



MP State Electronics Development Corporation Ltd.
(A Govt. of M.P. Undertaking)

Tender for Supply and Installation of Laptop Computers for MAP-IT.

Tender No. - MPSEDC/MKT/2015/288

State IT Centre, 47-A, Arera Hills, Bhopal 462011 M.P.

Tel: 0755 – 2518623, 2518605;

www.mpsedc.com

BID DATA SHEET

| Particular | Details |
|---|---|
| Name of the Client | Madhya Pradesh State Electronics Development Corporation Ltd. (MPSEDC) |
| Address and Concerned person for Correspondence | Addl. Chief General Manager, MPSEDC, State IT Center, 47-A, Arera Hills, Bhopal, Madhya Pradesh |
| Purchase of Tender | 06.08.2015 to 26.08.2015 |
| Date of Pre-Bid Conference | 12.08.2015 at 4.00 pm. |
| Venue of Pre-Bid Conference | Conference Room, 2nd Floor, State IT Centre, 47 A Arera Hills, Bhopal, Madhya Pradesh |
| Email address to send the Pre-bid queries | marketing@mpsedc.com |
| Last date of Bid Submission | 27.08.2015, up to 5.30 pm |
| Cost of bid document | Rs. 1000.00 + Processing Fees (non-refundable) to be paid online through the e-procurement portal. |
| EMD / Bid Security Amount | Rs. 1,00,000/- only to be paid online through e-procurement portal. EMD in form of Bank Guarantee will not be accepted. |
| Date and time for opening of Technical Proposal | 28.08.2015 at 4:30 pm. |
| Date and time for opening of Financial Proposal | The date and time would be communicated to the qualified bidders |
| Performance Bank Guarantee | The successful bidder shall be required to submit performance guarantee equivalent to 10% of the order value for the satisfactory performance/completion of the complete order (Including warranty period plus Three months), in the form of bank guarantee with MPSEDC LTD or Concern deptt. |
| Method of submission of Proposal | Only through e-Procurement portal of MPSEDC (website www.mpeproc.gov.in) |
| Validity of Bids | Minimum 180 days from the due date of |

| Particular | Details |
|------------|---|
| | submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any) |

Note:

- Tender document can be viewed/ downloaded from the website www.mpeproc.gov.in. Tenderer has to submit the document fee, Processing fee and EMD amount Online.
- Any further corrigendum/ addendum shall be uploaded on the e-procurement portal www.mpeproc.gov.in

1. Introduction of MPSEDC

M.P. State Electronics Development Corporation Ltd. is the agency of the state working towards promotion & implementation of IT and e-Governance. It is the single-point of access to any IT business opportunity in Madhya Pradesh and encourages various players in the field of IT to come forward and invest in the state of Madhya Pradesh.

MPSEDC is committed to generate IT business for the public/private sector with a mandate from the Government to develop IT in the state. This includes opportunities for software development, supply of hardware & peripherals, networking and connectivity, web applications, e-commerce, IT training and an entire gamut of direct and indirect IT businesses.

Madhya Pradesh Agency for Promotion of Information Technology (MAP-IT) has deployed MPSEDC for procuring the Hardware for their project. Hence MPSEDC is issuing this Tender to select Hardware provider who would provide Laptop Computers.

3. Scope of Work

Following is the scope of work to be performed by the selected vendor:

| S. no | Scope of Work Area | Description of Scope of Work/ Deliverables for the Activity |
|-------|--------------------|--|
| 1 | General | <ul style="list-style-type: none"> • The selected vendor must deliver, install, configure and provide necessary support for laptop that is required for the project • The selected vendor must provide necessary support and coordinate with other related vendors if any. |

4. Instructions to the Bidders

This section specifies the procedures to be followed by bidders in the preparation and submission of their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract. It is important that the bidder carefully reads and examines the Tender document.

a. Availability of TENDER Document

The Tender document is available and downloadable on following websites:

a) <http://www.mpeproc.gov.in>

Tender Fees (non-transferable & non-refundable) must be paid online at e- procurement portal (<http://www.mpeproc.gov.in>).

