



CENTER FOR MODERNIZING GOVERNMENT INITIATIVE
CMGI Office, Sishu Bhawan Square, Forest Park, Unit-I
Bhubaneswar-751 009

TENDER DOCUMENT

TENDER ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441, Dt:14.03.2016

**Selection of authorized Companies / Organizations/ Agencies / Firms by
Centre for Modernizing Government Initiative (CMGI), for “ Providing AMC
Service for Old Server installed at STPI, Bhubaneswar ”**

SCHEDULE		
SL. No.	Name of the Event	Date & Time
1	Availability of Tender Document in website	15.03.2016
2	Submission of Pre bid Queries	19.03.2016 up to 4.00 PM
3	Pre Bid Meeting	22.03.2016 at 3.30 PM
4	Amendment after Pre Bid	28.03.2016
5	Submission of Tender (Last Date)	05.04.2016, 3.00 PM
6	Opening of General Bid & Technical Bid	05.04.2016, 4.00 PM
7	Opening of Commercial Bid	08.04.2016, 4.00 PM

Note: - The bidders, applying for this tender would give a Technical Presentation before opening of Technical Bid. Also the bidder needs to submit a soft copy of the presentation that they are going to present.

Definitions

1. "**Bidder**" means a bidder who has responded to this Tender Document by submitting his Technical and Financial Proposal.
2. "**Contract**" means the contract signed between the CMGI, BHUBANESHWAR and the successful bidder pursuant to the tender document herein.
3. "**PBG**" means Performance Bank Guarantee.
4. "**Contract Price**" means the price to be paid to the Contractor for providing the total Solution, in accordance with the Contract.
5. "**Contractor**" means the Bidder whose bid to perform the Contract has been accepted by CMGI, BHUBANESHWAR and is named as such in the Letter of Award.
6. "**Government**" means the Government of Odisha.
7. "**Installation**" means the laying down and installation of the selected Solution in accordance with the Contract.
8. "**Service Engineer** " means persons hired by the Bidder as employees and assigned to render onsite warrantee support as and when required.
9. "**Certificate of Acceptance**" means the certificate issued by CMGI and/or its authorised representative after commencement of AMC Services delivered with 4 weeks of signing of the agreement / MoU.
10. "**Services**" means the work to be performed by the Bidder including the AMC Support of related software/hardware, transportation, insurance, installation, customization, integration, Commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the AMC Services to be provided by the selected Bidder and as specified in the Contract.
11. "**Solution,**" means 24 hours AMC of all the systems subsystems, system software, materials, and other goods to be supplied, installed, implemented, integrated, and made operational, together with the Services to be carried out by the Contractor under the Contract. The services would include warranty support for **3 years** and subsequent comprehensive maintenance support for next 2 years, if required.

SECTION : I

1. Introduction:

Centre for Modernizing Government Initiative (CMGI) is a society under General Administration (AR) Dept., Government of Odisha with an objective to ensure better public services to the citizens by improving the service delivery mechanism adopting a comprehensive four-pronged approach through the use of information technology, building an enabling policy framework for service delivery, re-engineering the government processes and enhancing capacity of the human resources to manage a smart and modern citizen centric government.

Broad reform strategy envisaged for Odisha is two pronged:

- (i) To rationalize the role of the state to focus on the most critical goods and services which the private sector cannot or is not willing to provide; and
- (ii) To enhance the effectiveness, transparency and accountability with which the Government performs this role.

2. Scope of Work :

CMGI is implementing HRMS software to provide comprehensive Human Resource management for the state.

Currently, CMGI is inviting tenders to select suitable vendor for AMC of the Old Server and related equipments at STPI, Bhubaneswar.

