

**TENDER DOCUMENT FOR PROVIDING
COMPUTER HARDWARE
FOR
e-OFFICE PROJECT OF THE
LAW AND LEGISLATIVE AFFAIRS DEPARTMENT,
GOVERNMENT OF M.P. BHOPAL**

TENDER NOTICE

Tenders for the purchase of computer Hardware/Printers are hereby invited from the vendors by Law and Legislative Affairs Department, Bhopal. The tender document can be downloaded from Law Department Website: www.mplaw.nic.in.

The tender document containing "Technical Bid" and "Financial Bid" complete in all respect should be received in department on or before 13/09/16 which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

The interested vendors fulfilling the terms & conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document.

All the vendors should also give a brief resume about their firm/company. Their turnover and firms/offices to which they have supplied quoted items, should also be mentioned.

Law Department reserves the right to reject all or any of the tenders without assigning any reason thereof. The tender which is conditional/incomplete/belated/without earnest money deposit, will not be entertained.

Secretary (Establishment)
Law and Legislative Affairs Department

TENDER DOCUMENT

1. NO.LLADB/IT/ESTT/HW-01 30 August, 2016
2. Name and Address of the party
3. Tender Document for Purchase of
Computer Hardware and Software
4. Earnest money Rs. 50,000/-
5. Last date for submission of tender 13 September, 2016 at 12:00p.m.
6. Technical Bid to be opened on 14 September, 2016 at 11:00a.m.
7. Financial Bid to be opened on 14 September, 2016 at 3:00p.m.
- 8 . Physical Observation for non working
computer equipments (Buy Back) 05 September, 2016
9. Place for opening of Tender: Office of Secretary, Law & Legislative Affairs
Department, First Floor, Vindhyachal Bhawan, Bhopal.

Note :

All the pre Bid Queries can be accepted through mail only at below address:

e-mail: mplawbhopal@gmail.com or lladbho@mp.nic.in

Introduction

Law Department intends to purchase computers and other peripherals, for which tenders are hereby invited from the well reputed firms/vendors as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid is mentioned at **Annexure-'B'** and Financial Bid is mentioned at **Annexure –'C'**.

Tender documents can be downloaded from www.mplaw.nic.in as per the dates mentioned in the Tender Document. The vendors are expected to examine all instructions, forms, terms and other information in the tender documents. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendors risk and may result in rejection of the proposal and forfeiture of the bid.

The Technical Bid and Financial Bid will be opened on two different dates. The Technical Bid will be opened on due date as mentioned in the tender document. The Financial Bid will be opened in respect of only those tenderers whose documents are found in order and whose items qualify technically.

ANNEXURE-A (TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website <u>www.mplaw.nic.in</u> as per the dates mentioned in the Tender Document.
2.	The Law and Legislative Affairs Department invites sealed bids from eligible bidders for the supply, installation and commissioning of Computer Hardware for its office at Bhopal, against buy back of existing computer Hardware in the department (in As-is condition.)
3.	The vendor has to submit his best possible quotes for the items given therein. (Annexure – E)
4.	Late submission will not be entertained.
5.	Last minute submission should be avoided. Law Department will not be responsible for any failures in submission of bids.
6.	Incomplete or conditional bids will be summarily rejected.
7.	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
8.	Tender shall be submitted separately through the Tendering system under Two Bid system viz Technical bid & Financial Bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
9.	The Technical Bid and the Financial bid as per Annexure–'B' and Annexure-'C' to be strictly submitted as mentioned.
10.	If any vendor does not qualify in Technical Evaluation, the commercial proposal of the vendor shall not be opened.
11.	The price should not be mentioned in the Technical Bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
12.	The Technical Bid and Financial Bid will be opened on dates mentioned in Tender Document.
13.	The Financial Bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted <u>inclusive of all taxes</u> and with <u>5 years comprehensive on-site warranty support for All in one Desktop and 3 years for other items.</u> The lowest evaluated valid quotation will be selected.
14.	Technical Documents should be submitted along with the tender.
15.	The vendor shall submit bank guarantee equal to 10% of the total cost of hardware. Law Department shall be at liberty to enforce such bank