b. Pre-bid Meetings and Clarifications

i. Clarifications

The prospective Bidder requiring any clarification on the TENDER shall contact MPSEDC through email by sending the queries at **marketing@mpsedc.com**. The queries, if any, shall be submitted by the bidders as per the format given in Annexure I(C). The MPSEDC would consider only those queries which would be received before the due date as mentioned in Bid data sheet. All future correspondence/corrigendum shall be published on www.mpeproc.gov.in

ii. Pre-bid Conference and Issue of Corrigendum

- a) A Pre-Bid conference of all the interested bidders shall be held at the scheduled date and time as per the details mentioned in the Bid Data Sheet.
- b) MPSEDC reserves the right to make any kind of amendments or in the terms and conditions of TENDER before the due date of submission of bid. Any change/ clarification/ corrigendum would be uploaded on the e- procurement portal. This will form a part of this Tender document
- c) MPSEDC at its discretion may extend the due date for the submission of bids.

c. Preparation and Submission of Proposal

i. Completeness of Bids

Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications. The response to this TENDER should be full and complete in all respects. Failure to furnish the information required by the TENDER documents or submission of a proposal not substantially responsive to the TENDER documents in every

respect will be at the bidder's risk and may result in rejection of its proposal. The TENDER Document is not transferable to any other bidder.

ii. Language

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be in English language only.

iii. Preparation and Submission of Bid

The bidder is responsible for registration on the e-procurement portal (www.mpeproc.gov.in) at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline number 18002588684. The Bidder shall submit the proposals online as described below-

- a) Proposal that are incomplete or not in prescribed format may be rejected.
- b) The Technical and Financial proposal should be submitted only through the e-procurement Portal.
- c) Technical Proposal - Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "Technical Proposal for MPSEDC Tender No MPSEDC/MKT/2015/288" The proposal should be as per the Technical Proposal format provided in Annexure I: Technical Proposal Formats
- d) Financial Proposal – Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "Financial Proposal for MPSEDC Tender No MPSEDC/MKT/2015/288" The proposal should be as per the Financial Proposal format provided in Annexure II
- e) The financial Bid shall be inclusive of all **taxes & duties**, related accessories, Driver Software, Operating Manuals, Forwarding, Freight, and Installation charges at sites and **Comprehensive onsite Warranty of 3 yrs** etc.
- f) Conditional proposals shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
- g) Any alteration, erasures or overwriting should be valid only if the person or persons signing the bid initial them.
- h) Bidders are advised to upload the proposals well before time to avoid last minute issues.
- i) The bid has to be submitted only through online through www.mpeproc.gov.in website. No physical submission of bids would be acceptable.

iv. Late Bids

Proposal after due date and time shall not be accepted.

v. Tender Validity

The TENDER offer must be valid for 180 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any). However, MPSEDC in consultation with Concerned Dept. may extend this period, if the bidder accepts the same in writing.

vi. Cost and Currency

The offer must be given in Indian Rupees only. The price will remain fixed for the period of the contract and no changes for any reason what so ever will be allowed. The bidder shall bear all the costs associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

vii. Interpretation of the clauses in the Tender Document

In case of any ambiguity in the interpretation of any of the clauses in Tender Document, the MPSEDC interpretation of the clauses shall be final and binding on the bidder.

The decision taken by the MPSEDC in the process of Tender evaluation will be full and final.

viii. Amendment of Tender Document

At any time prior to the deadline for submission of bids, MPSEDC for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. Any such communication shall be posted on website and bidders are requested to visit the e-procurement website for updates, modification and withdrawal of Offers.

ix. Deviations

The bidder shall not be allowed to make any deviation whatsoever from the terms and condition and technical specifications specified in the TENDER .

X. Earnest Money Deposit (EMD) / Bid Security

- a) The Bidder shall furnish a bid security as per the amount mentioned in Bid Data Sheet online through e-procurement portal.
- b) No interest shall be payable on EMD under any circumstances.
- c) Unsuccessful Bidder's Bid security shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity or after awarding Tender to successful Bidder.
- d) In case of successful bidder, the EMD shall be discharged upon signing of agreement and submission of performance bank guarantee, as per Annexure III.
- e) The EMD shall be forfeited by MPSEDC, on account of one or more the following reasons-
 - If a bidder withdraws its bid during the period of bid validity

