

## **TENDER FOR WINDOWS & SOFTWARE INSTALLATION IN OLD USED PERSONAL COMPUTERS**

**Our Ref: BHEL/TBG/CSR/Software/Tender/2016/02**

Date: 01.09.2016

**Subject: Inviting of tender bids for Windows & Software Installation in old used Personal Computers**

### **Background:**

Transmission Business Group of BHEL (Bharat Heavy Electrical Limited) is planning to donate used Personal Computers (PCs) to various NGO/schools/educational institution enclosed in Annx-5. Hence, it invites sealed tenders under two-bid system from reputed and experienced computer service providing agencies for purpose of Windows & Software Installation in old used Personal Computers.

### **Important Dates:**

Last date of submission of bids:27.09.2016

Date of opening of technical bids:27.09.2016

Date of opening price/financial bids: will be intimated to techno-commercially qualified bidder

The Competent Authority reserves the right to cancel any or all the tenders without assigning any reason thereof.

### **TENDER REQUIREMENTS**

#### **A. Eligibility Criteria for Tendering.**

1. The bidder must be registered and legally constituted a proprietary firm/partnership firm/Limited Company, Corporate Organization who possess the required licenses, registrations etc as per law.
2. The Bidder shall have experience of at least 3 year in business of Software and Computer Service.
3. Bidder shall have avg. annual turnover for last 3 years of Rs. 13500/- ( excl. taxes) (minimum). Documentary evidence to be provided duly attested by the Agency
4. The bidder should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard may please be submitted.
5. There should be no case (pending and/or convicted) with the Court of Law against the proprietor /Firm/Partner or the Company.
6. The bidders shall have the following Registrations and details of the same be provided in the Technical Bid.
  - a. Service Tax Registration
  - b. PAN No.

#### **B. Information relating to submission of Bids.**

1. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscripted "Tender for Windows & Software Installation in old used Personal Computers".
2. The bids must reach following address latest by 1400 hrs date: 27.09.2016.

#### **Address:**

Tender Box (CSR), 5th Floor  
BHEL, TBG,  
Tower A, Advant Navis Business IT Park ( k/as Advant Building)  
Noida- Greater Noida Express Way  
Sector 142, Noida,  
Dist: Goutam Budh Nagar, State: Uttar Pradesh PIN: 201305

3. **Contact Person:** Mr. Sarin Sondawale, Sr. Executive HR  
Phone: 01206748491, mob: 9999743756, email: [sarin@bhel.in](mailto:sarin@bhel.in)

4. The authorized representative of the firm shall sign all the pages of the tender. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization should be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. The rate quoted should be with applicable tax.
7. Financial bids of only those agencies will be opened who qualify in the Technical bids. The information of the same will be given to firms through phone/email on later date.

### **C. Bid evaluation:**

1. **Price bid of techno-commercially qualified bidder will be open on particular date/time with information to them.**
2. Price bid is to be submitted in prescribed format as in Annx-2 with signature of authorized representative of bidder.
3. Bidder who quote lowest bid will be successful bidder and will be called for awarding the contract after negotiation if any.
4. BHEL has right to split the contract.
5. In case two or more agencies are found to have quoted the same rates. The Competent Authority of BHEL shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of BHEL shall be final.

### **D. Performance Security Amount:**

As a guarantee towards due performance and compliance of the contract work, the successful bidder (Bidder) shall deposit an amount Rs 5000/- towards Security Deposit by way of demand draft in favor of “BHEL” drawn on any Nationalized Bank/ Scheduled Bank payable at New Delhi. Security deposit will be refunded only after the completion of the delivery of PCs and recovery of dues if any from the agency.

### **E. Bid Validity:**

The bid shall be valid and open for the acceptance of the Competent Authority of BHEL for a period of 180 days from the date of opening of the tenders and no request for any

variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.

### **F. Scope of work**

Scope of work for vendor for old used PCs is as follows:

1. Cleaning of CPU, Screen, Keyboard & mouse with BHEL provided computer cleaning solution. Space will be provided by BHEL in it's premises. Tools and other things has to be arranged by Vendor.
2. Checking and completing set of CPU, Screen, Keyboard & mouse available from BHEL stock.
3. Installation, activation , reinstallation & reconfiguration of Windows operating environment (Windows Vista/ 7 ) as well as installation of following softwares (provided by BHEL):
  - 3.1 Apache Open Office/ Libre Office ,Adobe Reader, VLC player, Free Antivirus (AVG / Avast)
  - 3.2 Hindi Indic & fonts , Do Pdf, Java run time, Win Rar
  - 3.3 Google chrome browser, Flash player
4. Preparation of Individual PC Certificate that all work is done ok with Sl no of CPU and TFT.
5. Replacement / rectification of any hardware is not under vendor scope. Only identification of faulty items to be provided to BHEL.
6. Completion of work within 15 working days in official working hours.

BHEL as of now is planning to donate used PCs to NGO/Institution. About 150 PCs are located at BHEL, Ispat Bhavan, Lodhi Road, New Delhi 110003.

Bidder should arrange for suitable good quality well trained manpower for Windows & Software Installation in old used PCs at their own cost.

