



Bihar School Examination Board

Sinha Library Road, Patna-800017

NOTICE INVITIG SHORT TERM TENDER

Very Short Term Tender Notice No. PR 330/2018

Bihar School Examination Board, Patna invites sealed **Very Short Term Tender** under two bid systems from the reputed, experienced & technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of “**Supply, installation & configuration of Laptops & Software**”.

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
1	2	3	4
01.	Supply, installation & configuration of Laptops & Software”	500.00	Rs. 5000.00

Tender Schedule/ Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Sale/Download date of Tender documents	From 21-11-2018 to 27-11-2018(11:00Hrs.) (http://biharboardonline.bihar.gov.in)
2.	Submission of form fee & EMD in Hard copy/Original	27-11-2018 up to 13:30 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Date & time for opening of technical and Commercial	27-11-2018 up to 14:00 Hrs. (http://biharboardonline.bihar.gov.in)
6.	Contact	Mob: 9431424924

- Detailed descriptions of the items and instructions for submitting your offer can be downloaded from tender website (<https://www.biharboardonline.bihar.gov.in>)
- As per Bihar Financial Rules 131(O) Bid Security (EMD): -
The Bid Security (EMD) may be accepted in the form of account payee Demand Draft, Fixed deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- Contact Details: Sh. Rajnikant Pravin, Deputy Secretary – 9431424924
- Note: - Bihar school Examination Board reserves the right to accept/reject/reschedule any or alter tenders without assigning any reasons.

Secretary

Bihar School Examination Board, Patna

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SECTION-I

INVITATION OF BIDS

1.Introduction

Bihar School Examination Board (BSEB) invites very short term Tender from Distributors/Channel Partners/OEMs/System Integrator for **Supply, installation & configuration of Laptops & Software** for Bihar School Examination Board, Patna, Bihar. Earlier a tender was floated by BSEB for supply of laptop, which could not be successful as there was only one technical qualified bidder. BSEB is organising “**Megha Diwas**” on 3rd Dec, 2018 and looking for bidder who can supply required number of laptop to be supplied before 2nd Dec, 2018.

Brief description of Works: Supply, installation & configuration of Laptops & Software

Location of Delivery: Bihar School Examination Board, Sinha Library Road,
Patna –800017, Bihar and
09 Regional centre in Bihar.

tenders should be submitted prior to the last date of the submission.

Bihar School Examination Board, **reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. No consortium bidding is allowed.**

Bid Submission

The Bids should be submitted in two parts i.e. Technical Bid and Financial Bid.

Technical Bid:- The Technical Bid should be submitted in separate envelop.

Financial Bid:- The Financial Bid should be submitted in separate envelop.

SECTION-II

ELIGIBILITY CRITERIA

Bidders are advised to study all requirements, check lists and other information in the tender document carefully before submission of the proposal.

The bidder should have the below list of eligibility criteria to take participate in the bid.

- a) The company should be registered with the Sales Tax Authority. The bidder has to provide GST Certificate copy & PAN copy.
- b) The bidder should have an average annual turnover of at least **Rs. 25L (twenty five)** in similar work during **any three** Financial Years (out of 2014-2015, 2015-2016, 2016-2017 and 2017-18).
- c) The bidder has to provide a self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government.
- d) The bidder must have to submit **Rs.500/-** (non-refundable) towards the cost of the Tender Document in the form of Demand draft in favour of “Secretary, Bihar School Examination Board, Patna”.
- e) Delivery Time line is the essence of this tender (within 6 Days of getting the work order.)
- f) The bidder must have to submit **Rs.5000/-** (refundable) towards the cost of the EMD in the form of DD in favour of “Secretary, Bihar School Examination Board, Patna”.
- g) The bidder has to submit all the details in the prescribed format given in the Annexures with the Seal and Authorized signature in each page.
- h) The bidder has to submit the OEM Authorization letter for supplying the Hardware & Software equipment as per the tender document.

Important Points: -

- a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- b) Relevant documents in support of the above criteria must be enclosed along with Tender Call documents failing which the bid will liable to be rejected.
- c) The Tender Call documents of the vendors, unsuccessful in Pre-Qualification/eligibility criteria shall not be considered for evaluation.

SECTION- III

SCOPE OF WORK

1.Scope

- a) Supply, Installation and Configuration of Laptops for Bihar School Examination Board, Patna.
- b) Bidder needs to provide comprehensive 3-year On-site warranty support for all the supplied products as per the mentioned specification. Bidder needs to prepare and submit the proposal regarding the plan, escalation matrix of providing the support as per the requirement.
- c) The bidder should provide the information of the equipment including the warranty details during delivery of materials.
- d) The service escalation matrix with the details of the concerned personnel of the bidder must be furnished with bid.
- e) Delivery Time line is the essence of this tender.

