

Tender Document
For
Purchase of Hardware and Peripherals
For
Different Departments of the State Government

Key dates

Date of Issue of Bid Documents	20.05.2010 onwards
Pre Bid meeting	27.05.2010 at 3 pm
Last date for submission of bid:	10.06.2010 at 2:00 pm
Date of Opening of Bid:	10.06.2010 at 2:30 pm

Punjab State e-Governance Society (PSEGS)
Department of information Technology, Punjab
SCO 193-195, Sector 34-A, Chandigarh-160022
Ph. No. 0172-2604395, 2661808 Fax (0172) – 2604892

Bid No. : **May 2010/ PSEGS**

Serial No. of Document : _____

Issued to : _____

Against request No. : _____

Dated : _____

And payment of cost of bid document for Rs. 1000/- (Rupees One Thousand Only) to be paid in demand draft (DD) or cash only.

Name of the bank and Address: _____

Demand Draft No. and date: _____

Bid document issued on _____

Authorized Signatory

BID SUMMARY

Bid No.	EMD (Rs.) in shape of bank Demand Draft	Bid Document Cost (Rs.) Non-refundable	Last Date & Time	
			Bid Submission	Bid Opening
May 2010/ PSEGS	Rs. 2 lac	Rs. 1000/-	<u>10.06.2010 at 2:00 pm</u>	<u>10.06.2010 at 2:30 pm</u>

TABLE OF CONTENTS

SECTION	SUBJECT	PAGES
I.	Invitation for bids	5-6
II.	Instructions to Bidders	7-11
III.	Terms & conditions of the Bid	12-16
IV.	Detailed scope of work (Technical Specifications)	17-20
V.	Bid proposal (Performa – I)	21-22
	Bid proposal (Performa – II)	23
	Checklist for pre-qualification conditions	24
	Technical deviations (Performa – III)	25
	Unit Price Schedule Performa - Part II (Performa – IV)	26-28
	Commercial Deviations (Performa – V)	29

SECTION I INVITATION FOR BIDS

Punjab State e-Governance Society (PSEGS) invites bids from the established, reputed and experienced firm or consortium of firms for the supply of IT products as per the following details:

1	Department of Women & Child Development, Punjab under ICDS Scheme for its offices across State	92 Computers 92 laser printers 92 UPSs 92 MS office
2	Department of Planning, Punjab	4 Computers 4 laser printer 1 laser printer (duplexing) 50 anti-virus software (latest)
3	Department of Information Technology, Punjab	550 CA Antivirus
4.	Consumable items (Optional)	As per reqt.

Bid conditions

1. Bidders are advised to study the Bid Document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
2. Sealed offers prepared in accordance with the procedures enumerated in Clause 1 of Section II should be submitted to the **Punjab State e-Governance Society (PSEGS)** not later than the date and time laid down, at the address given in the **Schedule for Invitation to Bid** under Clause 6. (Given below)
3. The Bidder must furnish Earnest Money Deposit (EMD) for Rs. 2,00,000/- (Rs. Two lacs) in favour of **Member Secretary, the Punjab State e-Governance Society (PSEGS)**, "payable at Chandigarh", in the envelope containing the Pre-Qualification bid. Failing which the bid will be rejected.
4. This Bid document is not transferable.
5. The tenders of only those bidders, who have purchased the documents in their names, will be considered.
6. The Punjab State e-Governance Society (PSEGS) reserves the rights to reject any bid or all the bids without assigning any reasons and revising quantity, fine-tuning specifications as per requirement of Government of Punjab before opening the commercial bids.

7. The bidder will accept all conditions of the Bid Document unconditionally or depending upon the decisions of the Tender Evaluation Committee.

8. Schedule for Invitation to Bid:

a) Name of the concern by whom the bids are called on behalf of the Government of Punjab is:

**Punjab State e-Governance Society (PSEGS)
SCO 193-195, Sector 34-A, Chandigarh**

b) Addressee and Address at which Bids are to be submitted:

**Punjab State e-Governance Society (PSEGS)
SCO 193-195, Sector 34-A, Chandigarh**

c) Pre Bid Meeting time and date

**27.05.2010 at 3 pm in Conference Hall,
Punjab State e-Governance Society (PSEGS),
SCO 193-195, Sector 34-A, Chandigarh**

d) Latest time and date for submission of completed bids:

**10.06.2010 at 3 pm
Punjab State e-Governance Society (PSEGS)
SCO 193-195, Sector 34-A, Chandigarh**

e) Place Time and Date of opening of Pre-qualification bids:

**10.0.2010 at 3 pm in Conference Hall,
Punjab State e-Governance Society (PSEGS),
SCO 193-195, Sector 34-A, Chandigarh**

f) Technical bids of only the Pre-qualified bidders will be **opened and scrutinized at the same time (same date as 'e' above)** and if need be, on the following day(s) to be announced on the spot.

g) Date till which the bid is valid: **180 days from last date of submission of bids.**

Note: The Client shall not be responsible for any postal delays about non-receipt/ non-delivery of the documents. All late bids/ incomplete bids would be rejected out rightly.