### **Quantity Variation :**

No. of PCs are subject to change based on decision of Competent Authority. Quantity Variation is upto 20%. (Number of PC is Integer and cannot be sent in fraction. In case of variation upto 20%, next full integer would be considered)

### **G. General Terms & Conditions:**

1. BHEL reserves the right to accept or reject any or all bids without assigning any reasons. BHEL also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
2. All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. BHEL will not be responsible/ liable for the same regardless of the outcome of the tendering process.
3. In case of any loss/damage to PCs, equivalent amount will recovered from security/amount payable to bidder.
4. The period of offer of under the scope of work shall be valid for three month wef date of opening of bid.
5. It shall be the responsibility of the bidder to promptly respond to BHEL calls.
6. The Agency shall maintain a register/ documents
7. Staff deployed must be trained in dealing with digital devices and they are of good conduct and fit for the work. It is bidder's purview to obtain required labor license. BHEL will not provide any personnel for the same activities.
8. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility to BHEL whatsoever it may be.
9. For any accident happened during handling the PCs, the BHEL shall not be liable to bear any expense in this regard.
10. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the BHEL / Govt. of India/ any State/or any Union Territory.
11. Good standard of services shall be maintained by bidder.
12. No request for making advance payment on any ground shall be entertained.

13. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
14. The decision of BHEL in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
15. Termination; The contract may be terminated by BHEL, giving 7 days notice, in case the agency:
  - a. Assigns or sub-contract of this service.
  - b. Violation/ contravention of any of the terms and conditions mentioned herein.
  - c. Does not improve the performance of the services in spite of instructions.
  - d. Any violation of instructions/agreement of suppression of facts.
16. **Jurisdiction:** In case of any dispute/arbitration, it shall be subject to exclusive jurisdiction of the court at New Delhi.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature:

Date:  
and Seal:

Name

### Annexure 1

## **Tender for Windows & Software Installation in Personal Computers (TECHNICAL BID)**

(In separate cover super scribed as- Technical Bid for Windows & Software Installation in Personal Computers)

1. Name & Address of the bidder Organization/Agency with phone number, e-mail and name & telephone /mobile number of contract person.	
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2. Name of Organization with complete address & Telephone number with complete address to whom service has been provided.	From	To	Contract Value (Rs)	Reason for Termination if any

  

3. Undertaking of the bidder conforming the availability of the adequate manpower with the requisite experience for deployment.	
4) Please attach Copy Income Tax return filled for last 3 financial years, P/L statement for last 3 years	
5) PAN No. (Please attach Copy)	
6) Service Tax Registration (Please attach copy)	
7) Acceptance of terms & Conditions attached. (Yes/No) Please sign each page of terms & Conditions as token of acceptance and submit as part of tender document	
8) Please submit an undertaking that no case is pending with the police/Court against the proprietor/Firm/Partner or the company.	
9) Any other information brochure/document that bidder wants to share	

**Annexure 2**

**Tender for Windows & Software Installation in Personal Computers  
(FINANCIAL BID)**

Checking & Cleaning of PCs (in Rs. Per PC)	To be quoted
OS and software installation ( in Rs. Per PC)	To be quoted

\*Rates are inclusive of additional charges if any like Service Tax / duties/manpower/material cost etc.

**Date:**

**Signature:**

**Name:**

**Seal:**



### Annexure 3

#### Check list

Documents to be placed in Cover 1 (Technical Bid)

1	<b>Registration</b> of Various Authorities and their No. and Self-attested copies of the following enclosed	
	(a) Certificate of incorporation/registration/partnership deed	Yes/ No
	(b) PAN from income Tax Authority	Yes/ No
	(c) Service Tax Registration certificate.	Yes/ No
2	<b>Experience</b>	
	(a) Self-attested Copies of One work order of at least Rs. 36000/- ( excl. taxes) of similar works	Yes/ No
	OR Two work order of at least Rs. 22500 /- ( excl. taxes) of similar works	
	OR Three work order of at least Rs. 18000 /- ( excl. taxes) of similar works	
3	<b>Expertise and facilities</b>	
	The intending bidder should be dealing with Domestic Windows & Software Installation in Personal Computers at least for the last 03 years & should have the requisite expertise, resources and skilled personnel for the Windows & Software Installation in Personal Computers.	Yes/No
	Able to provide facility ( good quality material and manpower) for Windows & Software Installation in PCs to various location	Yes/No
4	<b>Financial Credentials</b>	
	<b>(a) Income tax return for last 3 financial years and P/L Statement</b>	Yes/No
5	<b>Signed copy of Tender ( to ascertain that bidder has read and understood the tender term and condition)</b>	
	<b>(a)</b> Have read and understood the tender document. Same has been signed and enclosed.	Yes/No
	<b>(b)</b> No litigation pending/convicted. Declaration of same is enclosed.	Yes/No

Documents to be placed in Cover 2 ( Price Bid)

Price bid should contain only one document i.e. Quoted Price Bid as prescribed format Annexure 2 with signature/date/seal at the bottom.

Bidder should not write anything else except price. It should be unconditional quote. If bidder writes any condition in price bid, it would be rejected.