

**State Council for IT
and eGovernance
Govt. of Arunachal
Pradesh**

**REQUEST FOR
PROPOSAL
FOR SELECTION OF
VENDOR/FIRM/PARTY
FOR IT
INFRASTRUCTURE
SUPPLY,
INSTALLATION AND
COMMISSIONING IN
PRISONS OF THE
STATE**

1. Table of Contents

1. INTRODUCTION	3
2. REQUIREMENTS OF PROPOSAL:	3
3. SELECTION OF IMPLEMENTING VENDOR/BIDDER/PARTIES	4
4. SCOPE OF WORK	4
5. SPECIFICATION OF ICT INFRASTRUCTURE TO BE SUPPLIED	6
6. TERMS AND CONDITIONS	11
7. BID DOCUMENT FEE	12
8. EMD FOR THE BID	12
9. LANGUAGE FOR PREPARING THE BID	12
10. MODE OF SUBMISSION OF BID	13
11. LAST DATE FOR SUBMISSION OF BID	13
12. DETAILS OF BID DOCUMENTS SUBMITTED	13
13. BID PRE-QUALIFICATION CRITERIA.	13
14. BID EVALUATION	15
14.1 TECHNICAL EVALUATION:	15
14.2 COMMERCIAL EVALUATION	17
14.3 OVERALL EVALUATION OF PROPOSALS	17
15. SELECTION OF VENDOR/FIRM/PARTY	17
16. PERIOD OF CONTRACT OF VENDOR/PARTY/FIRM	17
17. AMC OF ICT INFRASTRUCTURE	18
18. INSURANCE OF ICT INFRASTRUCTURE TO BE SUPPLIED	18
19. WARRANTY	18
20. PATENT RIGHTS.....	19
21. FORCE MAJEURE	20
22. FORFEITURE OF EMD/PERFORMANCE SECURITY	20
23. PENALTY FOR DEFAULT DELIVERY	20
24. TERMINATION OF CONTRACT.....	21
25. RESOLUTION OF DISPUTES	21
26. COVERING LETTER	23
27. COMMERCIAL PROPOSAL FORMAT:	24
28. UNDERTAKING OF AUTHENTICITY:.....	25
29. PROFORMA OF INDEMNITY:.....	26
30. OEM MAF CERTIFICATE FORMAT:.....	27
31. SERVICE SUPPORT DETAILS:	28

1. Introduction

State Council for IT & eGovernance (SCITeG) under Department of Information Technology & Communication, Govt. of Arunachal Pradesh is the nodal agency for implementation of IT and eGovernance projects in the state.

State Council for IT and eGovernance (SCITeG) invites proposals from reputed firms/organizations for Selection of Vendor/Firm/Party for IT Infrastructure Supply, Installation and Commissioning in the prisons of the State. Duly filled in applications in the prescribed format with all supportive documents in a sealed envelope mentioning “Selection of vendor/firm/party for IT Infrastructure Supply, Installation and Commissioning in the Prisons of the State” should be submitted online on <https://arunachaltenders.gov.in/> and one (1) physical copy of the Bid document not later than 5th August 2024, 10:30 Hrs. to the following address:

To,

Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block – 1, Civil Secretariat
Itanagar – 791113
eMail: ditcom.govap@gmail.com

2. Requirements of Proposal:

The interested Vendor/Firm/Party shall be required to submit with the bid document the following details:

- a. Documents like Product literature, brochure, specification sheet, etc. clearly describing various features and technical specifications of ICT Infrastructure (Desktop, Laptop, Multifunction Printer, LAN Cabling works, providing internet through broadband connection etc.) to be supplied.
- b. Company profile, Profit & Loss statement, Balance-sheet for the last 3 years, No. of Employees, Head Office Location, etc.
- c. Specify the time for delivery of ICT Infrastructure (Desktop, Laptop, Multifunction Printer, LAN Cabling works, providing internet through broadband connection etc.)
- d. Bidders might be required to make the presentation of their proposed solution

showcasing various features, technical capabilities (if required). Hence should be ready with their presentation.

- e. The demonstration highlighting user interface and main features should be provided.

3. Selection of Implementing Vendor/Bidder/parties

The selection of vendor/Party/firm will be on basis of a bidding process in response to the RFP by State Council for IT and eGovernance (SCITeG) subsequently State Council for IT and eGovernance (SCITeG) reserves the right to give preference to those firms which respond to RFP, in which case the bidder would have the advantage of understanding the requirements of supplying ICT Infrastructure (Desktop, Laptop, Multifunction Printer, LAN Cabling works, providing internet through broadband connection etc.), in a better perspective, for the Government of Arunachal Pradesh.