SECTION II - TERMS OF REFERENCE

1. **OBJECTIVE:** There is requirement of “**Comprehensive AMC Services for 3 Years for the old CMGI Servers Installed at STPI, Bhubaneswar**” .
2. **SCOPE OF WORK & RESPONSIBILITIES :** AMC Service is sought from the eligible agency to undertake AMC Service of the following;

Bill of Materials:

Sl. No.	Items/Model	Qty
A	HARDWARE AND ACCESSORIES	
1.	Web Servers(SUN FIRE X 4450) 64BIT 2 Intel Xeon X7350 (quad core) 24 GB RAM 2*146GB SAS Drives BPEL - 0852QAC00A OID- 0908QAC00F	2
2.	Application Servers (SUN FIRE X 4450 64BIT 2 Intel Xeon X7350 (quad core) 24 GB RAM 2*146GB SAS Drives Portal1- 0907QAC012 Portal2- 0852QAC009	2
3.	Database Servers (SUN FIRE X 4450) 64BIT 4 Intel Xeon X7350 (quad core) 32 GB RAM 4*146GB SAS Drives DB1- 0852QAC08E DB2- 0909QAC010	2
4.	LTO3 (External Rack mountable) Sun 0800003855	1
5.	SAN Switch (CISCO MDS 9124 Switch) SS1- FOX1232GHRZ SS2- FOX1231GTF6	2
6.	SAN Storage Solution – 5TB (SUN Storage Tek 6140 array) 0906DHG033	1
7.	Load balancer (NORTEL Application Switch3408) SSCMC8039K	1
8.	Firewall (JUNIPER SSG 550M) FW1- JN11EA7A9ADB FW2- JN111749EADB Including Firewall License Renewal	2

9.	Server Farm Switch (NORTEL-ERS 5510 –48T) SDNIG40M96 PowerSupply: - SASTPR07KG	1
10	Rack Mount with KVM Switch 4 Fan Power Strip 42 U(APW President KVM Avocent Autoview –AV1415) with 8 port KVM Switch KVM1-0270109594, KVM2-0270109595	2
11	Workstation for monitoring (Dell T3500) F8B9TS1, G8B9TS1	2
12	Seagate NAS440/420 12TB 2GG11BHR	1

Please Note : Besides above the selected bidder/agency should quote for the repair/ replace of the following spares / parts:

- i) Load Balancer – 1No
- ii) Firewall – 1 No
- iii) San Storage : 1 No
- iv) Power Supply of Application Server - 1 No

3. TIMING & WORKING HOURS

Round the clock AMC Support shall be provided by the agency. Exact working hours shall be decided by the in-charge official of CMGI.

4. FACILITIES AND INPUTS TO BE PROVIDED BY CMGI

Facilities: working space for the service engineers of the agency shall be arranged by CMGI.

SECTION III
ELIGIBILITY CRITERIA

The Companies/ organizations / Agency/firms must fulfill the following minimum eligibility criteria to be eligible for submission of their tenders:

1. The bidder must be an authorised service provider of the following OEM's,
 - Oracle/Sun for Server, LTO and Storage;
 - Juniper for Firewall
 - Nortel for load balancer and server farm switch
 - Cisco for SAN switch

The bidder should submit original documentary proof in the general bid. The items quoted by the bidder must have service centres in eastern part of India preferably in Bhubaneswar.

The bidder must obtain and submit tender specific authorization from above OEMs for providing support services for the products.

- 2) The Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha and should be at least five years old. The word "company" here includes registered company, partnership firm or proprietary concern.
- 3) The Bidder should produce copy of Certificate of Registration towards evidence of operation of the Companies for last five years.
- 4) The bidder must have a local office at Bhubaneswar (Copy of Lease Agreement to be submitted) .
- 5) The Bidder should be able to submit its PAN Card of its Company/ organization / Agency/firm.
- 6) The Bidder should have an average annual turnover of at least ₹5 Crores during the last three Financial Years (2012-13, 2013-14, 2014-15).
- 7) The bidder should be able to produce copy of relevant Service Tax Registration Certificates along with copy of up to date service tax Return.
- 8) The bidder should have updated VAT Clearance Certificate.
- 9)The bidder should produce list (at least 3) of its competent service engineers along with their mobile nos.
- 10)The bidder should have executed at least 3 (three) similar work orders of providing AMC Services to any government (central / state / PSU) organization during last 5 (five) financial years (i.e. 01.04.2010 to 31.03.2015).

- 11) The bidder should not have been blacklisted by any Govt. of India / State Govt.
- 13) The bidder must quote entire products indicated in bill of materials otherwise the bid will not be considered.
- 14) The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government in the country of India. Also the bidder must not have any history of defaulting in execution of work orders issued by Government of India or any State Government in the country of India. A self-declaration certificate to this effect should be enclosed.
- 15) The bidder should not have been blacklisted by any government organization/ PSUs. An undertaking (self-certificate) that the bidder hasn't been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of similar services.

