

M P STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
(A Govt. of M.P Undertaking.)

Tender Document

For

**Supply and Installation of Small Form factor Desktop Computers for the Computer
Training Centre of MPSEDC Ltd**
(Tender no. Mpsedc/Mkt/2009/ 173)

(All pages of this document except for Commercial-bid to be submitted in original duly signed on each page along with the technical bid envelope. The Commercial bid in original is to be enclosed in a separate sealed envelope)

M.P. State Electronics Development Corporation Ltd.
147, Zone-I, M.P. Nagar, Bhopal-462011 (M.P.)
Ph.0755-2769816, 2769823
Fax: 0755-2769824

Technical Bid INVITATION FOR BIDS

1. Addl. Chief General manager, MPSEDC Ltd., Bhopal invites sealed bids, under two envelopes system, from bidders for Supply and Installation of Small Form factor Desktop Computers for the Computer Training Centre of MPSEDC Ltd. Interested bidders may obtain further information from the office of MPSEDC Ltd., Bhopal Bids are invited for the work mentioned hereunder:

S n	Items	Description
a	Scope of Work	Supply and Installation of Small Form factor Desktop Computers for the Computer Training Centre of MPSEDC Ltd
b	Cost of bid document	Rs.1000.00 (non-refundable) by Demand Draft/Cash
c	Postal charges	Rs.100.00(MPSEDC LTD. shall not be responsible for any postal delay)
d	Sale of bid documents	Date 03.11.09 to 23.11.09 (Between 10.30 AM to 5.30 PM)
e	Last date of submission of bid	Date 24.11.09 up to 3.00 PM.
f	Date of opening of technical bid	Date 24.11.09 at 4.00 PM.
g	EMD	Rs.25,000/- in the form of Demand Draft payable to MPSEDC Ltd at Bhopal
i	Place of opening of bids:	Office of MPSEDC LTD., 147, Zone-1, Maharana Pratap Nagar, BHOPAL (M.P.)
j	Address for communication:	MPSEDC LTD., 147, Zone-1, Maharana Pratap Nagar, BHOPAL (M.P.)

Note: Tender can be downloaded from the website www.mpsedc.com. In case tender form has been downloaded from the website, the tenderer will have to enclosed a Demand Draft of Rs.1,000/- (Rupees one thousand only) of any scheduled bank in favor of MPSEDC Ltd. payable at Bhopal alongwith EMD cost.

Letter for Submission of tender

To
MPSEDC
147 Zone I, M P Nagar
Bhopal (M P)

Dated ----- ,2009.

Ref: "Tender for Supply and Installation of Small Form factor Desktop Computers for the Computer Training Centre of MPSEDC Ltd against tender No MPSEDC /mkt/2009/ dated 3.11.09 due for opening on 24.11.09

Dear Sir,

Having examined the tender document relating to the Supply of Computers hardware as detailed in your tender, Conditions and scope of supply, Specifications etc., and having understood the provisions and requirements relating to the supply and all other factors governing the tender, We hereby submit our offer for the supply of the proposed items in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Technical & commercial Bid.

If, after the tender document is accepted, we fail to complete the supply of the items as per the order. We agree that, M/s. MPSEDC LTD. Bhopal shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 25,000/- (Rupees Twenty five Thousand only) by Demand Draft No.....dated drawn onBank Branch attached here to, and general information required are as per annexure attached.

We further confirm that –

- i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- ii. We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
- iii. The quoted rates shall be valid till the completion of the order but not less than 90 days.
- iv. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy
- v. We agree to accept the extension order up to 100% quantity within three months of the issue of the order.

Signature of the Tenderer
With stamp and date

GENERAL INFORMATION AND EMD DETAILS

1	EMD Details DD No and date: Amount in Rs. Name of the Bank:	
2	Name and Address of the Tenderer:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the tenderer (Whether company, partnership firm or Proprietary concern)	
9	Name of Chief Executive Officer and Telephone No.	
10	Year of Establishment	
11	Sales Tax/Commercial Tax/ CST nos.	
12	Income Tax PAN/GIR No.	
13	Yearly Turn over of the Last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

Signature of the Tenderer
With stamp and date

Terms and Conditions

Contents of Bidding Documents for supply and installation of Computers hardware the bidding procedures and the terms of contract are prescribed here in under:

1 Eligibility Criteria:

- Manufacture or their representative is only eligible for bidding.
- The bidder must have working office and service centre in the state of Madhya Pradesh for at-least two years; attach copy of MPST/CST/TIN issued by M.P. Commercial tax department.
- In case of the representative, the representative must attach tender specific authorisation letter (in the enclosed format in the tender form) from respective manufacturer.
- In case of dealer the bidder must have turnover more than Rs. 1 crore, for the year 2007 or 2008 or 2009. Attach copy of the audited balance sheet.
- Only those brands which figure in top 5 ranking of IDC market analysis (Latest analysis report) shall be eligible for participating in the tender.

2. Amendment in Bidding Document by the Competent Authority

At any time prior to the deadline for the submission of bids, the competent authority may, for any reason, whether on it's own or in response to a clarification requested for by a prospective bidder, modify the bidding document by way of amendment(s).

