

**E-TENDER DOCUMENT**

**FOR**

**PROCUREMENT OF TWO UNITS OF 20 TB SAN STORAGE DISC  
COMPATIBLE WITH THE EXISTING DELL SERVER  
INSTALLED IN LOK SABHA SECRETARIAT**

(Visit us at website <https://eprocure.gov.in/eprocure/app> & [www.loksabha.nic.in](http://www.loksabha.nic.in))

**LOK SABHA SECRETARIAT**  
**Computer Hardware and Software Management Branch**  
**(Hardware Unit)**

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

Tender No. 2/CMB(HW)/2018

Dated: 12.07.2018

**NOTICE INVITING E-Tender Document**

Lok Sabha Secretariat intends to procure two units of 20 TB SAN Storage Disc compatible with the existing DELL Server through advertised E-Tender. The E-tender document having detailed instructions and terms & conditions are available on the Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.nic.in) and CPPP website <https://eprocure.gov.in/eprocure/app>.

CRITICAL DATE SHEET for the e-tender is as under:-

Date of Publishing of Tender Notice	12.07.2018
Last Date of Submission of bids	25.07.2018 by 1200 hrs.

2. Following points may be noted while submitting bids:-

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

**(ii) Tenderer/Contractor are advised to follow the instruction “Instructions to Bidder for Online Bid Submission” provided in the ‘Annexure-IX’ for online submission of bids”.**

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

**(iii) Tenderer who has downloaded the tender from the Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.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 tampered/modified in any manner, such a tender will be completely rejected and EMD would be forfeited and tenderer will be liable to be banned from doing business with Lok Sabha Secretariat.

**(iv) Intending tenderers are advised to visit Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.nic.in) and CPPP Website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.**

**(v) No tender fee is required to be paid at the time of submission of bids.**

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

The configuration and quantity of the required item (s) are mentioned at **Annexure- I**. The details of E-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 confirm 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 to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them.
- (iv) Bidders should have minimum turnover of **Rs. 5 crore** during each of the last three consecutive financial years i.e. 2015-16, 2016-17 and 2017-18.
- (v) The Bidder should also fulfill the other eligibility criteria as mentioned in **Annexure – II** and submit the information as required.

**2. 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) While submitting bids, instructions for online bid submission as mentioned in Annexure-IX may be referred.
- (iii) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (iv) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**3. Technical Bid**

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**. Part - B regarding specifications, warranty etc., should be submitted in proforma as mentioned in **Annexure-III**.

The following documents in scanned and signed are to be furnished by the Vendor along with **Technical Bid** as per the tender document:

- (i) Copy of Registration Certificate(in case of Registered Firm/Company)
- (ii) Copy of Earnest Money Deposit/ Registration Certificate of CPO, NSIC etc.
- (iii) Copy of GST/Sales Tax/VAT/TIN Registration Certificate/Service Tax registration certificate and PAN of Income Tax Department.
- (iv) Copies of ITR for the last three consecutive years i.e. 2014-15, 2015-16 and 2016-17.

- (v) The Bidder should be an ISO:9001:2008 or higher Certified Company. Attach a copy of such certificate.
- (vi) 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.
- (vii) Copy of Balance Sheet/Profit and Loss Account duly certified by Chartered Accountant for each of last three years i.e. 2015-16, 2016-17 and 2017-18 showing annual turnover of Rs. 5 Crore and above. **The figure of annual turnover for the above-said years should be highlighted.**
- (viii) Copy of certificate of authorized distributor/dealer of the OEM for the product (**Annexure-V**).
- (ix) The Bidder must attach two copies each, of Purchase Orders (POs) of the value of Rs.1.5 crore or above in last three years i.e. 2015-16, 2016-17 and 2017-18 placed by Government Departments/PSUs/ Autonomous Bodies/Government Corporations with proof of supply of Computer Hardware and Software.
- (x) 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-III**.
- (xi) 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**.

#### **4. Financial Bid**

The Financial Bid should have only Prices/Rates quoted by the Bidder in proforma enclosed as **Annexure- VI**. 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.

#### **5. Bid Validity**

- (i) The Bid shall remain valid for a period of 120 days from the date of opening of Technical Bid.
- (ii) The rate quoted shall remain valid for **six months** from the date of opening of Financial Bid.

