, (e) or the bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of the tenderee in timely finalization of this tender. The decision of the tenderee regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by the tenderee/Govt. of Meghalaya.

1.4.14 Award of Contract

Tenderee will award the contract to successful bidder whose bid has been determined to be responsive and has been determined to be most competitive

1.4.15 Performance Security

Within 7 (Seven) days of Notification of “Award of the Work” the successful bidder shall furnish Performance Security @ 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favor of the Tenderee for a period to be specified in the award of work. This Bank Guarantee should be of a sufficient duration to cover the risk of the Tenderee. The proceeds of the Performance Security shall be payable to the Tenderee as compensation for any loss resulting from the Company’s failure to fulfill its obligations under the terms and conditions of the Work Order. The Performance Security will be returned to the company not later than 30 (Thirty) days following the date of completion of the company’s

performance, related obligations under the terms & conditions of the Work Order. Failure of the successful bidder to comply with the requirements shall constitute sufficient ground for the annulment of the notification and forfeiture of the bid security in which event, the tenderee may award the contract in accordance with its prescribed rules

1.4.16 Contacting the Tenderee

- a) Bidder shall not approach any officers of the Tenderee beyond office hour and/ or outside office premises, from the time of the Bid opening to the time of finalization of successful Bidder.
- b) Any effort by a Bidder to influence the officials of the tenderee office in the decisions on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the tenderee, it should do so in writing.

1.4.17 Right to Accept Bid and to Reject any or all Bids

The Tenderee reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the tenderee action.

- a) Prior to expiration of the period of Bid validity, Tenderee will notify the successful bidder in writing that its Bid has been accepted.
- b) Within 7 days of receipt of such intimation, the successful bidder shall give its acceptance to the Tenderee
- c) Upon furnishing of Performance Security by the successful Bidder, the tenderee will promptly notify all unsuccessful bidders and will discharge their Bid security

1.4.18 Lack of Information to Bidder

The bidder shall be deemed to have carefully examined RFP document to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the bid.

1.4.19 Fraudulent & Corrupt Practice

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the tenderee of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value,

pressurizing to influence the action of a public official in the process of project execution. Tenderer will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

1.4.20 Penalty

In the event the bidder is unable to meet defined milestone, a penalty of 2.5% of the total bid price will be charged for each week delay, maximum limit being 5% of the total bid price. If the delay continues beyond 2 weeks, the tenderer, may terminate the contract.

1.4.21 Order Cancellation

The tenderer also reserves the right to cancel the order in the event of one or more of the following circumstances

- Discrepancy in hardware noticed during the pre-dispatch inspection if any
- Delay in delivery beyond a period of 14 days from the date of issuance of purchase order
- Breach by the successful bidder of any of the terms and conditions of the tender
- If the vendor goes into liquidation voluntarily or otherwise

In addition to the cancellation of the purchase order, the tenderer reserves the right to forfeit the Performance Bank Guarantee submitted by the successful bidder and award the contract to the next eligible bidder.

1.4.22 Payment Terms

- 90% payment towards supply will be made by the tenderer within 30 days from the date of receipt of stores with inspection/ test report.
- 10% payment shall be made in four (4) quarterly equal installments within a period of 1 year.

1.4.22 Dispute Resolution

All legal disputes are subject to the jurisdiction of Shillong Courts only.

SECTION 2: SCOPE OF WORK

As part of its scope of work the bidder needs to perform the following tasks.

2.1 Supply

The bidder has to supply OEM packed boxes of Mobile Tablets (including one year comprehensive warranty). All items need to be delivered at the office of the tenderer within a period of seven days from the date of award of work.

2.2 After Sales Support including Warranty

The bidder should possess service center at least in Shillong and other major cities of Meghalaya for providing after sales support and comprehensive warranty of Mobile Tablets under this tender. The list of service centres with all relevant details should be enclosed with the offer. Further, it will be desirable that minor functional problems of these equipments are taken care of by the service centre only.

The Vendor provides comprehensive on-site warranty from the date of commissioning of equipment. The Vendor shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Vendor or any defect that may develop under normal use of supplied equipment during the warranty period.

The warranty should cover the following

- The equipment should be repaired within 48 hours, failing which a replacement should be given till the machine is repaired.
- The scope of service will include the followings:
 - All preloaded software will be reloaded free of charge during warranty period.
 - Installing any new software.
 - Any other check/service that will make the equipment work smoothly and as per the rated performance.
- The Vendor is expected to promptly attend the equipment. In order to provide an efficient service the Vendor must obtain the name, address, phone number & other contact details of the person. He will be required to keep this list up-to date at all times.
- The Vendor will obtain written acknowledgment each time the equipment is serviced. Such receipts will have to be produced to get the sign off for successful completion of the warranty period.

Repeated Failure

If, during the warranty period, any equipment has any failure on four or more occasions, it shall be replaced by equivalent new equipment by the Vendor at no cost to the purchaser.

The minimum technical specifications of the tablet to be procured as part of this RFP document are as follows.

