



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER:: DIMA HASAO DISTRICT :: HAFLONG**  
**(ELECTION BRANCH)**

**SHORT NOTICE INVITING QUOTATION**

The District Election Officer, Haflong Election District invites sealed tenders affixing Court Fee Stamp of Rs. 8.25 (Eight and Twenty-Five paise) only from interested and eligible bidders for IT & ELECTRONIC EQUIPMENT HIRING work. The Technical and Financial Bids should be separately sealed and put in the main sealed tender submission envelope by the bidder. The schedule of the tender is as follows :-


Sl. No	Event	Date	Time
1	Tender Publish Date	05/03/2024	10.00 A.M.
2	Last Date of Submission of Bids	15/03/2024	02.00 PM
3	Opening of Tender (Technical)	15/03/2024	03.00 PM
4	Financial Bid Opening	16/03/2024	11.00 AM

If any date specified falls on a holiday, then the next working day or any other day as fixed by the DEO will be considered for the submission and opening the tender. The schedule indicated above is tentative and the DEO may change any or the entire schedule under intimation to the interested parties. The tender paper will be available in all working days in the Office of the District Commissioner, Dima Hasao District (Election Branch).

The DEO reserves the right to revise or amend the notice and or the Tender Document fully or partly. Right to reject any or all offers without assigning any reason thereof is reserved with the DEO.

The details of terms and conditions with items are enclosed at Annexure – A & B.

Enclosed :- As stated above


  
District Commissioner,

&  
District Election Officer,  
Dima Hasao District, Haflong

Dated Haflong the 5<sup>th</sup> March 2024

Memo No. NCH/EL/ STNY-4/2023-24/ 1052(A),  
Copy to :-

1. The Chief Electoral Officer, Assam, Dispur, Guwahati-06 for favour of kind information.
2. The DIO, NIC, Haflong for information and necessary action with request to upload in the District Web Site.
3. The D.I & P.R.O, Dima Hasao District, Haflong with a request to arrange publication of tender notice at least in two leading daily new papers of Dima Hasao District, including one in English.
4. Notice Board DC's Office/Election Office, etc.

  
District Commissioner,

&  
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## The detail terms &amp; conditions:-

1. The tender paper is not transferable.
2. The bidder will have to deposit an amount of Rs. 20,000/- (Rupees twenty thousand) only as security deposit in the form of DD in favour of District Commissioner, Dima Hasao, Haflong (refundable).
3. A) Minimum Eligibility for Financial Bid opening:-

Sl. N	Eligibility Criteria	Documents Required
1	<ul style="list-style-type: none"> <li>• Legal Entity- The bidder must be a registered company/firm registered as per Indian Law.</li> <li>• The legal Entity must be operating in the Assam for the last 3 years in Business as on 31<sup>st</sup> March, 2023.</li> <li>• The legal Entity must have GST Registration for Assam</li> </ul>	<ul style="list-style-type: none"> <li># Certificate of Incorporation/Registration.</li> <li># Valid Trade License issued in Assam.</li> <li># Valid GST registration for Assam</li> <li># PAN Card No</li> </ul>
2	Average Annual Turnover of minimum Rs. 20,00,000.00 (Rupees Twenty Lakhs only) in the last three financial years i.e. 2020-21, 2021-22 and 2022-23	CA Certified Turnover Certificate with UDIN needs to be furnished.
3	Must have executed at least 3 separate works of IT/Electronics related supply, services and hiring for Govt./ PSU in the last 3 Financial years: 2020-21, 2021-22, 2022-23 & current FY.	Copy of Purchase/Work Order/Work completion Certificate. The nature and volume of work should be clearly seen in these documents.
4	The bidder should not have been blacklisted by any Government Department/Bidder/Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2020-21, FY 2021-22, FY 2022-23 & FY 2023-24. The applicant shall also be not blacklisted at the time of	A Notarized Affidavit with respect to the same needs to be furnished along with this bid.

B) The Procuring Entity reserves the right to disqualify a bidder who does not satisfy any of the above eligibility criteria and the District Commissioner, Dima Hasao, Haflong decision in this regard will be final.

