

**GOVERNMENT OF NAGALAND**  
**OFFICE OF THE PRINCIPAL**  
**INSTITUTE OF COMMUNICATION AND INFORMATION TECHNOLOGY**  
**MOKOKCHUNG: NAGALAND**  
**(Approved by All India Council for Technical Education, New Delhi)**



**NO. ICIT-NISTADS-13/2022**

**Notice Inviting Quotation for Supply of Computer and Networking Equipment**

Name of the Institution	Institute of Communication and information Technology
Address of the Institution	Institute of Communication and information Technology, Ungma, Near Power Grid Cooperation of India ltd. Mokokchung, Nagaland- 798601 Post Box - 131
E-mail id of the Institution	<a href="mailto:icitprincipal@gmail.com">icitprincipal@gmail.com</a>
Name and designation of Contact Person	Er. N. Yibenthung Tungoe, Senior Lecturer
Phone Number of Contact Person	+91 87319 50457

Name & Address of Firm/Bidder:

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## **NOTICE INVITING QUOTATION**

The office of The Principal, Institute of Communication and information Technology, Mokokchung, Nagaland, invites Quotation from the Manufacturers/Sole distributors and suppliers for the purchase of "Computer and Networking Equipment" for the Institute.

Interested eligible bidders if required, may obtain further detail information of procurement of above items from the office of The Principal, Institute of Communication and information Technology, Mokokchung, Nagaland.

### **Quotation Schedule**

Quotation related activities (process) schedule is as under:

Sl. No.	Activity	Date & Time
1.	Period of Quotation	03/02/2023 to 15/02/2023 till 4:00 PM
2.	Last date for submission of Quotation	15/02/2023 till 4:00 PM
3.	Date of opening and Evaluation of Quotation	16/02/2023 at 11:00 AM

**Address for communication:** Institute of Communication and information Technology,  
Ungma, Near Power Grid Cooperation of India ltd.  
Mokokchung, Nagaland- 798601  
Post Box - 131

Note: - The undersigned authority reserves the right to increase or decrease the quantity to be purchase and to cancel or reject, any or all quotation or part of quotation without giving any reasons.

**Date:**

**(Er. Lanusenla Longkumer)**  
**Principal**  
**ICIT, Mokokchung**

## **TERMS AND CONDITIONS**

### **1. General:**

**1.1** Institute of Communication and Information Technology, Mokokchung, Nagaland. Here in after referred to as a purchaser, invites Quotation for the supply of Computer and Networking Equipment's used in the Institute.

**1.2** Quotation related activities (Process) like Quotation Document sale, quotation submission & opening will be governed by the time schedule.

**1.3** All activities of this Quotation carried out at office of The Principal, Institute of Communication and Information Technology, Mokokchung

**1.4** All communication should be made in the name of, The Principal, Institute of Communication and Information Technology, Mokokchung, Nagaland.

**1.5** Interested eligible bidders if required, may obtain further information regarding technical specification, required quantities and other terms and conditions applicable for procurement, from above mentioned office, during office hours.

**1.6** Quotation Form - Bidders submit their request letter, personally or their authorised Representative, in name of The Principal, Institute of Communication and Information Technology, Mokokchung, Nagaland.

**1.7** The quantity mentioned in this quotation is approximate. The Principal, Institute of Communication and Information Technology, Mokokchung reserves the right to increase or decrease the quantity to be purchased and to accept or reject any or all quotations without any reason.

**1.8** Any overwrite or erased found in quotation document it will not be considered.

**1.9** If any bidder wishes to lodge any complaint against the other bidder, regarding submission of false documents or information etc, can submit with authentic proof. After scrutiny, the purchase Committee decision should be final.

**1.10** Any bidder who creates any type of pressure or shows unlawful behaviour in the process of quotation, will be relinquished of the work without any compensation at any stage of the process.

### **2. Eligibility Criteria:**

List of Documents Required (All Xerox copies of documents must be self-attested). Bidder must submit your offer in the original quotation form & all Essential Documents (Sl. No. 1 to 7) signed with stamp.

- 1) Annexure 1- Submission Letter

- 2) Annexure 2- Proforma for past performance
- 3) Annexure 3- Rider-A
- 4) Annexure A- Quotation of rate
- 5) Firm registration certificate - issued by respective statutory authority. Certificate must be valid as on quotation date & supply date.
- 6) GST Registration Certificate or GST Number
- 7) Latest GST Clearance Receipt/Certificate

### **3. Cost of bidding:**

The bidder shall bear all costs associated with the preparation and submission of their quotations and required sample for testing & required fee or demonstration. The purchaser will not be responsible or liable for those costs,

### **4. Submission of quotation:**

Sealed Quotation should be submitted to the office of the Principal, ICIT Mokokchung on or before the last date of submission during office hours.