## **6. Bid Security/Earnest Money Deposit (EMD)**

- (i) An Earnest Money of **Rs.5 Lakh** is to be submitted. 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 EMD may be forfeited in the following cases:
  - (a) If a Bidder withdraws the Bid during the period of Bid validity; or
  - (b) In the case of finally selected Bidder, if the Bidder fails: -
    - (i) to furnish contract performance security in accordance with Tender; or
    - (ii) if at any stage of the Tender process, the information or declaration furnished is found false; or
    - (iii) if the Bidder fails to execute a contract as per terms and conditions of Tender Notice.
- (iv) The Earnest Money is not required to be submitted by the Bidder who is registered with the Central Purchase Organization, National Small Industries Corporation(NSIC) or the concerned Ministry or Department for the items under consideration. In such a 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.
- (v) 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 discharged upon signing of the contract and furnishing the Performance Security Deposit (PSD) before placing purchase order.**

## **7. Technical Evaluation Process**

A duly constituted Technical Evaluation Committee (TEC) will first select Bidders on the basis of eligibility criteria defined for this Tender. The Bids conforming to the eligibility criteria only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents, TEC may seek further information or ask concerned Bidders' representative to be present physically to prove their eligibility.

- (i) The TEC will short list the Technical Bids on the basis of Technical parameters.
- (ii) Technical Bids will be evaluated as per the **Annexures-II & III.**
- (iii) The Storage to be supplied should work under Windows & GNU/Linux/RHEL Operating System.
- (iv) Bidders are advised to ensure that the system conforms to all Technical parameters and is a tested one.
- (v) A Bidder will be allowed to quote only one product/make against each category.
- (vi) Lok Sabha Secretariat reserves the right to amend/modify the evaluation procedure anytime in its overall interest.

## 8. Determination of Lowest Bidder and award of contract

### (a) Determination of Lowest Bidder (L-1)

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 two units of 20 TB SAN Storage Disc of DELL make is the lowest;
- (ii) Lok Sabha Secretariat reserves the right to select any of the Lowest Bidder in case of tie.

### (b) Award of contract

After selection, contract shall be awarded to the Lowest Evaluated Bidder whose Bid has been found to be responsive and who is eligible and qualified to perform the contract as per the terms and conditions of Tender Document. Such Lowest Evaluated Bidders shall have to execute an Agreement on a stamp paper of Rs. 100/- (to be paid by Bidder) as per proforma to be provided by Lok Sabha Secretariat.

## 9. Performance Security Deposit (PSD)

Before signing of agreement for supply of quoted item(s) and placing of Purchase Order, the successful Bidder shall have to furnish a Performance Security amounting to **5%** of value of the contract (L1) 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/FSMA period. The Earnest Money will be returned to the Bidder after signing of agreement and furnishing of Performance Security.

## 10. Service during Warranty Period

- (i) The **Bidder** shall certify that the store items 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 **Annexure-I** to this Tender Document.
- (ii) The Bidder shall certify that Software/Hardware supplied to the Secretariat are original.
- (iii) The Bidder shall provide **Comprehensive Onsite Warranty for a period of three years for two units of 20 TB SAN Storage disc of DELL make** including free spare parts, kits etc. 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. The Bidders shall also furnish an undertaking from OEM that **they shall supply spares for the quoted product for next five years after warranty period is over**. The Bidder shall furnish the Warranty to the effect that before going out of production for the Spare Parts, it will give adequate notice to the purchaser of the equipment so that the latter may undertake the balance of lifetime requirements for the hardware.

- (iv) The Bidder shall maintain the supplied items free of charge **during warranty period**. After, such period, the Bidder shall have to conclude a maintenance agreement with the Secretariat for such period and with such terms and conditions as may be necessary and mutually agreed to.
- (v) The Bidder shall maintain enough spares so as to provide satisfactory on- site comprehensive maintenance services during the warranty period.

