

TENDER DOCUMENT

Tender Notification No. 61/2014/IT Dept/ GVMC/Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam Dated 30/06/2016

Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam as per document attached.

Cost of Tender Document: Rs. 500/-

Last Date & Time for Submissions of Bids: _____

Tender Document issued to

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GREATER VISKHAPATNAM MUNICIPAL CORPORATION (GVMC), VISAKHAPATNAM

NOTICE INVITING TENDER

Sealed tenders (Technical and Financial Bids) are invited from eligible bidders for Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam.

The Tender Document may be downloaded from the GVMC Website: www.gvmc.gov.in. The complete Tender documents may be purchased on payment of non refundable fee of Rs. 500/- through DD Drawn in favor of “**COMMISSIONER, GVMC, VISAKHAPATNAM**” and submitting the DD at OSD(IT), IT Section.

For Commissioner, GVMC
Visakhapatnam

TENDER DOCUMENT

Tender Notification No. **61/2014/IT Dept/ GVMC/Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam Dated 30/06/2016**

Subject: **Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam.**

The GVMC invites sealed tenders (Technical and Commercial Bids) are invited from eligible bidders for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam.

The tender form containing the details of terms and conditions duly filled in along with the demand draft of **Rs. 10000/- as Earnest money** in favor of **COMMISSIONER, GVMC, VISAKHAPATNAM** should reach to the Commissioner, GVMC, Tenneti Bhavan, Ramnagar, Visakhapatnam – 530002 by 3.00 PM on 11/07/2016 and shall be opened on same day at 4.00 PM. One representative of the firm may be present at the time of opening of the Technical Bid.

All interested eligible bidders are requested to submit their bids duly filled in as per the criteria given in this document:

1. Technical Bid and EMD of **Rs. 10000/-** should be sealed in a separate envelope subscribing “Technical Bid”
2. Commercial Bid should be sealed in a separate envelope subscribing “Commercial Bid “

Both Technical and Commercial Bid envelopes should be enclosed and sealed in a separate envelope subscribing the “Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam”. The sealed envelope should be addressed to:

The Commissioner, GVMC, Tenneti Bhavan, Ramnagar, Visakhapatnam – 530002

Last Date of Submission: 11/07/2016 up to 3:00 PM

The completed Tender documents are to be submitted with Tender Fee Amount of **Rs 500/-** in DD in favor **Commissioner, GVMC, Visakhapatnam** payable at Visakhapatnam. Tender fee Demand draft must be kept in the Technical Bid. As such the Technical Bid envelope must have (i) duly filled in Technical Bid (ii) Demand Draft for EMD (In separate envelope).

CHAPTER 1:

Eligibility Criteria of Tenderer / Bidder

1. Eligibility Criteria

- (a) The firm should have minimum 3 years experience in supply of computer material and consumable.
- (b) The bidder should have been supplied material or worked with any Govt. / PSU / Autonomous bodies /reputed Public listed companies. Proofs to be enclosed.
- (c) The Bidder should have local Office or Service Center in Visakhapatnam for past 3 years (Proof of any local statutory registration certificate to be produced).
- (d) The bidder should have valid Sales Tax /VAT/Service Tax Registration Certificate.
- (e) The last 3 years IT Returns of the financial years 2013-14, 2014-15 & 2015-16 should be furnished.
- (f) The Annual turnover of IT Agency should be minimum Rs.25 Lacs.
- (g) **Failure of submission of any of the documents in Technical Bid will make the bid rejected as non-responsive. GVMC will have the option to treat some documents as mandatory/optional in the benefit of the GMVC.**

2. Schedule of Invitation to Tender

(a)	Name & Address of the Purchaser	IT Section, GVMC, Tenneti Bhavan, Ram Nagar, Visakhapatnam,530002
(b)	Place of submitting Tender	IT Section, GVMC, Tenneti Bhavan, Ram Nagar, Visakhapatnam,530002
(d)	Cost of Tender Documents	Rs. 500/-
(e)	Start Date for issue of tender schedules	05/07/2016 @ 11.00 AM
(f)	Last Date for issue of tender schedule	11/07/2016 up to 1.00 PM
(g)	Last Date & Time for submission of Tender is on or before	11/07/2016 up to 3.00 PM
(h)	Date & Time of Opening of tender	11/07/2016 @ 4.00 PM
(i)	Date till which the Tender is valid	30 Days from the date of opening of Financial Bid

Note: GVMC shall not be responsible for non-receipt/non-delivery of the tender documents due to any reasons whatsoever.