### **5. Opening of quotation:**

On the date and time specified in the quotation notice, quotation will be opened in the presence of the committee members & bidders or their authorized representatives. After verification of documents quoted rate in given format will be compared with each other; lowest rates will be accepted. Non-responsive bidders' rate will not be considered for comparisons.

### **6. Validity of Quotation & Rates:**

- a) Rate should be inclusive of all taxes, levies, freight charges & transportation at store delivery basis & installation charges.
- b) If the rate for the same item is found equal, the contract will be awarded to the bidder on merit basis.
- c) If at any time during the period of contract, the rate of quoted items is reduced or brought down by any Law or Act of the Central or State Government or by the bidder himself, the bidder shall be morally and statutorily bound to inform the purchaser immediately about such reduction in the quoted rates. The purchaser is empowered to reduce the rates accordingly.

- d) If at any time during the period of contract, the rate of quoted items is exceeded by any Law or Act of the Central or State Government rate revision shall not be allowed.

### **7. Delivery Period & Place of delivery:**

The goods must be delivered within 30 days, to below mentioned consignee at store delivery basis, from the date of receipt of supply order. Name of consignee: The Principal, Institute of Communication and Information Technology, Mokokchung, Nagaland 798601

### **8. Liquidated damages:**

If the Supplier fails to deliver any or all of the goods within stipulated period, the purchaser shall, without prejudice to its other remedies under this contract, liquidate damages of 1% per week or part thereof, extended maximum up to 10%. This amount shall be deducted from the bill without any notice. Once the maximum limit crosses, the purchaser may consider for termination of the Contract.

### **9. Default Clause / Cancellation on failure to supply:**

If the supplier fails to commence delivery as scheduled or to deliver the quantities ordered to him/her within the delivery period stipulated in the contract, it shall be discretion of the purchaser either, (a) to extend the delivery period or (b) to cancel the contract in whole or in part for the unsupplied quantities without any show cause notice. In the event of extension, liquidated damages, will be applicable. If the purchaser decides to cancel the contract, the mode of repurchase will be at the discretion of the purchaser. The supplier shall be liable to pay any loss by way of extra expenditure or other incidental expenses, which the purchaser may sustain on account of such repurchase at the risk and cost of the supplier. In addition to action above, the purchaser may debar the defaulting supplier from future orders, for maximum period of 5 years.

The supplies will be deemed to be completed only upon receipt of the quality inspection from the side of the purchaser or whomever necessary.

The Purchaser shall be the final authority to reject full or any part of the supply, which is not confirming to the specifications and other terms and conditions. No payment shall be made for rejected stores. Rejected items must be removed by the bidder within two weeks of the date of rejection at their own cost and replaced immediately. In case rejected items are not removed it will be destroyed at the risk, responsibility & cost of Manufacturer/Sole Distributors/supplier.

## **10. Confidentiality:**

Information relating to the examination, clarification, evaluation, and comparison of quotations, and recommendations for the award of a contract shall not be disclosed to bidder or any other persons not officially concerned with such process until the notification of contract award is made. Any effort made by the bidder to influence the purchaser in respect of quotation i.e., evaluation, comparison, or contract award decisions may result in the rejection.

## **11. Payment:**

The payment shall be made from the office of The Principal, Institute of Communication and Information Technology, Mokokchung, Nagaland, after receiving the equipment in good condition, submission of supply documents to consignee, receipt certificate with stock entry, three copies of invoice with advance stamp receipt and as per the payment terms as mentioned in section 12.

The purchaser shall have every right to deduct the pending dues on account of loss, compensation, or any remedial action in monetary terms from the said payment. The supplier shall not agitate the said issue in future.

## **12. Payment Terms:**

Payment shall be made as following: -

I. After placement of work order, 25% amount of the work order value shall be released as mobilization advance against submission of bank guarantee of equal amount for a period of 6 months from the date of issue in favour of **Principal, Institute of Communication and Information Technology, Mokokchung at Mokokchung.**

II. 45% amount of the work value shall be paid after installation and commissioning of the networking equipment at site and confirming to technical specification as specified.

III. In Case 25% mobilization advance has not been taken by the firm, 70% of the value of the work order shall be released at this stage.

