



# **Bhubaneswar Smart City Limited**

Block-1, 5th Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar- 751007

E-mail Id: bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016

Telephone-0674- 2548428 FAX: 0674-2540811

## **Procurement Notice**

**for**

### **Supply & Installation of 66 Nos. of MS-OFFICE Standard and 5 Nos. of MS-PROJECT Standard for Bhubaneswar Smart City Limited (BSCL)**

**NIT No.775/ BSCL/142/TECH/2016**

**Dated-12.05.2020**

ISSUED BY

## **BHUBANESWAR SMART CITY LIMITED**

**5<sup>th</sup> Floor, Bhawani Mall, Saheed Nagar**

**Bhubaneswar, Odisha**

Interested bidders are requested to download the bid document from the BSCL website  
“<https://www.smartcitybhubaneswar.gov.in>”.

## Contents

1. Important Dates & Information
2. Instruction to Bidder
3. Pre-Qualification / Eligibility Criteria
4. Scope of Work
5. Selection Procedure
6. Payment Terms and Conditions
7. Commercial Bid
8. Annexure

## 1. Important Dates & Information

Information	Details
<b>Bid Inviting Authority</b>	Bhubaneswar Smart City Limited
<b>Correspondence Address</b>	The General Manager (Technology) Bhubaneswar Smart City Limited (BSCL) Block – 1, 5th Floor, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar – 751007, Odisha; Ph No. - 0674- 2548508
<b>BID Name</b>	Procurement Notice for Supply & Installation of MS-OFFICE Standard (Latest Version) and MS-PROJECT Standard (Latest Version) for Bhubaneswar Smart City Limited (BSCL).
<b>Bid Reference No. and Date</b>	775/ BSCL/142/TECH/2016 Dated: 12.05.2020
<b>Place of Delivery &amp; Execution</b>	Bhubaneswar Smart City Limited (BSCL), Bhubaneswar
<b>Non Refundable BID Cost</b>	<b>INR 3540/-</b> in the form of Demand Draft drawn on a Nationalized Bank/Scheduled Commercial Bank in favor of “Bhubaneswar Smart City Limited” and payable at Bhubaneswar, Odisha.
<b>EMD</b>	<b>INR 81,000/-</b> towards EMD in the form of Demand Draft drawn on a Nationalized Bank in favor of “Bhubaneswar Smart City Limited“ and payable at Bhubaneswar, Odisha
<b>Last Date and Time for submission of Bid</b>	19.05.2020 up to 05.00 PM
<b>Date and Time of opening of Prequalification Bids (PQ)</b>	20.05.2020 at 03.00 PM
<b>Date and Time of opening of Commercial Bid (CB)</b>	20.05.2020 at 04.00 PM

**Sd/-**  
**GENERAL MANAGER (Technology)**

## **2. Instruction to Bidder**

- Interested bidders are requested to download the bid document from the BSCL website “<https://www.smartcitybhubaneswar.gov.in>”. The tender advertisement has also been published in a leading newspaper for wide circulation.
- The Pre-qualification bids will be opened on 20.05.2020 at 03:00 PM in presence of the Bidders or their authorized representatives, if they so desire. The Commercial bids will be opened on 20.05.2020 at 04:00 PM. in respect of only those bidders who qualify in the Pre-qualification bid assessment.
- The filled in sealed envelopes containing Pre-qualification Bid and Commercial Bid in two different envelopes shall be submitted in the Office of Bhubaneswar Smart City Limited, Bhubaneswar by Registered Post, Courier service or dropping in the tender box. Bids received after due date and time shall not be entertained.
- Sealed Bids are invited from authorized dealers/distributors/System Integrators to undertake the work for **Supply & Installation of MS-Office Standard and MS-Project Standard for Bhubaneswar Smart City Limited (BSCL)**. The Bid document shall be deposited along with a non-refundable tender document fee of in shape of Demand Draft drawn in favor of Bhubaneswar Smart City Limited, Bhubaneswar.
- Bidders are requested to go through the procurement notice document carefully and participate in the bidding process with all necessary details as required.
- This document is issued by BSCL, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is General Manager (Technology).
- The Bhubaneswar Smart City Limited reserves the right to cancel any or all bids without assigning any reason thereof.