CHAPTER 2:

SCOPE OF WORK

- 1) The bidder has to supply the Computer Consumables items as per the quantity mentioned in the Purchase Order.
- 2) If it will be found that the supplied items do not conform to the quality, the item will be rejected, and the bidder has to supply the items as per Schedule of Requirement, at his own cost.
- 3) The bidder may quote the rate for all or any of items as mentioned in Price Schedule in Annexure-III inclusive of all levies & taxes
- 4) The rates approved in this tender shall be valid for the entire contract period (or extension thereof), and shall not be subject to revision on any account what-so-ever
- 5) Original Material should be supplied otherwise material should be rejected.
- 6) Warranty of material should be mentioned in commercial bid
- 7) Key Board and Mouse should make of “Logitech”.
- 8) Make Internal hard Disk shall be “Seagate / western digital / Toshiba”
- 9) The delivery of the ordered items should be completed in time as mentioned in the PO
- 10) The quantity mentioned in the bid document is tentative; the actual quantity will be mentioned (as required at that time) in the PO placed from time to time
- 11) The delivery of the ordered items should be completed in time as mentioned in the PO.
- 12) All delayed deliveries will be penalized as per the penalty clause in tender documents.

1. General instructions

The offers complete in all respect, in prescribed formats, should be submitted on or before the time and date fixed for the receipt of offers as set forth herewith in the tender documents. Offers received after stipulated time and date shall be summarily rejected.

2. Deposit of Earnest Money

- a) Tenders submitted without Earnest Money deposit shall be rejected.
- b) The bidder shall be required to deposit Earnest Money of **Rs. 10000/- (Rupees Ten Thousand Six Hundred Sixty Seven only)** through fixed deposit receipt / Bank guarantee/Bank Draft/Pay Order drawn in favor of the **COMMISSIONER, GVMC, VISAKHAPATNAM payable at Visakhapatnam from any Nationalized Banks in an acceptable form. The EMD must accompany the “Technical bid and Terms and conditions.”** hereafter referred as ‘Technical Bid’, otherwise the offer shall not be considered.
- c) The EMD shall remain deposited with GVMC till the period of validity of offer. No interest shall be payable by GVMC on EMD.
- d) The EMD deposit is liable to be forfeited, if the bidder withdraws amends, impair or derogates from the tender in any respect, within the period of validity of his offer.
- e) The EMD of the successful bidder shall be returned after the successful completion license period.

3. Last date for Submission of Tender Document:

Sealed Technical and Commercial Bids placed separately in a single sealed envelope complete in all respect, along with the earnest money and tender document fee, should reach to the Commissioner, GVMC, Tenneti Bhavan, Ramnagar, Visakhapatnam – 530002 by 3 PM on 11.07.2016 and shall be opened on same day at 4.00 PM.

4. Submission of Bid

- a) The bidder should submit bids in two parts viz. ‘Technical Bid’ and ‘Commercial Bid’. The Technical Bid should be sealed in a separate sealed envelope along with DDs for EMD and Tender Fee, subscribing ‘**Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam**’ and ‘Commercial Bid’ should be sealed in a separate sealed envelope subscribing ‘**Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam**’. Both Technical and Commercial Bid envelopes should be enclosed and sealed in a separate envelope marked as ‘**Bid for Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam**’. The bid should be addressed to: **The Commissioner, GVMC, Tenneti Bhavan, Ramnagar, Visakhapatnam – 530002.**

- b) All prices and other such information like discounts etc. having a bearing the price shall be written both in figures and words in the prescribed form. All the papers submitted with the bids as above for Technical and Commercial Terms and Conditions must be signed by the bidder. Where there is a difference between amount quoted in words and figures, the amount quoted in words shall prevail. The Excise Duty, Sales Tax, WCT, service tax or any other Govt. duties etc. as applicable should be quoted separately, failing which, GVMC shall have no liability to pay these charges, and the liability shall be that of the bidder.
- c) Each page of the bids shall be numbered. It must bear the signature and seal of the bidder at the bottom. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.

5. Technical Bid

The Technical bid must be submitted in report format containing the documents arranged and labeled as per the following index.

- a) Covering letter duly signed by the authorized person (**Annexure –I**).
- b) DD/Pay Order towards Earnest money.
- c) Company Profile as per format in **Annexure – II**.
- d) Documentary evidences in respect of eligibility criteria. Each document should be labeled on the top right so as to indicate the eligibility criteria serial number.
- e) Compliance to all terms and conditions laid down in this Tender Document.
- f) Compliance to the Scope of work laid down in this Tender Document.
- g) Proofs to be attached as per eligible criteria mentioned in Chapter -1
- h) Any deviation to the scope of work or terms and conditions Failure of submission of any of the document in Technical bid will make the bid rejected as non responsive. GVMC will have the option to treat some documents as mandatory /optional in the benefit of the Municipal Corporation i.e GVMC.

Note: Technical Bid with loose or unlabelled papers will be summarily rejected.