- If the bidder fails to sign the agreement in accordance with terms and conditions (Only in case of a successful bidder)
- Fails to furnish performance bank guarantee as specified in annexure
- Information given in the proposal is found inaccurate/incomplete

d. Qualification Criteria and Bid Evaluation

a. Evaluation Methodology

i. Tender Opening

- a) Bid Opening shall take place through the e-Procurement Portal. Online Proposals submitted along with the EMD/ Bid Security and Tender Fee (Payable Online through the portal) shall be considered for Bid opening as per the timelines mentioned in the Bid Data Sheet.
- b) In case of EMD/ Bid Security is not received as per the timeline mentioned in Bid Data Sheet, the bid submitted in e-Procurement Portal would be rejected.
- c) The EMD/ bid security will be opened at MPSEDC, in the presence of Bidders' representative who may choose to attend the session on the specified date, time and address.
- d) A maximum of two representatives from each Participating Organization would be allowed to attend the Tender Opening. The Bidder's representatives, who may choose to attend the session, can attend the Tender opening at the Date and time mentioned in the Bid Data Sheet or as per the Date and Time revised in the subsequent communication given by MPSEDC through www.mpeproc.gov.in
- e) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- f) To assist in the scrutiny, evaluation and comparison of offers, the MPSEDC may, at its discretion, ask some or all the Bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email, facsimile. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by MPSEDC in the evaluation of the bids.

ii. Tender Evaluation

To evaluate the Tender the MPSEDC shall formulate a Tender Evaluation Committee (TEC) (also referred to as "Evaluation Committee"). The Evaluation Committee shall evaluate the Technical and Financial bids as per the following process:

- a) The MPSEDC will evaluate and compare the bids that have been determined to be substantially responsive.
- b) Tender Evaluation Committee shall review the Technical Proposal along with Eligibility Criteria. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, Evaluation Committee may, at its discretion, ask any Bidder for a clarification of its bid.
- c) The Financial Proposals of only those Bidders who have been qualified in the Technical Proposal along with Eligibility Criteria will be opened in the presence of their representatives, who may choose to attend the session on the specified date, time and address mentioned in the Bid Data Sheet.

iii. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER / Contract shall constitute sufficient grounds for the annulment of the proposal or the award, in such event MPSEDC would reject the proposal and forfeit the EMD as specified in the document.

b. Eligibility Criteria

| # | Eligibility Criteria | Documents to be Provided |
|----|---|---|
| 1. | The Bidder must be a company incorporated in India Registered under the Company's Act 1956 | Certificate of Incorporation along with MOA and AOA. |
| 1 | The products offered must be of high quality and manufactured by nationally / internationally reputed manufacturer having a minimum turnover of Rs.500 Crore of 2011-2012, 2012-2013 & 2013-2014 (Attach copy of the audited balance sheet) | Documentary proof to be attached CA certificate & audited Balance sheet of 2011-2012, 2012-2013 & 2013-2014 |
| 2. | In case of dealer the bidder must have an annual average turnover of at least Rs.1 crores in last 3 financial years (FY 2011-2012, 2012-2013 & 2013-2014) | CA certificate & audited Balance sheet of 2011-2012, 2012-2013 & 2013-2014 |
| 3. | Bidder or manufacturer must have successfully executed at least 1 project for the Supply order for Laptop of minimum value of Rs 50 lakhs in the government sector in last three financial year (attach satisfactory completion from the authorized representatives of the client along with the work order). | Satisfactory completion from the authorized representatives of the client along with the work order to be submitted |
| 4. | In case of the representative/ dealer, the representative/dealer must attach tender | Tender specific authorisation letter from Manufacturer for all the |

| # | Eligibility Criteria | Documents to be Provided |
|----|--|--|
| | specific authorization letter (in the enclosed format in the tender form) from respective manufacturer for all the products quoted by him. | products quoted by him. |
| 5. | Only those brands which figure in top 5 ranking of IDC market analysis (IDC Market Analysis Report for India for last four quarters) for Laptop shall be eligible for participating in the tender. | IDC Market Analysis Report for India for last four quarters of laptop, Q3 2014, Q4 2014, Q1 2015, Q2 2015. |

c. Technical Compliance of Laptop

Technical compliance of the products along with Make & model to be quoted through Manufacturer (OEM) as per Technical Specification Sheet. The bidder shall not be allowed to make any deviation whatsoever from the technical specifications specified in the TENDER.