	guarantee in case the vendor fails to provide warranty of supplied period or any other defaults in the execution of the order.
16.	The successful vendor shall supply the prescribed hardware within 15 days from the issue of supply letter.
17.	The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.
18.	The payment will be released after 30 days on installation of complete supply of material based on duly certified installation reports after installation is done.
19.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
20.	The make/brand of the quoted hardware must be mentioned.
21.	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract holds the signatory liable for all costs and damages and forfeiture of the earnest money.
22.	The attempt on the part of the vendor, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make vendor liable for exclusion from the consideration of his/her tender.
23.	The approximate quantity to be purchased along with minimum hardware configuration/specifications required have been mentioned at Annexure-'B' . However, Law Department has the right to modify the quantity as per requirements.
24.	The warranty shall cover the following: <ul style="list-style-type: none"> • If any parts to be replaced, then the same shall be done within 48 Hours including data transfer and completion of complaints in totality. • In case of failure of Operating System, the same shall be reinstalled.
25.	Penalty User of the Desktop and printers and all other supplied peripherals may make a complaint about the Desktop and other peripherals/accessories and software/service through letter, fax email, phone SMS or any other means as the user thinks fit or convenient to the service center of vendor. Vendor shall provide contact numbers/e-

	<p>mail IDs clearly on stickers to be displayed on the Desktop and other peripherals.</p> <p>On receiving complaint the vendor shall respond/repair/resolve or provide required services within the period as stated below.</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Response period</th> <th>Resolution period</th> </tr> </thead> <tbody> <tr> <td>Bhopal</td> <td>8 hrs</td> <td>max 48 hrs</td> </tr> </tbody> </table> <p>Public holidays shall be excluded from above down time calculation. Penalty shall be applicable if the call is not responded within 8 hours. If any part need to be replaced, then the same shall be done within 72 hours including data transfer and completion of complaints in totality.</p>	Location	Response period	Resolution period	Bhopal	8 hrs	max 48 hrs
Location	Response period	Resolution period					
Bhopal	8 hrs	max 48 hrs					
26.	<p>In case vendor fails to maintain the above standard of maintenance, penalty shall be imposed upon vendor per day after resolution period subject to a maximum of 10% of total contract cost including taxes as specified below.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Desktop computer/printers/laptops</td> <td>@1% of equipment value</td> </tr> </tbody> </table> <p>In case the equipment is not repaired/replaced within one week the penalty shall be charged at 3 times of the penalty shown above.</p>	Item	Amount	Desktop computer/printers/laptops	@1% of equipment value		
Item	Amount						
Desktop computer/printers/laptops	@1% of equipment value						
27.	All the computers supplied should be in good working condition and as per the specification and accompany a delivery challan which will be required to be given separately at the time of supply and Bills for payment.						
28.	Bills for supply of new computers to be raised only after delivery of all the material.						
29.	Payment against Bill/Invoice shall be released only after receipt of supplies and verification of material by this office.						
30.	Bids must be accompanied with a self-certified photocopy of PAN of Income Tax, Service Tax Registration Certificate and Authorization certificate towards supply of new computers.						
31.	Tenders for items of lower configuration than are specified above will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void.						
32.	The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.						
33.	Minimum Five years warranty for the new computers is mandatory. During the warranty period, the supplier should replace the material free of cost in case of any defect in any of the computers.						
34.	The Operating system, so stated in the specifications must be installed before the Computers are handed over and the CD of the OS and the supporting drivers be provided along with each computer.						

Financial Terms and conditions:

1	The vendors must use only the format provided in the tender at website for submitting the financials. Any other formats/forms will not be accepted and such tenders will be rejected.
2	The Financial Bid should contain the net rates to be charged on the basis of per unit.
3	The rates should be quoted in figures as well as in words, on the form attached at Annexure-C and duly signed and stamped by the authorized person.
4	The rates must be quoted inclusive of all taxes, F.O.R. destination and installation charges.
5	Law Department reserves the right to alter the quantity of the computers and peripherals.
6	The cost of each item should be quoted specifically item wise. VAT and other taxes should be mentioned separately.
7	The department has non working computer peripherals for which buy back rates must be quoted as described in Annexure – E
8	The Physical Observation of items can be done during working hours, in the office premises.

