

**TENDER DOCUMENT
FOR
SUPPLY & INSTALLATION
OF**

Plotter (A0 Size)

**INCLUDING 5 YEARS COMPREHENSIVE
ON-SITE WARRANTY**

**RFP No: DLR/LR-32/Pt-VI/2012/ DATE:
Guwahati the 21st, Feb, 2017**

ISSUED BY:

**i/c DIRECTOR OF LAND RECORDS & SURVEY, RUPNAGAR,
GUWAHATI-781032, ASSAM**

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR, LAND RECORDS & SURVEYS Etc., ASSAM
RUPNAGAR::: GUWAHATI-32.

No. DLR/LR-38/Pt-VI/2012/

Dated, Guwahati, the 20TH Feb'17

NOTICE INVITING TENDER (NIT)

The Director of Land Records & Surveys etc. invites sealed Bids affixing Court Fee stamp of Rs.8.25/- from the Original Equipment Manufacturer (OEM) or the Authorized Dealers/Distributors of the OEM for "Supply and installation of one No. Plotter A0 Size at O/o the Principal ASSTC, Dakhingaon Ghy-40 including 5 years of comprehensive on-site warranty" for official use.

Tender documents shall be available from the office of the Director of Land Records & Surveys etc. on payment of non-refundable fee of INR 1000/- by Demand Draft in favour of Director of Land Records & Surveys etc. payable at Guwahati. Complete tender documents are also available on Assam Government website, as noted below:

<http://revenueassam.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 March 2017 by 11.30 AM

Director, Land Records & Surveys etc, Assam reserves the right to accept/reject any/all proposals without assigning any reason thereof.

By order & on behalf of Governor of Assam

Sd/-

i/c Director of Land Records & Surveys etc., Assam
Rupnagar, Guwahati-32.

Memo No. DLR/LR-32-Pt-VI/2012/

dtd. 20th FEB. 2017.

Copy to:

1. The Principal Secretary to the Govt. of Assam, Revenue & D.M. Department., Dispur, Guwahati-6 for favour of information.

i/c Director of Land Records & Surveys etc., Assam
Rupnagar, Guwahati-32.

Table of Contents

SECTION 1: INVITATION FOR BIDS	4
1.1 Definitions	4
1.2 Introduction	4
1.3 Schedule of Bid Process	4
1.4 Instructions to Bidders	5
1.4.1 Cost of Bidding	5
1.4.2 RFP Document	5
1.4.3 Amendment of RFP Document	5
1.4.4 Language of BID	5
1.4.5 Period of Validity of Bids	5
1.4.6 Format and Signing of Bids	6
1.4.7 Sealing and Marking of the Bid	6
1.4.8 Bid Due Date	7
1.4.9 Modification and Withdrawal of BID	7
1.4.10 Late Bid	7
1.4.11 Bid Currency	7
1.4.12 Bid Security	7
1.4.13 Forfeiture of Bid Security	8
1.4.14 Award of Contract	8
1.4.15 Performance Security	8
1.4.16 Contacting the Tenderer	8
1.4.17 Right to Accept Bid and to Reject any or all Bids	9
1.4.18 Lack of Information to Bidder	9
1.4.19 Fraudulent & Corrupt Practice	9
1.4.20 Timeline for delivery & installation	9
1.4.21 Penalty	10
1.4.22 Order Cancellation	10
1.4.23 Payment Terms	10
1.4.24 Dispute Resolution	10
SECTION 2: SCOPE OF WORK	10
2.1 Supply	10
2.2 Locations for distribution and installation	10
2.3 Warranty	11
2.4 Minimum Technical Specification	12-13
SECTION 3: CRITERIA FOR EVALUATION	14
3.1 Stage 1: Pre-Qualification Criteria	14
3.2 Stage 2: Technical Bid Evaluation	15-18
3.3 Stage 3: Commercial Bid Evaluation	18
ANNEXURES:	19
Annexure-I: Cover Letter	19-20
Annexure-II: Declaration that the bidder has not been blacklisted	21
Annexure-III: Certificate of Conformity	22
Annexure-IV: Details of Service Center	23
Annexure-V: Format of Bank Guarantee	24

SECTION 1: INVITATION FOR BIDS

1.1 Definitions

“Bidder(s)/bidder(s)” means a Company incorporated in India which is the Original Equipment Manufacturer (OEM) 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 (DLRS) under whom the project is to be implemented, managed etc. and this authority shall be “Office of the Director of Land Records & Survey etc, Rupnagar, Guwahati: 32” acting on behalf of Govt. of Assam as the implementing agency for this project.

