

## **Revised Bid Document**



### **GUJARAT INFORMATICS LIMITED**

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Sector-11, Gandhinagar 382 010  
Phone No: 079 - 23256022  
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## **Bid for Purchase of Workstations on behalf of Commissionerate of Information, Gandhinagar (Tender No. HWT290917465)**

Pre-bid Meeting: 11.10.2017 at 1500 hours **(Completed)**

Last Date of Submission of Bid: **06.11.2017** till 1500 hours

Last Date of Submission of Bid Processing Fees & EMD: **06.11.2017** till 1500 hours

Date of Opening of Technical Bid: **06.11.2017** on 1700 hours

**Bid Processing Fee: Rs. 2,950/-**

Gujarat Informatics Limited (herein after referred to as GIL), on behalf of Commissionerate of Information, Gandhinagar (herein after referred to as the Purchasers) for the requirements Workstations / High End Desktop, intend to invite your bid for supply, installation, commissioning and maintenance of Workstations / High End Desktop on behalf of Commissionerate of Information, Gandhinagar (Tender No. HWT290917465).

## SECTION I

### Eligibility Criteria for the bidder:

1. The bidder should have sum of turnover of Rs. 2 Crore (Minimum) in the last three financial years as on 31.03.2017. The copies of Audited Annual Accounts/Balance Sheet along with Profit & Loss Account and CA Certified Statement for last three financial years shall be attached along with the bid. **(Form no. E-1)**
2.
  - a) The bidder must have one office in Gujarat. Please upload the copies of any two of the following: Property Tax Bill of last year / Electricity Bills of last one year / Telephone Bills of last one year / VAT Registration / CST Registration / Valid Lease Agreement. **(Form no. E-2). In case, bidder does not have office in Gujarat, bidder should give undertaking to open office in Gujarat within 45 days from the date of purchase order.**
  - b) Bidder must ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipments within 48 hrs. Bidder is required to provide the name & address & contact details of the firm for providing warranty support & repairing cum replacement service up to delivery locations. **(Form no. E-3).**
3. The bidder must have at least 25 customer reference sites of local area network installation (Each Purchase order should include Router/ Switch/ I/Os along with Cat 6 cable & Cable laying)  
**OR**  
25 reference sites each of minimum 50 machine installations (of similar items to be supplied in this bid) in India.  
**OR**  
The bidder should have supplied 50 or more Workstation / High End Desktop out of which minimum 10 Workstation / High End Desktop are supplied with licensed Video Editing Software at single or multiple locations. Bidder's shall submit Customer references & Purchase orders along with the work completion certificate along with the bid. **(Form No. E-4).**
4. The bidder should be authorized by its OEM for Workstation / High End Desktop to quote this bid **(Form no. E-5)**. Please upload the copy of Authorization on OEM letter head and signed by authorized signatory for the item(s) to be offered in this bid.

### **Note:**

1. All the details and the supportive documents for the above mentioned items should be uploaded in eligibility section in the bid.
2. Bidders who wish to participate in this bid will have to register on <https://gil.nprocure.com>. Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

## SECTION II

### Scope of Work

Bids are hereby invited from the Bidders having capability, and resources in supplying the Editing Workstations / High End Desktop at various locations of Gujarat on behalf of Commissionerate of Information.

The successful bidder is required to Supply, installation, Commission and Maintain the Editing Workstations / High End Desktop at various locations of Gujarat (as per Annexure B), as per the specifications mentioned in the Bid document. The bidder shall be responsible for implementation of the work as defined in the bid document.

Bidders also have to supply, install & provide operation training to purchasing department staff for the equipments to be supply. Services offered should be strictly as per requirements mentioned in this Bid document.

Unit cost is required to be offered for all the items as requested. GIL/GoG does not guarantee any fixed quantity of any item as mentioned in bid, at the time of awarding the order. The quantity of any item may vary depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder. The rates should be valid for a period of 180 days from the date of financial bid opening.

Bid complete in all respects should be uploaded on or before the Bid due date.

Bidder is required to carry out following tasks:

**Supply & Installation of the Equipments:** The Bidder shall supply and implement the required Editing Workstations / High End Desktop at various locations of Gujarat (as per Annexure B) as required by purchasing department.

**Warranty:** The Bidder shall be responsible for the warranty support for the period of 3 year for the equipments to be supplied as specified in technical specifications.

