

**RFP NO: /MAP\_IT /SSDI/2017/2471**

# **REQUEST FOR PROPOSAL**

**FOR**

**Supply of Workstations**

**Issued By**

**MAP\_IT**

**Madhya Pradesh Agency for Promotion of Information Technology**

**State IT Centre, 47 A-Arera Hills, Bhopal**

Last date for submission of bids: 22.02.2017 upto 1500 hrs

Date of opening of technical bids: 22.02.2017 (1530 hrs)

## INVITATION FOR BIDS

### 1. Notice Inviting Tender

Sealed bids are hereby invited for supply of **Four (4) Nos. of Workstations along with Three years of Onsite Warranty of supplied workstations** from OEM authorised / Supplier/ dealer/ distributor. The indicative specifications of workstations to be supplied is arranged at [Annexure I](#)

### 2. Two Bid System

Two bid system (Technical and Financial) shall be followed for this tender.

- i. In this system, the bidder shall submit offer in two separate sealed envelopes i.e. (a) First envelope - superscribed "Technical Bid - for supply of Workstations" and (b) Second envelope- "Financial Bid - for Workstations "i.e. Both the sealed envelopes, clearly marked so, shall be kept inside a large sealed envelope i.e. Third envelope superscribed as "Tender for Supply of Workstations"
- ii. The sealed bids shall be submitted at the "office of Addl. Chief Executive Officer, Madhya Pradesh Agency for Promotion of Information Technology (MAP\_IT), State IT Centre, 47-A, Arera Hills, Bhopal, Madhya Pradesh. 462021, latest by 22<sup>nd</sup> February 2017 till 3 PM.
- iii. The bids submitted by Registered post, by Courier Or by "Telex/Telegram/Fax/e-mail" shall not be accepted.
- iv. Tenders received after the closing date and time prescribed in the tender notice, shall NOT be accepted under any circumstances.
- v. The technical bid shall be opened on the last date of submission of bids i.e. at 3.30 PM on 22<sup>nd</sup> February 2017, in MAP\_IT, State IT Center, Bhopal in presence of the authorized representatives of the companies, who may wish to attend;
- vi. After scrutiny of technical bids, MAP\_IT shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids;
- vii. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;
- viii. The bidders may send their representatives with authorisation letter to attend opening of bids;

### 3. Pre-bid queries and clarifications

The pre-bid queries and clarifications can be sent over email to [vinay.pandey@mapit.gov.in](mailto:vinay.pandey@mapit.gov.in) and [swarn.pant@semt.gov.in](mailto:swarn.pant@semt.gov.in) latest by 3:00 pm on 10<sup>th</sup> February 2017.

#### 4. Eligibility Criteria for Bidders

- i. The bidder shall have a turnover of at least INR 100,000,00 (One Crore) from the sale and supply of IT equipment / hardware in any one of the previous two financial years for 2014-15 or 2015-16.
- ii. The bidder should have a positive net worth in the financial year for 2015-16.
- iii. The Bidder should be a legal entity registered in India. Relevant certificates in this regard shall have to be submitted by the bidder.
- iv. The bidder shall be Original Equipment Manufacturer (OEM) Authorised distributor/Supplier/dealer. A valid proof of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified;
- v. The bidder shall have valid TIN issued in MP and Permanent Account Number (PAN). Copies of these to be enclosed in the proposal;
- vi. The bidder should not be blacklisted by any State / Central Govt. / PSU. An undertaking in this regard as per [Annexure III](#) shall have to be submitted by the bidder.

#### 5. Earnest Money Deposit

- i. The bidder shall furnish a bid security (EMD) of **Rs. 50,000/- (Rs. Fifty Thousand only)**.
- ii. The Bid Security (EMD) shall be in Indian Rupees (INR) and shall be in form Demand Draft/ Bank Guarantee, issued by a Scheduled / Nationalized Bank in India, in favour of MAPIT Bhopal payable at Bhopal.
- iii. The EMD shall be valid for at least 90 (Ninety) days from the date of submission of proposal. No interest shall be payable on Bid Security under any circumstances.
- iv. Unsuccessful Bidder's Bid security shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity prescribed by the Tenderer or after awarding tender to successful Bidder.
- v. The successful Bidder's EMD shall be discharged upon submission of Performance Bank Guarantee (PBG) by the Bidder.
- vi. The Bid security will be forfeited at the discretion of Tenderer on account of one or more of the following reasons-
  - a. The Bidder withdraws its Proposal during the period of proposal validity.
  - b. Bidder does not respond to requests for clarification of its proposal.
  - c. The Bidder fails to deliver the goods within the stipulated time as mention in this tender.

