

# Tender Document

**Supply, Installation and Commissioning of  
Servers, Storage, Backup Device, Rack etc.**

**To**

**Assam State Disaster Management Authority**

**Tender No : RGR/ASDMA/19/2015/78**

**Issued on : 13.07.2016**

**Issued By:**

**Assam State Disaster Management Authority  
Assam Secretariat Complex  
Dispur, Guwahati-781006**



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## SECTION-1

### 1 NOTICE INVITING TENDER (NIT)

The Chief Executive Officer, Assam State Disaster Management Authority invites sealed Technical & Financial Bids from Original Equipment Manufacturers (OEM) or Authorized Dealers for supply, installation and commissioning of the Servers, Storage, Backup Device, Rack etc. with a 3 year comprehensive warranty for the office of Assam State Disaster Management Authority (ASDMA), Dispur, Guwahati- 781006.

Tender documents shall be available from the office of Assam State Disaster Management Authority (ASDMA), Secretariat Complex, Assam Secretariat, Dispur, Guwahati-781006 on payment of non-refundable fee of INR 1,000/- (INR One Thousand only) by Demand Draft in favour of "CEO, Assam State Disaster Management Authority" payable at Guwahati.

Complete tender documents are also available on ASDMA's website, as noted below:

<http://www.asdma.gov.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. 1,000/- (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 for seeking clarification, if any: 7 (Seven) days prior to the scheduled date of opening. Bidders are advised to check the ASDMA website regularly for amendments, if any.

#### 1.1 ELIGIBILITY CRITERIA

1. The bidder should be either Original Equipment Manufacturer (OEM) or Authorized Dealer.  
(Please submit manufacturer's authorization letter on the OEM's letter head duly signed by authorized signatory).
2. Average Annual Financial Turnover during the last 3 years, ending 31<sup>st</sup> March 2016, should be Rs. 2,00,00,000.00 ( 2 Crore ) only. Annual Report of Last 3 Financial Year (Balance Sheet and Profit & Loss Account) should be submitted.

Note : Audited Balance Sheet for Financial Year 15-16 if not published an

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Undertaking /Certificate from Chartered Accountants (CA) declaring the Turnover can also be submitted .

3. Bidder should have experience of having successfully completed similar supplies (Server & Storage) during the last 3 financial years ending 31<sup>st</sup> March, 2016. The value of the Order should be minimum Rs. 20, 00,000.00 (20 Lacs).  
(Please submit attested copies of supply order & completion certificate)
4. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).
5. The Bidder is required to quote for all the items mentioned in the bidding document. Partial quote will be rejected.
6. Bidder should have updated valid VAT/CST Registration certificate (as applicable).

**Note: Bidder must provide the photocopy of necessary supporting documents as proof in respect of the eligibility criteria mentioned above.**

Interested and eligible Bidders are required to submit the necessary documents related to Eligibility Criteria, Technical and Financial Bids in 3 (three) separate sealed envelopes. The documents of Eligibility Criteria should be accompanied by Tender Fees & EMD as specified in this Bid Document by the prospective Bidder in the first envelope. The detailed Technical bid documents will have to be furnished in a second envelope. The Financial Bid along with the detailed terms and conditions will have to be furnished in the third sealed envelope. The required documents related to Eligibility Criteria, Technical and Financial Bids together should be put in a separate forth envelope and must be delivered to the Office of Assam State Disaster Management Authority, Secretariat Complex, Assam Sachivalaya, Dispur-6 on the date specified below.

1. The envelope containing the Eligibility Criteria & Technical Bid will be opened on the specified date and time in presence of Bidders or their authorized representatives who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday, the due date for submission and opening of bids will be the following working day at the appointed times.



2. The summary of various activities with regard to this invitation of bids are listed in the table below:

	<b>BID REFERENCE</b>	<b>Date &amp; Time</b>
1	Date of commencement of issue of Bid documents	13.07.2016
2	Pre-bid Meeting and submission of queries/requests for clarification	25.07.2016 (11:00 am at the conference hall of ASDMA)
3	Last date and time for purchase of Tender documents	03.08.2016 (3:00 pm)
4	Last date & Time for submission of Bids	03.08.2016 (4:00 pm)
5	Date & Time of opening the document related to Eligibility Criteria	Will be intimated to the bidders by the Purchaser.
6	Date & Time of opening the Technical Bid	Will be intimated to the qualified bidders by the Purchaser on the day of opening of technical bid or subsequently either through fax or through letter.
7	Date & Time of opening of Financial Bid	
8	Place of issue of Bid Document; Bid submission, and opening of Technical and Financial Bids	Office of the Assam State Disaster Management Authority, Opposite to State Bank of India, Secretariat Branch, Assam Sachivalaya, Dispur-6
9	EMD	Rs. 1.00 Lakh (Rupees One Lakh) only.

  
 Chief Executive Officer,  
 Assam State Disaster Management Authority  
 Dispur, Guwahati.

