



**CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)**  
Sishu Bhawan Chowk, Udyan Marg, Plot No-1212A,  
Bhubaneswar - 751009

**TENDER DOCUMENT**

**Tender Enquiry No. : CMGI/PCU/E\_OFFICE/502/2017/327 (P-3)/ 583, Dt. 13.04.2018**

e- Tenders through Odisha Tenders Portal (<https://tendersodisha.gov.in>) are invited for supply and installation of Local Area Network (LAN) equipment at Police Headquarters, Cuttack, Commissionerate of Police, Bhubaneswar and Directorate of Higher Education, Bhubaneswar for e - Office Implementation.

<b>Sl. No.</b>	<b>Schedule of Events</b>	<b>Date &amp; Time</b>
1	Last Date and Time for Submission of Tender (General & Technical) through Odisha Tenders Portal ( <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a> ) only	08.05.2018 by 2:00 PM
2	Submission of EMD and Tender Fee : Off line/By Hand to Procurement Officer, CMGI, Sishu Bhawan Chowk, Udyan Marg, Plot No-1212A, Bhubaneswar - 751009	07.05.2018 by 5:00 PM



## **INVITATION FOR BIDS**

### **1.1 INTRODUCTION**

Centre for Modernizing Government Initiative (CMGI), Bhubaneswar invites competitive bid proposals from interested bidders who have sufficient experience in the Supply, Installation, Commissioning & Operation of Networking Equipment & Accessories. The detailed tender documents for the said work are available on the website: <https://tendersodisha.gov.in/www.cmgi.org.in>.

### **1.2. OBJECTIVES**

Centre for Modernizing Government Initiative (**CMGI**) proposes to procure and install the following items at Police Headquarters, Cuttack, Commissionerate of Police, Bhubaneswar and Directorate of Higher Education, Bhubaneswar for e-office implementation. Tender paper shall be obtained from the internet at [https://tendersodisha.gov.in / www.cmgi.org](https://tendersodisha.gov.in/www.cmgi.org) in and should be submitted through Odisha Tenders Portal (<https://tendersodisha.gov.in>). The authority reserves the right to accept/reject any and part there of or all the quotations without assigning any reason thereof.

### **Technical Specifications**

<b>SI No</b>	<b>Description</b>	<b>Location</b>
1	Cat 6 UTP Cable	POLICE HEADQUARTERS, CUTTACK, COMMISSIONERATE OF POLICE, BHUBANESWAR AND DIRECTORATE OF HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF ODISHA, BHUBANESWAR
2	RJ 45 Connector	DO
3	cat 6 I/O Box (Complete Set)	DO
5	Cat 6 Patch cable (2 meter)	DO
7	6 U Rack with PDU	DO
8	4 U Rack with PDU	DO
9	24 Port Patch Panel	DO
10	24 port Switch	DO
11	16 port Switch	DO
12	8 port Switch	DO
13	Cable Laying + Casing + Clamping	DO
14	I/O Box Fixing	DO
15	Rack, Patch Panel Fixing	DO
16	RJ 45 Clipping	DO

**Please Note:** The bidders are requested to visit the locations as mentioned above to understand the requirement of LAN materials. The bidders are requested to coordinate with the Hardware Manager, CMGI for proper understanding regarding the Materials required and the places of installation.



## **GENERAL TERMS & CONDITIONS**

### **1. Location of the Project:**

Police headquarters, Cuttack, Commissionerate of Police, Bhubaneswar and Directorate of Higher Education, Government of Odisha, Bhubaneswar .

### **2. Eligibility Criteria For All**

- i. The bidder should furnish copy of the PAN
- ii. The bidder should furnish copy of the GST No.
- iii. The bidder must have a local office in Odisha.
- iv. Proof of successful execution 3 (three) IT/LAN/Telecommunication work during last 3 financial years ending with 31.03.2018, out of which one Work Order should be from any Government Organization.

### **3. Tender Fee :**

- a) Cost of Tender fee will be Rs. 5000/-. The tender fee shall be only in the form of Demand Draft in favour of Executive Director, CMGI, payable at Bhubaneswar drawn in any nationalized bank.