- d. In case of a successful Bidder, the said Bidder fails-to submit the PBG within stipulated time.
- e. Failure to furnish all information by bidder required as per the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect.

#### **6. Instruction to Bidders regarding submission of Technical Bid**

- i. Technical Bid has to be submitted along with self-attested copies of required documents with the seal as per the format and documents specified at '[Annexure II](#)' in the tender document;
- ii. Unsigned quotations will not be considered;

#### **7. Instruction to Bidders regarding submission of Financial Bid**

- i. The bidder shall quote the rate as per the Proforma given at [Annexure V](#) of the Tender Document. Deviation, if any from given particulars/specifications shall not be accepted.
- ii. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected. In case of discrepancy in financial quote between words and corresponding figures, the amount depicted in WORDS shall prevail.
- iii. Unsigned quotations will not be considered;

#### **8. Performance Bank Guarantee**

The supplier shall have to submit, the Performance Bank Guarantee (PGB) amounting to 10% of the order value for the duration of Onsite warranty (i.e. three years from successful installation). After completion of all contractual obligations, PBG will be returned to the concerned supplier within 3 months.

#### **9. Validity of Bids**

The bids shall be valid for a period of 90 days from the date of opening of bids. A bid for a shorter period of validity shall stand rejected.

#### **10. Bid evaluation**

The **Bid evaluation committee** constituted by MAP\_IT shall evaluate the tenders. This may involve the representations from field and/or other department's experts. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final. No

correspondence will be entertained outside the process of negotiation/ discussion with the committee.

### **11. Award of Contract**

From the technically qualified bidders, the Bidder who has submitted the lowest Commercial bid, as per [Annexure V](#), shall be selected as L1 and shall be called for further process leading to the award of work order.

### **12. Penalty for delayed Supply of Workstations**

The workstations as per the given indicative specifications in [Annexure I](#) should be supplied **within 6 weeks** of receipt of the purchase order, failing which a penalty equal to **0.2% of indent cost per day of delay** will be imposed and recovered from payment due to the supplier. In case the successful bidder fails to supply the material even after the lapse of 3 weeks from the time period given for delivery of goods, MAPIT may choose to cancel the work order and purchase the same from the L2 bidder at the risk and cost of the successful bidder.

### **13. Penalty for delayed Services- During maintenance period**

In case of any complaints, same shall have to be resolved within 3 working days. In case of failure of the same, **Rs 300/- (Rupees Three Hundred only) per day per machine** penalty would be imposed and the amount shall be deducted from the PBG.

### **14. Terms of Payment**

- 80% of payment towards supplied hardware - Against successful installation
- 20% of payment towards supplied hardware - Against verification and submission of PBG
- Payment towards 3 years warranty ó in three equal instalments at the end of each year

### **15. Mode of Payment**

- i. Payment against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of MAP\_IT
- ii. Payment will be made directly to the supplier by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained.
- iii. No advance payment will be made in any case.
- iv. No other charges towards transport or service charges or by whatsoever name called shall be payable;

## **16. Purchaser's Rights**

- i. MAP\_IT reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;
- ii. MAP\_IT reserves the right to award the supply orders in parts to more than one Bidder;
- iii. MAP\_IT reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;
- iv. MAP\_IT reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;
- v. The actual quantities of workstations that may be purchased by MAP\_IT may vary. It shall in no way be binding on MAP\_IT to purchase the exact number of quantities as indicated in the Tender Document;

## **17. Genuineness of Supplied Workstations**

- i. The workstations supplied shall be in original sealed packing from the manufacturer;
- ii. In case of any manufacturing defect of any shape/kind, the workstations shall have to be immediately replaced with a new one;
- iii. The supply shall be completed within the delivery time as specified in section [öPenalty for delayed Supply of Workstationsö](#) of the Tender Document from the date of placement of Purchase Order;

## **18. Dispute Resolution**

Disputes, legal matters, court matters, if any, shall be subject to Bhopal, MP Jurisdiction only