4. Scope of Work

4.1 The following is the list of 9 (nine) District and Sub Jails across the state where the necessary ICT equipments is to be installed and commissioned.

Sl.No.	Name of Prison/Jail
1.	Jail Head Quarter – District Jail Jully, Itanagar
2.	District Jail Tezu
3.	Sub Jail , Aalo
4.	Sub Jail, Pasighat
5.	Sub Jail, Khonsa
6.	Sub Jail, Longding
7.	Sub Jail, Yingkiong
8.	Sub Jail, Koloriang
9.	Sub Jail, Changlang

4.2 Schedule of Item/Equipments to be installed and commissioned in various Jails is as below:

4.2.1 For 2 District Jails (Jully and Tezu)

S.No.	Items per Jail	Required Quantity per Jail	Required Quantity for 2 District Jails (Jully and Tezu)
1.	Desk top systems	3	6

2.	Laptop	1	2
7.	Off line UPS	3	6
9.	Kiosk	1	2
10.	Data Card/Board Band Connection (for a year)	2 Nos. DataCard or 1 Nos. of Broadband Connection	4 Nos. DataCard or 2 Nos. of Broadband Connection

4.2.2 For 7 Sub Jails (Aalo, Pasighat, Khonsa, Longding, Changlang, Yingkiong and Koloriang)

S.No.	Items	Required quantity per Jail	Required quantity for 7 sub Jails
1.	Desk top systems	1	7
2.	Laptop	1	7
3.	Laser printers	1	7
4.	Web camera	1	7
7.	Off line UPS	1	7
8.	LAN for 10 Nodes(or as per actual)	1	7 Locations
9.	Data Card/Board Band Connection (for a year)	2 Nos. DataCard or 1 Nos. of Broadband Connection	14 Nos. DataCard or 7 Nos. of Broadband Connection

4.2.3 For setting up of Jail Head Quarter (JHQ), as a command center and Helpline support for the ePrison application for the whole of the state at Jail HQ, Jilly, Itanagar

S.No.	Items	Quantity
1.	Desk top systems	5
2.	Laser printers	3
3.	Web camera	2
4.	Fingerprint scanner	2
5.	Multi Function Scanner	1
6.	Off line UPS	5
7.	LAN for 20 Nodes(or as per actual), Switch (24 Port) (*Proposed expenditure as per actuals)	1
9.	Kiosk	1
12.	Data Card/Board Band Connection (for a year)	2 Nos. Datacard or 1 Nos. of Broadband Connection

4.2.4 Setting up of a training Lab for the whole of the state in compliance to the ePrison at Jail HQ, Jilly, Itanagar

S.No.	Items	Quantity
1.	Desk top systems	10
3.	Laser printers	2
4.	Web camera	10
5.	Fingerprint scanner	10
6.	Multi Function Scanner	1
7.	Off line UPS	10
8.	LAN for 20 Nodes(or as per actual), Switch (24 Port) (*Proposed expenditure as per actuals)	1
10.	Kiosk	1
12.	Projector	1

5. Specification of ICT infrastructure to be supplied

5.1 Specifications for Desktop System

SL. No	Description	Specification
1.	Processor	10th Gen Intel(R)Core (TM) i5-10500 processor (6-Core, 12MB Cache, 4.5 GHz)
2.	RAM	8 GB, 1x8GB, DDR4
3.	Hard Disk	1TB HDD
4.	Optical Drive	No
5.	Wi-Fi Bluetooth	802.11ac 1x1 Wi-Fi and Bluetooth
6.	WLAN port	1 RJ-45
7.	USB port	4 USB Port
8.	Mouse	Wired Mouse
9.	Keyboard	Wired Keyboard
10.	Operating System	Windows 10 Pro
11.	Warranty	1 Year Onsite Service
12.	Monitor	18 Inch LED Backlit Monitor with 3 Years Warranty.

5.2 Specifications for Laptop

SL. No	Description	Specification
1.	Processor	11 Th Gen Intel(R)Core (TM) i5-1135G7 processor (4-Core, 8MB Cache, 4.2 GHz Turbo)
2.	RAM	16 GB, 2x8GB, DDR4
3.	Hard Disk	1TB SDD
4.	Wi-Fi Bluetooth	802.11ac 1x1 WiFi and Bluetooth

5.	Port	1 USB 2.0, 1 Headset Jack, 1 HDMI 1.4
6.	USB	2 USB 3.2
7.	Operating System	Windows 11 Home Single Language, English
8.	Warranty	3 Years Onsite Service
9.	Display	15.6", FHD 1920x1080, 60Hz, Non-Touch, AG, WVA, LED-Backlit, Narrow Border
10.	Camera	720p at 30 fps HD camera, single-integrated microphone
11.	Audio and Speakers	Stereo speakers, 2 W x 2 = 4 W total
12.	Battery	3 Cell, 41 Wh, integrated
13.	Power	65 att AC Adapter