Minimum specification for the device under the scheme

Item	Minimum Specification
General	
Size/Dimension	180x120x12mm
Weight	Not more than 500mg including battery
Processor	1 GHz Dual Core
SIM	Single, GSM/GPRS
Language Support	Hindi & Local language fonts, in addition to
Platform	
Operating System	Android Jelly Bean 4.1 and above
Memory	
RAM	1 GB DDR2
Storage	
Internal Storage	8 GB
Expandable to	32 GB
Display	
Primary Camera	5 Megapixels
Other features	Autofocus
Battery	
Battery Type	3000 mAh
Internet Browsing Time	Atleast 6 to 8 hours
Connectivity	
Wi-Fi	Yes
USB	Yes, 1 x Micro USB (Supporting USB 2.0)
Bluetooth	V3
Supported Networks	2G, 3G
Navigation	
GPS	Yes
Map Support	Yes
Warranty	
Warranty Features	1 Year on-site manufacturer warranty

SECTION 3: CRITERIA FOR EVALUATION

All evaluation process will be carried out by a Evaluation Committee to be formed by the tenderee for this purpose. The decision of the Tender evaluation committee shall be final and no correspondence will be entertained outside the process of negotiation by the Committee. Evaluation of the bid documents will be a 3-stage process as shown below.

3.1 Stage 1: Pre-Qualification Criteria

First the Pre-Qualification Proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Technical Proposal and Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will be returned without opening.

At this stage, the documents submitted by the bidders as part of the pre-qualification criteria will be opened and evaluated for compliance. The prequalification criteria against which the

bidders will be evaluated are as follows.

Pre-qualification Criteria		
Sl No	Criteria	Documents to be submitted as part of the proposal
1	The bidder should be a Company incorporated in India which is the Original Equipment Manufacturer (OEM) of Mobile Tablets or the Authorized Dealers/Distributors of the OEM	a) Cover letter b) Power of Attorney' authorizing the signatory for signing the Bid c) Certificate of Registration d) Certificate of Incorporation e) The letter of Authorization from the OEM f) TIN Number
2	Bidder must have an average annual turnover of at least Rs. 20 (Twenty Lakhs) in each of the 3 financial years ending 31/03/2014, 31/03/2013 and 31/03/2012.	Certificate from the statutory auditor.
3	The Bidder/the Original Equipment Manufacturer (OEM) must have proven record of having supplied at least 50 Mobile Tablets during the last 2 (two) financial year ending 31/03/2014, 31/03/2013 in India to any Government Department/ Government Institution/ Government Undertaking or Affiliated body/Recognized educational institution, Bank/financial institution	a) Relevant Work Order Or b) Customer Reference Document stating successful delivery of items
4	The bidder should not have been blacklisted by any institution of the Central or State Government in India on ground of involvement of the bidder in corrupt or fraudulent practices for the last 5 year	Self-Declaration by the designated official as per the Annexure: II
5	The bidder should have consolidated positive Net worth in the last three financial years.	Chartered Accountant Certificate for Net worth
6	The Bidder/OEM must have Authorized Service Centers (ASP) in Shillong and other major cities of Meghalaya.	Self-declaration stating the list of towns and cities where Authorised Service Centres are located as per Annexure-IV
7	The bidder should have made a payment of Rs. 1000 (Rupees One Thousands only) towards the cost of non-refundable tender fee.	Demand Draft, from a Nationalized bank or a Scheduled bank, in favour of "State Rural Employment Society, Meghalaya" payable at Shillong
8	The bidder should have submitted a EMD of Rs. 12,000 (Rupees Twelve Thousand only) as Bid Security	Bank Guarantee/Demand Draft, from a Nationalized bank or a Scheduled bank, in favour of "State Rural Employment Society, Meghalaya" payable at Shillong
9	Certificate of Conformity	As per Annexure- III

Documents to be submitted as per the sequence mentioned in the table.

3.2 Stage 2: Technical Bid Evaluation

Technical Proposal of only those bidders will be opened and evaluated who meets all the pre-qualification criteria stated above. Evaluation shall be on the basis of technical specifications of the Mobile Tablets proposed subject to compliance with requirements.

The Make or Model offered as part of the Technical Bid should belong to single OEM and of a single make and model. And any conditional offers quoted are liable to be rejected.

The bidder needs to submit their Technical Proposal as per the following format.

Item	Minimum Specification
General	
Size/Dimension	180x120x12mm
Weight	Not more than 500mg including battery
Processor	1 GHz Dual Core
SIM	Single, GSM/GPRS
Language Support	Hindi & Local language fonts, in addition to
Platform	
Operating System	Android Jelly Bean 4.1 and above
Memory	
RAM	1 GB DDR2
Storage	
Internal Storage	8 GB
Expandable to	32 GB
Display	
Primary Camera	5 Megapixels
Other features	Autofocus
Battery	
Battery Type	3000 mAh
Internet Browsing Time	Atleast 6 to 8 hours
Connectivity	
Wi-Fi	Yes
USB	Yes, 1 x Micro USB (Supporting USB 2.0)
Bluetooth	V3
Supported Networks	2G, 3G
Navigation	
GPS	Yes
Map Support	Yes
Warranty	
Warranty Features	1 Year on-site manufacturer warranty

Bidder should submit the compliance in the OEM letter head along with the data sheet of the model as part of its Technical Bid. Bids received without the same are liable to be rejected.