1.2 Introduction

Sealed bids are invited from the Bidders for Supply Supply and installation of 1 no. Plotter A0 Size including 5years of comprehensive on-site warranty. 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.	Bid Doc. No. and Date	DLR/LR-32/Pt-VI/2012/ dtd. 20/02/2017
2.	Bid validity period	180 days from the date of opening of technical bid.
3.	Last date for submission of Bid	15/03/2017 by 11.30 AM
4.	Opening of Pre-Qualification Bid	15/03/2017 at 12:30 PM
5.	Opening of Technical Bids	15/03/2017 at 02:00 PM
6.	Opening of Commercial Bids	15/03/2017 at 03:00 PM
7.	Place of opening of proposals received in response to the Bid notice	O/o The Direcor of Land Records & Survey etc., Assam, Rupnagar, Guwahati-781032.
8.	Addressee and address at which proposal in response to Bid notice is to be submitted:	The Direcor of Land Records & Survey etc., Assam, Rupnagar, Guwahati-781032.

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 tenderer 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 Tenderer) for submission of bids, the Tenderer, 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) if any, by publishing on the website <http://revenueassam.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 Tenderer, 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 Tenderer, 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 opening of technical bid. 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, prior to expiry of the original proposal validity period, Tenderer may request the Bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by facsimile to the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.

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 Two PARTS, each in a separate sealed envelope super-scribed with the RFP document number, due date, time, Project name and nature of bid (Technical or Commercial Bid)

PART-I: Original and 1 copy of TECHNICAL BID complete with all details. Envelope needs to be super scribed as "Technical Bid" - Do not open before 15/03/2017 at 2:00 PM

PART-II: Original and 1 copy of COMMERCIAL BID with full price details. Envelope needs to be super scribed as "Commercial Bid" Do not open before 15/03/2017 at 3:00 PM. Filling up prices in any part of the bid other than Part II will render the bidder disqualified.

The bidder must also submit soft copies of Technical Proposal in the 'PDF Format' only in separate CDs, duly packed in the respective envelopes.

The envelopes containing Part-I, Part-II 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 Director of Land Records & Survey etc., Assam
Rupnagar, Guwahati-781032

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 by publishing on the specified website (<http://revenueassam.nic.in>) 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) No bid shall be modified subsequent to the deadline for submission of bids.
- c) 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, an Earnest Money amounting to Rs. 12, 000/- (Rupees Twelve thousand Only). Bids without EMD will be rejected.
- b) The EMD 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 Director of Land Records & Survey etc., Assam payable at Guwahati, and shall be valid for at least 180 days.
- 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 EMD 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 Assam.

1.4.14 Award of Contact

The Tenderee and the Successful Bidder shall enter into an agreement within 5 days (effective date) of the issuance of Letter of Award (LoA).

The Successful Bidder shall commence the Assignment from the effective date i.e the date of issuance of Letter of Award.

The Tenderee will award the Contract to the successful bidder whose commercial proposal is the lowest and would consider it as substantially responsive after following the evaluation process outlined in the RFP.

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 the project 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 15 (fifteen) 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

The Tenderee requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Tenderee defines the terms set forth as follows:-

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
- b) "Fraudulent Practice" means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, 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 Purchaser of the benefits of the free and open competition;
- c) The Purchaser 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 the contract in question.
- d) The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

1.4.20 Timeline for delivery & installation

The delivery & installation of all the equipment should be complete within 10 days from the date of issuance of work order/purchase order to the Successful Bidder.

1.4.21 Penalty

In the event of delay in delivery & installation of the equipments procured under this RFP, the bidder shall be liable to a penalty of 2.5 % of the value of work order for every week of delay up to a maximum of 7.5%, after which the Tenderee shall be at liberty to cancel the order. For the purpose of this clause, part of a week shall be considered to be a full week.

1.4.22 Order Cancellation

The Tenderee 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 timeline for delivery & installation beyond a period of 15 days from the date of issuance of purchase order
- Breach by the successful bidder on 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 Tenderee reserves the right to forfeit the Performance Bank Guarantee submitted by the successful bidder and award the contract to the next eligible bidder.

1.4.23 Payment Terms

- 100% payment towards completion of delivery & installation will be made by the Tenderee after receipt of fund from Govt.

1.4.24 Dispute Resolution

All legal disputes are subject to the jurisdiction of Guwahati 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, install and provide 5 years onsite comprehensive warranty for the Plotter A0 Size in the Principal ASSTC, Dakhingaon Ghy-40 office within 7 days.

2.2 Locations for distribution and installation in O/O the Principal ASSTC, Dakhingaon, Ghy-40.

2.3 Warranty

The successful bidder has to provide 5years of on-site comprehensive warranty for all the hardware and peripherals procured under this RFP. The warranty period shall start from the day of successful installation, commissioning and acceptance of the same by the concerned circle officer.