**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 Lok Sabha Secretariat shall have right to inspect the items under consideration before delivery/installation by itself or by an agency nominated by it. The Bidder(s) shall extend all reasonable facilities for the testing of the items.
- (iii) Before the delivery, the Bidder(s) shall satisfy that the items are as per terms and conditions of this Tender.
- (iv) The item(s) will be delivered within **30 days** of confirmed order placed by the Lok Sabha Secretariat.
- (v) The delivered items shall be installed and commissioned by the Bidder within **30 days** of delivery or such extended period as may be communicated by the Secretariat.

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 for remaining quantity may be considered for cancellation, if the delay is more than one month. The penalty, if not paid, shall be recovered from Performance Security Deposit (PSD).

**12. Force Majeure Clause**

If at any time during the continuance of this Tender, the performance in whole or in part by either party of any obligation under this Tender shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within **21 days** from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this Tender nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the Tender shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Competent Authority as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender is prevented or delayed by reason of any such event for a period exceeding **60 days**, either party may at its option terminate the Tender provided also that the purchaser shall be at liberty to take over from the Bidder at a price to be fixed by Competent Authority, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course or manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, bought out components and stores as the Bidder may with the concurrence of the purchaser elect to retain.



**13. 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 p.m. In case of complaint lodged after 4 PM, the same must be resolved by 12.00 a.m. the next day. The engineer(s) of the firm/OEM will attend the complaint at the location of the item(s) in the Secretariat shall be imposed.
- (ii) The overall system uptime 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.5000/- per hour for system downtime will be imposed. The penalty, if not paid, shall be deducted from the Performance Security Deposit furnished.

**14. Other General Terms and Conditions**

- (i) The individual signing the Tender Document or any other document forming part of the Tender on behalf of Proprietor/Company/Firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such person(s) of the firm as the case may be in all matters pertaining to the Tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Secretariat, without prejudice to other civil and criminal remedies, may cancel the Tender and hold the signatory liable for all cost and damages. In case of Partnership firm, all the partners shall sign the Tender. In case any person signs the Agreement on behalf of any Limited Company or Firm, he will produce letter of authority/resolution passed by the Company empowering him to sign the Agreement on behalf of the Company or Firm.
- (ii) In the event of failure of the Bidder to supply whole or part of the purchase order, the Secretariat shall request the next 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.
- (iii) 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.
- (iv) The assignment of the contract to Authorized Service Partner shall be allowed only in case of OEM.
- (v) 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.
- (vi) 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.
- (vii) 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 Vendors may be liable to be debarred from Bidding for Lok Sabha Secretariat Tenders in future.
- (viii) Any additional condition other than mentioned in Tender Document will not be binding on Lok Sabha Secretariat.

- (ix) No deviations from terms and conditions of Tender will be accepted. Any violation thereof will lead to the rejection of the Bid.

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- (x) 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.
- (xi) Lok Sabha Secretariat will not be responsible for any misinterpretation or wrong assumption by the Vendor, while responding to this Tender.
- (xii) The Lok Sabha Secretariat reserves the rights to terminate the Tender without assigning any reason thereof at any stage.
- (xiii) The successful Bidder shall have to enter into Service Level Agreement (SLA) with LSS for maintenance during warranty in accordance with terms and conditions of this Tender Enquiry.
- (xiv) The quantity of Hardware/Software may increase/decrease as per the requirement of LSS. Further, the repeat order(s) may be issued.

**15. Bill Payment**

- (i) Detailed Invoice showing Sales Tax/VAT Registration Nos., TIN/PAN, payment of CGST/SGST, etc. shall be submitted to this Secretariat for payment.
- (ii) Payment will be made only after certificate of installation/commissioning of all ordered items as per this tender, their satisfactory performance by Computer Management Branch or its authorized persons.
- (iii) No advance payment will be made.

**16. Dispute Redressal**

- (i) All disputes, differences and questions arising out of the E-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.

