



Bihar School Examination Board

Sinha Library Road, Patna-800017

NOTICE INVITIG SHORT TERM TENDER

Tender Notice No- PR-96/2017

Bihar School Examination Board, Patna invites sealed tenders under two bid systems from the reputed, experienced & technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of “**Supply for Laptop**”

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
1	2	3	4
01.	Supply of Laptop	Rs. 500.00	Rs. 25000.00

Tender Schedule/ Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Sale/Download date of Tender documents	From 17-11-2017 to 23-11-2017 (11:00Hrs.) (www.biharboard.ac.in)
2.	Pre-Bid Meeting	20-11-2017 at 12:00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Submission of EMD, Tender fee & offer/Bid	23-11-2017 up to 15:00 Hrs.
4.	Date & time for opening of techno-commercial	23-11-2017 at 15:30 Hrs.
5.	Contact	Mob: 9990507237, 7903905613

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SECTION-I

INVITATION OF BIDS

1. Introduction

Bihar School Examination Board (BSEB) invites short term sealed Tender from Distributors/Channel Partners/OEMs/System Integrator for supply, installation and configuration of IT Hardware & Software for Bihar School Examination Board, Patna, Bihar.

Brief description of Works: Supply Hardware & Software for Bihar School Examination Board.

Location of Delivery : Bihar School Examination Board, Sinha Library Road,
Patna –800017, Bihar

Sealed tenders should be submitted prior to the last date of the submission.

Bihar School Examination Board, **reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. No consortium bidding is allowed.**

Bid Submission

The Bids should be submitted in two parts i.e. Technical Bid and Financial Bid.

Technical Bid: - The Technical Bid should be put in a single sealed cover super scribing the wordings “Technical Bid” for supply, installation and configuration of IT Hardware & Software for Bihar School Examination Board, Patna. The EMD/ Tender form fee must be enclosed with the technical bid.

Financial Bid: - Financial Bid should be put in a single sealed cover super scribing the wordings “Financial Bid” for supply, installation and configuration of IT Hardware & Software for Bihar School Examination Board, Patna.

SECTION-II

ELIGIBILITY CRITERIA

Bidders are advised to study all requirements, check lists and other information in the tender document carefully before submission of the proposal.

The bidder should have the below list of eligibility criteria to take participate in the bid.

- a) The company should be registered with GST number and also bidder must provide GST & PAN copy.
- b) The bidder should have an average annual turnover of at least Rs. 35 Lakh (Fifty lakh) in similar work during last any two Financial Years (of 2014-2015, 2015-2016, and 2016-2017).
- c) The bidder has to provide a self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government.
- d) The bidder must have to submit Rs.500/- (non-refundable) towards the cost of the Tender Document in the form of DD in favour of “Secretary, Bihar School Examination Board, Patna”
- e) Delivery Time line is the essence of this tender (**within 5 Days of getting the work order.**)
- f) The bidder must have to submit Rs.25000/- (refundable) towards the cost of the EMD in the form of DD in favour of “Secretary, Bihar School Examination Board, Patna”.
- g) The bidder has to submit all the details in the prescribed format given in the Annexures with the Seal and Authorized signature in each page.
- h) The bidder has to submit the OEM Authorization letter for supplying the Hardware & Software equipment as per the tender document.

Important Points: -

- (a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- (b) Relevant documents in support of the above criteria must be enclosed along with Tender Call documents failing which the bid will liable to be rejected.
- (c) The Tender Call documents of the vendors, unsuccessful in Pre - Qualification/ eligibility criteria shall not be considered for evaluation.

SECTION- III

SCOPE OF WORK

1. Scope

- a) Supply of **Laptops** for Bihar School Examination Board, Patna.
- b) Bidder needs to provide comprehensive 1-year warranty support (on-site) for all the supplied products as per the mentioned specification. Bidder needs to prepare and submit the proposal regarding the plan, escalation matrix of providing the support as per the requirement.
- c) The bidder should provide the information of the equipment including the warranty details during delivery of materials.
- d) The service escalation matrix with the details of the concerned personnel of the bidder must be furnished with bid.
- e) Delivery Time line is the essence of this tender.
- f) The bidder has to arrange support to response the issue relating to the supplied IT Assets within 24 Hours and resolution period must be less than 72 Hours. The Laptops should be supplied along with software like - Operating System (Windows-10 Pre-installed) along with other utility software like Adobe reader etc.

2. Bill of Material

The bidder has to provide the below list IT Hardware & Software as per the specification mentioned in **Annexure-1**

Sr. No	Product	Units	Quantity
1	Laptop	Nos.	44

The bill of material mentioned above is indicative. BSEB reserves right to increase/decrease the quantity during placement of Work Order.