All goods or materials shall be supplied strictly in accordance with the specifications, drawings, datasheets, other documents and conditions stated in the Bid / Work order. All materials supplied by the Bidder shall be guaranteed to be of the best quality of their respective kinds and shall be free from faulty design, workmanship and materials.

**Documents:** The Bidder shall provide 1 set of documents and manuals along with related software & their updates for the items they supply at the time of delivery (hard copy, soft copy with each item of the unit supplied).

**Installation & Training:** Successful bidder has to carry out installation of the supplied goods and onsite training is to be given to purchasing department staff on operation and troubleshooting during the time of supply. Minimum one day on-site training for Adobe Premiere Pro CC to be given at each delivery location. Successful Bidder must provide training for file based workflow of latest HD Camera.

**Other features of Editing Workstation / High End Desktop:**

The system should be user-friendly, flexible, precise and frame accurate. It should have fully customizable workspace such as window layouts, hotkeys and setting.

Facility to Import content in the native format in which the original content has been produced (i.e. either HD or SD). During the publishing, the same content is required to be made available either in HDTV or SDTV formats.

It should provide multilayer editing, effects and video transitions. It should have insert-and-overwrite editing and drag-and-drop editing. It should also have multi-camera editing. Levels of video and audio should be independently adjustable during the editing process. It should be able to apply a single transition to multiple cut points in one step.

## SECTION III

### General Terms & Conditions:

1. The last date of submission of bid on the website <https://gil.nprocure.com> is **06.11.2017 up to 1500 Hrs.** No physical bids will be accepted under normal circumstances. However, GIL reserves the right to ask the bidders to submit the bid and/or any other documents in physical form.
2. The bid is non-transferable.
3. **The Bidder may quote only one option (i.e. only one product can be quoted) against each item.** Bidders are required to mention make & model of the product. (Do not write "OEM" against items as bidders are expected to give make & model of the product).
4. The successful bidder will have to supply & install and provide operational training for supplied hardware and peripherals and carry out necessary integration at end user offices across the Gujarat State.
5. If in any case the quoted Item is not available in the market, the bidder will have to supply Higher Version/replacement of that Item in the quoted cost in the same time duration with prior approval of GIL/Purchaser. No "End of Life / End of Support" product should be quoted to minimize such instances. (Make & Model quoted by the bidder should be available till the bid validity, duly supported for spares/OEM support for warranty period).
6. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GIL in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
7. Technical specifications indicated are minimum specification. Bidder may quote for better solution. The bidder should provide following with the technical bid:
  - Make & Model Number
  - Name of Manufacturer
  - Technical Literature
  - Manufacturer's Data Sheet.
  - Compliance statement from the OEM of the product
8. The bidder has to upload the compliance letter on its letter head duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
9. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
10. Amendment of Bidding Documents (Corrigendum)
  - 10.1. At any time prior to the deadline for submission of bids, GIL may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
  - 10.2. The corrigendum will be published on website <https://gil.nprocure.com> & [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in).
  - 10.3. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GIL, at its discretion, may extend the deadline for the submission of bids.
11. Bid Currency - Prices shall be quoted in Indian Rupees only. Payment for the supply of equipments as specified in the agreement shall be made in Indian Rupees only.

12. The bidder will have to submit **Bid Processing Fees (Non refundable) of Rs. 2,950/- & Earnest Money Deposit (E.M.D.) of Rs. 90,000/- (Rupees Ninety Thousand Only) (Refundable)** on or before date & hours of submission of bid in a sealed cover at GIL office with the heading **“Bid processing Fees & EMD for E-tender no HWT290917465 for Purchase of Workstations on behalf of Commissionerate of Information, Gandhinagar.”**

- Bid processing fees must be in the form of Demand Draft in the name of “Gujarat Informatics Ltd.” payable at Gandhinagar along with the covering letter.
- EMD as mentioned above, shall be submitted in the form of Demand Draft **OR** in the form of an unconditional Bank Guarantee (which should be valid for 6 months from the last date of bid submission) of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time; in the name of “Gujarat Informatics Ltd.” payable at Gandhinagar (as per prescribed format given at Annexure A) and must be submitted along with the covering letter.

Please affix the stamp of your company on the overleaf of demand draft.

**Note:** Failing to submit physical covers of EMD and bid processing fees at GIL on or before **06.11.2017 up to 1500 Hrs** may lead to the rejection of the bid.

