

D-11011/DPD(HQ)/Admn. IV/2014-15
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Data Processing Division (HQ)

Mahalanobis Bhavan ,
164, G.L.T. Road
Kolkata-700 108

Dated: 23.02.2015

Notice Inviting Tender

On behalf of the President of India and for Addl.DG, Data Processing Division(DPD), this office invites online tenders in two-bid system from the reputed and experienced firms for Supply & installation of 148 number Desktop Computers for DPD & SDRD (120 for DPD & 28 for SDRD).

2. Tenders are advised to follow the instructions provided in the tender documents under heading "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The tender documents are also available on the website of this Ministry i.e. www.mospi.nic.in

3. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>.

4. **Manual bids shall not be accepted.**

(Sd)
(Dharmvir Jha)
Director to the Government of India
Tel.: 25786474

To

1. DDG, Computer Centre, R.K.Puram, New Delhi for placing on the website of this Ministry.
2. Notice Board.

Validity unknown
Digitally signed by Dharmvir jha
Date:23.02.2015
Location: India

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Dated: 23.02.2015

E - TENDER NOTICE

Sub.: E-TENDER FOR SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS

On behalf of the President of India, this office invites online tenders in two-bid system from the reputed and experienced firms for Supply & installation of 148 number Desktop Computers for DPD & SDRD (120 for DPD & 28 for SDRD). Manual bids shall not be accepted.

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-submission of the bids online through the Central Public Procurement for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

3. CRITICAL DATE SHEET

Published Date	23.02.2015
Bid Document Download/Sale Start Date	23.02.2015
Clarification Start Date	24.02.2015
Clarification End Date	02.03.2015
Pre bid meeting	Not applicable
Bid Submission Start Date	24.02.2015
Bid Document Download end date	02.03.2015
Bid Submission End Date	03.03.2015
Technical bid opening date	04.03.2015
Financial bid opening date	05.03.2015

4. Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPP site <http://eprocure.gov.in/eprocure/app>.

Tenderer who has downloaded the tender from the website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <http://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to



be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned for future.

5. Cost of tender Document: Tender Documents can be downloaded from the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The tender documents are also available on the website of this Ministry i.e. www.mospi.nic.in. Bidder shall submit a tender fee of Rs. 1000/- (Rupees one thousand) only by way of Demand Draft in favour of PAO, MOSPI, Kolkata. A scanned copy of the Demand Draft must be uploaded alongwith other tender documents and Original shall be submitted to the this office (i.e. Data Processing Division HQ,Kolkata).

5.1 Estimated cost of the tender: Rs.83,00,000/-

6. EMD Payment:

6.1 Earnest Money Deposit of **Rs.2,00,000/- (Rupees two Lakh only)** is to be deposited in the form of Demand Draft/Pay Order favour of the **Pay & Accounts Officer, Ministry of Statistics & Programme Implementation**. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

6.2 The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the this Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005.

6.3A copy of valid certificate shall be enclosed along with the Technical bid for availing EMD exemption.

6.4 The supplier's bid will be evaluated only on the receipt of the payment (EMD) in original to this office(i.e. DPD(HQ)).

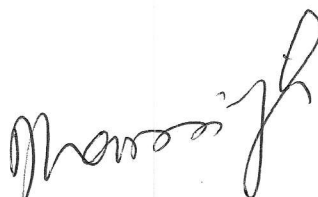
7. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers attending tender to sale the Desktop Computer on behalf of OEM shall be enclosed with the Technical bid as per the format enclosed as per Annexure-4.

8. DPD will not deal with any entity other than the authorized bidder, whatsoever the nature of its relation with the bidder.

9. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India or any State Government.

10. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender and scanned copy must be uploaded at CPPP website: <http://eprocure.gov.in/eprocure/app> along with other tender documents.

11. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.



12. Scope of work :

12.1 The bidder should supply the Desktop computers to the offices located at Annexure 3 to this tender notification.

12.2 The Bidder should carry out the required configuration of the O.S. in the Desktop computers supplied.

12.3 The above should be demonstrated to the designated DPD & SDRD Official, in the office of the location specified in the annexure-3 to the tender document, who will, only on satisfaction of the operation of the supplied Desktop computers, sign the Acceptance Report.

13. Warranty

13.1 Bidder should provide comprehensive onsite warranty for 3 years from the date of supply of Desktop computers at the locations as per annexure-3 where these Desktop computers, may be in use.

13.2 In case of any operational problem, the bidder should be able to resolve the problem within one working day only.

14. Bids should be valid for a period of 4 months from the last date fixed for submission of bids.

15. **Technical Bid :** The Technical bid should be complete in all respects and contain all information about the desktop computers and associated software as specified in annexure-1 of this document.

16. **Commercial Bid:** Commercial Bid shall be for 148 Desktop Computers.