### **4. Time of completion of Project:**

All supply and installation work shall be completed within 45 working days from the date of issue of the Purchase Order

### **6. Earnest Money Deposit:**

- a) EMD of Rs.20,000/-.
- b) The EMD shall be only in the form of Demand Draft in favour of Executive Director, CMGI, payable at Bhubaneswar drawn in any nationalized/scheduled bank.
- c) Vender should write the organization name at the back side of the DD.
- d) The demand draft shall be submitted offline to the Procurement Officer, CMGI on or before 07.05.2018. Bids without EMD and Tender fee 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.

### **6. Payment term**

- a) 90 % payment will be made after successful execution of the work, measurement done and completion certificate issued by the competent authority of Centre for Modernizing Government Initiative for each item of work.
- b) Balance 10% will be released after 30 days of release of the 90% payment subject to smooth operation of the equipment.

### **7. Offer Validity Period**

The tender offer must be valid for **90 days**. Any offer falling short of the validity period is liable for rejection.



## 8. Warranty and Support

All the items should have **2 years** on-site comprehensive warranty covering all parts & labor from the date of acceptance of the items by Officials of CMGI, Bhubaneswar. During the warranty period, the vendor will have to undertake comprehensive maintenance of the products. The items should be repaired by 5.00 pm on the same day in case of reporting of the defect in the forenoon and should be repaired by 12.00 noon next day in case of reporting of the defect in the afternoon. All other items should be repaired within 24 hours. In case of vendor failing above standards, a **standby arrangement should be provided** till the machine is repaired. If the vendors failed to provide such an arrangement, the warranty period of such item will be extended one week for each week of delay, in addition to that @ 0.5% of Penalty per week or part will be charged subject to maximum up to 5%.

## 9. Rejection

Before acceptance of the items if the equipment supplied by the vendor is found defective in materials or workmanship or otherwise not in conformity with the requirements of the contract, the purchaser shall have the right to either reject or to request in writing for rectification of the defects. Then the vendor shall with utmost diligence, at his own expense, make good the defects so specified or replace the defective equipment if the vendor fails to do so, the purchaser either.

h) May at its option to replace or rectify such defective equipment and charge to the vendor the excess cost incurred by the purchaser plus 15% (Fifteen percent) extra.

OR

ii) Terminate the contract for default. Further, in the event, the vendor is not able to rectify or replace the faulty equipment within reasonable time, the purchaser reserves the right to acquire the said equipment at a reduced price considered equitable under the circumstances, and under such conditions the decision of the Centre for Modernizing Government Initiative, Bhubaneswar shall be final.

## 10. Delay in completion of the Project

The time schedule for completion of the project as mentioned in Clause 4 above is very important and the bidder must take utmost care to complete the delivery and installation within scheduled time. If the work is delayed for any reason for which Centre for Modernizing Government Initiative or client organization are not responsible, a penalty @0.5% of the cost of the purchase order will be charged to the supplier for a delay of one week or part thereof, subject to maximum 5% of the cost of the purchase order.

## 11. Insurance of Equipment

The materials to be supplied should be insured by the vendor on behalf of the purchaser from his warehouse to the Client's site. The insurance coverage should cover the transport of materials by Rail/Road to the destination. The insurance policy shall remain valid for minimum period of 60 days after installation and commissioning of equipment at site. The materials/equipment found lost or damaged in transit or during installation and commissioning should be immediately replaced by the supplier.



## **12. Installation Supervision and Services**

The supplier shall depute experienced persons for installation, commissioning and testing of equipment supplied.

## **13. Standards**

The equipment shall confirm to a National / International standard as applicable.

## **14. Replacement**

If the material/ equipment or any portion thereof gets damaged or lost during the transit and installation, the vendor shall effect the replacement of such materials/ equipment within a reasonable time to avoid delay in commissioning the equipment.