5.3 Specifications for Laser Printer

Sl.No.	Description	Specification
1.	Print Speed	Up to 21 ppm
2.	Color Output	Black & White
3.	Print Technology	LaserJet
4.	Applications	Print, Scan & Copy
5.	Paper Size	A4
6.	Connectivity, Standard	Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100Base-TX network port; built-in WiFi 802.11b/g/n
7.	Network Capabilities	Yes, via built-in Ethernet, wireless 802.11b/g/n
8.	Warranty	3 years onsite service

5.4 Specifications for Web Camera

SL.No.	Descrpition	Specifications
1.	Compatible with:	Windows® 10 or later, Windows 8, Windows 7, Mac OS
2.	Technical Specifications	Max Resolution: 1080 p/30 fps – 720 p/30 fps Focus type: autofocus Built-in mic: stereo Tripod-ready universal clip fits laptops, LCD or monitors
3.	Cable length:	1.5 m
4.	Resolution	1080p/30fps 720p/30fps
5.	Focus	Auto

6.	Lens	Full HD glass
7.	Field of View	78°
8.	Microphone	Stereo
9.	Warranty	3 Years

5.5 Specifications of Finger Print Scanner

SL.No.	Description	Specifications
1.	Sensing Area	15x17 mm
2.	Resolution	500 dpi/256 gray level
3.	Sensor	Optical (scratch free sensor surface)
4.	Standards	ANSI-378 ISO19794-2, ISO 19794-4 STQC/UIDAI Certified Sensor, CE, FCC, IEC, 60950, RoHS,PIV, 500 dpi optical fingerprint sensor scratch free sensor surface with Lowest False Rejection Rate (FRR) and False Acceptance Rate (FAR)
5.	USB	USB 2.0 High Speed/Full Speed
6.	Warranty	3 Years

5.6 Specifications of Multifunction Scanner

Sl.No.	Description	Specification
1.	Scan Speed	ADF: Upto 20 ppm/40 ipm OCR (A4): < 4 sec
2.	Scan Resolution	Hardware: Upto 600x600 dpi Optical: Upto 600 dpi (Color & Mono, ADF), Upto 1200 dpi (Color & Mono, Flatbed) Output Resolution dpi Settings: 75, 150, 200, 240, 300, 400, 500, 600, 1200 ppi
3.	Memory	64 MB
4.	Size	Scan: 216x297 mm ADF: 216x3100 mm
5.	Scanner Type	Flatbed, ADF
6.	Operating System	Windows: 10/8.1/8/7 MacOS: X Mavericks 10.9, OS X Yosemite 10.10
7.	Warranty	3 Years Warranty

8.	Media	Letter, Legal, Executive, A4, A5, A6, B5, B5 (JIS)
9.	Ports	Hi-Speed USB 2.0
10.	Media Types	Paper (Banner, Inkjet, Photo, Plain), Envelopes, Labels, Cards (Greeting, Index)
11.	Duty Cycle	1500 Pages
12.	Power	Ready: 4.73 W, Sleep: 1.68 W, Auto-Off: 0.13 W, Manual-Off: 0.14 W
13.	Common/Generic Name	Scanner
14.	Dimensions LxWxH	451x351x122 mm

5.7 Specifications of Offline UPS

SPECIFICATION FOR 1000 VA/ 600Watts		
1.	Capacity	1000VA/600W WITH BIS Certified
2.	Input Voltage	230V AC
3.	Voltage Range	140 to 300 V AC
4.	Frequency	50 Hz
5.	Output Voltage	220-240V AC
6.	Battery	12V, 7AH x 2
7.	Recharge Time	4 hrs max (Recharge to 90% Capacity)
8.	Backup Time	60 mins
9.	Transfer Time	Typical - 2 to 4 ms, Max 10 ms
10.	Indicator	Ac mode - Green LED light, Backup Mode - Yellow LED light, Fault Red LED Light
11.	Audible Alarm Backup	Beeping Every 10 Seconds
12.	Low Battery	Beeping Every Seconds
13.	Overload : Beeping Every 0.5 Seconds	Overload : Beeping Every 0.5 Seconds
14.	Fault	Continuous beeping
15.	Connect Upto	3 Devices
16.	Warranty	3 years onsite service

5.8 Specifications of Kiosks

SL.No.	Description	Specifications
1.	Material	Stainless Steel
2.	Monitor Type	LCD
3.	Power	5 VDC
4.	Hdd Storage	160 GB
5.	Memory	2G RAM