The prospective bidders having received the bidding documents will be notified of the amendment(s) so made in writing or by Fax and such amendments shall be binding on them.

In order to allow reasonable time to the prospective bidders for taking into account such amendment(s), in the preparation of their bids, the competent authority, at its discretion, may extend the deadline for the submission of bids.

3 Bid Price

The bidders shall indicate on the prescribed Price Schedule, including item-wise and final Bid Price of the items listed

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subject to variation on any account.

A bid submitted with an adjustable price will be treated as non-responsive and rejected.

4. The EMD may be forfeited:

If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid Form or In case of a successful Bidder, if the Bidder fails:

- i. To accept the order
- ii. To furnish performance security
- iii. If the Vendor, after accepting the purchase order fails to deliver the material/services as per the order.

5. Any alterations, erasures or overwriting shall be valid only if the person or persons signing the bid initial them.

6. **Technical requirements**

- a. The technical specifications as per annexure are the minimum configuration required. Higher specifications may be considered but no price weightage for higher specifications shall be considered.
- b. The drivers for all the devices for the supported OS are required.
- c. The OS recovery / loading media would be required for Machine. The scripts / automated software procedures for partitioning / and re-loading of data in the user defined partitions and recovery in case of failure would be required. In case of possibility of loss of data in the recovery option, the system should prompt for backing up the data before erasing.

7. **Service support requirement**

- a. Successful bidder will ensure the proper monitoring and ensure the timely call attending.
- b. The service support will require strengthening to suit the concerned department requirement. The acceptance for doing so with no extra cost is to be submitted along with the bid.
- c. Following are the limits of time for final closure of call.

- i. 2 days for the computer hardware and Peripheral at concerned deptt

The successful bidder will maintain the sufficient inventory of spare items and few complete systems as well.

First component be replaced with new one before taking the old one back, as far as possible to avoid delay.

- d. The delay in rectification of calls would cause the penalty.
 - e. In case of prolonged pending call the concerned deptt reserves the right to get the defective component repaired from other agencies at the risk of the supplier, and would recover the cost of repair from the supplier.
 - f. The delay in call attending / closure will be treated as poor quality of service support and may lead to disqualification of bidder from participation in future purchases.
 - g. The following penalty would be deducted for the delay in call rectification.
 - i. 300/- per week or part thereof for each computer hardware remained unrectified more than the above-mentioned period.

8. **Inspection**

- a. Purchaser reserves the right to inspect the manufacturer/supplier works prior to supply. The computers supplied shall be inspected by the purchaser.

SUBMISSION OF BIDS

09. Sealing and Marking of Bids

The bidders shall submit EMD, technical bid (containing the technical specifications offered, literature leaflets etc and original copy of commercial bid in separate sealed, envelopes all the above envelopes shall be sealed in one main envelope. All the envelopes should be distinctly marked EMD, technical bid, and commercial bid.

10. Payment:

Payment: Payment shall be released by MPSEDC as per the following terms:

Payment for 90% of the value of goods supplied shall be released against proof of delivery of consignment to the destination places as per despatch instructions on submission of bills in triplicate. Balance 10% shall be released after successful installation and commissioning of equipment, subject to the condition of payment receipt from concern deptt. The bills for the purpose of payment shall be submitted to MPSEDC, Bhopal. No interest shall be payable on delayed payments due to what so ever reason.

11. Deadline for Submission of Bids

Bids must reach to the competent authority at the address specified but not later than the time and date specified in the invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the office of the competent authority, the bids will be received up to the appointed time on the next working day.

12. Late Bid

Any bid received after the deadline for submission of bids prescribed by the competent authority, will not be accepted and returned unopened to the bidder.

BID OPENING AND EVALUATION OF BIDS

13. Opening of Bids

Since it is a Two-bid system, Technical and EMD envelope will be opened first by the Committee constituted for this purpose. If the technical bid specifications offered, EMD and deviations asked (if any) are found in order, the Committee will open commercial bid only for the eligible bidders.

The Committee will open the bids, in the presence of Bidders' representatives who choose to attend on the date specified at the following location:

The Additional Chief General manager
M.P. State Electronics Dev. Corpo. Ltd
147, Zone-I, Maharana Pratap Nagar, BHOPAL-462011

Prospective Bidder representatives shall sign a register evidencing their attendance.

In case, the commercial bid is not opened on the same or next day of opening of technical bid the Committee may decide to open the commercial bid on subsequent dates. In such case the date, time and place of opening of commercial bid will be intimated to the bidders or their representatives.

14. **Preliminary Examination**

Before starting evaluation, the bids will be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In case of computational error the basic price will prevail.

If bid is determined as not substantially responsive, the competent authority will reject it and only the substantially responsive commercial bids will be considered.