13. In case of non-receipt of Bid processing fees & EMD as mentioned above in your bid will be rejected by GIL as non-responsive.
14. Unsuccessful bidder's E.M.D. will be returned as promptly as possible after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee as prescribed by GIL, whichever is earlier.
15. In exceptional circumstances, GIL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidder may refuse the request without forfeiting its E.M.D. A Bidder granting the request will not be permitted to modify its bid.
16. The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of Purchase order **(for warranty period + extra 3 months)** from any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith).
17. Successful Bidder will have to sign the contract upon receiving the confirmed purchase order with the purchaser(s) within 15 working days from the date of confirmed purchase order. (The draft is attached herewith).
18. The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value and offer of inspection of the ordered material.
19. The E.M.D. may be forfeited at the discretion of GoG / GIL, on account of one or more of the following reasons:
- (a) If a Bidder withdraws its bid during the period of bid validity.
  - (b) If Bidder does not respond to requests for clarification of their Bid
  - (c) If Bidder fails to co-operate in the Bid evaluation process, and
  - (d) In case of a successful Bidder, if the Bidder fails:
    - (i) To sign the Contract as mentioned above or
    - (ii) To furnish performance bank guarantee as mentioned above or
    - (iii) If the bidder is found to be involved in fraudulent practices.

20. Termination for Default:

- 20.1. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder. Bidder will be given notice/cure period of 30 days, after that purchaser will terminate the Contract in whole or part after:
- If the bidder fails to deliver any or all of the Goods as per the delivery schedule mentioned in the bid, or within any extension thereof granted by the Purchaser or
  - If the Bidder fails to perform any other obligation(s) under the Contract/Purchase order.
  - If the Bidder, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value of influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice : a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;”

- 20.2. In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 20.1 above, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Bidder shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Bidder shall continue the performance of the contract to the extent not terminated.
21. **If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.**
22. Price shall be inclusive of all freight, forwarding, transit insurance, installation, warranty and maintenance charges.
23. Prices shall be in Indian Rupees. The prices shall strictly be submitted in the given format. Quoted prices shall be inclusive of all taxes except GST. The tax components GST as applicable shall be mentioned separately in the respective columns.
24. Late Bids: The bidder will not be able to submit the bid after final submission date and time.
25. Modification and Withdrawal of Bids
- 25.1. The Bidder may modify or withdraw its bid before the due date of bid submission.
- 25.2. No bid will be allowed to be modified subsequent to the final submission of bids.
- 25.3. No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.
26. Bids will be opened with the buyer's private digital key in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register/attendance sheet evidencing their attendance. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this bid process. In the absence of the bidder(s), the Tender Committee may choose to open the bids as per the prescribed schedule.
27. The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant E.M.D. and such other details as GIL/GoG officer(s) at their discretion, may consider appropriate, will be announced at the opening.
28. **Evaluation of the Bids:** After the closing time of submission, GIL / GoG committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next. GIL will seek clarifications if required on



eligibility & technical section. The financial bid the technically qualified bidders will be opened and financially L1 bidder will be decided from the sum total of prices for all line items without tax with warranty and then called for further negotiations if required.