- a) The successful bidder must certify that all the goods are new, unused, and of the agreed make and model, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. The successful bidder shall further warrant that all Goods supplied under this Contract shall have no defect, arising from design, materials or workmanship or from any act or omission of the successful bidder that may develop under normal use of the supplied Goods in the conditions prevailing in India.
- b) Warranty would cover updates/maintenance patches/bug fixes (available from the original software vendor) for system software & firmware patches/bug fixes, if any, for hardware.
- c) The successful bidder shall ensure that adequate regular supply of spare parts needed for the goods supplied and installed.
- d) The Tenderee shall promptly notify the successful bidder in writing of any claims arising under this warranty.
- e) Upon receipt of such notice, the successful bidder shall, with all reasonable speed, in any case not later than 3 days, repair or replace the defective goods or parts thereof, without cost to the office.
- f) In case an equipment are taken away for repairs for more than 48 hours, the successful bidder shall provide similar standby equipment so that the same can be put to use in the absence of the originals/replacements without disrupting the regular work of the office.
- g) If the successful bidder having been notified, fails to remedy the defect(s) within 3 (three) days from the of receipt of such notice , DLRS may proceed to take such remedial action as may be necessary, at the successful bidder's risk and expense and without prejudice to any other rights which DLRS may have against the successful bidder under the Contract.
- h) If during the warranty period any hardware and/or software items fails for two or more occasions in a quarter, such hardware items shall be replaced by equivalent / superior new hardware items by the bidder at no additional cost to DLRS.
- i) DLRS may lodge complaints by any mode i.e. phone, e-Mail, fax. Successful bidder shall provide a complaint/ ticket number for each complaint and resolve the problem. Log of all complaints and its resolving time shall be maintained by the successful bidder.
- j) The user office shall identify a nodal officer, who in turn will be assigned the task of lodging a complaint regarding any of the supplied items through email/phone/fax to authorized person/helpdesk and will obtain a complaint number. The same will be recorded in a complaint register maintained at the level of the nodal officer having at least following fields (Sl.no., item name, serial no., date of complaint, complaint no. call attend date and time, call resolved date and time, signature of nodal officer,

- k) If the complaint is not resolved within the prescribed time (as mentioned above), then the nodal officer shall contact DLRS for taking up the issue with the successful bidder.

2.4 Minimum Technical Specification

SPECIFICATIONS OF PLOTTER:

Description	SPECIFICATIONS
Plotter Type	A0 Size Inkjet Colour
Print Resolution	2400X1200 DPI
Minimum Line Width	0.02 mm
Line Accuracy	0.1% (+/-)
Ink Droplet Size	4 to 6 pico Lit
Printer Memory	64 GB or above
Hard Disk	320 GB or above
Media Feed	Input: automatic front-loading roll feed, sheet feed;Output: integrated output stacking tray (from A4/A to AO/E,with up to 50 A1/D-size capacity), media bin, automatic Cutter
Media Cutter	Automatic
Operating System	Should be supportive to all commonly used operating systems
Speed	Minimum 21 sec/page for D/A1, 1000 sqft/hour
Software	Plotter drivers and other utilities should be part of the plotter
Interface	Gigabit Ethernet /1000base T, Direct printing from USB flash drive
Comprehensive onsite Warranty	Minimum for the period of five years for all parts and labour charges
Accessories	Movable wheel based plotter stand & bin Roll holder set, Introductory paper roll Original Inkjet Print heads, Original Ink Cartridge etc, Plus 2 Extra Cartridge

SECTION 3: CRITERIA FOR EVALUATION

All evaluation process will be carried out by an Evaluation Committee to be formed by the Tenderer 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.

Sl No	Criteria	Documents to be submitted as part of the proposal
1	The bidder should be an Original Equipment Manufacturer (OEM) or Authorized Dealers/Distributors of an OEM	a) Cover letter as per Annexure-I b) Company Registration/ Certificate of Incorporation (In case the Bidder is an OEM) c) VAT Registration & valid Trade License (In case the Bidder is an Authorized Dealer/ Distributor of an OEM) d) The letter of Authorization from the OEM (In case the Bidder is an Authorized Dealer/ Distributor of an OEM)
2	Bidder must have minimum average annual turnover of at least Rs. 30 Lakhs (thirty Lakhs) during the 3 financial years ending 31/03/2016, 31/03/2015 and 31/03/2014.	Certificate from the statutory auditor.
3	The Bidder/OEM must have prior experience of supply of Plotter to any Government Department/PSUs/Government Institution/Government Undertaking in India worth of at least 25 lakhs in a single contract during last 3 financial years ending 31/03/2016, 31/03/2015 and 31/03/2014.	a) Relevant Work Order Or b) Customer Reference Document stating successful delivery of items
4	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 "Director Land Records & Surveys etc., Assam, Rupnagar, Guwahati-6"

- Documents to be submitted as per the sequence mentioned in the table. Bids in consortium are not allowed.
- A bidder should quote the product of one OEM only.
- In absence of any one of the above, the offer will be treated as non-responsive and are liable to be rejected.