Section IV

Instructions and information for submission of Tenders

Eligible Agency/Firms are required to submit their tenders in sealed envelopes as per the instructions given at Clause 7–FORMAT AND SIGNING OF TENDERS and SEALING AND MARKING OF TENDERS and must submit before the deadline given at DEADLINE FOR SUBMISSION OF TENDERS of this Section.

The Sealed envelope (s) must be delivered at the address mentioned in the section II, within the last date and time for submission of Tenders : **On or before Dt. 05.04.2016 up to 3.00 PM.**

The tenders are required to furnish an amount of Rs.50,000/- (Rupees Fifty Thousand only) towards the **Earnest Money Deposit (EMD)** along with the documents relating to the General & Technical proposal failing which their tender shall be treated as non responsive. The EMD should be in shape of DD or Bank guarantee payable at Bhubaneswar and obtained from any nationalized bank only. The EMD of bidders not selected for issue of work order (s) will be returned with in one month of finalization of the work order.

FORMAT OF THE TENDER

The tender should be submitted in English and be set out in two main parts

- Part A – General and Technical Proposal
- Part B – Commercial Proposal

PART-A
(GENERAL PROPOSAL & TECHNICAL PROPOSAL)

The General & Technical Proposal should consist of the following documents:

- 1) **EMD** of Rs. 50,000/- (Rupees Fifty Thousand only) in the shape of DD, drawn from any nationalized bank of Bhubaneswar, favouring the **Executive Director, CMGI**, payable at Bhubaneswar.
- 2) **Cost of tender document** of ₹1000.00(Rupees One thousand) + 5% VAT i.e. ₹1050.00 in the shape of DD favoring the **Executive Director, CMGI**, payable at Bhubaneswar.
- 3) The bidder should submit copies of the authorization letters/certificates of the following items from their OEMs in the general bid.
 - Oracle/Sun for Server, LTO and Storage;
 - Juniper for Firewall
 - Nortel for load balancer and serverfarm switch
 - Cisco for SAN switch
4. Detailed Information (Annexure: G-1)
5. Self declaration of having unblemished past record and was not under declaration, ineligible for corrupt & fraudulent practices (Annexure: G-2)
6. Self declaration of having unblemished past record and have not been declared blacklisted by any Central/State Government institution (Annexure: G-3)
7. Authorization Letter (Annexure: G-4)
8. Acceptance of terms & Conditions contained in the tender documents (Annexure: G-5)
9. Photocopy of the statutory audit report Profit and loss L & Balance Sheets for the financial years (Last 3 financial years)-(Annexure - G-6)
10. List of Enclosures (Annexure - G-7)
11. Proof of Past Experience of executing executed at least 3 (three) similar work orders of providing AMC Services to any government (central/state/PSU) organization during last 5(five) financial years (i.e. 01.04.2010 to 31.03.2015). Copy of Work Order or Project Completion Certificate may be attached.

12. Proof of the firm as a Proprietary firm/Partnership firm /Limited Company/ Corporate body legally constituted.
13. Proof of the firm being in operation for a period of at least 5 (five) years. The Bidder should produce copy of the Certificate of Registration from Competent Authority towards evidence of operation of the Agency/Companies for last five years.
14. Proof of having a local office at Bhubaneswar.
15. The address of the firm's Country Office and Local Office (s) in Odisha. (Along with Telephone / Mobile / Fax / E-mail / Web address).
16. Copy of the PAN Card of the Agency/Company.
17. Copies of relevant Service Tax Registration, VAT Certificates along with copy of up to date service tax/VAT Return i.e. March,2015

PART B:

Commercial Proposal

The Commercial Proposal should consist of the following documents:

- Commercial Proposal submission from on the letterhead of the firm
(Format F1)
- Price Format **(Format F2)**

The prices quoted must indicate all applicable taxes including Service Tax.

General Information

- **Last date and time for submission of Tenders: On or before 05.04.2016 up to 3.00 PM.**

- **Schedule of Tender Opening**

The tenders received by PCU-CMGI within the deadline for submission of tenders will be opened at CMGI office .

