

LOK SABHA SECRETARIAT
Computer (HW&SW) Management Branch
(Hardware Unit)

No. 7/24/Comp(HW)/2014

21st October, 2014

From

Brajesh Kumar Singh,
Executive Officer.

To

ALL CONCERNED

Subject: Invitation of tender for procurement of Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack.

Sir,

I am directed to invite Limited Tender Enquiry under two bid system, viz. Technical Bid and Financial Bid from manufacturers/authorized distributors/dealers of computer hardware for supply of the following items :-

Sl. No	Name of items	Qty.
1.	Rack Server	3
2.	Monitor	1.
3.	Key Board	1
4.	USB Optical Mouse	1
5.	KVM Switch	1
6.	Rack	1

2. The envelope containing the tender, complete in all respect and addressed to the Additional Director, Computer Management Branch, Lok Sabha Secretariat, Room No. FB-149, Parliament Library Building, New Delhi 110001 must be dropped in the **Tender Box** placed in the **Reception Office, Parliament Library Building** (Opp. Gurudwara Rakabganj) on or before 05.11.2014 upto 1700 hrs. The details of Tender Document is enclosed herewith.

Brajesh Kumar Singh

EXECUTIVE OFFICER

Tel. 23035290/5328

LOK SABHA SECRETARIAT
Computer (HW&SW) Management Branch
(Hardware Unit)

Tender No. 7/24/Comp(HW)/2014

Dated: 21.10.2014

Tender Document

Lok Sabha Secretariat intends to procure **3 Rack Servers, 1 Monitor, 1 Key Board, 1 USB Optical Mouse, 1 KVM Switch and 1 Rack**. The configuration and quantity of the required item (s) are mentioned at **Annexure – I**. The details of Tender Enquiry are as under: -

1. Eligibility Criteria

- (i) The bidders must have their Head office/Branch office/service centre/OEM's service centre in Delhi/NCR and must conform to norms of the Government pertaining to registration and taxation.
- (ii) Bidders, if not OEM, should have authorization from manufacturer for supply, installation, commissioning, services etc. of the quoted items.
- (iii) Bidder should have minimum three years experience of supply of items pertaining to this tender notice in bulk to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them.
- (iii) Bidders should have minimum turnover of Rs.1 crore during each of the last three consecutive financial years.
- (iv) The bidder should also fulfill the other eligibility criteria as mentioned in **Annexure – II** and submit the information as required.

2. Technical Bid

- (v) The technical bid shall comprise of two parts viz., Part - A and Part - B. Part - A of technical bid shall consist of documents pertaining to eligibility criteria as mentioned in **Annexure- II**. Documents furnished in Part A of technical bid must be serially numbered and indexed and placed in an envelope. Part - B regarding specifications, warranty etc., should be submitted in proforma as mentioned in **Annexure- III**. Both Parts of technical bid should be placed in separate envelope and superscribed as "Technical Bid - Part A" and "Technical Bid - Part B". Both these envelopes should be placed in bigger envelope with superscription, "Technical Bid".

3. **Financial Bid**

The Financial Bid should have only Prices/Rates quoted by the bidder in proforma enclosed as **Annexure- IV**. The following points may also be noted:-

- (i) The rates/prices should be quoted in Indian Rupees only in words as well as in figures. The rates/prices quoted should be inclusive of all taxes/packing/cartage etc. However, a break-up of price and applicable taxes should be mentioned therein.
- (ii) The bidder should quote only one rate for one item as per specification.
- (iii) The rate quoted shall be final.
- (iv) If the charges of any items get reduced during the validity of tender, the benefit thereof would be passed on to Lok Sabha Secretariat. Further, no claim for compensation or loss due to fluctuations in currency rates or any other reason shall be entertained.

4. **Bid Validity**

- (i) The bid shall remain valid for a period of 90 days from the date of opening of technical bid.
- (ii) The rate quoted must be valid for **six months** from the date of opening of financial bid.

5. **Submission of Bid**

- (i) The bid shall be legible, typed/ printed and be in English only. All the pages of the bid should be serially numbered and signed.
- (ii) The bid prepared by the bidder shall comprise of (i) Technical bid and (ii) Financial bid.
- (iii) Bid may be submitted in the following manner:

Envelope No. 1- Shall contain the Earnest Money Deposit (EMD)/bid **Security**. The envelope must be superscribed as “EMD/ Bid Security”.

