Tripura Building & Other Construction Workers’ Welfare Board
(Under Labour Directorate)

TENDER NOTICE NO: 21(35)-LAB/ENF/COMPUTER/16/329
Dated: 11/01/2017

Tender for Supply of Desktop Computers.

OLD AMC Building, Jacksongate, Agartala-799001

(S.K. Das)
Labour Commissioner
Govt. of Tripura.
TENDER NOTICE NO. : 21(35)-Lab/ENF/COMPUTER/16/329

PUBLICATION DATE : 11/01/2017

DATE OF SUBMISSION OF TENDER : LATEST BY 20/01/2017, 5:00 pm

DATE OF TIME OPENING : 21/01/2017 at 11.30 a.m.

NAME AND ADDRESS OF TENDERER : Tripura Building & Other Construction Workers' Welfare Board, 1st Floor, AMC Building, Jacksongate, Agartala, Tripura, PIN - 799001

TELEPHONE NUMBER : 03812383570/03812383261

E-MAIL ADDRESS OF THE TENDERER : lctripura.agt@gmail.com

EARNEST MONEY DETAILS:

1. Rs.15,000/- by demand draft in favour of Secretary, Tripura Building & Other Construction Workers’ Welfare Board, payable at Agartala

INSTRUCTIONS TO BIDDERS:

1. DETAILED SPECIFICATIONS OF ITEMS AS PER ANNEXURE(S).
2. DETAILED COMPLIANCE STATEMENT (TECHNICAL & COMMERCIAL) AS PER ANNEXURE(S).
3. GENERAL TERMS & CONDITIONS AS PER ANNEXURE(S).
4. THIS IS A TWO PART TENDER. BOTH TECHNICAL & COMMERCIAL BID ENVELOPES SHOULD BE ENCLOSED AND SEALED IN SEPARATE ENVELOPES SUBSCRIBING THE TENDER NO AND DUE DATE.
5. THE TENDERS DULY COMPLETED, SIGNED, STAMPED AND SEALED IN ONE ENVELOPES ARE TO BE SUBMITTED TO:

Secretary
Tripura Building & Other Construction Workers’ Welfare Board.
1st Floor, AMC Building, Jacksongate, Agartala,
Tripura, PIN - 799001

Documents to be enclosed in Technical Bid:

a. Technical Literature of the products quoted as per the Technical Specifications.
b. Technical Compliance as per in SECTION III - Annexure I - III
c. Proper and latest authorization letter from the Original Manufacturer on their letterhead indicating the Tender number and date

Documents to be enclosed in Commercial Bid:

a. Commercial bid as per in SECTION III - Annexure IV

(S. K. DAS)
Labour Commissioner
Govt. of Tripura.
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SECTION - I

1. Definitions
In this document, the following terms shall have following respective meanings:-

1.1 "Authorized Representative" shall mean any person authorized by either of the parties.
1.2 "Bidder" means the company providing the services/Items under Agreement.
1.3 The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder with whom Government of Tripura signs the agreement for rendering of services.
1.4 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value or influence the action of an official in the process of Contract execution.
1.5 "Default Notice" shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
1.6 "Final Acceptance Test (FAT)" means the acceptance of item by the purchaser.
1.7 "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract 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 Government of Tripura of the benefits of free and open competition.
1.8 "Good Industry Practice" shall mean the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Bidder engaged in the same type of undertaking under the same or similar circumstances.
1.9 "LOI" means issuing of Letter of Intent which shall constitute the intention of the purchaser to place the Purchase Order with the successful bidder.
1.10 "TB&OCWWB" shall stand for Tripura Building & Other Construction Workers' Welfare Board.
2. Invitation for Bids

2.1 Tripura Building & Other Construction Workers Welfare Board, AMC Building Jackson gate, Agartala is looking for vendors for supply of 10 (ten) nos. Desktop Computers. Detail specification/configuration is given at section-III.

2.2 Bidders are advised to study all commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder’s risk and may result in the rejection of the bid.

2.3 Sealed offers prepared in accordance with the procedure enumerated in Section II should be submitted to the Secretary, TB&OCWWB, AMC Building, Jackson gate, Agartala, Tripura.

2.4 The tender should indicate specifically Price including all Taxes as applicable. No additional information will be entertained after due date. The TB&OCWWB may reject tenders if they do not carry such information separately and specifically quantitatively.

2.5 Respective Bidder should have local presence/representative at Tripura state.

2.6 The bids should indicate that the rates are for TB&OCWWB, Tripura.

2.7 Eligible vendor/manufacturers have to submit their bid for all the items.

2.8 The tender should be submitted in two cover system i.e. a and b. There should be proper indication of the contents on each envelope as indicated in Section II.