IV. 20% amount of work value shall be released after 3 months from the date of installation and commissioning of networking equipment at site subject to successfully passing the performance test. It will be mandatory to submit the following site-specific documents:

- a) Photograph of all the installed networking equipment (hard copy & soft copy).
- b) Summary details of the installed networking equipment.
- c) All filled Warranty for the networking equipment and system.
- d) Performance test for satisfactory functioning of the system (Annexure-4).
- e) Contact details of various service centres.
- f) User manual for all networking equipment including details for operation and maintenance.
- g) Routing diagram of cables and wires.

V. Balance 5% of the contract value shall be treated as security against satisfactory performance of the networking equipment during the 3 Years Warranty. This amount shall be paid after completion of 3 years warranty.

VI. A financial provision @ 1.0% of the system cost per annum shall be earmarked for the period of five years for the purpose of maintenance from the date of installation of the networking equipment.

VII. The final instalment/payment as mentioned in Section 12(IV), will be released to the vendor after final inspection and approval by the IIT Guwahati Team.

**Note:** No price escalation due to any reason (including any change in the applicable taxes, duties, surcharge etc.) shall be considered by Bidding Authority during the validity/ extended validity of the contract agreement

### **13. Corrupt or Fraudulent practices:**

The Purchaser as well as bidder shall observe the highest standard of ethics during the procurement and execution of such contracts.

**“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

**“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among bidder (prior to or after quotation submission) designed to establish quotation prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

"**Collusive practice**" means a scheme or arrangement between two or more bidder, with or without the knowledge of the Purchaser, designed to establish quotation prices at artificial, non-competitive level; and

"**Coercive practice**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.

"The Purchaser will reject a bidder for award if it determines that the bidder recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question.

The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

#### **14. "Rider- A":**

**Resolution of dispute:** In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the bidders may mutually settle the dispute amicably.

**Arbitration:** In the event of failure to settle the dispute amicably between the bidders, the same shall be referred to the sole arbitrator, if dispute arise. The award passed by the sole Arbitrator shall be final and binding on the bidders. The arbitration proceedings shall be carried out as per the Indian Arbitration and Conciliation Act, 1996 and the rules made hereunder.

**Governing Language:** English language version of the contract shall govern its interpretation.

**Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

**Indemnification:** The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in



connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

**Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mokokchung only.

**Saving clause:** No suits, prosecution or any legal proceedings shall lie against The Principal, Institute of Communication and Information Technology, Mokokchung, Nagaland or any person for anything that is done in good faith or intended to be done in pursuance of Quotation.

I have read all above terms & conditions & I agree all above.

**Signature of Bidder & Stamp**

**Documents to be submitted in Envelope**

<b>Sl. No.</b>	<b>Documents Submitted</b>	<b>Yes/No</b>	<b>Page no</b>
1.	Annexure 1: Submission Letter		
2.	Annexure 2: Proforma for past performance		
3.	Annexure 3: Rider-A		
4.	Annexure 4: Quotation of rate		
5.	Firm registration certificate		
6.	GST Registration Certificate or GST Number		
7.	Latest GST Clearance Receipt/Certificate		

**Signature of Bidder & Stamp**

**Annexure - 1**  
**Submission Letter**

To,

The Principal,  
Institute of Communication and Information Technology  
Ungma, Mokokchung,  
Nagaland.

Dear Sir/Ma'am,

I / We examined the quotation document, the receipt of which is hereby acknowledged, I / we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said quotation document and our financial offer in the price schedule submitted which is made part of this quotation.

I / we undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the quotation document. If our quotation is accepted, we undertake to supply and maintain within the times specified as warranty and after if necessary.

I / We agree to abide by this quotation, for the quotation Validity period specified in the quotation document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this quotation together with your written acceptance of the quotation and your acceptance of quotation shall constitute a binding Contract between us. I / We understand that, you are not bound to accept the lowest or any tender you may receive.

**Date:**

**Signature & Stamp of Bidder**

**Note:** This form must be duly signed & stamped in original to be submitted to this office along with the required technical Documents before close of quotation.

**Annexure - 2**

**Proforma for Past Performance Statement**

(For a period of last 3 Years) i.e., 2019-20,2020-21, 2021-22.

<b>Sl. No</b>	<b>Year</b>	<b>Name of institution to which supplied</b>	<b>Qty</b>	<b>Bill No. Date</b>	<b>Client Satisfactory Report</b>

**Note:** Attach photocopies of supply order, award of contract or any three copies of invoices which shows the sales related/specifically to computer and networking equipment for the years 2019-20,2020-21, 2021-22.