16.1. Commercial Bid shall be for 148 Desktop Computers as specified in Annexure-2 shall be submitted.

16.2 The price quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including cartage, insurance, taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The DPD(HQ) will not issue/arrange any form toward rebate / exclusion of Sales tax/VAT/local tax(e.g. Entry tax etc). Rate quoted shall be firm and all inclusive for delivery and installation at destination as per annexure-3.

16.3 DPD reserves the right to issue any addendum/corrigendum to this bid document at any time prior opening of technical Bids. The DPD may amend any of the bid terms, which would be communicated/ indicated to the bidder as addendum/ corrigendum to bid document in the e-Procurement portal. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.

16.4 The Earnest Money Deposit (EMD) may be forfeited, if the bidder withdraws his bid during the period of bid validity or in case of successful bidder's failure to furnish the performance bank guarantee.

16.5 The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.

17. Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the NSSO, Data Processing Division(HQ), who reserves the right to accept or reject any or all tenders without assigning any reason therefore.



18. Evaluation of Bid:

A. Technical evaluation:

i. The technical evaluation will be done on the basis of the information provided by Bidder against the detailed specifications of Desktop computers along with documents furnished are as per bid requirements and whether items are quoted as per the annexure. If the bidder proposes to supply Desktop computers which are equivalent or higher performance than the specified Desktop computer, the bidder should necessarily include documents in the technical bid, to establish such claim to the satisfaction of the this office.

ii. Only those bidders who qualify in the technical evaluation will be treated as qualified for the commercial bid evaluation.

B. Commercial Bid Evaluation:

i. Commercial bid offers of only those bidders who qualify technically shall be opened on the date & time specified in the bid schedule.

ii. Bidder having the lowest commercial offer for Desktop computer as specified in annexure-1 will be selected as successful bidder.

19. Award of Contract:

19.1 The Contract will be awarded to the successful bidder which is having lowest commercial offer and selected as per **Commercial Bid Evaluation** clauses. The decision of DPD is final in this regard.

19.2 Purchase order, will be issued to the successful bidder, in the DPD format.

19.3 The successful bidder should enter into an agreement with DPD within 02(Two) days of the receipt of the award of the contract based on the terms and conditions contained in this bid document.

19.4. The bidder should furnish to the DPD within 03(Three)days from the date of purchase order by way of performance security an amount equivalent to 5% of the bid value in respect of 148Desktop computers in the form of a Bank Guarantee of any Commercial Bank which shall remain in force till the expiry of warranty period of the desktops, The bank guarantee (BG) will be returned to the bidder only after satisfactory supply, installation of O.S and other software into the Desktop computers and satisfactory repair/replacement and maintenance during the 3 year comprehensive onsite warranty period.

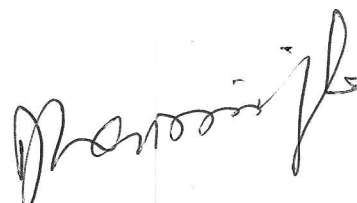
19.5 The bidder should complete the work of supply and installation within the stipulated period as in clause "Supply of Goods and payment" below .

19.6 During the warranty period, the successful bidder will be required to repair/replace the defective components within Five working day, failing which the bidder will be liable to pay a penalty of Rs.200.00 per working day for two days and Rs.500.00 per working day thereafter. The bank guarantee shall be encashed if the penalty so levied is not paid by the bidder.

19.7. The bidder should comply with such directions as the DPD may issue from time to time for successful supply of the Desktop computers and installation.

20. Supply of Goods and Payment :

20.1 Supply of the 148 Desktop computers must be completed within 7 (Seven) days from the date of issue of purchase order.



20.2. A 'summary of the Acceptance Report' from the authorities of the offices of the locations specified in Annexure-3 must be prepared and submitted to DPD(HQ).

20.3 100% of the contract value will be released after submission of bill within two days after supply of 148 Desktop computers in the offices located at the annexure -3 to the tender notification.

21. Penalty for delay in delivery

21.1 If selected bidder fails to supply the 148 Desktop computers under this tender notification, within 07 days' time from the date of issue of Purchase Order, a penalty of 2.5 % of total cost of bid amount, per week (maximum 4 weeks) will be deducted from the amount payable to bidder or recovered from the bank guarantee. This may be in addition to forfeiture of EMD.

21.2. **Termination of contract** - DPD reserves the right to cancel the contract placed on the bidder if;

- The bidder commits breach of any of the terms and conditions.
- The bidder goes in to liquidation voluntarily or otherwise.
- The service is found unsatisfactory.

22. EMD will be forfeited in following cases:

- i. If the bidder fails to accept the order based on his offer within the prescribed time.
- ii. If the bidder fails to supply the Computer with specifications in compliance to specifications given in technical bid.
- iii. If the bidder delays supplies beyond the delivery period resulting in disruption of DPD & SDRD works.