2.9 The draft for earnest money must be in a separate sealed envelope indicating EMD, the amount, tender Notice number and due date should be enclosed with the bid.

2.10 The tender should clearly indicate the delivery period and validity period of the tender.

2.11 The tender should clearly indicate the availability of onsite after sale service and or maintains facilities for the duration of three years for items quoted.

2.12 The bidders are required to quote for each item separately. Prices must be quoted in Indian currency only (INR).

2.13 The tender should be submitted along with refundable EMD of Rs. 15,000/- (Rupees Fifteen Thousand) in the shape of Demand Draft valid for a period of 6 months in favour of the Secretary, Tripura Building & Other Construction Workers' Welfare Board payable at Agartala. Tenders which are not accompanied by earnest money or incomplete in any respect will be rejected out rightly.

2.14 EMD of Successful bidder would be converted to performance security deposit for a period of one year.

2.15 The bidder should be Original Manufacturer or authorized dealer of the equipments and the Tender must be submitted along with the copies of following:
- Manufactures license or authority from the manufacturer

2.16 TB&OCWWB reserves the right to reject any or all tenders without assigning any reason whatsoever.

2.17 The tenders will be opened on the date and the time indicated in the presence of bidders. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.

(S. K. DAS)
Labour Commissioner
Govt. of Tripura
2.18 No advance payment or payment against performa invoice will be made. Payment will be made after receipt, inspection, installation and testing and final acceptance of the item(s).

2.19 Any damaged or unapproved goods shall be returned at the Bidders risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

2.20 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.

2.21 Packing list must be put in all packages.

2.22 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the TB&OCWWB reserves the right not to accept the delivery in full or in part. The TB&OCWWB specifically and in case the order is not executed within the stipulated period, TB&OCWWB will be at liberty to make purchase through other sources, and to forfeit the earnest money of the Bidder.

2.23 Payment of bill will be made through the crossed account payee cheque drawn in favour of bidder or through eRTGS on submission of Invoice and acceptance from the authorised person of TB&OCWWB.

2.24 Payment will be done by the TB&OCWWB, Tripura after successful installation of the items at respective offices.

2.25 Schedule for Invitation to Tender
   a) Address at which the tender is to be submitted:
      Secretary, Tripura Building & Other Construction Workers' Welfare Board
      AMC Building, Jacksongate, Agartala, PIN - 799001
   b) Latest time and date for receipt of Tender: 20/01/2017 at 5.00 p.m.
   c) Place, Time and Date of opening of Technical bids:
      Place: Chamber of Labour Commissioner
      Labour Directorate
      Old AMC Building
      Time & Date: 21/01/2017 at 11.30 a.m.
   d) Date till which the tender is valid: 180 days from the opening of technical bid.
   e) Place and time of opening of commercial bid will be communicated to bidder through FAX / e-Mail/ post.

Supply, Installation of all the equipments will be within 15 Days after the allotment of work order from the TB&OCWWB, Tripura.

f) TB&OCWWB shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

3. Procedure for submission of bids
   3.1 It is proposed to have a two cover system for this tender
      a. Technical Bid in one cover.
      b. Commercial bid in one cover.
   3.2 Bid has to be submitted separately for each item.
3.3 Technical bid of the tender should be covered in a separate sealed cover supercribing the wordings "Technical Bid".

3.4 Commercial bid of the tender should be covered in a separate sealed cover supercribing the wordings "Commercial Bid".

3.5 Both the bids viz. Technical Bid and Commercial Bid prepared as above are to be kept in a single sealed cover supercribed with "Bid Document for Supply of Desktop Computers".

3.6 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".

3.7 Earnest Money paid by Demand Draft should be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the Bid.

4. Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

5. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify the client in writing at the clients mailing address indicated in Clause 2.25 of section 1. The client will respond in writing to any request for clarification of the tender document, received not later than 07 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held.

6. Amendment of Tender Document

6.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.

6.2 The amendment will be notified in writing or by FAX or by E-mail to all prospective Tenders who have received the tender document and will be binding on them.

