



दिवला से सुविला

क.रा.बी.नि. अस्पताल
E.S.I.C HOSPITAL

कर्मचारी राज्य बीमा निगम, के.के. नगर, चेन्नै-78
E.S.I. CORPORATION, K.K. NAGAR, CHENNAI-78
(आई.एस.ओ.9001-2015 प्रमाणित / ISO .9001-2015)



आईपी
हमारा
वीआईपी

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No:512/D/19/COMPUTER PURCHASE/KKN

DATE:

NOTICE INVITING E-TENDER

E-TENDER FOR THE SUPPLY OF OPERATING SYSTEM & MICROSOFT OFFICE FOR ESIC HOSPITAL, K.K. NAGAR, CHENNAI-78

E-Tender for supply Operating System (Windows 10 professional-64 bit) & Microsoft Office Enterprises are invited from the reputed and eligible bidders in two bid system through e-procurement solutions, as per the guidelines and terms & conditions given in tender document.

Tender documents are available online from **28/02/2019** at <https://esictenders.eproc.in>. Bidders have to deposit the Earnest Money Deposit (EMD) in the form of Demand draft drawn in the favour of “ESIC FUND A/c No. 1” payable at Chennai.

The interested tenderers should upload their technical & financial bids along with scanned copies of all relevant certificates, documents, etc., duly signed – on the e-tender portal <https://esictenders.eproc.in> latest by **21/03/2019 up to 11.00 hrs**. The tender will be opened on line on **21/03/2019 @ 12.00 Noon**

S. No.	Events	Date & Time
1	Pre-Bid Meeting	04/03/2019
2	Period for submission of tender through e-procurement	From 28/02/2019 to 21/03/2019 up to 11.00 hrs
3	Bid Processing Fees	Rs. 2,495/-
4	Earnest Money Deposit/ Bid Security	Rs. 32,000/-
5	Performance Security/ Security Money to be deposit for successful Bidder	Rs. 1,00,000/-
6	Last Date for submission of Tender	21/03/2019 up to 11.00 hrs
7	Date for opening of Tender & Technical bid	21/03/2019 @ 12.00 hrs
8	Date for opening of financial bid	Will be intimated after evaluation of technical bid

Tender document is also available for viewing on the website of Employees' State Insurance Corporation i.e., www.esic.nic.in & www.esichennai.org

DEAN.

Important Instructions for Bidders regarding Online Payment

* All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components I.e. Signing & Encryption to participate in the E-Tenders.

Bidders should get Registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sites under Internet Explorer →Tools→ Internet Options→ Security → Trusted Sites → Sites of Internet Explorer:

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer →Tools →Internet Options →Advanced Tab →Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favor of M/s. C1 India Pvt. Ltd., payable at New Delhi via On-line Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

PREPARATION OF TENDER:

The Tenderer shall give full assistance and information as may be required in connection with the contract to the Dean or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

SIGNING OF TENDER:

a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.

b) Individuals signing tender or other documents connected with the contract must specify:

i) Whether signing as a Sole Proprietor of the firm or his Attorney?

ii) Whether signing as a Registered Active Partner of the firm or his Attorney? In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney to be mentioned and copies of documents, empowering him to do so be produced, on demand.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

SUBMISSION OF TENDER

1. The technical and financial bids can be uploaded from **28/02/2019** up to **21/03/2019** till 11.00 hrs. and any bid uploaded after the prescribed time shall not be considered irrespective of rates. The technical bid will be opened on the same date i.e., on **21/03/2019** at 12.00 hrs. Apart from on-line submission, hard copies of the tender's documents has to be submitted as mentioned at SI. No. 3 below. In case of any discrepancy between online and off-line tenders, on-line tender would be taken as final & processed hereby.

2. The bidder should carefully read, understand and seek clarifications if any before uploading the bid. No claim whatsoever will be entertained for any alleged ignorance thereof.