- The General & Technical Proposals shall be opened and evaluated in the presence of the authorised representatives (who choose to attend the tender opening) of the bidder **at 05.04.2016 at 4.00 PM.**

The Commercial Proposals of only those tenders who meet the eligibility criteria (Section I) will be opened in the presence of the tendered/their duly authorised representatives (who choose to attend the tender opening). The financial bid opening date & time will be on 08.04.2016 at 4.00. P.M.

- **Amendment of Tender Document :**

- In case of any discrepancy between the Press Advertisement, other detailed provision of the tender document and the updated version on the web (**02.04.2016 till 6.00 PM**), the web-version will prevail. At any time prior to **02.03.2016 till 6.00 PM**, the Procurement & Contracting Unit, CMGI reserves the right to add/ modify/ delete any portion of this document by issuance of an corrigendum/addendum, which would be published on the web site www.cmgi.org.in and will be binding on the tenders.

- **Period of Validity of Tenders**

For the Purpose of placing the order, the tenders shall remain valid for three years (36 Months) from the date of commencement of AMC Services of the Servers by the qualified vendor. The tender valid for a shorter period will be rejected by PCU-CMGI as being non-responsive. **During the period of validity of Tenders, the rates quoted shall not change.**

- **Formats and signing of Tenders**

- a. The Tender shall be neatly typed and shall be signed, by an authorised signatory (Authorization to be submitted as per Annexure – G4) on behalf of the firm. All page of the Tender, except for un-amended printed literature, shall be initialled by the person or persons signing the Tender.
- b. The Tender shall contain no interlineations, erasures or overwriting. In order to correct made by the firm all correction shall be done & initialled by the authorised signatory after striking out the original words/ figures completely.

- **Sealing and Marking of Tenders**

The firm shall seal & mark the Tender as follows:

- **The Firm shall seal & mark various parts of the Proposal as follows:**

General and Technical proposal in 2 copies (1 original +1 copy) in one envelope super- scribed with words “**General & Technical Proposal for providing AMC Services for Servers** ” “ **DO NOT OPEN BEFORE 4 P.M on or before 05.04.2016** ” This envelop will also contain the Cost of Tender Document of Rs.1000/- + 5% VAT i.e. **Rs.1050.00** and **EMD of Rs.50,000.00** in another small envelop inside it.

- Commercial Proposal in 2 copies (1 original + 1 copy) in one envelope super-scribed with words“ **Commercial Proposal for AMC of Server** ”.

All two envelopes (1.General and technical and 2.commercial) shall be sealed in a covering envelope super scribed with words “ **Proposal for AMC of Server**” **located at STPI, Bhubaneswar. Tender Enquiry No. CMGI/ PCU/HRMS-Server-AMC/2015/402/441,Dt:14.03.2016** and & “ **DO NOT OPEN BEFORE 4 P.M on 05.04.2016** ” . Every envelope and forwarding letter of various parts of the proposal shall be **addressed** as mentioned below:

To,

The Procurement Officer

Procurement and Contracting Unit,

CENTRE FOR MODERNISING GOVERNMENT INITIATIVE CMGI ,

Sishu Bhawan Square, Forest Park,Unit-I

Bhubaneswar-751 009

- Tenders sent through Telex / Telegrams/ Fax/ Email/ Post / Courier shall not be acceptable.
- If the envelopes are not sealed as per para below and marked as required above, the above PCU-CMGI shall assume no responsibility for the Proposal's misplacement or premature opening.
- The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.
- The envelope shall be properly sealed and carry the name address of the firm.

Deadline for Submission of Tenders : 03.00 PM on 05.04.2016 .

SECTION-III

GENERAL TERMS & CONDITIONS

1. **Location of the Project / Server** : NOC, STPI Building, Bhubaneswar, Odisha. **Necessary supporting documents on fulfilment of eligibility criteria should be attached for authentication along with a signed copy of the tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.**

2. Important Dates:

SL. No.	Name of the Event	Date & Time
1	Availability of Tender Document in website	15.03.2016
2	Submission of Pre bid Queries	19.03.2016 upto 4.00 PM
3	Pre Bid Meeting	22.03.2016 at 3.30 PM
4	Amendment after Pre Bid	28.03.2016
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8	Opening of Commercial Bid	08.04.2016, 4.00 PM

Note: - The bidders, applying for this tender would give a Technical Presentation before opening of Technical Bid. Also the bidder needs to submit a soft copy of the presentation that they are going to present.