C) Even if a bidder satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- I. Made a false representation in the forms, statements and attachments required in the documents for this **TENDER**.
- II. A record of poor performance such as abandoning work, not properly completing contracts, financial failures or delayed completion.
- III. Been convicted by any Court of Law.
- IV. Been blacklisted by any Government Departments/Agencies/Ministries or PSU.
- V. Submitted hard copy of Financial Bid.

4. **Preparation of Tender Documents:** - The Bids comprise of Technical Submissions and Financial Bid and shall contain the documents as follows:

- a) Technical Submissions: The Bidder would provide all the information as per Clause 4.1 below. The procuring Entity would evaluate only those Proposals that are received in the required format and are complete in all respects. All the documents as mentioned under Clause No. 4.1 must be properly filled up and self-attested.
- b) Financial Bid. The Financial Bid is to be submitted through *offline* mode (as decided by DEOs).



**4.1 Key Submissions:** Documents to be submitted are as follows –

- a) Annexure- 1 through 6
- b) Bid Processing Fee & EMD
- c) Self-attested copies of
  - I. Certificate of Incorporation/Registration
  - II. PAN Card No.
  - III. GSTIN with GST paid certificate
  - IV. Trade License
- d) Copy of CA certified Turnover Certificate with UDIN for the last three financial years.
- e) Necessary Experience Certificate as per afore-mentioned clauses.
- f) Bidder Credentials.
- g) Self-attested copy of complete TENDER Document as agreement to all terms of the TENDER.
- h) All documents submitted by bidder must bear the sign & seal of the Authorized Signatory of the bidder.

**5. EVALUATION PROCESS:-** All bids will be evaluated as per the following criteria:

- a) Procuring Entity shall open Technical submissions of all Proposals and evaluate for Minimum Eligibility as per Clause 3.
- b) Only those bids that are found to have met the Minimum Eligibility Criteria shall be eligible for Financial Bid Opening.
- c) Procuring Entity will notify the list of Bidders meeting the Minimum Eligibility Criteria and will notify the date and time of Financial Bid opening.
- d) L1 price of each line item without GST will be considered as the rate for empanelment.
- e) For Financial evaluation Comparative Statement on the basis of the price quoted by different technically responsive Bidders in the Financial Bid shall be followed.

**6. METHOD OF SELECTION AND WORK ALLOTMENT: -** The bidder with the least grand total of unit prices offered excluding GST derived by summation of total unit price of all the items in the Bill of Quantities (BoQ) before GST shall be marked as the L1 Bidder and shall be invited to sign the contract with the Procuring Entity for the "Hiring of IT/Electronic Items" work at the L1 bidder's rates. In case of election exigency and in case L1 bidder is not able to perform the allotted quantity of work, the Procuring Entity may allot work to L2 & L3 bidders at the identified rate of L1 bidder.

  
District Commissioner  
&  
District Election Officer,  
Dima Hasao, Haflong  


**BILL OF QUANTITIES (BoQ)**  
**{Bidders have to quote for all items in the BoQ}**

Sl. No.	Item Description	Unit	Qty	Unit Price in INR (before GST)
1	LED TV up to 32"	Per unit/day	1	
2	LED TV above 32"	Per unit/day	1	
3	CCTV with all accessories	Per camera/day	1	
4	Laptop with Windows, MS Office, Antivirus etc.	Per unit/day	1	
5	Desktop with UPS with 3-4 hrs back up, Windows, MS Office, Antivirus etc.	Per unit/day	1	
6	Laser Printer (High Speed (40-45 PPM))	Per unit/day	1	
7	Colour printer	Per unit/day	1	
8	Photostat/Xerox Machine	Per unit/day	1	
9	Hire charges of LCD projector	Per unit/day	1	
10	Hire charges of Projection Screen	Per unit/day	1	
11	Hire Charges of TV Media Recorder	Per unit/day	1	
12	Hire Charges of PA System	Per unit/day	1	
13	Dish TV Installation charges	Per unit/day	1	
14	8 Port LAN Switch	Per unit/day	1	
15	16 Port LAN Switch	Per unit/day	1	
16	LAN Cabling	Per unit/day	1	
17	Scanner for A4 size paper	Per unit/day	1	
18	Scanner for Legal size paper	Per unit/day	1	
19	Computer Table ((Tower Type)	Per unit/day	1	
Total of Unit Prices (INR) (This will be used for deciding L1, L2 & so on)				



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