6.	Operating System	Windows, Android, iOS, Linux, Ubuntu
7.	Temperature Range	-10~80 Degree C
8.	Relative Humidity	90%
9.	Display Size	17 inch LCD + Touch Screen
10.	Warranty	3 Years

5.9 Specifications of Projector

Sl.No.	Description	Specification
1.	Projection system	RGB liquid crystal shutter projection system
2.	LCD Panel	0.74" wide panel with MLA (C2 Fine, 12 bit, OD
3.	Image	<ul style="list-style-type: none"> • Colour Light Output: 2,600 Lumen • White Light Output: 2,600 Lumen • Resolution: 4K PRO-UHD, 16:9 • High Definition: 4K enhancement • Aspect Ratio: 16:9 • Contrast Ratio: 1,200,000 : 1 • Light source: Lamp • Lamp: UHE, 250 W, 3,500 h durability, 5,000 h durability (economy mode) • Keystone Correction: Manual vertical: $\pm 30^\circ$ • Colour Processing: 10 Bits • 2D/3D Frequency Image: 240 Hz / 480 Hz • 2D Vertical Refresh Rate: 192 Hz – 240 Hz • 3D Vertical Refresh Rate: 400 Hz – 480 Hz • Colour Reproduction: upto 1.07 billion colours
4.	Optical	<ul style="list-style-type: none"> • Projection Ratio: 1.35 – 2.84:1 • Zoom: Motorized, Factor: 2.1 • Lens: Optical • Lens Shift: Motorized – Vertical $\pm 96.3\%$, horizontal $\pm 47.1\%$ • Lens position memory: 10 positions • Image Size: 50 inches – 300 inches • Projection Distance Wide/Tele: 3 m – 6.3 m (100 inch screen) • Projection Lens F Number: 2 – 3 • Focal Distance: 22.5 mm – 46.7 mm • Focus: Motorized
5.	Connectivity	<ul style="list-style-type: none"> • Interfaces: Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T), HDMI (HDCP 2.2), HDMI in (2x), VGA in, Trigger out, Wireless Network (optional), RS-232C, USB 2.0 Type B (Service Only), USB 2.0 Type A

		<ul style="list-style-type: none"> Epson iProjection App: Ad-Hoc / Infrastructure
6.	Dimensions (W x D x H)	<ul style="list-style-type: none"> 520 x 450 x 193 mm (with feet) 520 x 450 x 170 mm (excluding feet)
7.	Weight	11 kg
8.	Accessories included	HDMI Cable Clamp, Main unit, Power cable, Remote control with background light incl. batteries, User's Manual Set
9.	Warranty	3 Years

6. Terms and Conditions

- a) It should be noted that Bid is only sought from interested party/Vendor/bidders that have an existing proven capability for supply of ICT Infrastructure (Desktop, Laptop, Multifunction Printer, LAN Cabling works, providing internet through broadband connection etc.)
- b) By responding to this RFP, the bidder should understand that at this stage the Department is only exploring the different viable options for supplier & service provider.
- c) **Right to accept /Modify, reject any or all proposals:** State Council for IT and eGovernance (SICTeG) reserves the right to accept /modify or reject any or all Bids any time, without incurring any liability.
- d) **Costs to be Borne by Bidder/interested parties/vendor:** All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the proposals, including but not limited to attendance at meetings, discussions, demonstrations, travelling etc. and providing any additional information required by State Council for IT and eGovernance (SICTeG), will be borne entirely and exclusively by the bidder.
- e) It is to be ensured that the complete information as required by this office at any time may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
- f) The Bidder shall be disqualified and bid documents submitted will not be considered if:

- (i.) The bid documents are not signed by the authorized signatory.
 - (ii.) The bid documents submitted are incomplete and/or ambiguous in any respect.
 - (iii.) The bid documents are not submitted in the manner specified in the bid document.
 - (iv.) Any form of canvassing/lobbying/influence/query regarding short listing, status etc. will result in a disqualification.
- g) The bidder will be bound by the details furnished to State Council for IT and eGovernance (SICTeG), while submitting the Bid or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to disqualification or termination of the work.
- h) The commercial quotes by the interested parties should be inclusive of GST and all applicable Taxes.

7. Bid Document fee

Interested parties/vendor intending to participate in the Bid may purchase the bid document by submitting cash or Demand Draft (DD) drawn in favour of “Director cum Member Secretary, SCITeG” for Rs.2000/- as bid document fee.

8. EMD for the Bid

Interested parties/vendor intending to participate in the bid should prepare Demand Draft (DD) drawn in favour of “Director cum Member Secretary, SCITeG” for

(i). APST Rs. 46,930/- (Say Rupees Forty Six Thousand Nine Hundred and Thirty) only and

(ii). Rs. 93,860/- (Rupees Ninety Three Thousand Eight Hundred and Sixty) only for others as Earnest Money Deposit/Security fee for the project. EMD fee of the unsuccessful bidder/parties/vendor shall be returned after completion of the bid process. EMD fee of the successful bidder/Vendor shall be kept as a security fee till the completion of the project.