3. Pre Bid :

The queries have to be submitted by the prospective bidders on or before 19-03-2016 at 04:00 PM at the email pcu@cmgi.org.in.

The pre bid conference is scheduled on 22-03-2016 at 03:30 PM in the office chamber of **Executive Director, CMGI Office, Sishu Bhawan Square, Forest Park, Unit-I, Bhubaneswar-751 009**. After evaluation of the queries by CMGI, if considered, necessary changes will be incorporated and the revised document shall be uploaded in the website www.cmgi.org.in in shape of corrigendum.

4. **Cost of Tender Document**

Cost of Tender document of Rs. 1050/- (inclusive of 5% VAT) should be submitted in shape of Bank Draft drawn from any nationalized bank located at Bhubaneswar.

5. Time of execution of Project:

All installation and supply work shall be completed within **4 weeks** from the date of issue of Purchase Order.

6. Earnest Money Deposit:

- a) EMD of Rs. 50,000/-drawn from any nationalized bank at Bhubaneswar is to be furnished by the bidder along with the tender.
- b) The EMD shall be only in the form of Demand Draft/ Bank Guarantee in favour of Centre for Modernizing Government Initiative (CMGI), payable at Bhubaneswar drawn in any nationalized bank. The validity of DD should be at least three months from the date of floating of tender.
- c) Vender should write the organization name at the back side of the DD.
- d) The demand draft shall be submitted along with General bid envelope. Bids without EMD shall be rejected.
- e) The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- f) The EMD of unsuccessful bidders will be returned to them within a month of selection of vendors.
- g) In case of a successful bidder the EMD may be forfeited if the bidder fails to accept the Purchase Order.

h) Payment term

The payment will be made on quarterly basis on receipt of satisfactory performance report from the competent authority of CMGI. The quarterly payment amount will be calculated as below:

(Total Quoted Cost/12) – Penalty (if any)

- i) **Performance Bank Guarantee:** Successful bidder should submit a performance bank guarantee of 10% of total quoted cost from any nationalized bank located at Bhubaneswar. The validity of the PBG should be 3 years and 6 months commencing from the date of signing of the MoU.

7. AMC Support

All the items should have **3 years** on-site comprehensive support service covering all parts & labour from the date of acceptance of the items by Officials of Centre for Modernizing Government Initiative (CMGI).

Security Matrix :

Nature of Complaint	Response Time	Resolution Time
Completely Down (Dead)	1 Hour	4 Hours
Partially Down (System Running)	2 Hours	24 Hours

- 8. **Penalty Clause:** In case of vendor failing above standards, a **standby arrangement should be provided** for serving the purpose the till the machine is repaired. If the vendor fails to provide such an arrangement,

penalty of 0.5% per day maximum upto 5% will be deducted from the quarterly payment. If the bidder fails to resolve the issue within 10 days the authority reserves the right to revoke the P.B.G.

9. Termination of Contract : In the event, the vendor is not able to rectify or replace the faulty equipments within reasonable time, the purchaser reserves the right to cancel the contract or under such conditions the decision of the Centre for Modernizing Government Initiative (CMGI), Bhubaneswar shall be final.

10. Supervision of Services :

The successful bidder shall depute experienced persons for maintenance of equipments supplied.

11. Purchaser's Procurement Rights

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:

- i) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- ii) Change any of the scheduled dates stated in this tender.
- iii) Reject proposals that fail to meet the tender requirements.
- iv) Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- v) Make typographical correction or correct computational errors to proposals
- vi) Request bidders to clarify their proposal.

12. Inspections :

- a) The representatives of CMGI shall have the right to make inspection during the execution of work at the site.
- b) The inspection of items shall be done by the authorised representatives of CMGI during final inspection and the bills shall be submitted by the party after such inspection.

13. Other Instructions:

- a. The bidder has to quote the entire range of product in their respective groups of the bill of materials.
- b. The bidder must organize the bid in accordance with the format specified in the tender document.
- c. The tenders not submitted in the prescribed format or incomplete after due date in any sense are liable to be rejected.
- d. CMGI is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delay or holidays.