6.3 In order to afford prospective bidder reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

7. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by
8. Document Comprising the Bids

8.1 The Bids prepared by the bidders shall comprise of the following components:-
   a) Technical bid shall consist of the following:-
      i) Technical bid furnished as per the format for technical (Section III).
      ii) Technical literature for each product/service, covering full technical specifications.
   b) Commercial bid consists of the following:-
      i) Bid prices duly filled, signed and complete as per the format (section III)

9. Bid Evaluation Method

a) TB&OCWWB, Tripura will examine the bids to determine whether they are complete, whether any errors have been made, whether required EMD have been furnished, whether the documents have been properly signed, and whether the bids are in order.

b) TB&OCWWB, will first evaluate the Technical bid of the bidder and the financial bids of only technically qualified bidder will be evaluated.

c) TB&OCWWB, may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.

d) Prior to the detail evaluation, TB&OCWWB, will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. TB&OCWWB determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

e) If a bid is not substantially responsive, it will be rejected by TB&OCWWB and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

f) TB&OCWWB reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder.

g) Arithmetical error will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.

h) Technical Evaluation: TB&OCWWB will examine the eligibility of the bidders as per the Bid specification. Bids of the BIDDER, not satisfying the eligibility criteria, shall be rejected. TB&OCWWB may ask for additional information from the bidders. On request from the TB&OCWWB the bidder may have to produce additional information. The time limit, in which the bidders' have to submit additional information, shall be decided by TB&OCWWB and its decision shall be final in this regard. Bids of the Bidder failing to adhere to the specified time limit shall be rejected.

i) Technical Evaluation Criteria (Refer to Annexure IV): The bidder scoring a total point of 60 or more will be considered a technically qualified bidder which will then be considered for financial evaluation. The bids will be rejected if the technical score is below 60 points.

j) Financial Evaluation: Financial bids of only technically qualified bidders shall be

(S. K. DAS)
Labour Commissioner
Govt. of Tripura
evaluated. The bids, found lacking in strict compliance to the commercial bid format shall be rejected straightaway. On opening the financial Bids, the Evaluation Committee shall read out the financial Bid to all the Bidders and note the same. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on. In case there is any tie in financial Bids of one or more Bidder, the Bidder having the higher technical score will be given better ranking. In case the technical scores are also equal, all the technically qualified Bidders shall be asked to resubmit the financial Bid. However, in this case, the revised financial Bids should be less than the lowest financial Bid quoted earlier by the technically qualified Bidders. L1 will be declared as Successful Bidder and his offer will be processed further.

10. Eligibility Criteria

10.1 The Agency should have Local Presence/representative in Tripura.
10.2 The Agency should be a financially sound having minimum average annual turnover of 30 Lakh during last three financial years.
10.3 The Agency should have minimum experience of three years in similar works.
10.4 Attach all documentary proof without which the bid shall be rejected.
10.5 The Agency should be registered and should possess necessary license from statutory bodies/organizations.
10.6 The Agency should possess necessary Service Tax & Income Tax registrations from the competent authority.

ANNEXURE I- Annual Turnover

Tender Notice No:-

Supply of Desktop Computer

Name of the Bidder:-

<table>
<thead>
<tr>
<th>Turn Over (INR in Lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014-15</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(S. K. DAS)
Labour Commissioner
Govt. of Tripura.
### ANNEXURE II-TECHNICAL SPECIFICATION FOR DESKTOP COMPUTER

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Technical Parameter</th>
<th>Description</th>
<th>Compliance (YES/NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Processor</td>
<td>Intel® CoreTM i3-6100 Processors (3.70 GHz, 3 MB Cache) 6th Generation or Higher</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chipset</td>
<td>Intel Q170 or better</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Motherboard</td>
<td>Intel Original Motherboard or OEM motherboard</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Memory</td>
<td>4 GB DDR4 RAM Memory @ 2133 MHz or better with 2 DIMM slots Expandable upto 32 GB</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HDD</td>
<td>500 GB 7200 rpm SATAIII (6Gb/s) Drive</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HDD Controller</td>
<td>Integrated on board HDD controller supporting Serial ATA Interfaces</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Graphics</td>
<td>Intel HD Graphics 530 or higher</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Network Card</td>
<td>Integrated on board Ethernet Controller 10/100/1000 Mbps</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Slots</td>
<td>Minimum 2 PCI/PCI-e slots</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ports</td>
<td>6 USB Ports (preferably 2 in front panel), 1 Serial Port, 1 Parallel port, RJ45, audio in/out, headphone and microphone. Serial Port, VGA Port.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cabinet</td>
<td>Mini Tower/Tower</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Monitor</td>
<td>47 cm (18.5 inch) or larger TFT/LED Digital Colour Monitor TCO-05 certified.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Keyboard</td>
<td>104 keys Key Board</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mouse</td>
<td>2 button optical USB Scroll Mouse</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Operating System</td>
<td>Preinstalled Windows 10 Professional 64 Bit with latest service pack.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Compliance</td>
<td>ROHS(Restriction of Hazardous Substances) Compliant &amp; Energy Star compliant 3.0 or above (Documentary proof should be submitted)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Preloaded Antivirus</td>
<td>Norton or McAfee or e Trust or e Scan or Forefront or Trend Micro or PC Tool or Quick Heal Antivirus (Latest Version) with 1 year License.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Warranty</td>
<td>3 years</td>
<td></td>
</tr>
</tbody>
</table>
# Annexure III - Commercial Bid