Please Note:

- MPSEDC reserves right to visit (or conduct telephonic verification) bidder's customers where such a similar project execution has taken place.
- Bidders who qualify in the technical evaluation ie Eligibility criteria & Technical Compliance of products quoted as per required specification shall be considered for financial evaluation.

d. Technical requirements

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

e. Inspection

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

f. Financial Bid Evaluation

The financial bids for technical qualified bidders will be opened. Financial bids, not substantially responsive or incomplete in any manner, are liable to be disqualified. The bidder with lowest bid value may be declared as Lowest Bidder (L1).

g. Selection of the Bidder

- a) The technically qualified bidder with L1 rate shall be the successful bidder.
- b) In the event that any successful bidder (L1) withdraws or is not ready for engagement for any reason, MPSEDC may invite the vendor with next lowest rate (L2) for engagement provided L2 bidder is ready to accept the rate quoted by L1 bidder.

h. Confidentiality

- a) Any attempt by a Bidder to influence MPSEDC in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- b) If any Bidder wishes to contact the MPSEDC during/after opening of the Bid to award of contract. He may do so in writing.

i. Terms and Conditions Governing the Contract

i Performance Bank Guarantee (PBG)/ Security Deposit

The Successful Bidder shall be required to submit PBG as follows

Performance Security:

The project will carry a performance guarantee for **Three years plus Three months**. All charges with respect to the PBG shall be borne by the bidder. The PBG shall be remaining valid for the warranty period plus Three months. The Successful Bidder shall have to submit the PBG as per the format given on Annexure III The PBG will be discharged / returned by MPSEDC upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee

This guarantee may be invoked on violation of any of the condition (s) given below:

- If any of hardware or services, which shall be given by you, does not perform satisfactorily
- The observed output/deliverables of the project is not in accordance with the approved specification.
- The corporation suffers losses by way of some of the module generating illegal/ incorrect reports/output.

Performance security should be submitted within **15 days of receiving the work order**. The Performance Security can be in the form of Bank Guarantee in favour of MPSEDC Ltd., Bhopal. On submission of Performance Security, EMD amount submitted will be returned.

ii Taxes and Duties

Rates should be **inclusive of all Taxes** and inclusive of all other duties however taxes shall be mentioned separately.

iii. Warranty

System should invariably be **comprehensive onsite warranted for a period of Three years** from the date of successful installation and commissioning or 90 days from the date of delivery whichever is earlier

iv Delivery Period

Delivery period should not exceed 60 days from the date of order under any circumstances. The MPSEDC LTD. reserves the right to extend the delivery period, in the interest of the concerned deptt.

The Laptop to be delivered & installed at MAP_IT, State Data Centre, 47A, Arera hills, Bhopal

v Transfer / Sub-Contracting

The bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof. However, in case of circumstances beyond the control of bidder, transfer/ sub-contracting may be permissible with the written concurrence of Purchaser.

vi Penalty

In case of delay in execution of the order, the concern deptt. may as its option either:
Recover from the supplier/contractor towards liquidated damages a sum @ ½% (half percent) of the price of any stores not delivered for a week, or Part thereof subject to maximum of 10% (ten percent). OR Purchase from elsewhere on account and at the risk of supplier, the stores not delivered.

OR

By giving 15 days cure/notice period to successful bidder can purchase from elsewhere on account and at risk of supplier, the stores not delivered.

OR

Cancel the contract reserving concern deptt right to recover damages upto 10% of the agreed cost of Hardware.

vii Service support requirement

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

- i. 2 days for the Laptop at concerned deptt

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

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

- d. The delay in rectification of calls would cause the penalty.
- e. In case of prolonged pending call the concerned deptt reserves the right to get the defective component repaired from other agencies at the risk of the supplier, and would recover the cost of repair from the supplier.
- f. The delay in call attending / closure will be treated as poor quality of service support and may lead to disqualification of bidder from participation in future purchases.
- g. The following penalty would be deducted for the delay in call rectification.
 - i. 400/- per week or part thereof for each Laptop remained unrectified more than the above-mentioned period.

viii Payment

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

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

ix Corrupt / Fraudulent Practices

The Purchaser requires that the Bidders under this Tender should observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser defines the terms set forth as follows:

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, procurement process or in contract execution;
- b) In the event of corrupt practice and fraudulence in addition to penal action as per the terms and conditions of the contract, legal action shall also be initiated against the concerned.
- c) "Fraudulent practice" means a misrepresentation of facts in order to influence award of contract or a procurement process or a execution of a contract to the detriment of

- the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;
- d) The Purchaser will suspend the award of contract if prima-facie it is established that the vendor had engaged in corrupt or fraudulent practices in competing for the contract in question.
 - e) The Purchaser will declare a Bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is found that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

x Resolution of Disputes

- a. MPSEDC and the selected Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b. If, after thirty (30) days from the commencement of such informal negotiations, MPSEDC and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996. All Arbitration proceedings shall be held at Bhopal and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English
- c. In case the issues are not resolved in the arbitration proceedings then any further legal action by the parties shall be restricted to the jurisdiction of the Court in Bhopal.

xi Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Courts at Bhopal only.

xii Indemnity

The successful bidders/Successful Bidder shall indemnify, protect and save MPSEDC and MPSEDC against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components (like system software, software tools, hardware etc.) and the services rendered under this Tender.

xiii Publicity

Any publicity by the bidder in which the name of the Indenter/buyer is to be used should be done only with the explicit written permission of the Indenter/buyer.

xiv Force Majeure

- The successful Bidder shall not be liable for forfeiture of its Performance bank guarantee, Liquidated Damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of Government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of MPSEDC in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of MPSEDC in writing, the Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

xv Right to terminate the process

MPSEDC, reserves the right to accept or reject any Tender offer, and to annul the Tendering process and reject all Tenders at any time prior to award of control, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such action.

MPSEDC makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this TENDER does not constitute an offer by MPSEDC. The bidder's participation in this process may result in MPSEDC selecting the bidder to engage in further discussions and negotiations.

xvi Limitation of Liability

The maximum aggregate liability of successful bidder shall not exceed the order value.

Technical Specification Sheet

| Item 1. Laptop | | | Qty-90 |
|----------------|-------------------------------------|---|--|
| Sl. No | Features | Specifications Required | Compliance Status through OEM & Boucher to be attached |
| | | MAKE & MODEL | |
| 1 | Processor | Intel Core i-3, 5 th Gen, 2.2 Ghz clock speed with 3 MB Smart cache or better | |
| 2 | Chipset | Intel Series | |
| 3 | Mother Board | Intel Series | |
| 4 | Memory | 8 GB DDR 1333 RAM or higher, expandable up to 32 GB or higher | |
| 5 | Hard Disk Drive | 1 TB, 5400 RPM SATA or Higher | |
| 6 | Display | 13.3 (33.8 cm) or above TFT active matrix wide screen display | |
| 7 | Resolution | 1280x768 WXGA or higher. | |
| 8 | Video Controller | Integrated Intel HD Graphics | |
| 9 | Wireless Connectivity | Integrated Wireless Intel 802.11 b/g/n, Integrated Bluetooth | |
| 10 | DVD Writer | Integrated DVD Writer 8X and Integrated Stereo Speaker | |
| 11 | Keyboard | Key board with touch pad with build in multi gesture supporting two finger scroll | |
| 12 | Microphone Camera and Speaker | Build in | |
| | | Web Camera HD or better | |
| | | Four in one reader | |
| 13 | Expansion Port | Min 3 USB, 10/100/1000 Ethernet Card, RGB or video or VGA and HDMI/, Microphone In, Headphone in and other standard features | |
| 14 | Power Supply | 230V, 50 HzAC supply with rechargeable battery pack comprising of Li-on/Li-polymer, battery backup 4 Hrs. Operation complete with battery charger/adaptor | |

| | | | |
|----|-------------------------------|--|--|
| 15 | Operating System & Anti virus | Microsoft Windows 8.1 pre-installed with recovery media and antivirus with latest version with 3 yrs. licence. | |
| 16 | Mouse | USB | |
| 17 | Certificate | Window 8 | |
| 18 | Accessories | Power Cord | |
| | | AC Power Adaptor | |
| | | Carry Bag | |
| 19 | Warranty | Comprehensive 3 yrs onsite warranty | |

Annexure I: Technical Proposal Formats

a. Covering letter Technical Proposal

To

Addl. Chief General Manager,
MPSEDC, State IT Centre,
Arera Hills, Bhopal

Sub: Submission of Technical Proposal

Ref: Tender for Supply and Installation of Laptop Computers for MAP_IT (Tender No:
_____ Dated: __/__/____)

Dear Sir,

Having examined the TENDER, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and install and maintain the Laptop, as required and outlined in the TENDER. We attach hereto our responses to Technical requirements.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPSEDC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the TENDER document.