SECTION II INSTRUCTIONS TO BIDDERS

A. Introduction

1 Procedure for Submission of Bids

It is proposed to have a **Three-Cover System** for this bid.

- a) Pre-qualification documents (2 copies) in one cover.
- b) Technical Bid (2 copies) in one separate cover.
- c) Commercial Bid (2 copies) in another separate cover.

1.1 The Bidders must place their pre-qualification, technical and commercial bids in three separate envelopes, super-scribed with separate **Bid titles** as follows:

A. PRE QUALIFICATION BID

B. TECHNICAL BID

C. COMMERCIAL BID

1.2 The Bidder shall have to qualify the pre-qualification Bid.

1.3 **Pre-Qualification Bids** will be opened on the prescribed date and time.

1.4 **Technical Bids** of only those Bidders will be opened who qualify the **Pre-Qualification round** after the initial processing of pre-qualification bid on the same day or at a date and time to be notified on the same day. The technical specifications may be fine-tuned before calling for the revised Commercial bids.

1.5 **A minimum time of 4 days** would be allowed for the submission of the **revised Commercial Bids**, if so required, based on the fine tuned specification as in Para 1.4 or otherwise by only those Bidders who will qualify both the Pre-Qualification Bid and the Technical Bid and would be **opened immediately thereafter**.

1.6 Each copy of the Pre-qualification document should be covered in a separate sealed cover super-scribing the wording '**Pre-qualification document**'. Both copies should be separately marked as "**original copy**" and "**first copy**" **respectively**. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording "**Pre-qualification document**".

- 1.7 Each copy of Technical Bid of the Bid should be covered in a separate sealed cover super-scribing the wording “**Technical Bid**”. Both copies should be separately marked as “**original copy**” and “**first copy**” **respectively**. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording “**Technical Bid**”.
- 1.8 **Please note that commercial aspects (prices, cost, charges, etc.) should not be indicated in the Pre-qualification Bid or the Technical Bid and should be quoted only in the Commercial Bid.**
- 1.9 Each copy of Commercial Bid of the Bid should be covered in a separate sealed cover super-scribing the wording “**Commercial Bid**”. Both copies should be separately marked as “**Original copy**” and “**First copy**” **respectively**. Thereafter, both the copies should be put in a single sealed cover super-scribing the wording “**Commercial Bid**”. **Commercial Bid should only indicate prices in the prescribed format.**
- 1.10 The cover thus prepared should also indicate clearly the name and address of the Bidder to enable the Bid to be returned unopened in case it is received “**Late**”.
- 1.11 The bids received late and declared late by the Bid Evaluation committee after the last date and time for receipt of bids prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Bidder.
- 1.12 Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.

2 **Cost of Bid document**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 3 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required in the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder’s risk and may result in the rejection of the bid.

4 Clarification regarding Bid Document

4.1 A prospective Bidder requiring any clarification of the Bid Document may notify the Client in writing at the Client's mailing address indicated in Clause 6 of Section I. The Client will respond in writing to any request for clarification of the Bid Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the Client. Written copies of the Client response (including an explanation of the query but without identifying the source of Inquiry will be sent to all prospective Bidders who have received the Bid Documents.

5 Amendment of Bid Document.

5.1 At any time upto the last date for receipt of bids, the Client, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.

5.2 The amendment will be notified in writing or by telex or cable or e-mail to the prospective Bidders who have received the Bid Documents and will be binding on them.

5.3 In order to afford prospective Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Client may, at his discretion, extend the last date for the receipt of Bids.