The Bidder should also consider providing an Anti-Skid-Dual side cover to protect the tablet from scratches and Shocks, Dust Particles and Finger Prints

3.3 Stage 3: Commercial Bid Evaluation

- I. The Commercial Bids of only technically qualified bidders will be opened on a prescribed date in the presence of bidder representatives.
- II. Only fixed price commercial bids indicating total price for the deliverables specified in this bid document will be considered.
- III. The ceiling price for each unit of Mobile Tablets including all taxes, support and warranty charges is: Rs. 10,000/-.
- IV. The bid price will include all taxes and levies and shall be in Indian Rupees.
- V. Any conditional bid would be rejected.
- VI. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "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. If there is a discrepancy between words and figures, the amount in words will prevail".
- VII. If there is no price quoted for the deliverables, the bid shall be declared as disqualified.
- VIII. In the event that there are 2 or more bidders having the same value in the commercial bid, the bidder offering the higher technical specifications will be adjudicated as the "Best responsive bid" for award of the Project.
- IX. The tenderee will award the Contract to the successful bidder whose commercial proposal is the lowest and would consider it as substantially responsive as per the process outlined above.

The commercial proposal of the bidder should be submitted in the following format.

Sl No.	Description	Unit Price (A)	Taxes if any (B)	Unit Total (T)= A+B	Total Quantity (Q)	Total Amount = T*Q
1	Mobile Tablet	INR 0.00	INR 0.00	INR 0.00	80	INR 0.00
2	After sale support including comprehensive warranty for 1 year					INR 0.00
Total Bid Amount						INR 0.00

ANNEXURES:

Annexure-I: Cover Letter

To

The Additional Mission Director,
State Rural Employment Society,
Sympli Building, Dhankheti
Shillong-793001,
Meghalaya

Subject: Tender for the Supply and providing after sales support (including warranty) of 80 numbers of Mobile Tablets.

Sir,

We/I, the undersigned bidder(s), having read and examined in detail the Specifications and all the bid documents as specified in the Bid documents No. < _____>.

We/I undertake, if our tender offer is accepted, to complete delivery of all the items and perform incidental and supervisory services as specified in the Contract within _____(Number) days calculated from the date of receipt of your Notification of Award / Letter of Intent.

PRICE AND VALIDITY

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of submission of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices inclusive all taxes and warranty charges.

UNIT RATES

We/I have indicated in the relevant schedules enclosed the unit rates for the purpose of on account of payment for the supply of items under the contract.

BID PRICING

We/I further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders included in bid documents.

Our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated with our proposal as part of the Commercial Bid.

PERFORMANCE BANK GUARANTEE

We/I hereby declare that in case the Contract is awarded to us, we shall submit the Performance Bank Guarantee Bond.

WARRANTY

We/I declare that the items will be covered under one year comprehensive warranty.

We/I agree to abide by this tender offer and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Thanking you,

Yours faithfully,

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Bidder's Company Seal:

Place:

Date:

Annexure-II: Declaration that the bidder has not been blacklisted

To

The Additional Mission Director,
State Rural Employment Society,
Sympli Building, Dhankheti
Shillong-793001,
Meghalaya

Subject: Self Declaration of not been blacklisted in response to the RFP No:

Dear Sir,

We confirm that our company, _____, is not blacklisted in any manner whatsoever by any of the Central or State Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice for the last 5 year

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

Annexure-III: Certificate of Conformity

To
Additional Mission Director
State Rural Employment Society,
Sympli Building, Dhankheti,
Shillong-793001,
Meghalaya

C E R T I F I C A T E

This is to certify that, the service for supply and after sales support including warranty which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the Tender document.

I also certify that the price quoted per unit cost basis is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure-IV: Details of Service Center

Sl #	Place	Is there service centre in the town/city?	Postal address	Contact numbers	Service facilities available	Number of service engineers	Time to report to a call
1	Shillong						
2	All other district headquarters						

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure-V: Format of Bank Guarantee

To

Additional Mission Director
State Rural Employment Society,
Sympli Building, Dhankheti,
Shillong-793001,
Meghalaya

Sir/Madam,

WHEREAS (Name of the Bidder) hereinafter "called the Bidder" has undertaken, in pursuance of the RFP No. _____ dated _____ for supply and providing after sales support including 1 year comprehensive warranty for 80 nos. of Mobile Tablets for implementation of Mobile Monitoring System (MMS) under MGNREGA.

AND WHEREAS it has been stipulated by you in the said RFP that the Bidder shall furnish you with a Bank Guarantee by a Nationalized or Scheduled Bank for the sum specified therein as the bid security.

AND WHEREAS we have agreed to give the bidder a Guarantee

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Bidder, up-to a total sum of _____ (Amount in words and figures) and we undertake to pay you, upon your first written demand declaring the bidder to be default under the RFP and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

This guarantee is valid until the _____ day of _____ 20__

Signature and Seal of Guarantors

Date _____

Address _____