The process of evaluation of bid is as follows:

- (i) The Committee, appointed by the MPSEDC LTD., will first verify that the Bank Draft for Bid Security is in order and as per requirement of the bid. The Committee will examine the bid on Eligibility Criteria as specified. The scrutiny of technical proposals will be based on the Evaluation Criteria determined.
- (ii) The commercial bid will be opened only for the proposals, which are found eligible and technically acceptable by the Committee and approved. On the day specified for the opening of bid, the Committee, appointed by the MPSEDC LTD., will open the commercial bids of eligible bidders and scrutinize the same minutely.
- (iii) After scrutiny, the MPSEDC LTD. after having examined the proposal may accept the same or accept the bid price of any other bidder found suitable or reject all or any proposal. The decision of the MPSEDC LTD. in this regard shall be final and binding.
- (iv) The quantity mentioned in the tender document is as per our estimate. However, deptt. reserves the right to place order for the less/higher quantity or drop the items or segregated delivery schedule depending on the actual requirement.

15. **Performance Security**

The successful bidder shall be required to submit performance guarantee equivalent to 10% of the order value for the satisfactory performance/completion of the complete order (Including warranty period), in the form of bank guarantee with MPSEDC LTD or Concern deptt.

16. **Contacting the Competent Authority**

Any effort on part of a Bidder to influence the Competent Authority or members of Technical/Monitoring committee, in its decisions on bid evaluation; bid comparison or contact award may result in rejection of the bidder's bid.

17. **General**

- (i) Bid form shall be duly filled in, signed and complete in all respects
- (ii) The price should be inclusive of all taxes and local levies if any. On FOR destination basis.
- (iii) The rates should be free from all escalation. However, all Tax and duty benefits if applicable should be passed on to us.
- (iv) Delivery period should not exceed 45 days from the date of order under any circumstances. The MPSEDC LTD. reserves the right to extend the delivery period, in the interest of the concerned deptt.

- (v) System should invariably be warranted for a period of three years from the date of successful installation and commissioning.
- (vi) Penalty- In case of delay in execution of the order, the concern deptt. may as its option either:

Recover from the supplier/contractor towards liquidated damages a sum @ ½% (half percent) of the price of any stores not delivered for a week, or Part thereof subject to maximum of 10% (ten percent). OR Purchase from elsewhere on account and at the risk of supplier, the stores not delivered.

OR

Cancel the contract reserving concern deptt right to recover damages.

The inner and outer envelopes shall be addressed to the competent authority at the following address:

The Additional Chief general manager
M.P. state Electronics dev. Corpo. Ltd
147, Zone-I, Maharana Pratap Nagar, BHOPAL-462011

The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late."

If the outer envelope is not sealed and marked, the competent authority will assume no responsibility for the bids, misplacement or premature opening.

Telex; cable facsimile or fax bids will be rejected.

Conditional bids are liable to be rejected.

MPSEDC LTD. does not bind themselves to accept the lowest or any other tender and reserve the right to accept or reject any or all the tender in full or in part without assigning any reason.

Quantity may be reduced or increased by 40% of the specified quantity.

MANUFACTURERS AUTHORIZATION FORM

Ref No:

Dated:.....

To,
The Additional Chief general manager
M.P. State Electronics dev. Corpo. Ltd
147, Zone-I, Maharana Pratap Nagar, BHOPAL-462011

Tender No: Due Date:

Dear Sir,

We _____ who are established and reputed
Manufacturers of _____ having factories
At _____

_____ (Address of the factory)

do hereby authorize M/s _____ (Name & Address of agent)

to submit a bid, and subsequently negotiate and sign the contract with you against
the above tender.

We hereby extend our full guarantee, warranty and support and also in meeting warranty
obligations by providing necessary spares in time for the goods & services offered by the
above firm against this tender, as per standard as well as MPSEDC warranty terms.

Yours faithfully

(Name)

(Name of the manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be
signed by a person competent and having a power of attorney to bind the manufacturer. The
bidder in its bid should include it.

Technical Specification

SMALL Form Factor Computers

Quantity- 25 No.

Processor	Intel® Core™2 Duo processor 2.8 Ghz, 3 MB L6 Cache, 1066 Mhz FSB
Memory	2 GB DDR3 memory
HDD	160GB Hard Disk Drive SATA
ODD	24X DVD Writer Slim
Card Reader	Card Reader 3.5
KBD	104 Keys + 14Button Internet/Multimedia PS/2 Keyboard
Mouse	3 Button Optical USB Mouse
Graphics	Intel® GMA 3100 onboard graphics subsystem
Audio	On Board Audio
I/O Ports	2 PS/2 Keyboard, 1 PS/2 Mouse, 6 USB Ports ,1 LAN Port, 1 VGA Port, 1 Serial Port, 1 Parallel Port,3 Audio Ports (Line Out, Line In, MIC)
Display	18" TFT minimum
Software	Windows Vista/ or Windows 07/ and Linux pre loaded in Dual boot system System Recover Utility
Warranty -	3 years comprehensive on site.
Form Factor	Slim Desktop /Small Form Factor

Price Bid
(To be submitted in separate envelope)

Computer Hardware

	Items	Rate	Quantity	Amount
1.	Cost of Small Form Factor PC as per specifications		25	
	Total (In Figures)			
	Total (In Words)			

We further confirm our acceptance to the terms & conditions of the tender document.

Signature of the Tenderer
With stamp and date