3. Delivery time line

The bidder has to Deliver, Install and Configure the all IT equipment within the below timeframe.

Delivery of the Materials	Within 5 Days of getting the work order
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The Bihar School Examination Board, Patna reserves the right to accept or reject part delivery of the material.

SECTION IV

BID EVALUATION

1.1 Technical Evaluation Criteria

Criteria for evaluation of technical bids have been specified below of this section:

- i. The technical evaluation will be done only on the basis of the specifications provided in the bid document.
- ii. The commercial bids of only the technically qualified bidders will be opened for further processing.

1.2 Evaluation of Financial bid

Lowest Financial bid along with other conditions of this tender document will be adopted for selection of the bidder

- i. The Financial Bids of the technically qualified bidders will be opened on the prescribed date.
- ii. Bihar School Examination Board, Patna reserves the right to evaluate the bid category wise.
- iii. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- iv. The bid price will include all taxes and levies and shall be in Indian Rupees.
- v. Errors & Rectification: Arithmetical errors will be rectified on there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

SECTION-V

FINANCIAL IMPLICATIONS

The Financial Implication shall be provided in the below mentioned format and in the attached format mentioned in **Annexure 3 (Price Schedule)**:

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e. 90 (days). We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

The total (exclusive of GST) of financial bid shall be taken into consideration for selection of agency for Supply of “Hardware & Software at Bihar School Examination Board, Patna”.

1. Payment Terms

- i. No advance payment will be made under any circumstances.
- ii. The payment to the respondent shall be made by BSEB, Patna based on the services provided by the respondent to the BSEB, Patna as per the Scope of Work under this Tender and the Contract signed between the respondent and the BSEB, Patna.
- iii. One payment will be made in Indian Rupee Only.
- iv. The payment would be made as per the following table on submission of invoice by the Vendor to the Bihar School Examination Board, Patna. Payment would be released within **3 days**.

Component	Payment Terms
Supply for Laptop	100% after supply and Final inspection

SECTION-VI

GENERAL TERMS & CONDITIONS

- i. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of **The Chairperson, Bihar School Examination Board, Patna** or his Nominee. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Bihar School Examination Board, Patna or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Bihar School Examination Board, Patna or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Board of School Education Bihar or the said officer.
- ii. The venue of the arbitration proceeding shall be Office of the Chairman, Bihar School Examination Board, Patna or such other place as the arbitrator may decide.
- iii. Successful tenderers have to execute an agreement on stamp paper of Rs.1000/- as token of having accepted the rates, terms and conditions of this Contract.
- iv. Tenders without Earnest Money Deposit will not be accepted. EMD is to be paid by a DD only. Payment by any other mode except DD towards Earnest Money Deposit is not acceptable.
- v. If a Tenderer withdraws their offer after submission and before acceptance of their tender, then the Earnest Money deposited by him is liable to be forfeited.
- vi. Bihar School Examination Board, Patna, reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
- vii. The offers should be in full conformity with the terms and condition of this tender.
Incorrect and incomplete tenders will be rejected.
- viii. Tenders not submitted on the prescribed forms will be rejected.
- ix. If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, Bihar School Examination Board, Patna, reserves the right to reject such tender at any stage.
- x. One year on-site onsite comprehensive warranty on All Product by the Vendor.

- xi. The Bidder has to give undertaking that proposed/offered make & model are as per the specifications given in the tender documents.

1. Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agenda between the Bihar School Examination Board, Patna and the Vendor. The Vendor subject to this contract has complete charge of personnel, performing the services under this project from time to time. The Vendor shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

2. Delivery and Documents

The Vendor shall submit all the deliverables on due date as per the delivery schedule.

3. Payment Schedule

The Payment would be made to the bidder and bidder would be the single point of contact for Bihar School Examination Board, Patna. No payment shall be made for partial work done. Payment will be made in phases as per the payment terms given in “Payment Term LD Charges”. If not installed and commissioned within 6 days after receiving the LOI.5% will deducted from the total charges given in the tender

4. Taxes and Duties

The company shall be solely responsible for the payment of all GST and duties, license fees, octree etc. incurred until completion of the job in all respect. However, GST will be deducted at source at the prevailing rates in Bihar. The rates quoted must be exclusive of GST as applicable.

5. General Terms and Condition

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein by the BOARD.