Envelope No. 2- Shall contain Technical Bid

Envelope No.3- Shall contain Financial Bid.

Envelope No. 4- Shall be a bigger envelope containing envelopes 1, 2 & 3 as mentioned above.

All the envelopes must be sealed and superscribed as “tender for **Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack**” and addressed to **The Additional Director, Computer**

(HW&SW) Management Branch, FB-149, Parliament Library Building, Lok Sabha Secretariat New Delhi-110001. The Tender may be dropped in the **Tender Box** placed in the Reception Office, Parliament Library Building (Opp. Gurudwara Rakabganj), New Delhi-110001 before last date and time of submission of tender, i.e. 05.11.2014 upto 1700 hrs. If the last date happens to be a holiday, the same would be accepted on next working day as per above schedule. Tenders received after due date and time and sent by email, fax, telegram or any other method will not be accepted.

- (iv) All the envelopes shall also indicate the name and address of the bidder enabling the quotation to be returned, if required.

6. Bid Security/Earnest Money Deposit (EMD)

- (i) The firm shall have to Deposit Earnest Money (EMD) of amount of Rs.50000/- with the quotation in the form of demand draft payable in favour of 'Drawing & Disbursing Officer', Lok Sabha payable at New Delhi. EMD shall be kept in a separate envelope duly sealed and superscribed "EMD for procurement of Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack". The bid security shall remain valid for a period of 45 days from the last date of **bid validity period**.
- (ii) A bid received without Earnest Money or with Earnest Money of lesser value will be outrightly rejected.
- (iii) The Earnest Money is not required to be submitted by the bidder who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department for the items under consideration. In such case, a copy of valid registration certificate issued by DGS&D/NSIC (for the quoted product) must be furnished in place of Bank Draft/Bank Guarantee, etc. as per para 6(i) above.
- (iv) The bid security of unsuccessful bidders will be returned on or before 30 days after award of contract without any interest. The EMD of finally selected bidder will be returned after furnishing the Performance Security Deposit (PSD) before placing purchase order.

7. Opening of Bid

- (i) **Envelope No.1 containing the Earnest Money/Bid Security/Registration certificate issued by DGS&D/NSIC shall be**

opened by Pay & Accounts Officer of Lok Sabha on 07.11.2014 at 1500 hrs. in the presence of DDO, Lok Sabha, and the bidders or their authorised representatives. The details of representatives who remain present at the time of opening of bids, are required to be sent to this Secretariat separately at least three working days before the opening of the bid.

- (ii) **Envelope No. 2 containing the technical bid** shall then be opened and serially numbered.

No query regarding technical bid/bid security would be entertained after completion of technical bid opening process.

- (iii) **Envelope No.3** containing the financial bids of bidders shall be opened only for technically qualified bidders in the presence of P&AO, Lok Sabha, and technically qualified bidders would be informed for the purpose. Only summary of prices quoted by the bidders will be read out.
- (iv) Lok Sabha Secretariat reserves the rights to reject quotations not confirming to terms and conditions of the quotation letter.

8. **Determination of lowest bidder**

The Criteria for evaluation of lowest bidder would be as under:

- (i) Lowest bidder (L-1) will be the one whose total quoted rate for all the items i.e. Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack taken together is the lowest;
- (ii) Lok Sabha Secretariat reserves the right to select any of the lowest bidder in case of tie.

9. **Performance Security Deposit (PSD)**

Before supply of quoted item(s) and placing of purchase order, the successful bidder shall have to furnish a Performance Security amounting to 5% of the Bid value in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respects in favour of "Drawing & Disbursing Officer, Lok Sabha" payable at New Delhi. The Performance Security shall also be furnished by the bidders registered with DGS&D and NSIC. The Performance Security shall be released without any interest after 60 days of discharge of all contractual obligations including warranty obligations. The Earnest Money will be returned to the bidder after furnishing of Performance Security.