ANNEXURE-B(TECHNICAL BID FORMAT)

The Technical Bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments such as EMD in the form of Demand Draft / Banker's Cheque from any Nationalized Bank drawn in favour of the Secretary, Law and Legislative Affairs Department, Bhopal failing which the tender shall be rejected summarily.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of income Tax, Sales Tax, Service Tax and VAT Registration number (As applicable): Self attested copies to be attached.
4. The product profile of the company along with last 3 years turnover, duly certified must be attached together with the list of reputed firms/officer to whom the company is supplying the tendered items. Audited Balance sheet and profit and loss account (amount in Rupees) for last three years should be submitted.
5. The vendor shall be Original Equipment Manufacturer (OEM) Of Desktop computers and peripherals or the Authorized system integrator/partners/Dealer of OEM. In case the vendor is offering Desktop computers and peripherals from more than one OEM, he shall be authorized system integrator/channel partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership /SI/Partnership issued by the respective OEM.
6. The vendor should have a local presence, fully functional service/ support center in Bhopal with minimum 20 qualified support staff to provide quality service support. Please attach the copy of any 2 of the following property tax bill/ Electricity bill/ Telephone Bill/G.S.T-C.S.T. registration / lease agreement etc.(Form-E5). Undertaking mentioning office address and No of Employees with qualification to be enclosed.
7. Vendors should have at least 3 years of experience in providing Hardware. A list of minimum 3 clients served in Bhopal (with Contact address and phone numbers) shall be attached. Proof of execution of supplies executed in the last 3 years, to the minimum value of Rs. 10 Lacs per order, to Government Department or Public Undertakings. Proof of satisfactory

service for the above mentioned Purchases/works from the Government Department/Banks shall be attached.

8. The company/firm should be in existence and should have been operational for a period of at least 5 years. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/Sales Tax Registration for the last 5 years.
9. PAN No. of the company/firm, TIN No. : Self attested copies to be attached.
10. The Bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU/BFSI/Private Sector. (Affidavit duly notarized to be submitted).
- 11. Service Centre must be in Bhopal for all the items.**
12. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
14. The Secretary, Law Department Bhopal Madhya Pradesh reserves the right to annul all bids without assigning any reason.
15. The Secretary, Law Department Bhopal Madhya Pradesh reserves the full rights to amend the terms and conditions of the tender document.

APPLICATION - TECHNICAL BID

For Providing Computer Hardware and other Peripherals to the Law and Legislative Affairs Department, Bhopal Madhya Pradesh.

1. Name of Tendering Agency/Company: _____

2. Details of Earnest Money Deposit of Rs. 50,000/-

DD No. _____ date _____ drawn on Bank _____

3. Name of proprietor / Director: _____

: _____

: _____

4. Full Address of Registered Office: _____

: _____

: _____

Telephone No. : _____

5. FAX No. : _____

6. E-Mail Address : _____

7. Full address of Operating / Branch Office: _____

: _____

: _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

8. PAN No. (Attach certified copy): _____

9. Service Tax Registration No. (Attach attested copy) : _____

10. S.Tax / TAN No. (Attach attested copy): _____

11. Financial turnover for the consequent last three Financial Years:

12. Last three years Annual returns:

Signature of authorized person

Date:

Name:

Place:

Seal :

ANNEXURE-C-(FINANCIAL BID FORMAT)

QUOTATIONS FOR PURCHASE OF COMPUTER HARDWARE AND OTHER PERIPHERALS

S. No.	Item	Make/ Brand	Qty	Cost per unit		VAT /Taxes	Total Cost	Cost incl. Warranty
				Rs .in fig.(B)	Rs. in Words			
1	2	3	4	5	6	7	8	9
1	All in One Desktop Computers		33					5 Years
2	Laptops I		1					3 Years
3	Laptops II		1					3 Years
4	Duplex Printers		10					3 Years
	Gross Amount							
*	Total Payable Cost: Cost mentioned for new items (Annexure C) – Buy Back offer (Annexure E)							

Note:-

1. The unit cost should be mentioned in figures as well as in words.
2. Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
3. ***Total Payable Cost = Cost mentioned for new items (Annexure C) – Buy Back offer (Annexure E)**

ANNEXURE-E- (BUY BACK OFFER RATES –FINANCIAL BID FORMAT)**QUOTATIONS FOR BUY BACK PURCHASE OF COMPUTER HARDWARE AND OTHER PERIPHERALS**

S. No.	Buy Back Item	Make/ Brand/Type	Qty	Cost per unit		Total Cost
				Rs .in fig.(B)	Rs. in Words	
1	2	3	4	5	6	7
1	CPU	HCL	15			
		Lenovo A27	6			
		Zenith P106	1			
2	Monitor	HCM 582	11			
		Compaq	1			
		Wintron	1			
		Zenith 500G	2			
3	UPS	Impaq/Nueleus/ APC	16			
4	Printers	HP P1108	1			
		HP Laserjet Pro M1216nfh	1			
		HP Laser jet 1015	1			

Gross Amount in Words : _____.