- e. CMGI reserves the right to accept or reject any bid without assigning any reason thereof and CMGI's decision in this regard will be treated as final.
- f. CMGI reserves the right to ask for any type of technical clarification and make technical presentation before technical committee members failing which it may leads to CANCEL the bid.
- g. CMGI reserves the right to drop any of the items and/or alter quantity of any of the item.
- h. Un-signed & un-stamped bid shall not be accepted.
- i. Undertaking for subsequent submission of any of the document asked in the tender will not be entertained under any circumstances. However, CMGI reserves the right to seek fresh set of documents or seek clarifications on the already /submitted documents.
- j. Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- k. No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- l. CMGI will not be responsible for any misinterpretation or wrong assumption by the vendor.
- m. CMGI is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delay or holidays.
- n. Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid.

14. Detailed Evaluation

- i) Only the bids considered to be substantially responsive shall be considered for detailed evaluation.
- ii) The evaluation of the tender will be made on the basis of least cost for the entire range of product (sum of all quoted prices inclusive of taxes). In case there is any discrepancy between unit price & total price, the unit price will prevail.
- iii) In case of any discrepancy between figures and words, words will prevail.

15. Jurisdiction of High Court of Odisha

Dispute/suit, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

16. Right to Reject / Accept the Tender

The purchaser reserves the right either to reject or accept any or all tenders. Orders may also be split among different selected bidders. The

purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

17. Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Centre for Modernizing Government Initiative CMGI, Sishu Bhawan Square, Forest Park, Unit-I, Bhubaneswar-751 009 whose decision on such matters shall be final and conclusive.

Letter Head of the Company

Annexure: G-1

General Information

Company Name			
Registered Office Address			
City		Pin	
State		URL	
Telephone		Cell	
Fax		Email	
Office Address in Bhubaneswar			
City		Pin	
State		URL	
Telephone		Cell	
Fax		E-mail	

List of Service Engineers & their Contact Numbers

Sl. No.	Name	Contact No.
1		
2		
3		

Letter Head of the Company

Annexure: G-2

Self Declaration

Date : _____

Ref : _____

To,

Centre For Modernizing Government Initiative (CMGI)
Sishu Bhawan Square, Forest Park, Unit-I
Bhubaneswar-751 009

In response to the **Tender ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441, Dt:14.03.2016** Ms./Mr. _____, as a _____, / We hereby declare that our company _____ is having unblemished past record and was not under declaration, ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of the witness

Tenderer

Date:

Place:

Signature of the

Date:

Place:

Letter Head of the Company

Annexure: G-3
Self Declaration

Date : _____

Ref : _____

To,

Centre For Modernizing Government Initiative (CMGI)
Sishu Bhawan Square, Forest Park, Unit-I
Bhubaneswar-751 009

In response to the **Tender ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441, Dt:14.03.2016** Ms./Mr. _____,

as a _____, I/We hereby declare that our company _____ is having unblemished past record and have not been declared blacklisted by any Central/State Government institution in last 3 years and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness
Tenderer

Date:
Place:

Signature of the

Date:
Place:

Letter Head of the Company
Annexure: G-4
Representative authorization letter

Date : _____

Ref : _____

To,

Centre For Modernizing Government Initiative (CMGI)
Sishu Bhawan Square, Forest Park, Unit-I
Bhubaneswar-751 009

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. **CMGI/PCU/HRMS-Server-AMC/2015/402/441, Dt: 14.03.2016**. He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised
Signatory

Representative's Signature :

Signature attested :

Letter Head of the Company

Annexure: G-5

Acceptance of terms & conditions contained in the tender documents

To

The Executive Director

**Centre For Modernizing Government Initiative (CMGI)
Sishu Bhawan Square, Forest Park, Unit-I
Bhubaneswar-751 009**

Sir,

I have carefully gone through the terms & conditions contained in the tender document **ENQUIRY NO. No. CMGI/ PCU/HRMS-Server-AMC/2015/402/441, Dt:14.03.2016** regarding “ **Providing AMC Services for HRMS Server** ”

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Tenderer

Date:

Place:

Signature of the

Date:

Place:

FORMAT G 6

(To be furnished in the General & Technical Proposal)

Average annual turnover during the last 3 financial years

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2012-13	
2	2013-14	
3	2014-15	
	Average Annual turnover for the financial years	

Note: Please furnish the photocopies of the statutory audit reports / Annual reports for the last three financial years along with auditors certified copy towards turnover statement in support of the figures mentioned above.