B. Preparation of Bids

6 Language of Bids

6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7 Documents Comprising the Bids

7.1 Conditional bids shall not be entertained.

7.2 The Bids prepared by the Bidders shall comprise of following components (Bid documents are to be submitted in the order of pre-qualification clauses along index page no., otherwise bid will be disqualified):

- a) Bid Proposal sheet duly filled in, signed and complete in all respects. (Performa -I)
- b) Qualifying data duly filled in as per relevant Performa provided in the bid proposal that the Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (Performa -II)
- c) The Bidder must furnish **Earnest Money Deposit (EMD)** of Rs. 2,00,000/- (Rupees Two lac only) which shall be in the form of Bank Guarantee or Demand Draft drawn on any scheduled bank in favour of **Punjab State e-Governance Society (PSEGS)** “payable at Chandigarh”, failing which the bid will be rejected. This earnest money is to be submitted along with the pre-qualification documents.
- d) **Company Financial Status:** The Bidder must have an average annual turnover of minimum Rs 10 Crores for the preceding last three financial years. The Bidder should have been making profit for last two years.
- e) The Bidder must be an OEM partner with authorization certificate for computing products being quoted.
- f) The Bidder must have executed 2 (two) similar project of value Rs. 25 lac and more, in last 3 years at minimum 5 locations in each project.
- g) The Bidder must have minimum 4 no. of onsite engineers placed across the State.
- h) The Bidder should have a fully functional office in Chandigarh/Mohali.
- i) The Bidder must have valid PAN issued by Income Tax Authorities, India.
- j) The Bidder must have valid State Sales Tax and CST Number. If no, the Bidder will give undertaking that the Sales Tax Number shall be submitted to the client before the signing of the contract.

Technical Bid shall consist of the following: -

- (a) Technical Deviations, if any, from the terms and conditions and specifications as specified in the Bidding Documents (Performa-III). Failing which, it would be assumed that there are no technical deviations and the full responsibility lies on the Bidder.
- (b) Technical Brochures of the product quoted and also current certifications asked for in the detailed technical specifications should also be enclosed.
- (c) The Technical specifications may be fine-tuned on the basis of discussions with various Bidders during Technical Bid evaluation process. The revised commercial bids, if required, would then be called on the basis of fine tuned specifications.

Commercial Bid consisting of the following: -

- (a) Bid prices for the fine-tuned Technical Specifications duly filled, signed and complete as per the Price Schedule on the prescribed Quotation Performa (Performa-IV).
- (b) **Price Schedule I:** The bidder is required to submit unit rates.
 - o The prices will be valid for a period of six months from the date of issue of work order.

- Punjab State e-Governance Society (PSEGS) may issue order(s) for any quantity as per its requirements within six months and the bidder shall be required to supply and install the requisite units at the specified locations.
- (c) Commercial Deviations, if any, from the terms and conditions and specifications as specified in the Bidding Documents (Performa-V).

SECTION - III
TERMS AND CONDITIONS OF THE BID

- 1.1 The client reserves the right to carry out the capability assessment of the Bidders and the client's decision shall be final in this regard.
- 1.2 The individual signing the bid or other document, in connection with the bid must certify as to whether he or she has signed as:
- a). A " Sole proprietor " of the firm or constituted attorney of such sole proprietor.
 - b). A partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, all the partners should sign the bid.
 - c). Constituted attorney of the firm, if it is a company
 - d) Lead partner of the consortium.
- 1.3 The bidder shall not sub-contract any part of the contract without written permission of the client.

2 STANDARDS:

The Goods supplied under this contract shall conform to the standard mentioned in the Fine tuned Technical Specifications, and when no applicable standards are mentioned, to the authoritative standards. Such Standard shall be the latest issued by the concerned institution governing that standard.

3 INSTALLATION PERIOD :

The Supply and Installation period would be **4 weeks** from the date of signing the contract.

In the event of delay in the supply and installation, specified above, the bidder shall be liable to pay a penalty @ Rs. 5000/ per week or part thereof for the delay in that location subject to a maximum of 5% of the total contract value, after which PSEGS shall be at liberty to cancel the contract. For the purpose of this clause, part of a week shall be considered to be a full week

- 3.1 The delivery period should be adhered to as will be mentioned in the Award of Contract. The supply shall actually be deemed to have been complete on the actual date of entire installation of all components/ items.

4 DELAY IN THE BIDDER'S PERFORMANCE & PENALTY:

- 4.1 The bidder shall submit a performance Bank Guarantee of Rs. 5 lacs in the prescribed Performa within 4 (four) weeks of the signing of the contract and would be valid for warranty period. In case of split of order to two or more companies, the client has the discretion to decide the performance Bank Guarantee amount at that stage.
- 4.2 An unexcused delay by hardware provider in the performance of its installation obligations shall render him liable to any or all of the following penalties:-

4.2.1 In case of non/ partial installation of the equipment within a stipulated period, penalty @ 2% of total contract value for every week of delay subject to a maximum of 10% of the total contract value, after which PSEGS, shall be at liberty to cancel the contract. For the purpose of this clause, part of a week shall be considered to be a full week.