9. Language for preparing the Bid

The proposal should be filled by the Interested Parties in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the interested

parties. For purposes of interpretation of the documents, the English translation shall govern.

10. Mode of Submission of Bid

Bid documents shall be submitted online on eTender Portal <https://ArunachaleTenders.gov.in> and 1 (one) physical copy for reference in 1 (one) sealed envelope comprising of separate cover for 1 (one) Pre-qualifications bid + 1(one) Technical bid + 1(one) Financial bid to the following Address:

To,

Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block – 1, Civil Secretariat
Itanagar – 791113
eMail: ditcom.govap@gmail.com

11. Last Date for Submission of Bid

Date : 5th August 2024 before 10:30 Hrs. Bid should be submitted online on eTender Portal <https://ArunachaleTenders.gov.in> and physically as in Sl.No. 10 above before the date and time indicated for submission.

12. Details of Bid documents Submitted

The vendor / bidder is required to indicate / list all the documents submitted in the format specified:

Sl.No.	Document Name	Description	Page Number	Remarks

13. Bid Pre-qualification criteria.

The firm/vendor/bidder shall become eligible to bid upon satisfying the following bid qualification requirements and uploading of the required documentary evidence on self attestation. Minimum eligibility criteria to be fulfilled by firm/vendor/bidder for participating in the technical bid is as:

S.No.	Eligibility Criteria	Documentary proof to be submitted
1	Bid document fee & EMD fee and copies APST and PRC dully attested by Gazetted for availing 1% EMD	Money receipt/DD Copy in original to be submitted to "Director cum Member Secretary, SCITeG"
2	Valid Firm/vendor/party registration/Trading license/PAN card/GST	Certified copy of registration with Government
3	Bidder/ vendor should be in the field of supply of ICT Infrastructure (Desktop, Multifunction Printer, LAN Cabling works, Broadband Connection) in the last 3 (three) years.	Certified copies of work orders till date
4	The bidder should not have been black listed by any State/Central Government Department/ PSU/Agency in the last 5(five) years for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration of same on Letter Head of the Firm to be submitted.
5.	Office at Itanagar, Arunachal Pradesh for local support & troubleshooting	Declaration of same on Letter Head of the Firm to be submitted with (proof of office address on office letter head)
6.	Manufacturer Authorization Form (MAF) duly certified by the Original Equipment manufacturer (OEM)	Copy of the MAF letter in the letter head of the OEM
7.	The firm/vendor/bidder is required to have issued no less than 300 Desktops & Peripherals to Government organizations in the last 3 Years.	Declaration of same on Letter Head of the lead firm to be submitted with supporting document Desktops & Peripherals supply works etc.

8.	The firm/vendor/bidder should have proven experience with providing supply, installation, commissioning and providing service support in supply of Desktops & Peripherals to Government organizations in the Arunachal Pradesh, India.	Declaration of same on Letter Head of the lead firm to be submitted with supporting document of ICT Infrastructure supply works.
9.	The firm/vendor/bidder may be established as a consortium in so far as not less than 1(one) member of said consortium satisfies the above conditions.	Certified copy of consortium partnership in form of legal contract dully signed by an Executive magistrate/Court.

14. Bid Evaluation

The Bid from intending firm/party/bidder will be evaluated by a committee formed by State Council for IT and eGovernance (SCITeG) in the following manner:

14.1 Technical Evaluation:

- a) Technical Proposals would be evaluated only for those Bidders, who qualify the Pre-qualification criteria.
- b) The Technical evaluation would be based on following parameters and weightages:

Sl. No.	Evaluation Criterion	Requirements & Point System	Max. Scores	Supporting Documents to be submitted
1.	Average turnover of the bidding entity in last 3 years (Turnover in Rs. 2 Crore)	Marking: >Rs.2 Cr:20, >Rs.1.5 Cr:15, >Rs.1 Crore :10, >Rs.75 Lakhs : 5,	20	Extracts from the Audited Balance Sheet and Profit & Loss statement; OR Certificate from the Statutory Auditor