3. The Sealed envelope should contain the completed tender along with the EMD super scribed as "TECHNICAL BID FOR **THE SUPPLY OF OPERATING SYSTEM & MICROSOFT OFFICE FOR ESIC HOSPITAL, K.K. NAGAR, CHENNAI – 78**". on the First envelope and "PRICE BID FOR **THE SUPPLY OF OPERATING SYSTEM & MICROSOFT OFFICE FOR ESIC HOSPITAL, K.K. NAGAR, CHENNAI – 78**" ON THE SECOND ENVELOPE. Both the envelopes are to be sealed and kept inside the third envelope super scribing "TENDER FOR **THE SUPPLY OF OPERATING SYSTEM & MICROSOFT OFFICE FOR ESIC HOSPITAL, K.K. NAGAR, CHENNAI -78**" and **should be deposited in the Tender box kept opposite to General Branch (Room No. 117), First Floor, ESIC Hospital, K.K. Nagar, Chennai -78 by 11.00 hrs on the closing date of the tender Technical Bid**

EARNEST MONEY: The tenderer shall have to deposit **Rs. 32,000/-** as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by Demand Draft drawn in favour of ESI Fund A/c No. 1, payable at Chennai. **NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders by the bidders before the date

specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below. The earnest money will however, be returned without interest to the tenderer whose tender is not accepted.

Earnest Money demand draft must be submitted in a sealed cover duly super scribed “EMD in respect of e-tender for supply of Operating System and Microsoft Office and dropped in the tender box located at 1st Floor, near General Branch, ESIC Hospital, K.K. Nagar, Chennai-78

REFUND OF EMD

EMD of unsuccessful bidders received shall be refunded except for L-1 bidder after completion of all formalities of bid on providing pre-receipt with one-rupee revenue stamp stamped on it by the concurred bidders.

TECHNICAL BID: Should include the following:

- i) Bid Security (EMD)
- ii) Tender documents Signed in all the pages
- iii) Tender documents Signed in all the pages
- iv) Signed copies of all relevant documents to be enclosed.
- v) Statements of Deviations from tendered commercial conditions, if any.
- vi) Bidders have to indicate name and address of the bankers along with Bank Branch, IFSC and MICR Code.

FINANCIAL BID:

- i) Rates should be typed in words as well as in figures, free from erasing, cutting and overwriting.
- ii) Each and every page of the quotation should be separately numbered and duly signed.
- iii) The quoted price should be all inclusive lump sum price offered for each trip including GST/tax/vat etc.

In the two-bid system, only Technical bid (un-priced) will be opened first on the date mentioned in the presence of bidders who choose to be present and those bidders who technically qualify in the technical bid will be considered for evaluation of Financial bid.

- iv) The price quoted in the financial bid should be same in the on-line bids as well as in the off-line bids. In case of any difference/discrepancies in the price between on-line bids and off-line bids will be liable to be rejected. Bids quoted in the tender should be valid for a period of six months from the date of opening of Tender.

EVALUATION OF FINANCIAL BID

The lowest bid will be finalized on the basis of lowest rate offered by technically qualified tenderers for category of items. The lowest rate for each item will be complied and offered to all the technically qualified participants for their acceptance. The acceptance of a tender will rest with the competent authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.

TERMS OF PAYMENT

Payment will be released normally within 30 working days after receipt of complete Invoice, subject to successful inspection of items delivered.

All statutory taxes such as GST will be reimbursed on actual basis. All taxes including sales tax, octroi, or any other statutory obligation/tax on services, work contract tax, turn over tax etc., in respect of this contract, as applicable, shall be payable by contractor. GST as applicable from time to time shall be reimbursed on actual basis based on proof of payment by the ESIC. All payments shall be made by e-payment process only.