29. As per the provision in Electronics & IT/ITeS Start-up Policy Resolution No. ITS/10/2015/5284/IT dated 6th June, 2016 issued by Department of Science & Technology; in e-Governance project undertaken by Government Departments or its Boards, Corporations or parastatal bodies getting grants from the Government, the chosen solution provider or system integrator will pass on job work or will outsource part of the work of a value ranging between 5% to 10% of the contract value to the eligible start-ups and to students of shortlisted Technical Colleges in Gujarat. In such arrangements, the responsibility of meeting SLAs (Service Level Agreements) will continue to belong to the solution provider or the system integrator.
30. **The bidder will have to offer the inspection in the manner as decided by GIL** before delivering to the respective site or at customer sites. The cost of the same has to be borne by the supplier. Any deviation found in the specification of the produced goods from the bid specification will lead to the cancellation of the order, forfeiture of EMD/PBG and prohibition in the participation in the future purchase of Government of Gujarat. GIL/GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit. **At the time of inspection, bidder is required to produce OEM's confirmation on OEM's letter head for back to back warranty support as per tender terms & conditions.**
31. The Indenter's right to inspect, test and, where necessary, reject the Goods after the Goods arrival at Customer Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
32. **Delivery & installation:** Within **45 working days** from the date of purchase order at respective site / locations (Detailed list is as per **Annexure B**).
33. In case of successful bidder is found in breach of any condition(s) of bid or supply order/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the successful bidder and EMD/PBG shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided by Govt., for further dealings with GoG.
34. Bid validity will be of **180 days after the date of financial bid opening**. A bid valid for shorter period shall be rejected as non-responsive. **If required, GIL may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.**
35. Bidders are required to quote all items including optional add-ons as well. Incomplete bids will be treated as non-responsive and will be rejected.
36. The successful Bidder will be required to co-ordinate with software vendor and/or do liaisoning with other service provider to achieve the end-to-end connectivity. This also includes OS configuration with respect to LAN/WAN technologies implementation.
37. Bidder must ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipments within 48 hrs. Bidder is required to provide the name & address & contact details of the firm for providing warranty support & repairing cum replacement service up to delivery locations.
38. **Warranty**
  - 38.1. **Warranty:** Comprehensive onsite warranty for 3 Years from the date of installation of procured equipments.
  - 38.2. If any equipment becomes faulty for 3 times in one month during the warranty period, the bidder shall replace the same with new equipments of same or higher capability without any additional cost to the purchaser.
  - 38.3. If any manufacturing or other technical defects are found within the warranty period, the same will have to be replaced or rectified free of cost by the bidder.
  - 38.4. Maintenance service: Free maintenance services shall be provided by the Bidder during the period of warranty.

38.5. In case, bidder does not provide satisfactory support & does unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the bidder.

### **39. Penalty Clause**

#### **39.1. Penalties for delay in delivery and installation:**

- a) If the bidder fails to deliver and install the requisite hardware and software within 45 working days from the issue of the confirmed purchase order, then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
- b) The amount of penalties for delay in delivery and installation shall be subject to a maximum limit of 10% of the total contract value.
- c) Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.
- d) In case, the selected bidder does not supply the ordered items for any reason, he will be liable to pay the difference amount to the purchaser, over and above the Performance Guarantee, which indenter departments\Boards\Corporations have to pay to the next or other selected bidder for purpose of the said items.

#### **39.2. Operational / Warranty period Penalties:**

- a) During warranty period, if the complaint is not resolved within 48 hrs, the penalty of Rs. 500 per day will be levied for Workstation / High End Desktop. However, if the complaints are not resolved within 7 days then from 8<sup>th</sup> day till 14<sup>th</sup> day, the penalty would be levied @ 150% and from 15<sup>th</sup> day onwards the penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- b) The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 10% of the total contract value.
- c) Successful bidder should submit the Performance Bank Guarantee @ 5% of total order value for the duration of warranty period + extra 3 months as per bid requirements. In any case, bidder is required to maintain 5% PBG at all time during the period of contract. In case of any penalty claimed from the submitted PBG during the contract period, the successful bidder is required to submit the additional PBG of the amount equal to the penalty claimed for the duration up to the validity of original Bank Guarantee. For example, "X" amount of penalty will be claimed during the 5<sup>th</sup> month of contract period, then bidder is required to submit the additional PBG of "X" amount for the period of 34 months i.e. 39 months - 5 months.

40. **Payment:** Payment for Goods and Services shall be made by Purchasing Department in Indian Rupees as follows:

40.1. No advance payment will be made.

40.2. 90 % payment after successful inspection and delivery of the ordered goods. The inspection will be done by GIL

40.3. Remaining 10 % payment will be made after successful installation, commissioning & functional training of the ordered goods.

41. GIL reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.

42. GoG / GIL's Right to accept any Bid and to reject any or all Bids – GoG / GIL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to awarding the Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for such decision.

43. The quantity mentioned in the bid are estimated based on the receipt of the requirement from Indenting Department. The quantities may decrease up to 50% of the bid quantity or increase up to 30% of the bid quantity at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.



44. **Limitation of Vendor's Liability:** Vendor's cumulative liability for its obligations under the contract shall not exceed the contract value and the vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.
45. All correction/addition/deletion shall require authorized countersign.
46. Force Majeure Shall mean and be limited to the following:
- Fire, explosion, cyclone, earthquake, flood, tempest, lightening or other natural physical disaster;
  - War / hostilities, revolution, acts of public enemies, blockage or embargo;
  - Any law, order, Riot or Civil commotion, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;
  - Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or;
  - Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order;
  - Any other circumstances beyond the control of the party affected;

The BIDDER shall intimate Purchaser by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the order.