Authorized Signatory [In full and initials]:-----
Name and Title of Signatory:-----
Name of firm :-----
Address:-----

Annexure: G-7

LIST OF ENCLOSURES

Sl. No	Enclosure description	Enclosed (Yes / No)	Annexure / Attachment / Page No. / Envelop No. of the enclosure
1	Annexure-G1 General Information		
2	Copy of Registration Certificate of the firm		
3	Organisation Profile		
4	Documentary proof of an authorized partner of manufactures of the items quoted		
5	List of qualified technical professionals		
6	Self Declaration of ineligibility for corrupt And fraudulent practice		
7	Self Declaration that the bidder hasn't (Annexure- G3)		
8	Copy of Up-to -date VAT Clearance		
9	Copy of Up-to -date Service Tax Clearance		
10	Copy of PAN no allotted by Income Tax Department		
11	Balance Sheet and Profit & Loss Account statement for last three		

TENDER ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441,Dt:14.03.2016

Signature & Seal of the Bidder

	years ending 31st March 2015		
12	Annexure-G4 - Representative Authorization Letter.		
13	Annexure- G5 - Acceptance of terms and Condition		
14	Annexure- G6 - Average annual turnover during the last 3 financial years along with audit/annual report		
15	Tender document fee in a sealed envelope (Super scribe Tender document fee on the top of the sealed envelope) with general bid	DD No : Amount : Bank:	
16	EMD amount in a sealed envelope(Super scribe EMD amount on the top of the sealed envelope) with general bid	DD No : Amount : Bank:	
17	General bid duly signed (sealed envelope)		
18	Technical bid duly signed(sealed envelope)		
19	Commercial bid duly signed(sealed envelope) (sealed envelope)		
20	Printed technical Brochure (separate envelope super scribing "Technical Brochure")		
21	List of Important installations in Odisha and the country and work Completion certificates from the client		
22	Signature with Name & Date		

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Signature & Seal of the Bidder

Note: -

- Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labour for installation. Printed brochures of items quoted should be enclosed.
- The bidder should mention the warranty period against all manufacturing defects.
- In case of any discrepancy between Unit Price & Total Price, the Unit Price will Prevail.

Letter Head of the Company

Format-F1

(To be furnished with the commercial proposal)

COMMERCIAL PROPOSAL SUBMISSION FORM

(On the letterhead of the firm)

[Location, Date]

To,

Procurement Officer
Procurement and Contracting Unit.
Centre for Modernizing Government Initiative (CMGI)
Sishu Bhawan Square, Forest Park,Unit-I
Bhubaneswar-751 009

Ref. : TENDER ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441,Dt:14.03.2016

Dear Sir,

We, the undersigned, offer to provide the services for Comprehensive AMC for HRMS Server for a period of 3 years in accordance with your Tender referenced above and our General & Technical Bid.

Our Commercial Bid shall be binding upon us for a period up to 31st March 2020, subject to the modification resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

We understand you are not bound to accept and Proposal you receive.

We remain,

Yours sincerely,

Authorised Signatory [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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Signature & Seal of the Bidder

COMMERCIAL BID

SL. NO.	SUBTOTAL OF ITEM	AMC/ Replacement/ Repair PRICE (A)	SERVICE TAX (B)	TOTAL PRICE (A + B)
A	Total Comprehensive AMC Price for HRMS Server for CMGI installed at STPI, Bhubaneswar			
B	Repair of Load Balancer – 1No			
C	Repair of Firewall – 1 No			
D	Repair of SAN Storage : 1 No			
E	Repair of Power Supply of Application Server - 1 No			
GRAND TOTAL				
In Words				

The above price should be inclusive of the following;

- Inclusive of spares replacement,
- Standby facility wherever required,
- Onsite Comprehensive AMC.

TENDER ENQUIRY NO. - CMGI/ PCU/HRMS-Server-AMC/2015/402/441,Dt:14.03.2016

Signature & Seal of the Bidder