10. **Guarantee/ Warranty**

- (i) The **bidder** shall certify that the stores supplied to the **Secretariat** under Supply Order placed against this **tender** are of best quality and workmanship

and new in all respects and are strictly in accordance with the specifications and particulars mentioned in this tender document.

- (ii) The bidder shall provide Comprehensive Onsite Warranty for a period of five years for **Rack Server, Monitor, Key Board, USB Mouse, KVM Switch and Rack**. During warranty period, all the parts of the product shall be considered non-consumable and vendor shall have to maintain all such parts at no extra cost. The period of comprehensive onsite warranty will start from the date of installation and commissioning of items but not later than 60 days from the date of delivery of items in the Secretariat.

11. Delivery/Installation/Commissioning

- (i) The procured items shall be delivered **Free on Board (FOB)** at the Lok Sabha Secretariat during office hours.
- (ii) The item(s) will be delivered within 30 days of confirmed order placed by the Lok Sabha Secretariat.
- (iii) The delivered items shall be installed and commissioned by the bidder within 7 days of delivery or as per communication by the Secretariat.
- (iv) In case of delayed delivery upto 15 days without valid reason, a penalty of an amount equal to 0.5% of the total value will be imposed. Thereafter, a penalty at the rate of 1% of the value of the items upto one month will be imposed. Besides, the purchase order may be considered for cancellation, if the delay is more than one month.

12. Complaint Redressal

- (i) During warranty period the complaint should invariably be attended within 2 hours of lodging the same and must be resolved within 4 hrs if the complaint is lodged by 4 PM. In case of complaint lodged after 4 PM, the same must be resolved by 12.00 AM, the next day. The engineer(s) of the firm/OEM will attend the complaint at the location of the item (s) in the Secretariat failing which penalty at the rate of 0.1% per day of the value of the item on each occasion shall be imposed.
- (ii) The overall system up time during a quarter shall be 99.5% calculated on hourly basis.
- (iii) In case of system downtime below 99.5% in any quarter, a fine of Rs.2000/- per hour for system downtime will be imposed. The penalty, if not paid, shall be deducted from the Performance Security Deposit furnished.

13. Other General Terms and Conditions

- (i) In the event of failure of the bidder to supply whole or part of the purchase order, the Secretariat shall request the next higher responsive bidder to supply the remaining item(s) at L1 rate(s). In the event of non-supply by such L1, the performance security or earnest money so deposited by the bidder shall be forfeited and other legal action may also be initiated. Further, the bidder will be

blacklisted for supply of any item to the Secretariat.

- (ii) The bidder shall indemnify the Lok Sabha Secretariat against all damages/charges and expenses on account of the negligence of the firm or his servants or damages to the property of any member of the public or any person or in executing the work or otherwise.
- (iii) The Lok Sabha Secretariat reserves the rights to terminate the tender without assigning any reason thereof at any stage.
- (iv) The decision of Lok Sabha Secretariat arrived during the various stages of the evaluation of the bids will be final & binding on all vendors. Any representation towards these shall not be entertained by Lok Sabha Secretariat.
- (v) In case the vendor is found in-breach of any condition(s) of tender or supply order, at any stage during the course of supply/installation/commissioning or warranty period, the legal action as per laws shall be taken.
- (vi) In case of any attempt by vendor to bring pressure towards Lok Sabha Secretariat's decision making process, the same shall be disqualified for participation in the present tender and those vendor may be liable to be debarred from bidding for Lok Sabha Secretariat tenders in future.
- (vii) No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- (viii) Upon verification, evaluation/assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained.
- (ix) The successful bidder shall have to enter into Service Level Agreement(SLA) in accordance with terms and conditions of this Tender Enquiry or as mutually agreed to.

14. Bill Payment

- (i) A Bill giving details of Sales Tax/VAT Registration Nos., etc. may be submitted to this Secretariat for settlement.
- (ii) Payment of bill would be processed after installation/commissioning of equipment and after furnishing of performance security deposit.
- (iii) No advance payment will be made.

15. Dispute Redressal

- (i) All disputes, differences and questions arising out of the Tender shall be referred to the sole arbitrator appointed by the Secretary-General, Lok

Sabha. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. All disputes shall be subject to jurisdiction of courts of Delhi only.