2.Bill of Material

The bidder has to provide the below list IT Hardware & Software as per the specification mentioned in **Annexure-4**

Sr No	Product	Units	Quantity
1	Laptop System (with Linux) Standard for Students	Nos.	45

Note:- BSEB reserves right to increase/decrease the quantity during placement of Work Order. Rate quoted will be valid for a period of 1 year from the issue of work order.

3.Delivery time line

The bidder has to Deliver, Install and Configure the all IT equipment within the below timeframe.

Materials	Delivery, Installation and Configuration
Laptop for Students (Emergency Delivery)	Delivery within 6 days

The Bihar School Examination Board, Patna reserves the right to accept or reject part delivery of the material.

SECTION IV **BID EVALUATION**

1.1 Technical Evaluation Criteria

Criteria for evaluation of technical bids have been specified below of this section:

- I. The technical evaluation will be done only on the basis of the specifications provided in the bid document.

- II. The commercial bids of only the technically qualified bidders will be opened for further processing.

1.2 Evaluation of Financial bid

Lowest Financial bid along with other conditions of this tender document will be adopted for selection of the bidder

- I. The Financial Bids of the technically qualified bidders will be opened on the prescribed date.
- II. Bihar School Examination Board, Patna reserves the right to evaluate the bid category wise.
- III. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- IV. The bid price will include all taxes and levies and shall be in Indian Rupees.
- V. Errors & Rectification: Arithmetical errors will be rectified on there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

SECTION-V

FINANCIAL IMPLICATIONS

The Financial Implication shall be provided in the below mentioned format and in the attached format mentioned in **Annexure 3 (Price Schedule)**:

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e. 90 (days).

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

The total (inclusive of all taxes) of financial bid shall be taken into consideration for selection of agency for Supply, Installation and Configuration of Laptop at Bihar School Examination Board, Patna.

1.Payment Terms

- i. No advance payment will be made under any circumstances.
- ii. The payment to the respondent shall be made by BSEB, Patna based on the services provided by the respondent to the BSEB, Patna as per the Scope of Work under this Tender and the Contract signed between the respondent and the BSEB, Patna.
- iii. One payment will be made in Indian Rupee Only.
- iv. The payment would be made as per the following table on submission of invoice by the Vendor to the Bihar School Examination Board, Patna. Payment would be released within 30 days.

Component	Payment Terms
Supply, Install & Configuration of Laptop & Software Cost.	100% after supply, installation, Configuration and Final inspection

SECTION-VI
GENERAL TERMS & CONDITIONS

- i. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of **The Chairperson, Bihar School Examination Board, Patna** or his Nominee. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Bihar School Examination Board, Patna or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Bihar School Examination Board, Patna or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Board of School Education Bihar or the said officer.
- ii. The venue of the arbitration proceeding shall be Office of the Chairman, Bihar School Examination Board, Patna or such other place as the arbitrator may decide.
- iii. Tenders without Earnest Money Deposit will not be accepted. EMD is to be paid by DD only.
- iv. If a Tenderer withdraws their offer after submission and before acceptance of their tender, then the Earnest Money deposited by him is liable to be forfeited.
- v. Bihar School Examination Board, Patna, reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
- vii. The offers should be in full conformity with the terms and condition of this tender.
- viii. Incorrect and incomplete tenders will be rejected.
- ix. Tenders not submitted on the prescribed forms will be rejected.
- x. If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, Bihar School Examination Board, Patna, reserves the right to reject such tender at any stage.
- xi. Three years onsite comprehensive warranty (3/3/3 on-site/ labour/ spare parts) on All Product by the Vendor.
- xii. 24*7 Support till 3 years related to Laptops person will come to Bihar School Examination Board, Patna office to solve the issue. If any issue comes then within 3 working days to be solved.

- xiii. The Bidder has to give undertaking that proposed/offered make & model are as per the specifications given in the tender documents.

1.Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agenda between the Bihar School Examination Board, Patna and the Vendor. The Vendor subject to this contract has complete charge of personnel, performing the services under this project from time to time. The Vendor shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

2.Delivery and Documents

The Vendor shall submit all the deliverables on due date as per the delivery schedule.

3.Payment Schedule

The Payment would be made to the bidder and bidder would be the single point of contact for Bihar School Examination Board, Patna. No payment shall be made for partial work done. Payment will be made in phases as per the payment terms given in “Payment Term LD Charges”.

4.Taxes and Duties

The company shall be solely responsible for the payment of all taxes and duties, license fees, octroi etc. incurred until completion of the job in all respect. However, GST will be paid by BSEB the prevailing rates in Bihar. **The rates quoted must be Exclusive of all Taxes as applicable.**

5.General Terms and Condition

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein by the BOARD.