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Items</th>
<th>Unit Price (INR)</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop Computer</td>
<td></td>
<td>10 (ten) nos.</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total (in figure)

Grand Total (in words)

(S. K. Das)
Labour Commissioner
Govt. of Tripura.
### ANNEXURE IV- TECHNICAL BID EVALUATION SHEET

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Points Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organizational Capability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Average Annual Turnover (Bidder having highest turnover will get 20 Marks and other will get on pro rata basis)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Presence of Service Center of the Product in Tripura</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Experience in Supply Installation of similar equipment: (&gt;10=20, 10-5=16, 4-2=12)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Suitability of the technical proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Technical specification of Desktop Computer</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supply and Installation period = 40 days = 6 marks, &lt;40 days to 20 days = 8 marks, &lt;20 days = 10 marks.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Please submit all documentary evidence in support of above evaluation criteria.

(S. K. DAS)
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Govt. of Tripura.
SECTION - IV GENERAL TERMS AND CONDITIONS

1. The Vendor is required to attach a proper and latest authorization letter from the Original Manufacturer on their letterhead indicating the Tender/Enquiry Ref. number and date. Authorization letter should also include commitment from the Original Manufacturer that they will stand by the Vendor to provide services during the entire warranty period. Without proper authorization letter, the offer will be REJECTED.

2. This is a two part bid. Technical & Commercial bid should be submitted separately in two separate covers.

3. The supplier is required to install the items to the satisfaction of buyer at respective eight District Labour Offices.

4. The vendor is required to clearly mention the make/type/model of the item. The vendor is also required to attach original manufacturer's data sheet / Leaflets / Catalogues; otherwise the quotation is liable to be rejected.

5. The company should adhere with all seriousness to the time schedule provided by the TB&OCWWB.

6. There is no provision for making advance payment to the Company as per TB&OCWWB rules. However, the bill should be submitted by the vendor after successful instillation at eight District Labour Offices and will be considered for payment within a reasonable period.

7. The supplier is required to supply all relevant user manuals/documentation, power cables and connectors along with the equipments.

8. The Rates are to be quoted as indicated in the attached format inclusive of Taxes and custom duty applicable for the purchasers who possess the Custom Duty Exemption Certificate. Prices should be firm and fixed.

9. Validity of Proposal for supply of the items should be at least for 180 Days.

10. The vendor should provide and attach the following details along with its quotations: Quantity of Similar items Sold in Last One Year List of reputed Customers dealt with them. Latest copy of Income Tax Return Form PAN/TAN Copy of the Registration Farm.

11. Warranty: The equipments offered should be guaranteed/warranted for a period of three years from the date of acceptance of the items for any manufacturing defect.

12. All the documents should be signed with seal by the bidder.

(S. K. DAS)
Labour Commissioner
Govt. of Tripura.
Bidder’s Proposal Reference No & Date:

Bidder’s Name & Address:

Person to be Contacted:

Designation

Telephone No: Fax No: Email:

To
The Secretary
Tripura Building & Others Construction Workers’ Welfare Board
Old AMC Building, Jackson Gate, Agartala

Subject: Tender for supply of Desktop Computer.

Sir,

1 We, the undersigned Bidders, having read and examined in detail general terms and conditions, the specifications and all the bidding documents in respect of supply of Desktop Computer as per specified in SECTION III in the bidding document.

2 All prices mentioned in our proposal are in accordance with the terms as specified in the bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.

3 We hereby confirm that the bid prices are inclusive of all taxes, wherever applicable.

4 We declare that all the services shall be performed strictly in accordance with the fine tuned technical specifications. No Technical deviation will be acceptable and any technical deviation is liable to rejection of tender.

5 We hereby declare that our proposal is made in good faith and the information contained in this proposal is true and correct to the best of our knowledge & belief.

6 We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you

Yours Faithfully

Date

Place

(Signature)
Name
Designation
Business Address

(SRK-DAS)
Labour Commissioner
Govt. of Tripura.