### 3. Pre-Qualification / Eligibility Criteria

Following table mentions the pre-qualification criteria. A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria. Any bid failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

SL No	Criteria	Criteria Description	Documents/Proof to be submitted
1.	<b>Legal Entity</b>	Bidder must be a Company/Firm, registered under relevant statute in India.	➤ Certificate of Incorporation & Commencement of Business (applicable for Companies)/Registration certificate in case of firm. A certified copy of the same are required to be submitted with the Bid.
2.	<b>Financial Turnover</b>	Annual average Turnover during last 3 (three) financial years of 1 Crore for COTS supply and their associated maintenance services.	➤ Audited Balance sheet and Profit & Loss Statement along with Certificate from the statutory auditor.
3.	<b>Bidder Authorization Letter</b>	Bidder should authorize a person to sign the documents.	➤ Bidder's Authorization Letter in Company Letter Head <a href="#">(Annexure 1)</a> .
4.	<b>Mandatory Undertaking/ Blacklisting</b>	The bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government/PSU as on the date of submission of bids.	➤ A Self Certified letter by authorized signatory <a href="#">(Annexure 2)</a> .
5.	<b>Letter of authorization from OEM</b>	Bidder should be authorized dealer/ Partner / distributor of Microsoft in India.	➤ A letter of authorization from Microsoft should be submitted. <a href="#">(Annexure 3)</a> .
6.	<b>EMD &amp; Tender Document Fee</b>	a) The Bidder must have submitted INR 3540/- towards the cost of the Tender Document. b) The Bidder must be furnished EMD of INR 81,000/-.	➤ Demand Draft issued by any Nationalized/Scheduled Commercial Bank in favor of Bhubaneswar Smart City Limited payable at Bhubaneswar, and should be valid for 90 days from the due date of issue of the Procurement notice.

#### **4. Scope of Work**

The broad scope of work for the selected bidder would include:

- (a) Supply & Installation of MS-Office Standard and MS-Project Standard (Software license).
- (b) Selected Bidder is responsible for procuring the MS-Office Standard and MS-Project Standard (Software license) as per the requirements provided in the bid document. Bidder will provide an undertaking ensuring that the OEM will provide support & updates for at least 3 years without any additional cost.
- (c) The software licenses mentioned in the Bill of Materials shall be new, unused, genuine, perpetual, full use and should provide upgrades, patches, fixes, security patches and updates directly from the OEM.
- (d) The Software's/Hardware's are to be delivered in good condition at the office of Bhubaneswar Smart City Limited.
- (e) If any Software's/Hardware's fail to satisfy requirement of standards, the item shall not be accepted and the Bidder at his own cost shall remove it from point of delivery.
- (f) Software's/Hardware's are to be delivered within 05 working days of issue of Purchase Order.

#### **Deliverables & Milestones**

<b>Sl.</b>	<b>Deliverables</b>	<b>Milestone</b>	<b>Timeline</b>
1	<b>Supply of: -</b> <ol style="list-style-type: none"><li>1. 66 Nos. of MS Office Standard OLP latest version</li><li>2. 5 Nos. of MS-Project Standard OLP with software assurance latest version</li></ol>	Supply certified by Technology Officer, BSCL	05 working days from the date of issuance of Purchase order.
2	<b>Installation with Licensing of: -</b> <ol style="list-style-type: none"><li>1. 66 Nos. of MS Office Standard OLP latest version</li><li>2. 5 Nos. of MS-Project Standard OLP with software assurance latest version</li></ol>	Installation certified by Technology Officer, BSCL.	05 days from the date of supply.

## **5. Selection Procedure**

The bidder should submit their responses as per the given format in this document in following manner:

- (a) Response to Pre-qualification Bid (original in hard copy in 1st envelope)
  - (b) Commercial Bid (1 original in hard copy in 2nd envelope)
- 
- (i) Prices should not be indicated in the Pre-qualification Bid, but should be indicated in the Commercial Bid only.
  - (ii) The above two envelopes should be put in another single sealed envelope clearly marked as “Procurement Notice for Supply & Installation of MS-OFFICE Standard and MS-PROJECT Standard for Bhubaneswar Smart City Limited”.
  - (iii) All the pages of the Bid must be sequentially numbered, initialed and stamped by the authorized person or persons who signed the Bid.
  - (iv) The bid/proposal submitted without EMD and Tender fee will be rejected
  - (v) The vendor shall furnish necessary documents in support of eligibility Criteria. Failure to furnish any of the document or falsification may lead to disqualification of the vendor.
  - (vi) Acceptance Copy of the procurement notice document duly signed by Authorized Person.
  - (vii) Commercial bids of those Bidders who are qualified in Pre-qualification evaluation will only be opened. The commercial evaluation shall be done based on the details submitted by the bidder as per the format provided.
  - (viii) Least cost based method (L1) shall be used to select the Bidder for MS-OFFICE Standard and MS-PROJECT Standard.
  - (ix) For any reason, if L1 denies in fulfilling the requirement stated in this document, then L2 will be selected as successful bidder.
  - (x) After issues of the purchase order if L1 fails in supplying the items as per the requirement of this document, then the EMD of L1 bidder will be forfeited.

