

NOTICE INVITING TENDERS

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA.
FC-33/9, INSTITUTIONAL AREA, JASOLA, NEW DELHI-110025.**

National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids on single stage Two- Bid-System for supply and installation of Desktop Computers, Printers, UPS System, Networking and Software at various NCPUL's centres located in different states of the country.

The details are summarized in below table.

a)	Name of Work	Supply, Installation, Testing and Commissioning of Desktop Computers, Printer, UPS System, Networking and Software at 34 NCPUL's centres located in different states of the country.
b)	Tender No.	9-874/TE/e-Tender/HW-SW/2020-NCPUL
c)	Technical Bid	The detail of submission of Technical Bid is placed at Annexure-'A' of Chapter-4.
d)	Commercial Bid	The detail of submission of Commercial Bid is placed at Annexure-'B' of Chapter-5.
e)	Location of supply and installation	At 34 NCPUL's centres. List of the centres is enclosed on Annexure 'Z' (The exact no. of quantities, and number of centres may increase or decrease depending upon the requirement of the Council).
f)	Availability of Tender Document	Tender documents may be downloaded from NCPUL web site http://www.urducouncil.nic.in (for reference only) and CPPP website https://eprocure.gov.in/eprocure/app as per schedule given in CRITICAL DATE SHEET
g)	Cost of Tender Document	Rs. 5000.00 (non-refundable) through Demand Draft in favour of Director, NCPUL or online Bank transfer through RTGS / NEFT, details of the account is given on Page No. 06 of the Tender document.
h)	Earnest Money Deposit (EMD)	Tenderer has to deposit interest free earnest money of Rs.10,00,000/- (Rs. Ten Lakhs Only). Vendor who have already deposited EMD with the Tender No. 9-870/TE/e-Tender/HW-SW/2020-NCPUL need not to submit the EMD again.
i)	Bid submission	Bids can be submitted only online on or before 18:00 hours on 25.03.2020 at CPPP website: https://eprocure.gov.in/eprocure/app .
j)	Date of opening of Technical Bid	The Technical Bid shall be opened on 27.03.2020 at 11:00 hours .
k)	Date of opening of Commercial Bid	The date of opening of Commercial Bid will be intimated to the qualified Tenderers separately.

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 (Tel. No.:

011-49539000) from 04.03.2020 to 25.03.2020 (except Saturday, Sunday and holiday) between **09:30 to 15:30** hours.

Critical Date Sheet

Publication Date	04.03.2020 (01.30 PM)
Bid Document Download / Sale Start Date	04.03.2020 (02.00 PM)
Bid Submission Start Date	04.03.2020 (02.00 PM)
Bid Document Download / Sale End Date	25.03.2020 (06.00 PM)
Bid Submission End Date	25.03.2020 (06.00 PM)
Bid Opening Date (Technical)	27.03.2020 (11.00 AM)
Venue of Bid Opening	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025.
Date for Physical Demo of all the H/W Equipments (Quoted by the Tenderer)	31.03.2020 (10.30 AM)
Venue of Physical Demo	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the NCPUL website www.urducouncil.nic.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/ modify the tender form including downloaded price bid template in any manner.** In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be blacklisted and banned from doing business with NCPUL, in future.

Intending tenderers are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Applicant contractor must provide demand draft for Rs.5000/- (Rupees Five Thousand only, non-refundable) (to be purchased on or after publication date of this tender) in favour of Director, NCPUL from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.

EMD Payment:

Earnest Money Deposit is to be deposited electronically by RTGS in the account of NCPUL at the below mentioned details. Tenderers are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through NEFT/RTGS:

Bank Name – Syndicate Bank, DTS Building, Sector-5,
R.K. Puram, New Delhi-110 022.

Branch Code – 9009

MICR Code - 110025043

RTGS/NEFT– SYNB0009009

Account Number – 90092010045326

The **Hard Copy of original instruments** in respect of cost of tender document, earnest money, original copy of affidavits, and credit facility certificate must be delivered to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 **on or before bid submission end date/time as mentioned in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

Bids will be opened as per date/time mentioned in the **Tender Critical Date Sheet.** After online opening of Technical Bids the result of their qualification as well Price Bid opening date and time will be intimated later.