## **15. CMGI'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.

## **16. Inspections**

- i) The representatives of Centre for Modernizing Government Initiative shall have the right to make inspection during the execution of work at the site.
- ii) The measurement of items of erection/supply shall be done by the authorised representatives of CMGI during final inspection and the bills shall be submitted by the party after such inspection.

## **17. Other Instructions**

- a) The bidder has to quote the entire range of product in 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) **The rates should be valid for a minimum period of 180 days.**

- f) 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.
- g) CMGI reserves right to cancel the Purchase Order in the event of one or more of the following situations:
- Delay in delivery beyond the specified period for delivery
  - Delay in installation beyond specified period for installation
  - Major discrepancy in hardware & other components noticed during any stage of the project
  - Delay in implementation of the project against the agreed time lines.
  - CMGI reserves the right to re-negotiate the prices in the event of change in the market prices of the machines.
  - CMGI reserves the right to ask for any type technical clarification and make technical presentation before technical committee members failing which it may leads to CANCEL the bid.
  - CMGI reserves the right to inspect the machines to verify the genuineness and conformity with the specifications of the machines delivered.
  - Un-signed & un-stamped bid shall not be accepted.
  - 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.
  - 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.
  - No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
  - CMGI will not be responsible for any misinterpretation or wrong assumption by the vendor.

**CMGI reserves the right to alter / increase / decrease the quantity of items, as the case may be, to meet the requirements at any point of time.**

CMGI is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delay or holidays. Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid.

## **18. 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) in the respective groups.
- iii) The purchaser shall evaluate each bid in detail in respect of Technical specifications, Price quoted, Service offered, Quality and compares them with other bids in the abovementioned aspects.
- iv) The purchaser reserves the right to evaluate each item either by basic configuration or by combining with one or more of the options asked. Purchaser's decision in this matter shall be final and binding.
- v) The purchaser reserves the right to negotiate specifications, prices during evaluation if found necessary. Other conditions being equal the firm which can assure quick delivery shall carry



weightage.

#### **19. Jurisdiction Of High Court Of Odisha**

Suites, 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.

#### **20. 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.

#### **21. 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 Executive Director, CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI), Sishu Bhawan Chowk, Udyan Marg, Plot No-1212A, Bhubaneswar - 751009, Odisha

**The bidder has to accept all the terms and conditions mentioned above otherwise the bid will be rejected.**



## **Application process :**

### **EVALUATION & SELECTION CRITERIA**

Eligible and interested companies are requested to submit their bids in Government of Odisha e-Tender portal (<https://tendersodisha.gov.in>) as described below (along with documentary evidence).

#### **Evaluation and comparison of tenders:**

The e-Tenders received within the closing time of tender submission will be evaluated as per the criteria given hereunder:

The **commercial proposals** of only those firms shall be opened and considered for evaluation whose **general & technical proposal is found to be responsive** fulfilling the eligibility criteria as per the following conditions.

The Responses received will be evaluated based on the following criteria as specified below.

#### **1. General & Technical Bid Submission :**

**The bidders are required to upload all the following documents online in e-tender portal (<https://tendersodisha.gov.in>) while submitting their bids online, otherwise the bid will be disqualified.**

- 1) Proof of registration of the company 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.
- 2) Copy of the PAN
- 3) Copy of the GST No.
- 4) Proof of local office in Odisha.
- 5) Proof of successful execution 3 (three) IT/LAN/Telecommunication work during last 3 financial years ending with 31.03.2018, out of which one Work Order should be from any Government Organization.

\* The Financial Bid should be submitted in the BoQ format through the e-Tender Portal (<https://tendersodisha.gov.in>) only.

#### **2. Offline Submissions:**

The bidder is requested to submit the following documents offline (i.e. physically) on or before 07.05.2018, 5.00 PM to Procurement Officer, Center for Modernizing Government Initiative, Plot No - 1212/A, Sishu Bhawan Square, Udyan Marg, Infront of Canara Bank, Bhubaneswar - 751009.

- i. Tender Fee of Rs. 5,000/- by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.
- ii. Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand) only by Demand Draft in favour of "The Executive Director, CMGI, payable at Bhubaneswar".