Note:-

Seal & Signature of the bidder

1. The unit cost must be mentioned in figures as well as in words.

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director/authorized signatory of the Firm/Agency/Company, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:
Place:

Full Name:
Seal :

DISPUTES AND ARBITRATION

If dispute of any kind whatsoever shall arise between Law and Legislative Affairs Department, Govt. of M.P., Bhopal and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, the dispute may be referred to Principal Secretary, Law for resolution whose decision thereon shall be final.

ORDER OF ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID:-

1. Application – Technical Bid
2. Attested copy of Registration of Agency/ Firm;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / TAN Card;
5. Attested copy of the latest last three years IT returns filed by the agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the Sales Tax/VAT/ registration letter / certificate;
8. Certified documents in support of the financial turnover of the agency;
9. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
10. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/Sales Tax Registration for the last 5 years.

ANNEXURE-D (SPECIFICATIONS AND CONFIGURATION)

SNo	Item	Specification/configuration	Approx. Quantity
1	All in one Desktop Computers	<p>PROCESSOR: intel core i5/i7 (3.5GHZ or above) CHIPSET: H 81 RAM: 8 GB DDR3 HDD: min 500GB or 1 TB 7200rpm KEY BOARD+MOUSE :wireless Ethernet 10 /100/1000 LAN WI-FI/Bluetooth: YES; HDMI: In and out port; USB 3.0 : 4 ports ; USB 2.0 : 2 ports CARD READER:7 IN 1 OPTICAL DISK:DVDRW GRAPHICS: interrelated DISPLAY: 19.5" to 21-5" LED with Touch Panel <u>with Back stand (tilt upto 60⁰)</u> OS : Windows10 licensed preloaded ANTIVIRUS; WARRANTY: 5 Year onsite warranty</p>	33
2	Laptop I	<p>PROCESSOR: intel core i5 - 6th GEN MEMORY System memory 4GB DDR3 STORAGE HDD capacity 1 TB 5400 RPM OPTICAL DISK DRIVE optical Drive super multi DVD RW Drive with Dual Layer support DISPLAY screen size 39.62 cm (15.6") FHD TN GL (slim) with or without GRAPHICS Card (rates should be separately mentioned) Ethernet 10 /100/1000 LAN Wireless LAN EEE 802.11b/g/n Bluetooth :Yes POWER Battery Backup up to 5 hours power supply 65 w AC Adapter PORTS/SLOTS ports for 3-USB,1-RJ45 LAN,VGA,1- HDMI, 1- Multi car slot OPERATING SYSTEM :Windows 8.1 or above ANTIVIRUS WARRANTY :3 years onsite warranty</p>	1
3	Laptop II	<p>PROCESSOR: intel core i7 - MEMORY System memory 4GB DDR3 STORAGE HDD capacity 1 TB 5400 RPM OPTICAL DISK DRIVE optical Drive super multi DVD DISPLAY screen size 15.6 HD TN GL (FLAT)</p>	1

SNo	Item	Specification/configuration	Approx. Quantity
		GRAPHICS: integrated HD Graphics Ethernet 10 /100/1000 LAN Wireless LAN IEEE 802.11b/g/n Bluetooth :Yes POWER Battery Backup up to 5 hours power supply 65 w AC Adapter PORTS/SLOTS 2USB 3.0 USB 2.0, HDMI-out,2-in1 card reader (SD/MMC), headphone/ mic combo, VGR OPERATING SYSTEM : Windows 8.1 or above ANTIVIRUS WARRANTY : 3 Years onsite warranty	
4	Duplex LaserJet Printers	PRINT SPEED NORMAL: minimum 18 ppm PRINT QUALITY BLACK (BEST): Up to 600 x 600X 2 dpi (1200 dpi effective output) Duplex Network or WiFi enabled WARRANTY : 3 Years onsite warranty	10