		< Rs. 75 Lakhs : 0		
2.	Experience of ICT Supply work undertaken in the last 3 (three) Years in Arunachal Pradesh.	<p>Relevance of supply of ICT supply projects</p> <p>Supply work in all the 3 years : 25 Marks</p> <p>Supply order only in the last 2 years: 15 Marks</p> <p>Supply order only in the last 1 year: 5 marks</p> <p>No supply work in the last 3 years : 0</p>	25	Copy of agreement/work Order letter from client or a Certificate from client organization(s).
3.	Experience of ICT Supply work undertaken in various district Arunachal Pradesh in the last 3 (three) Years .	<p>Relevance of supply of ICT supply projects</p> <p>More than 6 districts orders – 25 marks,</p> <p>More than 3 districts orders: 15 marks,</p> <p>More than 1 district orders :5 marks</p>	25	Copy of agreement/work Order letter from client or a Certificate from client organization(s).
5.	Technical proposal	Review of Technical proposal	30	Detailed Implementation Plan for supply, installation and commissioning of IT infrastructure
6.	Total		100	

- a. The Evaluation committee may at any time of technical evaluation seek clarification on the bidder's technical proposal therefore the bidders are requested to be ready for demonstration/presentation on their Technical Proposal.

- b. The bidder with highest technical evaluation marks will be awarded 100% score. Technical score for other bidders will be evaluated using following formula: $T_n = \{(\text{Technical Evaluation Marks of Bidder}/\text{Highest Technical Evaluation Marks}) \times 100\} \%$.

14.2 Commercial Evaluation

- a) The Commercial Proposal of only those bidders shall be opened who score at-least 70 marks in Technical Proposal.
- b) In an event wherein two or more Bidders have Bid at the same price for a specific Product category, then the bidder with the highest technical score will be given preference for empanelment.
- c) The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial score for other bidders will be evaluated using the following formula: $F_n = \{(\text{Financial Bid of L1}/\text{Financial Bid of Bidder}) \times 100\} \%$.

14.3 Overall evaluation of Proposals

The technical and financial scores secured by each bidder will be added using weightages of 60% and 40% respectively to compute Composite Score. The composite score will be computed as under:

$$B_n = 0.60 * T_n + 0.40 * F_n.$$

The bidder securing highest Composite Score will be adjudicated as most responsive bidder for empanelment for supply of ICT Infrastructure.

15. Selection of Vendor/Firm/Party

State Council for IT and eGovernance (SCITeG) will notify the successful bidder in writing that its proposal has been selected. Empanelment letter covering all the terms and condition shall be issued to the selected bidder/Vendor/Firm/Party within 7 days of completing the evaluation. After selection, no variation in or modification of terms of work order shall be made except by written amendment signed by the parties.

16. Period of contract of Vendor/Party/Firm

The firm/Vendor/Party selected shall have to enter/sign an agreement State Council for IT and eGovernance (SCITeG) in a Bi-Partite agreement for Supply, Installation and Maintenance of ICT Infrastructure (Desktop, Multifunction Printer, LAN Cabling works, Broadband Connection) for period of 3 (three) Months from the date of

entering into contract or signing of Contract Agreement/Award of work. The supply, installation and commissioning of the said ICT infrastructure in the 9 jails of the state should be completed within the period of contract.

17.AMC of ICT Infrastructure

Based on critical need base requirement and as per performance (support & service) of the vendor/Party/Firm/OEM, State Council for IT and eGovernance (SCITeG), Government of Arunachal Pradesh may initiate AMC of ICT Infrastructure after the expiry of 3 (three) years warranty period. Further, the State Council for IT and eGovernance (SCITeG), shall maintain and upkeep the ICT infrastructure by themselves after expiry of warranty period for continuity of business.

18. Insurance of ICT Infrastructure to be supplied

- a) The Bidder/Firm/Vendor/OEM shall be responsible for acquiring insurance for all components, equipment and software. The goods supplied under the Contract shall be fully insured.
- b) The insurance shall be for an amount equal to 110 percent of the CIF value of the Goods delivered to the Department covering "All Risks" (fire, burglary, act of terrorist, natural calamities such as Earth quake, floods etc.) valid for a period not less than 3 months after date of delivery. If the vendor fails to obtain insurance cover and any loss or damage occur the vendor will have to replace the items with new ones without any cost to the Department.
- c) Where the vendor is required under the Contract to transport the Goods to a specified place of destination within Arunachal Pradesh, transport to such place of destination in Arunachal Pradesh, including insurance and storage, as shall be specified in the Contract, shall be arranged by the vendor.
- d) For any loss or damage occur, the Bidder shall Initiate and pursue claim till settlement and promptly make arrangements for repair and/or replacement of any damaged item/ irrespective of settlement of claim by the under writers.