6. Forfeiture of EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- i. If the vendor withdraws the tender before the expiry of the validity period.
 - a) If the vendor violates any of the provisions of the terms and conditions of the tender in the case of a successful vendor fails to Accept award of work,
 - b) Sign the contract agreement with Bihar School Examination Board, Patna, after acceptance of communication on placement of award,
 - c) Furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Bihar School Examination Board, Patna in timely finalization of this tender. iii.The

decision of Bihar School Examination Board, Patna regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by Bihar School Examination Board, Patna.

SECTION-VII
PERFORMA & ANNEXURE

Annexure-1 (Tender Call Letter)

To Date: ___/___/_____

Bihar School Examination Board
Sinha Library Road
Patna –800 017

Sub:Supply, Installation & Configuration of Hardware & Software for Bihar School Examination Board, Patna

Dear Madam/Sir,

1. With reference to your request of proposal document no._____, Dated: ___/___/_____, I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the a foresaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Vendor for undertaking the Project.
4. I/We shall make available to the authority for any additional information it may find necessary or require to supplement or authenticate the bid.
5. I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/We declare that:

- (i) I/We have examined and have no reservations to the Tender Call documents, including any addendum issued by the tending authority.
 - (ii) I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf have engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We declare that we are not a member of any other firm submitting a proposal for this project.
9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our CEO or any of our Directors.
12. In the event of my/ our being declared as the successful, I/We agree to enter into an agreement in accordance with the draft that has been provided to in the Tender Call document. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
13. The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the Tender Call document.
14. I/We agree and understand that the Proposal is subject to the provisions of the Tender Call documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
15. I/We agree to keep this offer valid for 90 days from the proposal due date specified in the Tender Call.

16. I/We agree and undertake to abide by all the terms and conditions of the Tender Call document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Tender Call document.

Yours faithfully,

(Authorized signatory)

Date:

Name:

Designation:

Annexure-2 (Vendor Company Profile)

Sr. No.	Particulars	Details
1	Type of firm (Proprietary/Private/Public/Govt.)	
2	Name of the Firm/Company	
3	Full Address of the Company	
4	Telephone Number	
5	E-mail Address	
6	Total Turnover during (Attach proof)	
	2014-2015	
	2015-2016	
	2016-2017	
7	2017-2018	
	Past Experience in Supply, installation & configuration of laptop &softwares. Mention Name of Organization Volume of Work Handled in FY (<i>Attach Proof</i>)	
	2014-2015	
	2015-2016	
8	2016-2017	
	Firm/ Company Registration No & PAN (Attach copy)	
9	Have you ever been Blacklisted / Debarred? If no Attach affidavit	
10	Delivery, Installation and Configuration of the Materials Within 6 Days of getting the work order	

Details of Authorized Person of The Company	Name	
	Designation	
	Mobile	
	Office	
	E-mail	

Annexure-3**Financial Bid**

To,

Secretary
Bihar School Examination Board
Sinha Library Road, Patna – 800017, Bihar

Sub: Supply, Installation & Configuration of Hardware & Software for Bihar School Examination Board, Patna

Dear Madam/Sir,

We, the undersigned Channel Partner/SI/Distributor/OEM, offer to provide above service in accordance with your Tender Call. Our Financial proposal for project is given as below:

Sr No	Item	Approx Quantity	Make Model	Rate Per Unit (Exclusive of GST) in Rupees.	Total Amount in Figure (Exclusive of GST) in Rupees.
1	Laptop System (with Linux) Standard for Students	45			

Note:-

- i. BSEB reserves right to increase/decrease the quantity during placement of Work Order. Rate quoted above in Financial bid will be valid for a period of 1 year from the issue of work order.
- ii. The Bidder can bid for any item above mentioned in Financial Bid, L1 will be declared for each items.
- iii. The Prices must include three years comprehensive onsite warranty (spare parts and labour) on all items.
- iv. All the columns for price must be filled up even if the amount is zero (0.00) for any item. The Cost must be given as per the specification mentioned in the Bid.

Annexure-4 (Technical Specifications)

4.1 LAPTOP – Specifications for Students (Reputed brands only)

Display	14" display, INTEL Ultra HD Graphics
Storage	1 TB HDD@7200 RPM,
Processor	Intel Core i5-8250U (8th Gen) Processor
Ram	4 GB DDR4 RAM @ 2400 Mhz
Keyboard	Spill Resistant and backlit keyboard, Accutype gapless keyboard.
Battery	2 Cell 30 WH
Charging	USB Type C [80% in 60 Mins]
Bay	Ultra Bay enabled for extra battery
USB	5 USB Ports [2 USB C type, 2 USB 3.0(one Always on), 1 USB 2.0
Backpack	Yes
Warranty	3 Years Comprehensive (3/3/3 - Onsite/Labour/spare)