We hereby confirm that:

1. We have deposited Earnest Money of Rs.....(Rs.....) online .
2. In case we are chosen as a Successful Bidder, we shall submit the PBG in the form prescribed in the TENDER.
3. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
4. We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
5. The quoted rates shall be valid till the completion of the order but not less than 180 days.
6. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy.
7. We agree to accept the extension order up to 100% quantity within Six months of the issue of the order.

8. We agree that you are not bound to accept any Tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the Tender response.
9. We hereby declare that our Company / Firm is having unblemished past record and is not declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices..

Following are the particulars of our organization:

| # | Description | Details (To be filled by the bidder) |
|-----|--|---|
| 1. | Name of the company | |
| 2. | Official address | |
| 3. | Phone No. and Fax No. | |
| 4. | Corporate Headquarters Address | |
| 5. | Phone No. and Fax No. | |
| 6. | Web Site Address | |
| 7. | Details of Company's Registration (Please enclose copy of the company registration document) | |
| 8. | Name of Registration Authority | |
| 9. | Registration Number and Year of Registration | |
| 10. | Quality Certificates (ISO 9001:2008) and its validity, if any | |
| 11. | CST/LST/VAT registration No. | |
| 12. | Service Tax Registration No. | |
| 13. | Permanent Account Number (PAN) | |
| 14. | Yearly Turnover of the Last 3 years 2011-2012 2012-2013 | |

| | | |
|-----|--|--|
| | 2013-2014 | |
| 15. | Name & address of the Banker | |
| 16. | List of Major Clients and the size of orders | |

Note :Separate sheets may be attached wherever necessary

Contact Details of officials for future correspondence regarding the bid process:

| Details | Authorised Signatory | Secondary Contact |
|-----------------|-----------------------------|--------------------------|
| Name | | |
| Title | | |
| Company Address | | |
| Phone | | |
| Mobile | | |
| Fax | | |
| E-mail | | |

It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Faithfully

[Authorized Signatory]

[Designation]

[Place]

[Date and Time]

[Seal & Sign]

[Business Address]

b. Checklist for Technical Proposal.

(The technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the technical proposal)

| Sno | Particulars | Document Submitted(Yes/No) | Documentary Proof(PDF detail) |
|----------|--|----------------------------|-------------------------------|
| 1 | General Information | | |
| a | Document Of Incorporation of Bidder | | |
| c | CST/LST/VAT registration No. | | |
| d | Service Tax Registration No. | | |
| e | Permanent Account Number (PAN) | | |
| f | Balance Sheet & Profit & Loss A/c of Last 3 years of Bidder 2011-2012,2012-2013, 2013-2014 | | |
| g | List of clients of Bidder | | |
| h | Bidder or manufacturer must have successfully executed at least 1 project for the Supply order for Laptop of minimum value of Rs 50 lakhs in the government sector in last three financial years (attach satisfactory completion from the authorized representatives of the client along with the work order). | | |
| i | Signed copy of tender document by bidder | | |
| 3 | Laptop | | |
| a | Manufacturers Authorisation of Laptop quoted | | |
| c | Technical Compliance on the manufacturers letter head with | | |

| | | | |
|---|--|--|--|
| | make & model with brochures | | |
| e | IDC Market Analysis Report for India for last four quarters of laptop, Q3 2014, Q4 2014 ,Q1 2015, Q2 2015. | | |

Note: The Documents related to each point must be uploaded in the form of PDF separately.

c. Format for Queries

To

Addl. Chief General Manager,
MPSEDC, State IT Centre,
Arera Hills, Bhopal

Sub: Submission of Queries

Ref: Tender for Supply and Installation of Laptop Computers for MAP_IT (Tender No: _____ Dated: __/__/____)

Dear Sir,

We have gone through the bid document and have following queries:-

| S. No. | Clause No in TENDER | Page Number | Query |
|--------|---------------------|-------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Request your kind response of the same.