- (ii) The terms and conditions of this tender notice or contract to be concluded with the successful bidder shall be interpreted in accordance with the Indian laws.

Yours faithfully,

Brajesh Kumar Singh

EXECUTIVE OFFICER

Tel. 23035290/5328

Annexure-I

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

Sl no	Name of items	Configuration/specifications	Quantity
1.	Rack Server	4P (Server having four nos. AMD Opteron 6168 (12 Core, 1.9GHz, 12MB Cache) /Four nos. of Intel E7-4820 (8Core, 2GHz, 18MB Cache) or higher processors, AMD SR5690/Intel 7500 Chipset, 128 GB DDR-3 ECC memory expandable to 512 GB memory, integrated graphics controller, SAS Controller with Raid 0,1 & 5 support, Quad ports server gigabit ethernet on two separate controllers, 4 x 300GB HS SAS HDDs (10K or higher), Integrated DVD ROM Drive, Dual ported HBA 8 Gbps with two nos. of fibre cables (5M each), Certification for both Windows & Linux OS, Remote management over LAN & WAN including features like virtual media & KVM over IP, clustering and hardware virtualization support, feature to disconnect failed node from shared storage in cluster, Server Chassis (Max. 4U) with redundant HS power supply to sustain above configuration with five HS drive bays for HDDs, five years on-site comprehensive warranty support.	3
2.	Monitor	21 inch LCD	1
3.	Key Board	USB 101 keys	1
4.	Mouse	USB Optical Mouse	1
5.	KVM Switch	Compatible with Rack Server	1
6.	Rack	42 inch rack with Power Distribution units(PDU)	1

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

PROFORMA FOR PART – A OF TECHNICAL BID

1. Name of the bidder:
2. Address of the bidder:
3. Contact details of the bidder:
 - (a) Telephone Nos. (with STD Code)
 - (b) FAX No. _____
 - (c) Mobile No. _____
 - (d) E-mail _____
 - (e) Website _____
4. Name of Proprietor/Partner/Authorized Signatory (in case of Pvt. Ltd. firm)
5. Copy of Registration Certificate(in case of Registered firm/company)
6. (a) Copy of Sales Tax/VAT/TIN Registration Certificate/Service Tax registration certificate.
(b) PAN of Income Tax Department.
7. Copies of Income Tax Return for the last three consecutive years.
8. The bidder should be an ISO:9001:2000 or ISO:9001:2008 Certified Company. Attach a copy of such certificate.
9. The bidder must attach a copy of the quality certification for his own or his OEM's manufacturing/assembling/system integration facility from a recognized institution anywhere located in India or abroad. The certification should be from any globally recognized institution.

10. Copy of Balance Sheet/Profit and Loss Account duly certified by Chartered Accountant for each of last three years showing annual turnover of *i.e.* Rs.1 Crore and above. **The figure of annual turnover should be highlighted.**
 11. Copy of certificate of authorized distributor/dealer of the OEM for the product (**Annexure-V**).
 12. The Bidder must attach two copies each of Purchase Orders (POs) of the value of Rs.20 Lakh or above in last three years placed by Government Departments/PSUs/PSEs/Autonomous Bodies/Government Corporations with proof of supply of Computer Hardware and Software.
 13. Undertaking in the form of Affidavit duly attested by Executive Magistrate/Notary Public containing declaration of blacklisting or otherwise of the Bidder by the organizations in accordance with **Annexure -VI**.
 14. The bidder must have infrastructure support in the form of direct service centre or franchisee or OEM's service centre in Delhi/NCR Region. The bidder must submit details of his infrastructure with reference to location, technical manpower and availability of inventory of spares etc. and also indicate his business model for providing warranty and after sales support in the format given in **Annexure-VII**.
- * Documents furnished must be serially numbered and indexed.