6. Forfeiture of EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- i. If the vendor withdraws the tender before the expiry of the validity period.
- ii. If the vendor violates any of the provisions of the terms and conditions of the tender in the case of a successful vendor fails to
 - a) Accept award of work,
 - b) Sign the contract agreement with Bihar School Examination Board, Patna, after acceptance of communication on placement of award,

c) Furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Bihar School Examination Board, Patna in timely finalization of this tender. iii. The decision of Bihar School Examination Board, Patna regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve blacklisting of the vendor by Bihar School Examination Board, Patna.

SECTION-VII
PERFORMA & ANNEXURE

Annexure-1 (Tender Call Letter)

To

Date: ___/___/_____

Bihar School Examination Board
Sinha Library Road
Patna –800 017

Sub: Supply, Installation & Configuration of Hardware & Software for Bihar School Examination Board, Patna

Dear Madam/Sir,

1. With reference to your request of proposal document no. _____, Dated: ___/___/_____, I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the foresaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Vendor for undertaking the Project.
4. I/We shall make available to the authority for any additional information it may find necessary or require to supplement or authenticate the bid.
5. I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/We declare that:
 - (i) I/We have examined and have no reservations to the Tender Call documents, including any addendum issued by the tendering authority.
 - (ii) I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf have engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We declare that we are not a member of any other firm submitting a proposal for this project.
9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our CEO or any of our Directors.
12. In the event of my/ our being declared as the successful, I/We agree to enter into an agreement in accordance with the draft that has been provided to in the Tender Call document. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
13. The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the Tender Call document.
14. I/We agree and understand that the Proposal is subject to the provisions of the Tender Call documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
15. I/We agree to keep this offer valid for 90 days from the proposal due date specified in the Tender Call.
16. I/We agree and undertake to abide by all the terms and conditions of the Tender Call document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Tender Call document.

Yours faithfully,

(Authorized signatory)

Date:

Name:

Designation:

Annexure-2 (Vendor/Company Profile)

Sr. No.	Particulars	Details
1	Type of firm (Proprietary/PriGSTe/Public/Govt.)	
2	Name of the Firm/Company	
3	Full Address of the Company	
4	Telephone Number	
5	E-mail Address	
6	Total Turnover average 35 L in any two years (Attach proof)	
	2014-2015	
	2015-2016	
	2016-2017	
7	Past Experience in Supply, installation & configuration of Laptops. Mention Name of Organization Volume of Work Handled in any two FY (Attach Proof)	
	2014-2015	
	2015-2016	
	2016-2017	
8	GST & PAN (Attach copy)	
9	Have you ever been Blacklisted / Debarred? If no Attach affidavit	
10	Delivery of the Materials Within 6 Days of getting the work order	

Details of Authorized Person of The Company	Name	
	Designation	
	Mobile	
	Office	
	E-mail	

Annexure-3 (Price Schedule)

To,

Secretary
Bihar School Examination Board
Sinha Library Road, Patna – 800017, Bihar

Sub: Supply, Installation & Configuration of Hardware & Software for Bihar School Examination Board, Patna

Dear Madam/Sir,

We, the undersigned Channel Partner/SI/Distributor/OEM, offer to provide above service in accordance with your Tender Call. Our Financial proposal for project is given as below:

Sr. No	Item	Approx Quantity	Make Model	Rate Per Unit (Exclusive of GST) in Rupees	Total Amount in Figure (Exclusive of GST) in Rupees.
1	Laptop	44			

Note:

- i. The Prices must include three years comprehensive onsite warranty (spare parts and labour) on all items.
- ii. GST is not applicable as Bihar School Examination Board is exempted from GST.
- iii. The Cost must be given as per the specification mentioned in the Bid.

Annexure-4 (Technical Specifications)

4.1 LAPTOP – Specifications (Branded Company only)

Sr.	Particulars	Specifications	Compliance
1.	Windows	Windows 10 (64-bit)	
2.	Processor	Intel Core i5 6 th Generation + Intel HD Graphics	
3.	Hard Disk	1 TB 5400 RPM (minimum) SATA IV	
4.	Memory	4 GB DDR3	
5.	DVD drive	Integrated 8X DVD +/- R/RW	
6.	Network Interface	10/100/1000 BASE-T Ethernet LAN or Equivalent	
7.	Ports	Minimum 2 USB 2.0; 1 USB 3.0; 1 RJ45; 1 headphone-out/microphone-in combo	
9.	Display	15.6" Full HD	
10.	Keyboard	Standard Keyboard	
11.	Feature	180 ⁰ swivel	
12.	Warranty	1 Year on-site Comprehensive	
13.	Star Rating	4 Star minimum rating from authorized source	
14.	Others	Battery, AC Adapter, User Guide, Laptop bag	