LATEST HOUR FOR RECEIPT OF THE TENDER:

e-Tender shall be submitted within **21/03/2019** up to 11.00 hrs period for which the offer will remain open:

i) All tenders should remain valid for acceptance for a period of twelve months from the date of opening of the tender or for such period as stated in Special Terms & Conditions.

ii) Quotations with vague and indefinite expressions such as “subject to immediate acceptance”; subject to prior sale etc. will not be considered.

OPENING OF E- TENDER: The tender shall be opened on the date and time mentioned here in the document.

PRICES:

- a. Prices to be quoted in Annexure “E”.
- b. Prices quoted must be meaningful and measurable in the context.
- c. Price must be clearly shown in figures and words in Indian Currency.
- d. The rates mentioned should be inclusive of freight charges, packing charges etc.
- e. In respect of each item, separate columns should mention the cost (inclusive of freight and packing charges), statutory tax(es) and the total price inclusive of all tax(es).
- f. Successful tenderer shall not be entitled to any hike in prices for any reason other than the statutory levies during the period of contract.
- g. The rates quoted should not be higher than those quoted in any other organization/institution or The M.R.P. Price should be quoted without any overwriting/ erasing/cutting. Use of white fluid/ correction tape is strictly prohibited.

III.DELIVERY TERMS

The delivery should be made to the IT Manager of the ESIC Hospital, KK Nagar, Chennai – 78 at the cost of the supplier during any of the working days between 9:00 AM to 4:00 PM (Monday to Friday). The Dean may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc. on written request from the tenderer at appropriate time.

IV. RESPONSIBILITY FOR EXECUTING WORK ORDER: The contractor is to be entirely responsible for the execution of the work order in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

V. RIGHT TO ACCEPT / REJECT: Tender form shall be duly filled in and completed in all respects. Incomplete tenders or tenders without EMD shall be treated as invalid.

1) Submission of more than one Tender by a bidder for the supply of items will render the Tender (s) liable for rejection.

2) The Dean reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the College authority reserves the right to award any or part or full work of contract to any successful agency at its discretion and this will be binding on the tenderer.

3) In the event of any violation of laws, rules, statutory provisions by the bidder, this will amount to breach of contract and in such case, the Dean, ESIC Medical college & PGIMSR, KK Nagar, Chennai – 78, will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

4) The Dean, ESIC Medical College & PGIMSR, K.K. Nagar, Chennai - 78, does not pledge himself/herself to accept the lowest or any tender and reserve to himself/herself the right of accepting the whole or any part of the tender or portion of the quantity offered and the Tenderer shall supply the same at the rate quoted by him. (Instructions read and complied/Terms and Conditions Accepted) (Sign and seal of Bidder)

QUALIFYING REQUIREMENTS OF VENDOR/FIRMS: -

The Minimum Eligibility Criteria for the bidder shall be as under: -

Sl. No.	Eligibility Clause
1	Bidder must be a Company/Firm , registered under relevant statute in India under the companies Act 1956
2	Firms showing work experience certificate from Non- Government/Non – PSU organizations should submit copy of Tax Deduction at Sources certificate in support of their claim for having experience of stipulated value of work.
3	Bidder should not be banned by any Public sector Bank/PSU/GOI Department as on date of submission of bid.
4	Bidder should also have the required registration from central/ state government authorities for tax.
5	Should have annualized average financial turnover of Rs.20,00,000/- (Twenty lakhs rupees) only against works executed during last three years ending on 31st March 2018 . As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

**DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD
FOR NSIC/MSEs:**

The following procedure is adopted for the bidders registered with NSIC/MSEs:

The MSEs who intent to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as “INELIGIBLE” for the benefits applicable to MSEs and their bid will not be considered for evaluation.

i) MSEs which are specified by the Ministry of Micro, small and Medium, Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

ii) NSIC certificate with monetary limit indicated should be valid on the scheduled date / extended date of submission of tender. Certificate without monetary limit will not be considered.

iii) The items of Product / Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of Items of Tendered).

iv) The Monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of work(s)/Supply is/are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption.