6. Financial Bid

The Financial bid should be according to the format given in the Tender Document. The financial bid should contain followings:

- a) Covering Letter from the Bidder duly signed.
- b) Unit rate of Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam Chapter -4.
- c) Taxes, if any must be indicated.
- d) Total bid amount in terms of INR for material mentioned in the Annexure - III.
- e) The Financial Bid shall be opened only for the technically short-listed vendors on specified date and time in GVMC. One representative from the company may be present, if they desire so, at the opening of the Financial Bid.

- f) **GVMC will select the vendor on the basis of overall lowest bid quoted by technically short-listed bidder.** The decision of the GVMC arrived at as above, shall be final and representation of any kind shall not be entertained on the above. Any attempt by any vendor to bring pressure of any kind may disqualify the vendor for the present tender and the vendor may be liable to be debarred from bidding for the GVMC tenders in future for a period of three years.
- g) GVMC shall have no obligation to convey reason for rejection of any bid. It shall be opened for GVMC to reject even the lowest bidder, in the interest of the Corporation and no reason need to be given thereof.

7. Clarification of Bids

To assist in the examination, evaluation and comparison of bids the GVMC may, at its discretion, ask the Bidder(s) for clarification(s) of the bid. The request for clarification and the response shall be in writing.

8. Effect and Validity of Offer

- (a) The submission of any offer connected with these specifications and documents shall constitute an agreement that the bidder shall have no cause of action or claim, against GVMC for rejection of his offer. GVMC reserves the right to reject or accept any offer or offers at its sole discretion and any such action will not be called into question and the bidder shall have no claim in that regard against the maintenance service.
- (b) The offer shall be kept valid for acceptance for a minimum period of **30** (Thirty) calendar days from the date of opening of Financial Bid.
- (c) The offer shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award of contract is made by GVMC to the bidder. While the offer is under consideration, if necessary, GVMC may obtain clarification on the offer by requesting for such information from any or all the bidder either in writing or through personal contacts as may be considered necessary. Bidder shall not be permitted to change the substance of their offer, after the offer has been opened.
- (d) GVMC shall not be responsible for any delay in submission of the tender bids. The offer submitted by the bidder through ***telex/telegram/fax or e-mail would not be considered*** as a valid offer. No further correspondence will be entertained in this matter.
- (e) In case of bidders whose tenders are not considered for placing order, the earnest money deposit shall be refunded without any interest within one month of the decision. In the case of bidders whose tender are accepted for placing the order, EMD Amount will be considered as Security Deposit, which will be valid for the entire period of the contract plus two months.
- (f) In case GVMC notice that the market rates have come down from the time when rates were finalized in the rate contract/order or there is a need for re-asking the offer based on market trends, GVMC, may ask the technically short-listed vendors to re-quote the maintenance cost and the vendor shall be selected on the basis of procedure given earlier. The time difference between such re-quotes shall be minimum 3 month except in case of the Union Government budget.

GVMC reserves the right to award the contract to any of the bidders irrespective of not being lowest, taking into consideration the interest of GVMC and in this respect, decision of GVMC shall be final.

9. Tender Opening and Selection of Company for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam

Only the 'Technical Bids' part will be opened at the notified location on 11.07.2016 at 4:00 PM in the presence of bidders or their representatives, who wish to be present. Technical bids will be evaluated and after technical evaluation of the offer received, the financial bids of only those vendors who are found technically suitable shall be opened. Only technically qualified bidder will be informed by post/fax/phone/email about the opening of the Financial Bid at appropriate time.

Bidders will be selected by the following steps given as under:

- a) Short-listing of eligible vendors satisfying the technical qualification requirements laid in this Tender document.
- b) Selection of bidder as the Service Provider who offers the lowest price and meets the commercial qualification requirements from the technically qualified short listed vendors.
- c) If GVMC considers necessary, revised financial bids may be asked from the short listed vendors. Such bids should be submitted **within two days of the intimation to this effect in sealed envelopes on specified date and time.** The revised bids shall not be for amount more than the one quoted earlier for an item. **Any vendor quoting higher rates for the same item quoted earlier in their revised bid shall be disqualified for further consideration and EMD submitted may be forfeited.**

10. Acceptance of offer

The tender shall be processed as per standard procedure. GVMC, however, reserves the right to reject any tender without disclosing any reason. GVMC would not be under obligation to give any clarifications to those vendors whose tenders have been rejected.

11. Signing of Agreement

The successful bidder(s) shall execute an Agreement as per the format prescribed by GVMC based on this Tender Document and agreed Terms and Conditions.

BID PROPOSAL SHEET/FORWARDING LETTER

Bidder's Proposal Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

E-Mail Id:

The Commissioner
GVMC,
Visakhapatnam
530002

Subject: Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam.

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and scope of the work as specified in the tender document and all other bidding documents in respect of Tender for Supply of Computer Consumable and Computer Hardware material for GVMC, Visakhapatnam do hereby propose to provide the services as in the bidding document.