19. Warranty

- a) The Bidder warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.
- b) The Bidder further warrants that all the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the

design and/or material is required by the Department's Specifications) or from any act or omission of the Bidder, that may develop under normal use of the supplied Goods.

c) *On-site comprehensive warranty:*

The warranty would be on-site and comprehensive in nature and back-to-back support from the OEM for 3 years from the date of delivery of ICT Infrastructure. The vendor/Bidder/Firm will warrant all the hardware and software including battery for Computers against defects arising out of faulty design, materials and media workmanship etc. for a period of three years from the date of acceptance of the hardware. The vendor will provide support for Operating Systems and other pre-installed software components during the warranty period. Defective hardware shall be replaced by the vendor at its own cost, including the cost of transport. Vendor's hardware engineer will report at the Department offices within 24 (twenty-four) an hour of reporting of breakdown through email or courier at the vendor are nearest office and repairs the same at the earliest.

d) The Bidder must provide the following warranties:

- (i.) The equipment proposed is complete in every way.
- (ii.) The hardware/software specification, capabilities and performance characteristics areas stated in the Bidder's proposal and accompanying documentation.

e) Free on-site maintenance services shall be provided by the vendor during the period of warranty.

20. Patent Rights

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc. arising from the use of the Goods or any part thereof in India, the vendor/Firm/Party shall act expeditiously to extinguish such claim. If the vendor/Firm/Party fails to comply and the Department is required to pay compensation to a third party resulting from such infringement, the vendor shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Department will give notice to the vendor of such claim, if it is made, without delay.

21. Force Majeure

- a) If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
- b) If a Force Majeure situation arises, the Bidder shall promptly notify the Department in writing of such condition, the cause thereof and the change that is necessitated due to the conditions, until and unless otherwise directed by the Department in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22. Forfeiture of EMD/Performance security

The Department shall be at liberty to set off/ adjust the proceeds of the performance security towards the loss, if any, sustained due to the supplier's failure to complete its obligations under the contract. This is without prejudice to the Department's right to proceed against the Supplier in the event of the security being not enough to fully cover the loss/ damage.

23. Penalty for Default Delivery

- a) If the vendor/Party/Firm fails to deliver the items within stipulated period, State Council for IT and eGovernance (SCITeG), will impose a penalty of 1% of the order value for the late delivered item for each week delay or part thereof, subject to maximum of 10% of value of the late delivered items.
- b) In case the delay exceeds five weeks, SCITeG reserves the right to cancel the order and in such a case, the vendor will have to repay SCITEG the advance paid, if any, with 12% p.a. interest, unconditionally. In such an event vendor/Firm/Party will not be entitled to or recover from SCITeG any amount by ways of damages, loss or

otherwise. If orders are cancelled due to non- delivery, the vendor/Firm/Party will be debarred by the Department for participating in any future tenders floated by the Department.

24. Termination of Contract

- a) The Department may at any time terminate the contract by giving written notice to the Bidder if the Bidder/Firm /Party becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Department.
- b) The Department reserves the right to cancel the contract in the event of happening one or more of the following Conditions:
 - (i.) Failure of the successful bidder to accept the contract and furnish the Performance Guarantee within specific days of receipt of purchase contract as stated in the Purchase order;
 - (ii.) Delay in offering equipment for pre-delivery Inspection; Delay in delivery beyond the specified period;
 - (iii.) Delay in completing supply, installation / implementation and acceptance tests / checks beyond the specified periods;
 - (iv.) Delay in conducting trainings for subject teachers.
 - (v.) Serious discrepancy in hardware noticed during the pre-dispatch acceptance test, and
 - (vi.) In addition to the cancellation of purchase contract, the Department reserves the right to appropriate the damages through encashment of Performance Guarantee given by the bidder.

25. Resolution of disputes

- a) It will be the Department's endeavour to resolve amicably any disputes or differences that may arise between the Department and the Bidder/Firm/Party from misconstruing the meaning and operation of the Bid and the breach that may result.
- b) In case of Dispute or difference arising between the Department and the Supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between the Department and the Vendor or in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before

entering on the reference. The decision of the Umpire shall be final.

- c) The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Department or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
- d) Arbitration proceedings shall be held at Itanagar, Arunachal Pradesh, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English;
- e) Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Itanagar, India only.
- f) Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing.
- g) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

26. Covering Letter

Reference No.: Bid No.
[Bidders are required to submit the covering letter as given here on their official letter head]

To
Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block – 1, Civil Secretariat
Itanagar – 791113
eMail: ditcom.govap@gmail.com

Sir/Madam,

We, the undersigned, have carefully examined the referred RFP, offer to propose our services for the selection as Vendor/party/firm/OEM for IT Infrastructure supply, installation and commissioning in Prisons of the state Arunachal Pradesh, in full conformity with the said Bid.