**Tender for two units of 20 TB SAN Storage Disc of DELL Make**

The two units of 20 TB SAN Disc should be equipped specification as given below:-

<b>*Description</b>	<b>Quantity</b>
<b>Hardware &amp; Drives</b>	
800GB, SAS, 12Gb, SSD, WI	6
1.8 TB, SAS 12 Gb, 10k, 2.5 HDD	9
Compellent SC220 or higher/420 Enclosure, 2.5" 24 Bay	1
Enclosure Blank, SAS, 6 /12 Gb, Drive Bay Blank, 2.5"	9
6/12 Gb Mini-SAS/Mini-SAS HD to Mini-SAS/Mini-SAS HD Cable, 2M, Qty 2	1
C13-C14, PDU, 12AMP, 6.5 FT (2m), Power Cord, Qty 2	1
Ready Rails II Static Rails for 4-post Racks	1
<b>Software</b>	
SW, Storage Center OS Core, Expansion License	2
SW, Storage Optimization Bundle Expansion License	2
<b>Professional Services</b>	
Keep Your Hard Drive	1
ProDeploy Add-On: Add or Upgrade Storage Hardware Component (Requires ProDeploy)	1
ProDeploy Add-On: Add or Upgrade Storage Software Component (Requires ProDeploy)	1
ProDeploy Dell Storage SC Disk Series 200/220 2U Exp Enclosure	1

**ANNEXURE -II**

(Reference: Para 2 & Para 8)

**Tender for two units of 20 TB SAN Storage Disc of DELL Make**

**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 ITR for the last three consecutive years i.e. 2014-15, 2015-16 and 2016-17.
8. The Bidder should be an ISO:9001:2008 or higher 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.
10. Copy of Balance Sheet/Profit and Loss Account duly certified by Chartered Accountant for each of last three years i.e. 2015-16, 2016-17 and 2017-18 showing annual turnover of Rs. 5 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.1.5 crore or above in last three years 2015-16, 2016-17 and 2017-18 placed by Government Departments/PSUs/ 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-III**.
  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 -IV**

**Tender for two units of 20 TB SAN storage Disc**

**UNDERTAKING IN THE FORM 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/**extended 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 blackl i s t e d by any Government Department/Autonomous Organization etc. or prosecuted by any court of l a w .
- (iii) I/We also confirm that in the event of my/our Tender being accepted, I/We hereby undertake **to execute a contract and 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)**

Annexure – V

Tender for two units of 20 TB SAN Storage Disc of DELL make

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.



**ANNEXURE - VI**

**Tender for two units of 20 TB SAN storage Disc**

**Schedule of Rates (Financial Bid) for hardware items**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Additional Director (C&JCFRDI),  
Computer (HW&SW) Management Branch  
Lok Sabha Secretariat  
FB-149, Parliament Library Building,  
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 without any taxes/ charges (in Rs.)	GST @	Total Amt. (in Rs.)
1.	Two units of 20 TB SAN Storage Disc	<b>DELL</b>					

Total Cost (INR) -----

In words (Rs. \_\_\_\_\_ )

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

**Tender for two units of 20 TB SAN storage Disc of DELL make**

**LETTER OF AUTHORIZATION FOR ATTENDING OPENING OF BID**

**Sub. Authorization for attending the opening of Technical Bid on ..... and financial Bid on ..... of the Tender for procurement of Blade Servers, Blade Enclosure, Rack, Unified Storage Area Network(SAN), SAN Switches, Virtual Tape Library(VTL) and Related Software**

The under-mentioned person is hereby authorized to attend the Bid opening for the Tender mentioned above on behalf of.....  
.....(name of the Bidder)

Name specimen signature

Alternative representative

Name specimen signature

**Name of the Bidder/ Authorized signatory  
(Rubber seal)**

**Annexure VIII**

**Tender for two units of 20 TB SAN storage Disc of DELL make**

**Support (Infrastructure available with Bidder)**

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

## ANNEXURE-IX

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders 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 bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting 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>.

#### REGISTRATION

- 1) Bidders 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 bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders 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.
- 4) Upon enrolment, the bidders 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.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder 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.

#### SEARCHING FOR TENDER DOCUMENT

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

- 2) Once the bidders 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 bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder 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.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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. 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) Bidder, 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.
- 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 document (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "other Important Documents" are available. These documents may be directly submitted from the "My Space" are 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.

### **SUBMISSION OF BIDS**

- 1) Bidder 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable in the tender document.

- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders 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 bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc., the bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders 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 being readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie 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.
- 10) 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.

**ASSISTANCE TO BIDDERS**

- 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.
  - 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.
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