4.2.2 Forfeiture of earnest money/ Security.

4.3 Hiding of facts, misrepresentation, corrupt practices by the Bidder if revealed at any stage, would amount to forfeiture of EMD and subsequently the firm may also be blacklisted.

5 **Standard of performance**

Hardware Provider shall carry out the supply order and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. Hardware Provider shall also adhere to professional implementation and support services during the execution of the project. The client may carry out benchmarking of sample equipments to be provided by the short listed Hardware Provider before and / or immediately after the delivery of equipment.

It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. Hardware Provider shall always act in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the clients legitimate interests in any dealings with the third party.

6 **Use of contract documents and information**

6.1 Hardware Provider shall not, without the client's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of client in connection therewith to any person other than a person employed by Hardware Provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

6.2 Hardware Provider shall not without the purchaser's prior written consent, make use of any document or information.

6.3 Any document other than the contract itself shall remain the property of the client and shall be returned (in all copies) to the client on completion of the service provider's performance under the contract if so required by the client.

7 **SCHEDULE OF PAYMENT:**

7.1 The payment terms shall be as per follows:

7.1.1 90% of the total cost will be released to the bidder after successful delivery and installation of all items.

7.1.2 The remaining 10% will be released after submission of Bank Guarantee of equivalent amount.

8 **WARRANTY PERIOD:**

- 8.1 **Hardware and system software products:** The Hardware Provider will be responsible for a comprehensive warranty of three years for all hardware items including batteries, printer heads, hard disk, operating system (excluding nothing) and for operation & maintenance of all software products.
- 8.2 Hardware Provider will not remove the equipment without the written permission of the person or officer concerned.
- 8.3 The response time for attending the faults will be six hours after they are reported to the Hardware Provider through any communication mode. The Service Provider will rectify the faults within 36 clock hours failing which the service provider will arrange temporary replacements in next 24 clock hours. The services shall be provided Mondays to Saturdays on working hours.
- 8.4 The Service Provider will do preventive maintenance (PM) once in three months for hardware Systems running. The PM may generally be done on Non-working days/ Beyond General Shift Hours with the prior permission of the person or officer concerned.
- 8.5 In case the Service Provider fails to maintain the 97% uptime of the comprehensive system of each location, the service provider will be liable for a penalty @ 0.5% of the contract amount per deficient %age uptime of that half year of the respective location.
- 8.6 In case of default, the client will have the right to arrange maintenance at the risk and cost of Service Provider, from any other source and shall adjust the charges from the payment due to Hardware Provider. Client decision shall be final in this regard and will be binding on the Hardware Provider

9 **PRICE FALL:**

- 9.1 The prices charged for the Hardware items supplied under the contract by the bidder shall in no event exceed the lowest price at which Hardware Provider sells the Hardware or offers to sell Hardware of identical description to the Department of the Central or State Government or any Statutory undertaking of the central or State Government, as the case may be, before the supply of IT resources.
- 9.2 If, at any time during the said period the bidder reduces the sale price, sells, or offers to sell such hardware items to any person/organization including the purchaser or any Department of State or Central Government or any statutory Undertaking of the Central or State Government as the case may be, at a price lower than the price chargeable under the contract, the bidder shall forthwith notify such reduction, or sale or offer to sell to the purchaser and the price payable under the contract for the supply of material after the date of coming into force of such reduction or sale or offer to sell shall stand correspondingly reduced.

10 **TAXES AND DUTIES:**

- 10.1 The bidder shall be entirely responsible for all taxes, levies, cess, Octroi, duties, license fees, etc. incurred until delivery of the contracted hardware to the purchaser. The Corporation will issue no C or D forms.

11 **Liquidated Damages:**

In the event of delay in the supply and installation, specified above, the bidder shall be liable to pay a penalty @ Rs. 5000/ per week or part thereof for the delay in that department subject to a maximum of 5% of the total contract value, after which PSEGS, shall be at liberty to cancel the contract. For the purpose of this clause, part of a week shall be considered to be a full week

12 **Suspension:**

12.1 The client may by a written notice of suspension to the Hardware Provider, suspend all payments to the Hardware Provider under the contract, if the Hardware Provider failed to perform any of its obligations under this contract provided that such notice of suspension:

12.1.1 Shall specify the nature of the failure.

12.1.2 Shall request the bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

13 **Termination for default:**

13.1 The client may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:

13.1.1 The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the client.

13.1.2 The bidder fails to performs any other obligation(s) under the contract.

13.1.3 The Hardware Provider shall be given maximum of two opportunities of 30 days each to improve his service level and meet the obligations as per the contract.

14 **Termination for insolvency:**

The client may at any time terminate the contract by giving written notice to the bidder without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the client.