## ANNEXURE I

### Indicative Specifications of Workstations to be supplied to MAP\_IT

<b>Particular</b>	<b>Minimum Specifications</b>
Architecture	64 bit
No. of Processors	2
Processors	Intel® Xeon® Processor E5-2650 v4 30M Cache, 2.20 GHz or above
RAM	128 GB DDR4 scalable upto 1TB
HDD	2 TB (7200 rpm or above)
Graphics Card	24 GB or above RAM
Ports	Integrated Audio, Gigabit dual Network Interface; 4 USB 3.0 ports
Monitor	21" or above
Keyboard and Mouse	USB
Warranty:	3 year Onsite warranty
OS	Windows 10 Pro 64-bit
MS Office Indic 2016	

## ANNEXURE II

### DOCUMENT TO BE SUBMITTED FOR TECHNICAL BID

Sl. No.	Document	Complied (Y/N)
1	Copy of Certificate of Registration / Incorporation Certificate along with MoA certifying that the Bidder is a legal entity registered in India.	
2	Documentary evidence by the supplier for being the authorized dealer designated by OEM for selling the proposed make and model	
3	Certificate from CA for net worth	
4	Audited financial statements for bidder's turnover	
5	Tax registration Certificate from authorities as appropriate and Permanent Account Number (PAN)	
6	Details of Bidder: 4.1. Name of the Bidder Firm/Agency/Company 4.2. Address of the Bidder Firm/Agency/Company 4.3. Name and full Details (including phone number and email) of Contact person of the Bidding Firm/Agency/Company	
7	Make and Model of Proposed workstations and Compliance to specifications laid in tender in format enclosed as <a href="#">Annexure IV</a>	
8	Enclosed copies of Brochure of proposed make and model	
9	Undertaking by bidder for not being blacklisted in format enclosed as <a href="#">Annexure III</a>	

### DECLARATION

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in Annexure II of the Tender Document have been submitted. All documents submitted have been numbered and self-attested with the seal of the Firm/Agency/Company. We understand that in case on non-submission of required documents, the bid shall stand rejected. We understand that in case of any deviation found in the above statement at any stage, the company will be black-listed and will not have any dealing with MAP\_IT in future.

(Signature of authorised signatory)

Dated

Name & Address of Firm

Authorised Signature & Seal of the Firm



## ANNEXURE III

### DECLARATION

(On letter head of the Bidder)

FROM:

DATE:

**To,  
The ACEO  
MAP\_IT  
State IT Centre  
47-A, Arera Hills  
Bhopal (M P)**

Dear Sir,

I/we here by solemnly declare that any of our Directors or Partners, jointly or severally and/or individually or our firm/company have not been black listed by the Central Govt. or the State Govt. or its undertakings.

I/we here by further declare that, if the declaration is found untrue, MAP\_IT shall be entitled to take any action against us severally and/or individually or our firm/company in this regard in any manner that may be deemed fit by MAP\_IT.

Yours faithfully,

(Signature of authorised signatory)

**Dated**

Name & Address of Firm

Authorised Signature & Seal of the Firm

## ANNEXURE IV

### COMPLIANCE TO SPECIFICATIONS OF WORKSTATIONS AS LAID IN TENDER

<b>Make as Proposed by Bidder-&gt;</b>	<i>[to be specified by Bidder]</i>	<b>Model as Proposed by Bidder -&gt;</b>	<i>[to be specified by Bidder]</i>
<b>Particular</b>	<b>Minimum Specifications</b>		<b>Specifications of Proposed Make and Model</b>
Architecture	64 bit		
No. of Processors	2		
Processors	Intel® Xeon® Processor E5-2650 v4 30M Cache, 2.20 GHz or above		
RAM	128 GB DDR4 scalable upto 1TB		
HDD	2 TB (7200 rpm or above)		
Graphics Card	24 GB or above RAM		
Ports	Integrated Audio, Gigabit dual Network Interface; 4 USB 3.0 ports		
Monitor	21" or above		
Keyboard and Mouse	USB		
Warranty:	3 year Onsite warranty		
OS	Windows 10 Pro 64-bit		

(Signature of authorised signatory)

**Dated**

Name & Address of Firm

Authorised Signature & Seal of the Firm

## ANNEXURE V

### FORMAT FOR SUBMISSION OF FINANCIAL BID

Sl. No.	Item description	No. of Units	Quote (INR) per unit inclusive of VAT and other taxes, duties & cess
1	Supply of workstations as per specifications tabulated below	04	
2	3 years Onsite warranty		
3	<b>TOTAL</b>		

Total Quote (INR) in words.....

(Signature of authorised signatory)  
**Dated**  
Name & Address of Firm  
Authorised Signature & Seal of the Firm