Yours Faithfully
[Authorized Signatory]
[Designation]
[Place]
[Date and Time]
[Seal]
[Business Address]

d. MANUFACTURERS AUTHORIZATION FORM

Ref No:

Dated:.....

To,
Additional Chief General Manager
M.P. State Electronics Dev. Corpn. Ltd.
State IT Centre, 47A, Arera hills, Bhopal

Tender No:..... Due Date:

Dear Sir,

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

_____ (Address of the factory) do
hereby authorize M/s _____ (Name & Address of agent) to
submit a bid, and subsequently negotiate and sign the contract with you against the
above tender.

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

Yours faithfully

(Name)

(Name of the manufacturer)

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

Annexure II: Financial Proposal Formats

a. Covering Letter for Financial Proposal

To
Addl. Chief General Manager,
MPSEDC, State IT Centre,

Arera Hills, Bhopal

Sub: Submission of Financial Proposal

Ref: Tender for Supply and Installation of Laptop Computers for MAP_IT (Tender No: _____ Dated: __/__/____)

Dear Sir,

Having examined the TENDER, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the TENDER for Supply and Installation of Laptop Computers for MAP_IT

We attach hereto our responses to financial proposals as required by the TENDER. We have applied for Supply and Installation of Laptop Computers for MAP_IT

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPSEDC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the TENDER document and also agree to abide by this Tender response for a period of 180 days from the date fixed for bid opening.

We agree that you are not bound to accept any Tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the Tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Thanking you,

Yours Faithfully
[Authorized Signatory]
[Designation]
[Place]
[Date and Time]
[Seal & Sign]
[Business Address]

b. Financial Bid

Tender for Supply and Installation of Laptop computers for MAPIT.

Tender No. - MPSEDC/MKT/2015/288

| Financial bid | | | | | | | |
|------------------------------|------------------|--------------|-----|---------------|-------|--------|--|
| SI No. | Component | Make & Model | Qty | Rate per unit | Taxes | Amount | Total amount (inclusive of taxes and 3 years Comprehensive onsite warranty) |
| 1 | Laptop Computers | | 90 | | | | |
| Total Cost in figures | | | | | | | |
| Total Cost in words: | | | | | | | |

Note

1. The quantity of hardware may be changed as per requirement. Payment shall be made as per actual quantity installed.
2. The systems shall have **3 years Comprehensive onsite warranty**

Yours Faithfully

[Authorized Signatory]

[Designation]

[Place]

[Date and Time]

[Seal & Sign]

[Business Address]

Annexure III: Format of PBG

a. Format of Performance Bank Guarantee (PBG)

[Date]

To

Addl. Chief General Manager,
MPSEDC, State IT Centre,
Arera Hills, Bhopal

Sub: Performance bank Guarantee for Selection of Successful Bidder for Tender for Supply and Installation of Laptop for MAP_IT

Ref: Tender for Supply and Installation of Laptop computers for MAP_IT (Tender No: _____ Dated: __/__/____)

Dear Sir,

WHEREAS

M/s. (name of bidder), a company registered under the Companies Act, 1956, having its registered office at (address of the bidder), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated (Herein after, referred to as "Contract") with you (Madhya Pradesh Electronic Development Corporation (MPSEDC)) for Supply and Installation ----- for-----.

We are aware of the fact that as per the terms of the contract, M/s. (name of bidder) is required to furnish an unconditional and irrevocable bank guarantee of amount 10% of (**Supply order value**) in favour of MPSEDC for an amount <<....>> and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee. Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of amount <<....>>), without any demur.

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur. We hereby expressly waive all our rights to pursue legal remedies against MPSEDC and other Concerned Government Departments of Madhya Pradesh.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to amount <<....>>), and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding

any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR <<....>>

The PBG shall be remain valid during the entire contract period (3 Years) plus additional 3 Months (i.e. 3 Years and 3 Months from start of contract period) ; and We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only if we receive a written claim or demand on or before (Date) i.e.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts. This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the abovementioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in Bhopal (M.P) for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such count.

Dated this Day 2015.

Yours faithfully,

For and on behalf of the

Bank,

(Signature)

Designation

(Address of the Bank)