**Signature & Stamp of Bidder**

## **Annexure – 3**

### **RIDER A**

(Please see terms & condition no.13)

#### **RESOLUTION OF DISPUTE**

In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.

#### **ARBITRATION**

In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator, if dispute arise. The award passed by the sole Arbitrator shall be final and binding on the parties. The arbitration proceedings shall be carried out as per the Indian Arbitration and Conciliation Act, 1996 and the rules made hereunder.

#### **GOVERNING LANGUAGE**

English language version of the contract shall govern its interpretation.

#### **APPLICABLE LAWS**

The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

#### **INDEMNIFICATION**

The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

**Date:**

**Place:**

**Signature & Stamp of Bidder**

**Annexure - 4**

**Quotation of Rate**

Quotation of rate for supply of Computer and Networking Equipment

**Quotation No: ICIT-NISTADS-13/2022**

**Date:**

<b>Sl. No.</b>	<b>Name of Items and Specifications</b>	<b>Quantity/Units</b>	<b>Rate in Rupees (Incl. all taxes)</b>
1.	AERIAL CABLE Single Mode Armored Optical Fiber Aerial Cable	2000 meters	
2.	OFC junction Box	5	
3.	Gigabit Ethernet Switch 24-ports	2	
4.	Gigabit Ethernet Switch 16-ports	2	
5.	Gigabit Ethernet Switch 16 Ports + 2 Ports SFP	1	
6.	Gigabit Ethernet Switch 16 Ports PoE + 2 Ports SFP	1	
7.	Gigabit Ethernet Switch 8-ports	1	
8.	Patch Panel 24 port	4	
9.	Patch Panel 16 port	3	
10.	Network Rack 9U	2	
11.	Network Rack 6U	1	
12.	I/O Box	62	
13.	Cat 6 Ethernet UTP Cable	1600 meters	
14.	RJ-45 Cat6 Connector 100 Pieces Box	3	
15.	PVC pipe casing 1.25 inch	10	
16.	PVC pipe casing 1 inch	20	
17.	Surge/Lightening Protector	6	
18.	10Amp Single Socket Switch Board	6	

19.	PoE Wireless Access Point (Indoor)	5	
20.	Outdoor WiFi Access Point	2	
21.	2 Pole MCB metal box Single door distribution board	2	
22.	1.5 sqmm PVC insulated Flexible cable (90 meters)	2	
<b>Grant Total</b>			

**Amount of Grant Total in Words: Rupees :**

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Delivery Schedule: 30 days from the date of receipt of supply order.

Delivery Terms: To the consignee destination.

Consignee: The Principal, Institute of Communication and Information Technology  
Ungma, Mokokchung, Nagaland- 798601

**Date:**

**Signature & Stamp of Bidder**

**Annexure-A**

**PERFORMANCE RATIO TEST OF NETWORKING EQUIPMENT AND SYSTEM  
INSTALLED**

(To be submitted after completion of work for final payment as mentioned in Section 12[IV])

<b>Sl. No.</b>	<b>Particulars</b>	<b>Observation</b>
1	Name of Beneficiary  (the purchaser)	
2	Project site / Location Address (with PIN code)	

This is to certify that the above-mentioned networking equipment and systems has been installed by M/S.....  
and the system is working satisfactorily since last ..... days.

The detail of the performance of the system is as following: -

Date of performance test: ..... Time: .....

<b>Sl. No.</b>	<b>Particulars</b>	<b>Recorded data (In Mbps)</b>
1.	a) Internet speed at main distribution via Wired connection:	
	b) Internet speed at main distribution via Wireless connection:	
2.	Internet Speed at Computer Lab 1 via Wired connection:	



3.	Internet Speed at Computer Lab 2 via Wired connection:	
4.	Internet Speed of Wireless Access Point at Location _____	
5.	Internet Speed of Wireless Access Point at Location _____	
6.	Internet Speed of Wireless Access Point at Location _____	
7.	Internet Speed of Wireless Access Point at Location _____	
8.	Internet Speed of Wireless Access Point at Location _____	

**Signature of Bidding Authority Official**

**Seal**

**Name & Designation: -**

**Date: -**

**Signature of authorized signatory of firm**

**Seal**

**Name & Designation: -**

**Date: -**

**Recommendation of Testing Officer: -**

On the basis of performance, it is recommended to release the payment of the firm as per the payment terms in the agreements of Bidding Authority with firm.

**Signature of Testing Officer**

**Seal**

**Name & Designation: -**

**Date: -**