Delivery & Installation period may be extended due to circumstances relating to Force Majeure by the Purchaser. Bidder shall not claim any further extension for delivery & installation or completion of work. Purchase / GoG shall not be liable to pay extra costs under any circumstances.

The BIDDER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the BIDDER shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the BIDDER without being subject to price reduction for delayed deliverables, as stated elsewhere.

It will be prerogative of Purchaser / GoG to take the decision on force major conditions and Purchaser decision will be binding to the bidder.

47. **The Clarifications if any should be submitted in writing to GIL at least on or before 5 days of pre-bid meeting date. Thereafter the clarifications received from the bidders will not be entertained**

Your bid should be submitted on website <https://gil.nprocure.com> on or before **15:00 Hours, 06.11.2017.**

Proposals after due time period will not be accepted.

The Technical Bids will be opened on **06.11.2017 at 17:00 Hours at GIL, Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan**, in the presence of the committee members and representatives of the bidders, who have submitted valid bids. Only one representative from each bidder will be allowed to attend the tender opening. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process.

Please address all queries and correspondence to

**Vivek Upadhyay, DGM (Tech.),**  
**Gujarat Informatics Limited**  
Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan, Gandhinagar - 382010  
Phone No. 079-23259239, Fax No. 079-23238925,  
E-mail: [viveku@gujarat.gov.in](mailto:viveku@gujarat.gov.in), [vijayb@gujarat.gov.in](mailto:vijayb@gujarat.gov.in)

Fax / Email should be followed by post confirmation copy.

## SECTION IV

### Minimum Technical Specification

Item 1: Editing Workstation / High End Desktop				
Sr. No.	Item Minimum Specifications	Qty.	Matched/ Not Matched	Deviation/ Remarks (If Any)
1	<b>Specification of Editing Software</b>	30		
	Adobe Premiere Pro CC with 1 year Subscription			
	<b>Specification of Workstation / High End Desktop</b>			
	<b>CPU:</b> Intel Core i7 7700 or latest higher speed (Four Core CPU, 3.6 GHz base frequency, 8 MB Cache )			
	<b>Memory:</b> 16 GB DDR4, expandable up to 64 GB or better			
	<b>Hard Disk:</b> 2 TB 7200 RPM, expandable up to 8 TB			
	<b>Bays:</b> Minimum 3 Bays (3 bays - 1 external 5.25" / ODD bays & 2 internal 3.5" HDD Bays, Internal 3.5" bays should be convertible to 2.5" SFF bays).			
	<b>Motherboard:</b> Intel H270 or better Chipset on Intel or equivalent OEM motherboard			
	<b>Ports:</b> Minimum 6 nos. of USB 3.0 / 2.0 (with front & rear)			
	<b>Networking Feature:</b> 10/100/1000 Ethernet			
	<b>Minimum Three PCI Express Slots (Minimum One PCIe x16 and one PCIe x4 OR Minimum Two PCIe x16)</b>			
	<b>Storage Controller:</b> SATA Controller with Integrated Raid 0, 1			
	<b>Graphics Card:</b> Graphic Card with 2 GB memory or higher as recommended system requirements by Adobe to run Adobe Premiere Pro CC			
	<b>Optical Drive:</b> 8x DVD writer or better			
	<b>Mouse:</b> USB Optical 3 Button with mouse pad			
	<b>Keyboard:</b> 104 Keys / Multimedia keyboard			
	<b>Multimedia Speakers:</b> External with 200 watts PMPO capacity			
	IEEE 1394 / Fire Wire with capture facility			
	<b>Power Supply:</b> 230 v +/- 10% single phase, 50 Hz AC with 600 Watts or more			
	<b>Monitor:</b> Minimum 21.5" or Higher LED / LCD Monitor with higher contrast ratio & resolution			
<b>Operating System:</b> Windows 10 Professional 64 Bit or latest version				
Workstation / High End Desktop with 3 year onsite warranty				

## SECTION V

### FINANCIAL BID FORMAT

Sr. No.	ITEM	Qty. (In Nos.)	Unit Price with 3 Year Warranty (In Rs. Without tax)	Total Price with 3 Year Warranty (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E = C*D	F
1	Editing Workstation / High End Desktop	30			
<b>GRAND TOTAL</b>					

**Note:**

- L1 will be the lowest sum total of rate without tax with 3 Year Warranty.
- The Bidder shall explicitly mention the applicable rate of GST.
- Supply & installation of the above mentioned materials should be carried out by the successful bidder at various offices across the Gujarat State.
- Successful Vendor will have to supply/provide goods with an Invoice from a place located within State of Gujarat.