15 **“No claim” Certificate:**

The bidder shall not be entitled to make any claim, whatsoever, against the client under or by virtue of or arising out of this contract nor shall the client entertain or consider any such claim, if made by the bidder after he shall have signed a “no claim” certificate in favour of the client in such forms as shall be required by the client after the works are finally accepted.

16 **Documents prepared by the bidder to be the Property of the Client**

All plans, drawings, specifications, designs and other documents prepared by the bidder in the execution of the contract shall become and remain the property of the client, and

before termination or expiration of this contract, the bidder shall deliver all such documents to the client under the contract along with the detailed inventory thereof.

17 **Confidentiality:**

The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the client's business or operations without the prior written consent of the client.

18 **Force Majeure:**

18.1 Notwithstanding the provisions of the bid, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance are other failure to perform its obligations under the contract is the result of an event of Force Majeure.

18.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving 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 the client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes

18.3 If a Force Majeure situation arises, the bidder shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The client may terminate this contract, by giving a written notice of minimum 30 days to the bidder, if as a result of Force Majeure, the bidder being unable to perform a material portion of the services for a period of more than 60 days.

19 **Governing Language:**

The contract shall be written in the language of the bid, as specified by the client, in the instructions to the bids. Subject to clause 6 of Section 2, that language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in that same language.

20 **OTHER CONDITIONS:**

20.1 Risk purchase at the cost of bidder will be made on the failure of the bidder to make supply as per Terms and Conditions. The difference of excess in cost thus incurred will be received from the bidder in a suitable manner and even from his pending bills, earnest money or security whichever is available.

20.2 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator(s) as per the provisions of the arbitration Act. Such arbitration shall be held at Chandigarh.

20.3 In all matters and disputes arising there under, the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.

Section IV
DETAILED TECHNICAL SPECIFICATIONS

Punjab State e-Governance Society (PSEGS) invites bids from the established, reputed and experienced firm or consortium of firms for the supply of IT products as per the following details:

1	Department of Women & Child Development, Punjab under ICDS Scheme for its offices across State	92 Computers, 92 laser printers, 92 UPSs, 92 MS office
2	Department of Planning, Punjab	4 Computers, 5 laser printers, 50 anti-virus software (latest)
3	Department of Information Technology, Punjab	550 CA Antivirus
4.	Consumable items (optional)	As per reqt.

a) Department of Women & Child Development under ICDS Scheme

Sr. No	Item and Specs	Qty	Location
1	<p>Desktop Computers</p> <ul style="list-style-type: none"> ▪ Intel Core 2 Duo E7400, 2.8 GHz, 3 MB L2 Cache and 1066 MHz FSB ▪ Integrated Graphics, 2 PCI, 1 PCI Express ▪ 2 GB DDR2 RAM Expandable upto 4 GB ▪ 160 GB SATA HDD ▪ 17" TFT or higher MPR II compliant or TCO-03 certified, FCC & UL certified ▪ 1.44 FDD ▪ PS/2 Keyboard ▪ Optical Mouse 2 button scroll mouse ▪ 6 USB Ports (with atleast 2 in front), 1 Serial, audio ports for microphone and headphone in front ▪ Mini Tower ▪ 8X DVD R/RW ▪ 10/ 100/ 1000 mbps LAN onboard integrated ▪ Preloaded with Original Windows 7 Professional ▪ Win Logo Vista Business OS and Linux Certifications ▪ Preloaded with Latest Norton/ McAfee/ ETrust Antivirus (with Media) with 1 year validity ▪ With Windows Softwares & Drivers Recovery Backup ▪ 3 Year Onsite Comprehensive Warranty ▪ FCC, UL & Win Certified 	92	Head Office – 05 CDPO Offices- 79 DPOs - 08 CDPO- Child Development Project Offices DPO- District Programme offices
2	<p>UPS 1 KVA Line interactive</p> <ul style="list-style-type: none"> ▪ MOSFET based technology ▪ Microprocessor controlled 	92	Head Office – 05 CDPO Offices- 79 DPOs - 08