Annexure-III

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

Sl no	Name of items	Configuration/specifications	Model and Specification quoted by Bidder	Deviation if any from the tender specification
1.	Rack Server	4P (Server having four nos. AMD Opteron 6168 (12 Core, 1.9GHz, 12MB Cache) /Four nos. of Intel E7-4820 (8Core, 2GHz, 18MB Cache) or higher processors, AMD SR5690/Intel 7500 Chipset, 128 GB DDR-3 ECC memory expandable to 512 GB memory, integrated graphics controller, SAS Controller with Raid 0,1 & 5 support, Quad ports server gigabit ethernet on two separate controllers, 4 x 300GB HS SAS HDDs (10K or higher), Integrated DVD ROM Drive, Dual ported HBA 8 Gbps with two nos. of fibre cables (5M each), Certification for both Windows & Linux OS, Remote management over LAN & WAN including features like virtual media & KVM over IP, clustering and hardware virtualization support, feature to disconnect failed node from shared storage in cluster, Server Chassis (Max. 4U) with redundant HS power supply to sustain above configuration with five HS drive bays for HDDs, five years on-site comprehensive warranty support.		
2.	Monitor	21 inch LCD		
3.	Key Board	USB 101 keys		
4.	Mouse	USB Optical Mouse		
5.	KVM Switch	Compatible with Rack Server		
6.	Rack	42 inch rack with Power Distribution units(PDU)		

*It is mandatory to quote for all the items.

*Configuration lower than given configuration shall not be acceptable.

ANNEXURE – IV

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack
Schedule of Rates (Financial Bid)

From

To

The -----
Computer (HW&SW) Management Branch
FB-149, Parliament Library Building,
Lok Sabha Secretariat,
New Delhi-110001.

Sir,

I/we declare that I/we have gone through and shall abide by the terms & conditions detailed in the tender document for supply of items required. The rates are as under:-

Sl. No.	Name of item(s)	Model quoted by the bidder	Configuration/Specification quoted by the bidder	Qty.	Rate per unit (in Rs.)	VAT @	Total Amt. (in Rs.)
1.	Rack Servers			3			
2.	Monitor			1			
3.	Key Board			1			
4.	Mouse			1			
5.	KVM Switch			1			
6.	Rack			1			

Total Cost (INR) -----

In words (Rs. _____)

Signature, name & address of
authorized signatory of the
firm with seal

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

To

Sub: Authorization of OEM for supply, installation, warranty, services.

Sir,

I/We _____ (OEM) having my/our registered office _____ (address of the OEM) am/are an established manufacturer of _____ (name of quoted items). I/we _____ (name of OEM) solely authorize _____ (Name of the bidders authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we certify that above authorized partner meet the tender eligibility requirement of this tender defined for OEM's authorized partners. I/we have also **entered into an agreement with our authorized partners** that they will supply, install and provide warranty support for this tender on behalf of us.

2. Our full support is extended in all respects for supply, onsite warranty and maintenance of our products. I/we shall also ensure to provide the service support including supply of spare parts for the same for a further period of **FIVE** years after expiry of warranty under the terms and conditions of above tender.

3. In case of default in execution of this tender by our authorized partner viz _____ (name of the authorized partners), the _____ (OEM) shall own responsibilities for successful execution of contract/warranty/maintenance/service support through ourself or another Authorized partner.

For _____ (name of) Bidder/OEM

(Authorized signatory)

Name & Designation: _____

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

- For default OEM products –separate letter is to be produced by each OEM.

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

**UNDERTAKING IN THE SHAPE OF AFFIDAVIT DULY ATTESTED BY
EXECUTIVE MAGISTRATE/NOTARY PUBLIC**

I/We undertake that: -

- (i) The undersigned certifies that I/We have gone through the terms and conditions of the above tender notice including services during warranty, complaint redressal and maintenance therefor and undertake to comply with the same. The rates quoted by myself/ ourself are valid for six months from the last date of submission of bid.
- (ii) I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.
- (iii) I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security in the form of Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in favour of "Drawing & Disbursing Officer, Lok Sabha" payable at New Delhi.

Dated:

Signature of Bidder/Authorized Signatory

(Rubber Seal)

Tender for Rack Servers, Monitor, Key Board, USB Optical Mouse, KVM Switch and Rack

Support (Infrastructure available with bidder)

SI No.	Name of State/Region	Contact details such as Names, Address, Phones, e-mails website etc.	Own/Franchisee Support Centers	Manpower
1	Delhi/NCR			