23. If the Computer supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, DPD(HQ) shall have right to totally reject the Computers and claim for compensation. The supplier shall be responsible for arranging the rejected Computers to be removed at his cost from delivery locations.

24. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Kolkata Court only.



Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

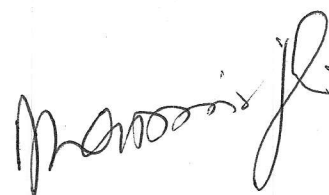
- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.



- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS


- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with bid submission time. Otherwise the uploaded bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contract no. for the helpdesk is 1800 3070 2232.

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TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
6. EMD payment details (Demand Draft number & bank detail)
7. Tender fee (Demand Draft number & bank detail) ---
8. Configuration of Desktop Computer:

S.N.	Feature	Specification desired	Yes/ No
01	CPU	Intel Core i7-2600, 3.4 GHz, 8 MB Cache or higher	
02	Chipset	Intel Q67 Express or higher on OEM Motherboard	
03	Bus Architecture	4 PCI (PCI/ PCI Express)	
04	Memory	4 GB 1066 MHz DDR3 RAM with 8 GB Expandability	
05	Ethernet	Gigabit Ethernet controller with IPv6 Compliant	
06	Hard Disk Drive	320 GB 7200 rpm Serial ATA HDD or higher	
07	Monitor	47 cm (18.5 inch) larger LED/TFT Digital Colour Monitor TCO-05 certified	
08	Keyboard	104 keys, Mouse: Cordless Mouse or Optical with USB interface	
09	Bays	3 Nos. or above	



10	Ports	6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front	
11	Cabinet	Small form factor (Max.16 Liters)	
12	DVD ROM Drive	ex or better DVD ROM Drive	
13	Networking facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, out of band management using any standard management software	
14	Operating System	Windows Operating System 7 (Professional) 32 Bits preloaded, as specified, with Media and Documentation and Certificate of Authenticity, OS Certifications,	
15	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power on, Set up password, power supply SMPS Surge protected	
16	Anti-virus	Norton or McAfee or e Trust or e-Scan or Fore front or Trend Micro or PC Tool or Quick heal Antivirus (Latest Version) with 60 days License (Included in case of Windows 7 only) (Preloaded)	
17.	warranty	Three years onsite comprehensive	

Higher technical specification may be considered subject to competitive price offer.

9. Documents to be enclosed with the Technical bid are as under :

- a. Copy of authorization letter from Original Equipment Manufacturer.
- b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance,
- d. Supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.
- e. Copies of PAN, VAT/ TIN duly Signed & Stamp.

Signature of the Tenderer with stamp



COMMERCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.:
2. Name of the Tenderer:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

Tentative required no. : 148, However quantity may Increase/ Decrease

Description	Amount for one Computer (In Rs.)
Supply & Installation of Desktop Computer	
Duties and taxes a) VAT @ Any other tax / Charge (indicate name with rate) b)	
TOTAL IN FIGURES	
TOTAL IN WORDS:	

4. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including cartage, insurance, taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The DPD(HQ) will not issue/arrange any form toward rebate / exclusion of Sales tax/VAT/local tax(e.g. Entry tax etc).

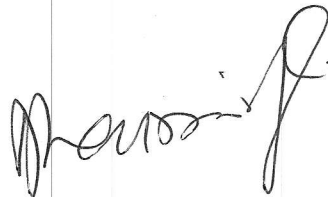
It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in this tender.

Signature of the Tenderer
With stamp



Locations for Delivery

Sl. No.	Designation and Address of the authority to whom the Desktop computers are required to be delivered	No. of Desktops to be delivered	Contact No.
01	Director & HO DPD(HQ), NSSO Mahalanobis Bhawan 164 ,GLT ROAD Kolkata-700108	110	033-2578-6474
02	The DDG, DPC, NSSO, 3 rd floor, F-Wing, Kendriya Sadan, Koramangala, Bangalore – 34.	10	080- 2552-2732
03	Director & HO SDRD, NSSO Mahalanobis Bhawan 164 ,GLT ROAD Kolkata-700108	28	033-2578-1495
	TOTAL	148	



Manufacturer's Authorization Form

Date:

To,

The Director & HO
National Sample Survey Office
Data Processing Division (HQ)
Mahalanobis Bhavan ,
164, G.L.T. Road
Kolkata-700 108

Subject: Authorization letter for tender number

Ref. _____ Dated _____ Reg: Tender Notification

Number _____ Dt. _____

Dear Sir,

This is with reference to above subject of Procurement offor your department.

We would like to authorize M/s. _____ who is a business associate/partner of <OEM> in India to participate in the above tender, and execute the same if awarded.

We hereby extend our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offer by the M/s _____. We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Yours faithfully,

For "Company Name"

"Name of the person"

"Designation"