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 hardware infrastructures proposed subject to compliance with requirements.

The Make or Model offered for each equipment as part of the Technical Bid should belong to single OEM. And any conditional offers quoted are liable to be rejected.

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

Description	SPECIFICATIONS	Compliance Y/N
Plotter Type	A0 Size Inkjet Colour	
Print Resolution	2400X1200 DPI	
Minimum Line Width	0.02 mm	
Line Accuracy	0.1% (+/-)	
Ink Droplet Size	4 to 6 pico Lit	
Printer Memory	64 GB or above	
Hard Disk	320 GB or above	
Media Feed	Input: automatic front-loading roll feed, sheet feed;Output: integrated output stacking tray (from A4/A to AO/E,with up to 50 A1/D-size capacity), media bin, automatic Cutter	
Media Cutter	Automatic	
Operating System	Should be supportive to all commonly used operating systems	
Speed	Minimum 21 sec/page for D/A1, 1000 sqft/hour	
Software	Plotter drivers and other utilities should be part of the plotter	
Interface	Gigabit Ethernet /1000base T, Direct printing from USB flash drive	
Comprehensive onsite Warranty	Minimum for the period of five years for all parts and labour charges	
Accessories	Movable wheel based plotter stand & bin Roll holder set, Introductory paper roll Original Inkjet Print heads, Original Ink Cartridge etc, Plus 2 Extra Cartridge	

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.

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. Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc both in figure and words rounded to one rupee.
- IV. Any conditional bid would be rejected.
- V. No escalation of cost is allowed during the validity of the contract period.
- 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".

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

Sl No.	Description	Unit Price (A)	Taxes & Duties (B)	Unit Total (T)= A+B
1	Plotter A0 Size			
Total Bid Amount (In Figure)				INR 0.00
Total Bid Amount (In Words)				

ANNEXURES:

Annexure-I: Cover Letter

To

The Director of Land Records & Survey etc, Assam
Rupnagar, Guwahati-781032,

Subject: Tender for Supply and installation of Plotter A0 size including 5years of onsite comprehensive warranty.

Sir,

With reference to your RFP document no _____ dated *****, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional.

1. I/ We acknowledge that the Tenderee will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the successful bidder for the aforesaid Project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. I/ We shall make available to the Tenderee any additional information it may find necessary or require to supplement or authenticate the Bid.
3. I/ We acknowledge the right of the Tenderee to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. I/ We declare that:
 - a) I/ We have examined and have no reservations to the RFP Documents, including any Corrigendum issued by the Tenderee; and
 - b) I/ We do not have any conflict of interest in accordance with provisions of the RFP document; and

- c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
- d) the undertakings given by us along with the Proposal in response to the RFP for the Project were true and correct as on the date of making the

Proposal and are also true and correct as on the Proposal Due Date and I/we shall continue to abide by them.

- 5. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
- 6. I/ We shall keep this offer valid for 180 days from the date of opening of pre-qualification bid as specified in the RFP.

We, the undersigned, offer to provide the services for the Project in accordance with your Request for Proposal dated [Date], and our Financial Proposal.

Thanking you,

Yours faithfully,

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Bidder's Company Seal:

Address:

Date:

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

To

The Director of Land Records & Survey etc,
Rupnagar, Guwahati-781032,
Assam

Subject: Tender for Supply and installation of Plotter A0 size including 5 years of onsite comprehensive warranty.

.

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 years

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

The Director of Land Records & Survey etc., Assam

Rupnagar, Guwahati-781032,

CERTIFICATE

This is to certify that, the service for supply and installation including 5 years onsite comprehensive 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 RFP.

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 service centre the town/city?	there in	Postal address	Contact numbers	Service facilities available	Number of service engineers	Time to report to a call
1	Guwahati							
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

The Director of Land Records & Survey etc., Assam
Rupnagar, Guwahati-781032,

Sir/Madam,

WHEREAS (Name of the Bidder) hereinafter "called the Bidder" has undertaken, in pursuance of the RFP No _____ dated _____ for supply and installation of computer hardware and peripherals including 3 years of warranty for official use.

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 _____