Chapter-2: Conditions of Contract

2.1 Eligibility of Tenderer:

- 2.1.1 The Tenderer shall be an OEM/ Authorized Dealer and must be in business at least for the past 3 years. Document from OEM (authorization letter) or self-declaration by OEM has to be submitted.
- 2.1.2 The minimum turnover required during each of the last three financial years for tenderer is Rs. 05.00 Crores and that of Hardware Original Equipment Manufacturer (OEM) is Rs. 50.00 Crores and UPS OEM is Rs. 1.0 Crore respectively. The respective turnovers should be from similar kind of items and should be supported by documentary evidences.
- 2.1.3 The tenderer should be in sound financial conditions and should be in profits. A copy of last three financial years Profit & Loss statement and relevant audited Balance Sheets should be submitted with the Technical Bid.
- 2.1.4 The OEM and Tenderer should be ISO 9001:2008 or Higher certified.
- 2.1.5 Scanned copy of tender acceptance letter must be uploaded. OEM/Tenderer should not have been disqualified/blacklisted by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. If so, the OEM/tenderer should submit the details of the same. The OEM/tenderer has to give an undertaking in this regard. Upon verification, evaluation/assessment, if any information furnished by the OEM/Tenderer is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 2.1.6 The tenderer should submit an undertaking that it has the sufficient resources to supply hardware and software items all over India.
- 2.1.7 The Tenderer must have service centers/maintenance facilities in various states. The Tenderers must enclose details of their OEM infrastructure with reference to locations (address) and technical manpower. However, the Tenderer shall be liable for services and maintenance during and after installation of the systems in the centres of NCPUL as per warranty clause.
- 2.1.8 The Registration number of the firm (under Society Act / Company Act / etc.) along with the GST No. allotted by the Competent Authorities, PAN number, TIN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.
- 2.1.9 Top five supplies in Government Organizations / Public Sector Undertakings /Autonomous Bodies in last three years in India (Reference of Organisation with Purchase Order of similar items) should be uploaded with the Bid. Tenderer should submit the compliance sheet and it is mandatory to mention the make and model of each hardware.
- 2.1.10 The proprietor/owner of the Tenderer agency shall submit a letter nominating a signatory to sign this tender and coordinate on behalf of the company regarding this tender. This letter shall be written/typed on the letter head and be submitted along with Technical Bid.
- 2.1.11 Query(s)/observation(s) of any of prospect tenderer(s) received after pre-bid meeting will not be entertained.

2.2 Tender Cost:

Rs. 5000.00 (non-refundable) through Demand Draft in favour of Director, NCPUL or online Bank transfer through RTGS / NEFT, details of the account is given on Page No. 06 of the Tender document.

2.3 Duly filled-in Tender:

All the column of the tender should be dully filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender. The authorized person should have valid company ID card and anyone valid Govt. ID card which should be presented as and when asked for. **The representative of the tenderer, who have already been authorized to sign bid agreement and participate for two or more successful tenders of NPCUL, shall not be nominated again.**

Chapter – 3: Schedule of Requirements.

3.1 Submission of Tender:

3.3..1 NO manual bids shall be accepted.

3.3..2 Bids can be submitted only online on or before **06:00 PM on 25.03.2020** at CPPP website: <https://eprocure.gov.in/eprocure/app>.

3.2 Instructions for Online Bid Submission:

The Tenderers are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Tenderers in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

3.2.1. Registration:

3.2.1.1 Tenderers are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Tenderer Enrollment**” on the CPP Portal which is free of charge.

3.2.1.2 As part of the enrolment process, the Tenderers will be required to choose a unique username and assign a password for their accounts.

3.2.1.3 Tenderers are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

3.2.1.4 Upon enrolment, the Tenderers will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

3.2.1.5 Only one valid DSC should be registered by a Tenderer. Please note that the Tenderers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

3.2.1.6 Tenderer then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.2.2. Searching for the Tender Documents:

3.2.2.1 There are various search options built in the CPP Portal, to facilitate Tenderers to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Tenderers may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

3.2.2.2 Once the Tenderers have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the Tenderers through SMS / e-mail in case there is any corrigendum issued to the tender document.

3.2.2.3 The Tenderer should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.2.3. Preparation of Bids:

- 3.2.3.1 Tenderer should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.2.3.3 Tenderer, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.2.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Tenderers. Tenderers can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.2.4. Submission of Bids:

- 3.2.4.1 Tenderer should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Tenderer will be responsible for any delay due to other issues.
- 3.2.4.2 The Tenderer has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3.2.4.3 If EMD is to be paid through DD, Tenderer has to select the payment option as “Offline” to pay the tender fee / EMD, as applicable and enter details of the instrument. Tenderer should prepare the EMD as per the instructions specified in the tender document. The original DD / proof of RTGS (for EMD) should be received by the NCPUL, latest by the last date of bid submission. The details of the DD should match with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.
- 3.2.4.4 Tenderers are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Tenderers. Tenderers are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Tenderer). No other cells should be changed. Once the details have been completed, the Tenderer should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Tenderer, the bid will be rejected.
- 3.2.4.5 The server time (which is displayed on the Tenderers’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Tenderers, opening of bids, etc. The Tenderers should follow this time during bid submission.

- 3.2.4.6 All the documents being submitted by the Tenderers would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.8 Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 3.2.4.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3.2.5. Assistance to Tenderers:

- 3.2.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 3.2.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3.2.5.3 Intending tenderers are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website <https://eprocure.gov.in/eprocure/app> at-least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 3.2.5.4 The Hard Copy of the following documents must be submitted to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 on or before the last date of the Bid Submission, as mentioned in Critical Date Sheet. In case of non-submission of any of the following documents, against the submitted bid, the bid shall be rejected and no correspondence in this regard shall be entertained:-
 - a. Original DD / proof of RTGS, in respect of payment of Tender Fee.
 - b. Original DD / proof of RTGS, in respect of payment of EMD.
 - c. Original ink signed copy of the MAF for all the Hardwares.
 - d. Original ink signed copy of the Undertaking.
 - e. Original ink signed copy of the Bank Solvency Certificate in the provided format. Enclosed at **ANNEXURE ‘X’**.
 - f. Original ink signed copy of the Authority Letter of the representative / official to sign the bid documents and co-ordinate / interact with the NCPUL officials.