## SECTION VI

### Bid Processing Fees & Earnest Money Deposit Details

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

## ELIGIBILITY CRITERIA

### Form No. E1: Financial strength of the bidder

Financial Year	Turnover (Rs. In Crores)	Audited Accounts uploaded? (Yes/No)
2013-14		
2014-15		
2015-16		
Grand Total		

**Note:** Please fill this form and upload the Audited Annual Accounts / Balance Sheet along with Profit & Loss Account for the last three financial years.

### Form No. E2: Office in GUJARAT

Sr. No.	Address	Contact Person	Contact Nos.	Type of supporting document attached
1				
2				

**Note:** You may mention more than one office (if applicable) by adding multiple rows which may be added by "NUMBER OF ROWS TO ADD".

### Form No. E3: Warranty support & repairing cum replacement service up to delivery locations

Sr. No.	Address	Contact Person	Contact Nos.	Type of supporting document attached
1				
2				

**Note:** You may mention more details by adding multiple rows

### Form No. E4: Experience Details (Customer References)

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of implementation	No. of LAN sites/No. of Installations	Type of Supporting Document attached
1						
2						
.						

**Note:** Please fill this form and submit the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the bid. You may add the customer references by adding multiple rows which may be added by "NUMBER OF ROWS TO ADD".

**Form No. E5: Authorization Letter/Certificate issued by OEM**

Item	Make & Model	Name of OEM	Authorization letter Submitted? (Yes/No)
Editing Workstation / High End Desktop			

**Note:** Please fill this form and upload the OEM Authorization Letter in scanned format.

**Form no. E6: ISO 9001:2008 certification for Manufacturing**

Item	Make & Model	Name of OEM	ISO certification valid up to	Authorization letter Submitted? (Yes/No)
Editing Workstation / High End Desktop				

**Note:** You may quote only one option against any item.

**Performa of Compliance letter/Authenticity of Information Provided**

**(On Non judicial Stamp paper of Rs. 100/- duly attested by the First class Magistrate/Notary Public)**

Date:

To,  
**DGM (Tech.)**  
**Gujarat Informatics Ltd.**  
Block-1, 8<sup>th</sup> Floor, Udyog Bhavan,  
Gandhinagar

**Sub: Compliance with the tender terms and conditions, specifications and Eligibility Criteria**

**Ref: Bid for Purchase of Workstations on behalf of Commissionerate of Information, Gandhinagar  
(Tender No. HWT290917465).**

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We wish to inform you that we have read and understood the technical specification and total requirement of the above mentioned bid submitted by us on **DD.MM.YYYY**.

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of GIL Tender Committee for disqualification will be accepted by us.

The Information provided in our submitted bid is correct. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, GIL reserves the right to take legal action on us.

Thanking you,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ YYYY

Signature: \_\_\_\_\_

(In the Capacity of) : \_\_\_\_\_

Duly authorized to sign bid for and on behalf of  
\_\_\_\_\_

**Note: This form should be signed by authorized signatory of bidder**



**Annexure A**

**Format of Earnest Money Deposit in the form of Bank Guarantee**

Ref:

Bank Guarantee No.

Date:

**To,**

**DGM (Technical)**

Gujarat Informatics Limited

8th Floor, Block -1, Udyog Bhavan,

Sector - 11, Gandhinagar - 382010

Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: HWT290917465 for Purchase of Workstations on behalf of Commissionerate of Information, Gandhinagar KNOW ALL MEN by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the Gujarat Informatics Limited in the sum of ----- for which payment well and truly to be made to Gujarat Informatics Limited, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of -----YYYY.

**THE CONDITIONS of this obligation are:**

1. The E.M.D. may be forfeited:

- a. if a Bidder withdraws its bid during the period of bid validity
- b. Does not accept the correction of errors made in the tender document;
- c. In case of a successful Bidder, if the Bidder fails:
  - (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser or
  - (ii) To furnish performance bank guarantee as mentioned above or
  - (iii) If the bidder is found to be involved in fraudulent practices.
  - (iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.
  - (v) If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.