## **6. Payment Terms & Conditions**

- Payment to the successful bidder shall be made only after successful supply and installation of Software's/Hardware's as per requirement stipulated in this document along Supply and Installation Certificate duly signed certified by the Technology Officer and submitted to Bhubaneswar Smart City Limited in support of Bills. The Bidder has to submit **5%** of the Discovered amount towards **"Performance Security"** in the form of Demand Draft issued by any Nationalized Bank/Scheduled Commercial Bank at Bhubaneswar in favor of Bhubaneswar Smart City Limited. This **"Performance Security"** will be released after 3 years from installation acceptance. Bidder will not claim any interest towards **"Performance Security"** or any other deposits.
- The bidder shall not raise any claim in any manner after the Bill amounts are cleared against the purchase order.
- Jurisdiction of Court – Civil Suits, if any, arising out of the contract shall have to be filed at Bhubaneswar under Khurda district. Write petitions, Civil & Criminal, shall be filed in the High Court of Odisha, Cuttack.
- The EMD amount shall be returned to all the Bidders after receiving of Performance Security amount from the Successful Bidder.
- If at any point of time it is found that any certificate/ declaration/ documents/ materials submitted by the vendor is found to be false or incorrect, then the EMD and performance security will be forfeited and no payment shall be made in respect to the supply of the items.

Accepted the above conditions of Bid.

(Signature of Bidder) Name:

Address:



## 7. Commercial Bid

- The Software' should be shown separately along with the basic rate. Prices written in words shall be accepted in case of any discrepancy. Rates with conditionality or provision of escalation will be rejected.
- Validity of period of the Bid shall be 90 days from the date of opening of the Commercial bid.

### **Price details of Tender for Supply & Installation of MS-Office Standard and MS-Project Standard (Software License)**

**Table-1**

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Rate(Excluding Tax)</b>	<b>Taxes as applicable</b>	<b>Total</b>
MS Office standard OLP Latest Version	66			
MS Project Standard OLP with Software assurance latest version	5			
<b>Grand Total</b>				

Grand Total of Bid in words of Rs. \_\_\_\_\_

(Signature of Bidder)

Name:

Address:

### **BID Form**

(To be filled by the Bidder)

**1) Addressed to:**

<b>Name of the Tendering Authority</b>	The General Manager (Technology)
<b>Address</b>	General Manager (Technology) Bhubaneswar Smart City Limited Block-1, 5th Floor BMC Bhawani Mall Saheed Nagar Bhubaneswar - 751007
<b>Telephone</b>	0674-2548508
<b>Email</b>	bbsr.bscl@gmail.com

**2) Firm Details:**

<b>Name of Firm</b>				
<b>Name of CMD of the firm with email id, contact number</b>				
<b>Name of Contact Person with Designation</b>				
<b>Registered Office Address</b>				
<b>Address of the Firm</b>				
<b>Year of Establishment</b>				
<b>Type of Firm Put Tick( ✓ ) mark</b>	Public Limited	Private Limited	Partnership	Proprietary
<b>Telephone Number(s)</b>				
<b>Email Address/ Web Site</b>	Email:	Web-Site:		
<b>Fax No.</b>				
<b>Mobile Number</b>	Mobile:			

- 3) The requisite tender fee amounting to Rs. \_\_\_\_\_/- (Rupees <in words>) has been deposited vide DD/BC/receipt no. \_\_\_\_\_ dated \_\_\_\_\_.
- 4) The requisite EMD amounting to Rs. \_\_\_\_\_/- (Rupees <in words>) has been deposited vide Banker's Cheque / DD No. \_\_\_\_\_ dated \_\_\_\_\_.
- 5) We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

**Annexure 1**

**Bidder's Authorization Letter**

*(To be filled by the Bidder)*

To,

General Manager (Technology)  
Bhubaneswar Smart City Limited  
Block-1, 5<sup>th</sup> Floor  
BMC Bhawani Mall  
Saheed Nagar, Bhubaneswar - 751007

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Procurement notice reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit Technical & Price information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Annexure 2**

**Self-Declaration**

*(Non-blacklisted in company Letter Head)*

To

General Manager (Technology)  
Bhubaneswar Smart City Limited  
Block-1, 5<sup>th</sup> Floor, BMC Bhawani Mall  
Saheed Nagar, Bhubaneswar - 751007

Sir,

In response to the Procurement notice titles Supply & Installation of MS-Office and MS-Project for Bhubaneswar Smart City Limited (BSCL), as an owner/ partner/ Director of (Organization Name) \_\_\_\_\_ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorized Signatory: .....

Signature:

Seal:

Date:

Place:

**Annexure 3**

**OEM Authorization Certificate**

*(In the original letter head of OEM)*