v) If monetary limit is less than the value of work(s)/Supply is/are “In hand(Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain “Competency Certificate” from NSIC for participating in this tender as well as to avail MSME benefits. The competency certificate should be uploaded online and copy to be submitted along with the tender document off-line. During the bid evaluation, EMD exemption shall be granted to the NSIC/MSEs registered firm. In case the NISC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

**SUPPLY OF OPERATING SYSTEM & MICROSOFT OFFICE FOR ESIC HOSPITAL, K.K. NAGAR,
CHENNAI-78**

TENDER APPLICATION FORM

1	Name of the firm/Company		
2	Constitution(Proprietorship/Partnership/Company etc.)		
3	Whether Manufacturer/Distributor/Authorized Dealer (Wholesale/ Retail)		
4	Full Postal Address		
5	Cell Phone Number		
6	Telephone No.		
7	Fax No.		
8	E-mail ID		
9	Name and address of your Bankers stating the name in which the Account stands	a).Name of the Bank	
		b).Name of the bank branch	
		c).Account No.	
		d).IFSC code	
		e).MICR Number	
10	PAN / GIR No.		
11	GST Registration No.		
12	Are you in the list of approved contractors of any other organizations/ Institution, if any give details		
13	Details of appropriate license		
14	Experience, if any (Please provide the supporting document in support of experience)		
15	Annual Turnover details of last 3 year		

DECLARATION

We _____ having our office at _____ do declare that we have carefully read all the conditions of Tender sent to us by the Dean, ESIC Hospital, Chennai-78 and abide by all the conditions set forth therein.

We further declare that we _____ possess valid license bearing No. _____ Valid up to _____

Date:

Signature

Seal:

Name & Address

UNDERTAKING

(To be submitted on Rs. 100/- non judicial stamp paper)

1. I, the undersigned certify that I have gone through the Terms & conditions mentioned in the tender document including annexure and undertake to comply with them. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of 6 months from date of opening of tender.
2. It is certified that rate quoted by me are the lowest quoted for any institution/Hospital in India.
3. Earnest money deposited by me/us viz Rs. 32,000/- in the form of Demand Draft in favour of ESI Fund Account No.1 payable at Chennai is attached herewith and shall remain in custody of the Dean, ESIC Hospital, K.K. Nagar, Chennai. I/we give the rights to Dean, ESIC Hospital, K.K. Nagar, Chennai to forfeit the EMD deposited by me/us if any delay occurs on my/agent's part or fails to supply the item at the appointed place and time and of the desired specifications.
4. There is no vigilance/CBI case or court case pending against our firm/company.
5. On Inspection if any article is found not as per supply order and specifications, it shall be replaced by me/us in time as asked for, to prevent any inconvenience at my/our own expenses.
6. I/we hereby undertake to supply Operation System and Microsoft Office as per specifications and directions given in supply order within the stipulated period.
7. I/we undertake to provide guarantee/warranty as mentioned in specifications from the date of satisfactory installation and inspection.
8. I/we understand that Dean, ESIC Hospital, K.K. Nagar, Chennai the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

Place:

Signature of the tenderer

Date:

Full Name:

Office seal of the tenderer

ANNEXURE D**SPECIFICATIONS:**

SL. NO.	ITEMS	SPECIFICATION	REQUIREMENT	REMARKS
1	OPERATING SYSTEM	Windows 10 Professional 64 Bits	26 Nos.	Perpetual OEM Packs with 26 nos. Individual Keys with CD.
2	MICROSOFT OFFICE	Microsoft Office Enterprises 64 Bits Preloaded	26 Nos.	

FINANCIAL BID

SL. NO.	ITEMS	SPECIFICATIO N	REQUIREMENT	UNIT RATE	GST	TOTAL COST
1	OPERATING SYSTEM	Windows 10 Professional 64 Bits	26 Nos.			
2	MICROSOFT OFFICE	Microsoft Office Enterprises 64 Bits Preloaded	26 Nos.			