PRICE AND VALIDITY

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 90 calendar days from the date of opening of financial bids.

EARNEST MONEY

We have enclosed the required earnest money in the form of Bank Draft/Pay Order/ _____ Bank Guarantee in the Technical Bid. The details are as under:

Earnest Money Amount: Rs _____

DD/Pay Order No. _____ Date _____ Bank and Branch _____

DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Technical specifications and terms mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.

BID PRICING

We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order or at a later stage as per the requirements of GVMC.

QUALIFYING DATA

We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

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.

We understand that the GVMC is not bound to accept the lowest or any bid that it may receive.

Thanking you,

Yours faithfully,

(Authorized Signatory)

Date:
Place:
Business Address:

Name:
Designation:
Seal

ANNEXURE- II

Technical Bid

Sl No	Description of Company / Firm	Detailed to be filled up	Page Number of this tender Document where copy /certificate is attached
1	Name of Firm/Company		
2	Address		
3	Telephone No.		
	Mobile		
	Fax:		
4	Type of Organization (whether sole proprietorship/ partnership/private limited or		
5	Name of the Proprietor/ Partners/Directors of the Organization/Firm		
6	Service Tax No & VAT Nos. of the Firm		
7	TAN number of the firm / company		
8	PAN number of the firm/ company		
9	Total number of Engineers working in the Organization		
10	Whether EMD submitted or not indicate the BC / DD No. and date with amount of the EMD Yes/No)		
12	(Average annual)turnover of the Company in the last three years with the Details of the Net Profit & Loss duly certified by CA.		
	2013-14		

	2014-15		
	2015-16		
<i>13</i>	ITR of Company for the last three years, 2013-14, 2014-15, 2015-16 (Proof enclosed)		
<i>14</i>	DD/Pay Order/Cash Receipt toward tender document fee		
<i>15</i>	ISO Certified or equivalent (Attach certificate)		
<i>16</i>	Service Centre in Visakhapatnam. Please confirm (Proof enclosed) (Authorized Signatory of the firm)		
<i>17</i>	Details of Organization provided to supply of Material (for 3 Companies) (Proofs to be attached) Name of the organization Contact Person		

(Authorized Signatory of the firm)

Commercial Bid

Tender for Supply of Computer Consumable and Computer Hardware material for GVMC,
Visakhapatnam

Sl NO	Material Description	Total Qty	Estimated Price per each (Rs) (Inclusive of all taxes)	Total Estimated (Rs)	Quoted Price (Rs) (Inclusive of all taxes)	Total Quoted Amt (Rs)	Warranty Mentioned in years
1	DDR 2 RAMS 1GB	30	750	22500			
2	DDR -3 RAMS- 2 GB	30	1350	40500			
3	CMOS Batteries	50	25	1250			
4	Heat Sink Paste	5	50	250			
5	Mouses (Logitech- M105)	50	650	32500			
6	Keyboard (Logitech-K120)	50	800	40000			
7	Parallel printer PCI Cards	10	800	8000			
8	SPIKES 2 mtr (Cona)	30	500	15000			
9	RJ45 Joiners -Single Connectors	20	30	600			
10	Printer U S B Cables	30	80	2400			
11	SMPS	30	600	18000			
12	HP 12A cartridge	10	4000	40000			
13	HP 88A cartridge (Original)	10	4000	40000			
14	Samsung SCX3401 Printer Cartridge	2	4000	8000			
15	ADD ON VGA PCI Cards	5	800	4000			
16	PCI Ethernet Cards	30	400	12000			
17	Hard disks 1 TB (internal)	25	3900	97500			
18	USB LAN CARDS	10	450	4500			

19	LAN testers	2	350	700			
20	RJ 45 JOINERS DUAL CONNECTORS	10	50	500			
21	USB card readers (Multi Card Reader)	2	200	400			
22	136 column cartridge (TVS MSP 455 XL)	30	350	10500			
23	80 column cartridge (TVS MSP 430)	30	250	7500			
24	EPSON LX 310 RIBBONS 80 COL	30	350	10500			
25	RJ 45 JACKS BOXES D-LINK	10	800	8000			
26	Dlink Cat 6 Cable boxes	5	5400	27000			
27	D Link 8 Port Switches	20	900	18000			
28	D Link 16 Port Switches	10	2000	20000			
29	D LINK 24 PORT Switches	5	2600	13000			
30	Seagate External Hard Drives 1 TB	2	5000	10000			
31	SCREW Driver tool kit (Taparia Box type)	2	225	450			
32	G31 Motherboard	5	2300	11500			
33	VGA Cables (good quality)	20	80	1600			
34	Moser bear CD Box (100)	5	1300	6500			
35	Crimping tools	2	350	700			
				533850			

Total in Figures = (Rs. _____)

Total in Words = (_____)

(Authorized Signatory)