We undertake to pay to the GIL/Purchaser up to the above amount upon receipt of its first written demand, without GIL/ Purchaser having to substantiate its demand, provided that in its demand GIL/ Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 6 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that if this guarantee is extended for a period as mutually agreed between bidder & owner/purchaser, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER / PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ YYYY.

\_\_\_\_\_

Signed and delivered by

\_\_\_\_\_

For & on Behalf of

Name of the Bank & Branch &  
Its official Address

**Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time.**

**Performa of Contract-cum-Equipment**  
**Performance Bank Guarantee**  
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the Purchaser/Indenter

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

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s ..... having Principal Office at ..... (Hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of \_\_\_\_\_ by issue of Purchase Order No..... Dated ..... issued by <<GoG Department>> for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, \_\_\_\_\_ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to the OWNER/PURCHASER on demand at any time up to \_\_\_\_\_ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the Seller's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ YYYY.

\_\_\_\_\_  
Signed and delivered by

\_\_\_\_\_

For & on Behalf of

Name of the Bank & Branch &  
Its official Address

List of approved Banks

**Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time.**

### CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, YYYY \_\_\_\_ Between \_\_\_\_\_ (*Name of purchaser*) of \_\_\_\_\_ (*Country of Purchaser*) hereinafter "the Purchaser" of the one part and \_\_\_\_\_ (*Name of Supplier*) of \_\_\_\_\_ (*City and Country of Supplier*) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., \_\_\_\_\_ (*Brief Description of Goods and Services*) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of \_\_\_\_\_ (*Contract Price in Words and Figures*) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
  - 2.2 terms and conditions of the bid
  - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Purchaser)

In the presence of \_\_\_\_\_

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Supplier)

In the presence of \_\_\_\_\_

## Annexure B

### Details of Locations for Delivery & Installation

Sr. No.	Office Location for Editing Workstations / High End Desktop to be installed	Quantity
1	Joint Director of Information, Regional Information Office, Ahmedabad	1
2	Joint Director of Information, Regional Information Office, Rajkot	1
3	Joint Director of Information, Regional Information Office, Baroda	1
4	Joint Director of Information, Regional Information Office, Surat	1
5	Deputy Director Of Information, District Information Office, Mehsana	1
6	Deputy Director Of Information, District Information Office, Palanpur (Banaskantha)	1
7	Deputy Director Of Information, District Information Office, Nadiad (Kheda)	1
8	Deputy Director Of Information, District Information Office, Himmatnagar (Sabarkantha)	1
9	Deputy Director Of Information, District Information Office, Bhuj-Kutch	1
11	Deputy Director Of Information, District Information Office, Surendranagar	1
10	Deputy Director Of Information, District Information Office, Junagadh	1
12	Deputy Director Of Information, District Information Office, Bhavnagar	1
13	Deputy Director Of Information, District Information Office, Bharuch	1
14	Deputy Director Of Information, District Information Office, Jamnagar	1
15	Deputy Director Of Information, District Information Office, Godhra(Panchmahal)	1
16	Deputy Director Of Information, District Information Office, Valsad	1
17	Deputy Director Of Information, District Information Office, Amreli	1
18	Deputy Director Of Information, District Information Office, Patan	1
19	Deputy Director Of Information, District Information Office, Anand	1
20	Deputy Director Of Information, District Information Office, Rajpipala (Narmada)	1
21	Deputy Director Of Information, District Information Office, Dahod	1
22	Deputy Director Of Information, District Information Office, Gandhinagar	1
23	Deputy Director Of Information, District Information Office, Porbandar	1
24	Assistant Director Of Information, District Information Office, Navsari	1
25	Assistant Director Of Information, District Information Office, Ahwa-Dang.	1
26	Assistant Director Of Information, District Information Office, Vyara-Tapi	1
27	Assistant Director Of Information, District Information Office, Veraval (Gir-Somnath)	1
28	Assistant Director Of Information, District Information Office, Botad	1
29	Assistant Director Of Information, District Information Office, Chota-Udepur	1
30	Assistant Director Of Information, District Information Office, Devbhoomi-Dwarka	1
	<b>Total</b>	<b>30</b>