	<ul style="list-style-type: none"> ▪ Input voltage automatic regulation: 170V to 280, 50 Hz +/- 5% ▪ Output Voltage 200-240 VAC ▪ Output frequency: - 50+- .5% ▪ Transfer Time: - 3 milliseconds ▪ Total number of outlets: - minimum 3 ▪ Battery Type: - SMF Lead Acid Battery with minimum 15 min. backup ▪ Rechargeable Time: - less than 6 Hrs. on 90% full capacity ▪ Protection – Discharge, overcharge and overload protection ▪ Cold Start, No-load Auto-Shutdown ▪ ISO 9001 & 14001 ▪ 3 years onsite comprehensive warranty on UPS & 1 year on battery 		<p>CDPO- Child Development Project Offices</p> <p>DPO- District Programme offices</p>
3	<p>Laser Printers</p> <ul style="list-style-type: none"> ▪ Output Type: Black & White ▪ PPM: 22 Pages ▪ Resolution: 600 * 600 dpi (minimum) ▪ Interface: USB 2.0 ▪ RAM: 8 MB (minimum) ▪ Duty Cycle:5000 pages per month ▪ Necessary cables & Utility Software ▪ 3 years onsite comprehensive warranty 	92	<p>Head Office – 05 CDPO Offices- 79 DPOs - 08</p> <p>CDPO- Child Development Project Offices</p> <p>DPO- District Programme offices</p>
4	MS Office 2007 Standard with MOLP	92	<p>Head Office – 05 CDPO Offices- 79 DPOs - 08</p> <p>CDPO- Child Development Project Offices</p> <p>DPO- District Programme offices</p>
5	Broadband Connectivity	96	CDPO Offices- 79 DPOs - 17

b) Department of Planning, Punjab

Sr. No	Item and Specs	Qty	Location
1	<p>Desktop Computers</p> <ul style="list-style-type: none"> ▪ Intel Core 2 Duo 2.93 GHz, 3 MB L2 Cache and 1066 MHz FSB ▪ Integrated Graphics, 2 PCI, 1 PCI Express 	4	Chandigarh – 4 Nos

	<ul style="list-style-type: none"> ▪ 2 GB DDR2 RAM Expandable upto 4 GB ▪ 320 GB SATA HDD ▪ 17" TFT or higher MPR II compliant or TCO-03 certified, FCC & UL certified ▪ 1.44 FDD ▪ PS/2 Keyboard ▪ Optical Mouse 2 button scroll mouse ▪ 6 USB Ports (with atleast 2 in front), 1 Serial, audio ports for microphone and headphone in front ▪ Mini Tower ▪ 8X DVD R/RW ▪ 10/ 100/ 1000 mbps LAN onboard integrated ▪ Preloaded with Original Windows 7 Professional ▪ Win Logo Vista Business OS and Linux Certifications ▪ Preloaded with Latest Norton/ McAfee/ ETrust Antivirus (with Media) with 1 year validity ▪ With Windows Softwares & Drivers Recovery Backup ▪ 3 Year Onsite Comprehensive Warranty ▪ FCC, UL & Win Certified 		
2	<p>Laser Printers</p> <ul style="list-style-type: none"> ▪ Output Type: Black & White ▪ PPM: 22 Pages ▪ Resolution: 600 * 600 dpi (minimum) ▪ Interface: USB 2.0 ▪ RAM: 8 MB (minimum) ▪ Duty Cycle:5000 pages per month ▪ Necessary cables & Utility Software ▪ 3 years onsite comprehensive warranty 	4	Chandigarh – 4 Nos
3	<p>Laser Printers HP laser printer P3005dn</p> <ul style="list-style-type: none"> ▪ Output Type: Black & White ▪ PPM: 32 Pages ▪ Resolution: 600 * 600 dpi (minimum) ▪ Interface: USB 2.0 ▪ Network card – 10 / 100 ▪ Duplexing: Yes ▪ Necessary cables & Utility Software ▪ 3 years onsite comprehensive warranty 	1	Chandigarh – 1 No
4	Anti-virus software 3 years license	50	Chandigarh – 50 Nos

c) Department of Information Technology, Punjab

1	<p>Anti-virus software 3 years license (CA Antivirus)</p>	550	Location – Punjab Main / Mini Secretariat
---	--	-----	---

d) Procurement of IT Consumables: (optional)

SN	Item Specifications	Qty
1.	Multifunctional Laser Printer (mono) with Print/Scan/Fax/Copy : Black, A4 Size, upto 600x600 dpi, upto 18 ppm 400 Mhz processor, Memory 64 MB, High speed USB 2.0,Network/Duty Cycle 8000 pages per Month/ one year warranty	1
2.	Toner for LaserJet HP 1300	3
3.	Toner for LaserJet HP 2410	6
4.	Toner for LaserJet HP 1150	6
5.	Toner for LaserJet HP 1000	8
6.	Toner for LaserJet HP 1022	8
7.	Toner for LaserJet HP 3380	6
8.	Toner for LaserJet HP 6L	3
9.	Toner for Color Laser Jet HP 1600 (All color Cartridges)	2
10.	Toner for Color LaserJet HP 2550L (All color Cartridges)	2
11.	Toner for Color LaserJet HP 2600n (All color Cartridges)	2
12.	Toner for LaserJet Samsung ML 1210	9
13.	Tonner for Laser Samsung 1600	8
14.	Toner for Inkjet HP 930C (B/W & Color)	4
15.	Toner for Inkjet HP 1000 (B/W & Color)	3
16.	Toner for Inkjet HP 2410 (B/W & Color)	3
17.	Toner for Inkjet HP 5550 (B/W & Color)	2
18.	Tonner for Laser Jet HP 1505B	2
19.	RJ45 Connectors	500
20.	Networking cable (Rolls)	2
21.	DVD R with covers	200
22.	CD with covers	400
23.	Pen Drives 4 GB	20
24.	Pen Drives 8 GB	10
25.	WLAN Access Points	5
26.	Hub 8 Port	4
27.	Switch 16 Port	4
28.	DVD Writer USB	2
29.	External USB HDD 320 GB	4
30.	External USB HDD 500 GB	2
31.	Optical Scroll Mouse PS2/ USB	10
32.	104 keys Keyboard PS2/ USB	10

Note

- The client reserves the right to vary the quantity of the equipment at the time of awarding the contract.

SECTION-V
BID PROPOSAL PROFORMA's
Performa -I
BID PROPOSAL SHEET

Bidder's Proposal Reference No. & Date :
Bidder's Name & Address :
Person to be contacted :
Designation :
Telephone No. Telex No.: Fax No:

To:

Punjab State e-Governance Society (PSEGS)
SCO 193-195, Sector 34-A, Chandigarh

Subject: Provision of Hardware for different departments.

Dear Sir,

1.0 We, the undersigned Bidders, having read and examined in detail the specifications and all bidding documents in respect of supply of hardware item do hereby propose to provide hardware as specified in the bidding document.

2.0 PRICE AND VALIDITY

2.1 All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 days from the last date of submission of bids.

2.2 We do hereby confirm that our bid prices include all taxes and cess including Income Tax.

2.3 We have studied the Clauses relating to valid Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.

3.0 EARNEST MONEY

We have enclosed the required earnest money in the form of Bank Draft in the Pre Qualification bid envelope. It is liable to be forfeited in accordance with the provisions of bid document.

4.0 DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the fine tuned Technical specifications and other bid document except the deviations as mentioned in the Technical deviation Performa (Performa-III) Further we agree that additional conditions, if any, found in the proposal documents, other than those stated in deviations Performa, shall not be given effect to.

5.0 BID PRICING

We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.

6.0 QUALIFYING DATA

We confirm having submitted in qualifying data as required by you in your bid document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

7.0 CONTRACT PERFORMANCE SECURITY

We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee as per terms of bid document.

- 7.1 We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
- 7.2 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 7.3 We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,
(Signature)

Date:

Name:

Place:

Designation:

Business Address:

Seal

Performa -II
PARTICULARS OF BIDDER & MANUFACTURER

BIDDER'S PARTICULARS FOR BID NO. _____

1. Name of the Bidder _____

2. Address of the Bidder _____

4. Year of Establishment _____

5. Annual turnover of the firm for the _____
last 3 successive years.

6. Name of the Dept./Institution where _____
the supply of hardware/Networking has _____
already been done _____

9. Service facilities available for maintenance _____

11. Bidder's proposal number & date _____

12. Name & address of the officer _____
to whom all references shall _____
be made regarding this bid _____

Telephone

Fax No.

As of the this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Witness:

Signature _____
Name _____
Designation _____
Address _____

Signature _____
Name _____
Designation _____
Address _____

Company _____
Date _____

Company _____
Date _____

Company Seal

(With name & designation of the person signing the bid)

PRE-QUALIFICATION CHECKLIST & ORDER IN WHICH DOCUMENTS ARE SUBMITTED

Name of bidder: _____

S. No.	Condition / Item	Yes/ No
1.	Bid Proposal sheet duly filled in, signed and complete in all respects. (Performa -I)	
2.	Qualifying data duly filled in as per relevant Performa provided in the bid proposal that the Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (Performa -II)	
3.	The Bidder must furnish Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two lac only) which shall be in the form of Bank Guarantee or Demand Draft drawn on any scheduled bank in favour of Member Secretary, Punjab State e-Governance Society (PSEGS) “payable at Chandigarh”, failing which the bid will be rejected. This earnest money is to be submitted along with the pre-qualification documents.	
4.	Company Financial Status: The Bidder must have an average annual turnover of minimum Rs 10 Crores for the preceding last three financial years. The Bidder should have been making profit for last two years.	
5.	The Bidder must be an OEM partner with authorization certificate for computing products being quoted.	
6.	The Bidder must have executed 2 (two) similar project of value Rs. 25 lac and more, in last 3 years at minimum 5 locations in each project.	
7.	The Bidder must have minimum 4 no. of onsite engineers placed across the State	
8.	The Bidder should have a fully functional office in Chandigarh/Mohali.	
9.	The Bidder must have valid PAN issued by Income Tax Authorities, India.	

Performa-III
TECHNICAL DEVIATIONS

Subject: Purchase of Hardware and peripherals for Different projects

Dear Sir,

Following are the Technical deviations & variations from the exceptions to the specifications of **providing Hardware items for Different projects**. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be provided as per your specifications and documents.

Sr. No.	Clause No.	Page No.	Statement of deviations and variations
----------------	-------------------	-----------------	---

Date

Signature

Name

Place

Seal

Performa-IV
PRICE SCHEDULE (In Rs.)

1 Department of Women & Child Development, Punjab under ICDS Scheme for its offices across State

Sr. No.	Item Description	Qty.	Unit price (In Rs. Including all taxes)	Total price (*) (In Rs. Including all taxes)
a.	Computers	92		
b.	Laser printers	92		
c.	UPSs	92		
d.	MS office	92		
e.	Broadband Connectivity	92		
			Grand total	(A)

Note 1: To be evaluated on grand total (A)

2 Department of Planning, Punjab

a.	Computers	4		
b.	Laser printers	4		
c.	Laser printer (duplexing)	1		
d.	Antivirus software (latest)	50		
			Grand total	(B)

Note 2: To be evaluated on grand total (B)

3 **Department of Information Technology, Punjab**

a.	CA Antivirus	550		(C)
----	--------------	-----	--	-----

Note 3: To be evaluated on grand total (C)

4 **Consumables - Department of Information Technology, Punjab (optional)**

SN	Item Specifications	Qty	Unit price (In Rs. Including all taxes)	Total price (* (In Rs. Including all taxes)
1.	Multifunctional Laser Printer (mono) with Print/Scan/Fax/Copy : Black, A4 Size, upto 600x600 dpi, upto 18 ppm 400 Mhz processor , Memory 64 MB, High speed USB 2.0,Netwrok/Duty Cycle 8000 pages per Month	1		
2.	Toner for LaserJet HP 1300	3		
3.	Toner for LaserJet HP 2410	6		
4.	Toner for LaserJet HP 1150	6		
5.	Toner for LaserJet HP 1000	8		
6.	Toner for LaserJet HP 1022	8		
7.	Toner for LaserJet HP 3380	6		
8.	Toner for LaserJet HP 6L	3		
9.	Toner for Color Laser Jet HP 1600 (All color Cartridges)	2		
10.	Toner for Color LaserJet HP 2550L (All color Cartridges)	2		
11.	Toner for Color LaserJet HP 2600n (All color Cartridges)	2		
12.	Toner for LaserJet Samsung ML 1210	9		
13.	Tonner for Laser Samsung 1600	8		
14.	Toner for Inkjet HP 930C (B/W & Color)	4		

15.	Toner for Inkjet HP 1000 (B/W & Color)	3		
16.	Toner for Inkjet HP 2410 (B/W & Color)	3		
17.	Toner for Inkjet HP 5550 (B/W & Color)	2		
18.	Tonner for Laser Jet HP 1505B	2		
19.	RJ45 Connectors	500		
20.	Networking cable (Rolls)	2		
21.	DVD R with covers	200		
22.	CD with covers	400		
23.	Pen Drives 4 GB	20		
24.	Pen Drives 8 GB	10		
25.	WLAN Access Points	5		
26.	Hub 8 Port	4		
27.	Switch 16 Port	4		
28.	DVD Writer USB	2		
29.	External USB HDD 320 GB	4		
30.	External USB HDD 500 GB	2		
31.	Optical Scroll Mouse PS2/ USB	10		
32.	104 keys Keyboard PS2/ USB	10		

Note 4: To be evaluated on unit rates

(Signature)/Seal

Performa-V
COMMERCIAL DEVIATIONS

Subject: Purchase of Hardware for Different projects

Dear Sir,

Following are the Commercial deviations & variations from the exceptions to the specifications of providing **hardware items in Different projects**. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be provided as per your specifications and documents.

Sr. No.	Clause No.	Page No.	Statement of deviations and variations
----------------	-------------------	-----------------	---

Date

Signature

Name

Place

Seal