1. We have read all the provisions of TENDER and confirm that these are acceptable to us.
2. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, our Pre-qualification, Technical and Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 180 days from the date fixed for submission of Proposals as stipulated in BID and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. On selection, until a formal final contract is prepared and executed between us, this Proposal, together with your written acceptance of our Proposal and notification of award, shall constitute a binding contract between us.
5. We declare that we do not have any interest in downstream business, which may ensue from the empanelment for supply of ICT Infrastructure (Desktop, Multifunction Printer, LAN Cabling works, Broadband Connection) through this assignment.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
7. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
8. DD No dated drawn for (i). For APST Rs. 46,930/- (say Rupees Forty Six Thousand Nine Hundred and Thirty) only and (ii). Rs. 93,860/- (Say Rupees Ninety Three Thousand Eight Hundred and Sixty) for others (Strike out whichever applicable) is enclosed towards EMD fee.
9. Money receipt/DD No. dated drawn for Rs. 2000/- is enclosed towards Bid fee.

Authorized Signature:

In the capacity of :

Seal :

Date :

Place :

27. Commercial Proposal format:

S.No.	Item	Specification	Unit Price	Qty	VAT/TAX/GST	Amount in Rs.

Name of Firm/Vendor/Party/Bidder:

Authorized Signature with Date:

Seal:

28. Undertaking of Authenticity:

(To be signed by authority not lower than the Company Secretary/Director of the Vendor/Firm/Bidder on its letter head)

1. With reference to the computers along with accessories being quoted to you vide our quotation No : dated , we hereby undertake that all the components / parts / assembly / software used in the computers under the above like Hard disk, Memory etc., shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software is being used or shall be used.
2. We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate [eg., product keys on certification of authenticity in case of Microsoft Windows operating system] and also that it shall be sourced from the authorized source (e.g., authorized Microsoft channel in case of Microsoft operating system).
3. We hereby undertake to produce the MAF certificate from our OEM supplier in support of above undertaking at the time of Bid/delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of Bid / delivery or within a reasonable time.
4. In case of default and we are unable to comply with above at the time of delivery or during installation for the IT hardware / software already billed, we agree to take back the computer along with accessories without demur, if already supplied and return the money with interest if any paid to us by you in this regard.
5. We (Vendor name) also take full responsibility of both parts & service as per the content even if there is any defect by our authorized service Centre/ reseller / SI etc.

Authorized Signatory:

Name:

Designation:

Place:

Seal:

29. Proforma of Indemnity:

(To be submitted in the letter head of the firm/vendor/party/bidder/company)

This is to certify that (Name of the Vendor/Party/Firm/Bidder) have supplied _ number of Computers and related accessories and activities to State Council for IT and eGovernance (SCITeG), Government of Arunachal Pradesh, Itanagar, as part of IT Infrastructure supply, installation and commissioning in the Prisons of the state vide order No. _____ of dated _____ have all required rights for the supply of the software. The software supplied by us is legal/ licensed copies.

Further, M/s (Name of the firm/vendor/bidder) is willing to indemnify State Council for IT and eGovernance (SCITeG), Government of Arunachal Pradesh, Itanagar against any claims due to violation of any patents and copyrights for the software sold under licensing agreement from us. The above indemnity is limited to the software supplied by M/s (Name of the firm/vendor/bidder) only.

Authorized Signature with seal:

Name:

Designation:

Date:

30.OEM MAF Certificate format:

Ref.No:

Date:

To,

**Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block - 1, Civil Secretariat
Itanagar - 791113
eMail: ditcom.govap@gmail.com**

Sub: Manufacturer Authorization Form Letter

Sir/Madam,

I/We _____ who are established and reputable manufacturers of _____ having factories at and _____ do hereby authorized M/s _____ [Name and address of vendor/firm/bidder] to submit a bid and sign the contract with you for the goods manufactured by us against the above Bid No. _____.

We hereby extend our full guarantee and warranty as per the clauses of contract based on the terms and conditions of the bid for the goods and services offered for supply by the above firm against the bid.

Yours sincerely

Name & Designation of Authorized Signatory:

Name of the manufacturer:

Seal:

Date:

Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.

31. Service Support Details:

Forwarding Letter

(To be submitted on company's letter head)

Ref.No:

Date:

To,

**Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block - 1, Civil Secretariat
Itanagar - 791113
eMail: ditcom.govap@gmail.com**

Sub: Supply of ICT infrastructure (Desktop, Multifunction Printer, LAN Cabling works, Broadband Connection) as part of IT Infrastructure Supply, Installation and Commissioning in Prisons of Arunachal Pradesh.

Dear Madam,

This is in reference to your above-mentioned bid for IT Infrastructure Supply, Installation and Commissioning in Prisons of the state. Having examined the bid document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with necessary supporting documents for service & support during entire warranty period of 3 (three) years from the date of delivery of ICT infrastructure.

Further, we agree to abide by all the terms and conditions as mentioned in the bid document. We have also noted that SCITeG reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:

Authorized Signatory along with seal: