

**RFP**

**For**

**Supply, Installation of**

**Autodesk Software Products**

**For**

**Government Departments /Organizations**

**Tender no.SW29072017141**

**Bid Processing Fee: Rs. 1,500/-**  
**Earnest Money Deposit: Rs. 50,000/-**

(July, 2017)

Last date of Submission of Bid: 18<sup>th</sup> August, 2017 upto 1500 hrs  
Opening of Technical Bid: 18<sup>th</sup> August, 2017 at 1600 hrs



**GUJARAT INFORMATICS LIMITED**  
**Block No: 1, 8<sup>th</sup> Floor, Udyog Bhavan,**  
**Sector-11, Gandhinagar: 382 010,**  
**Phone No: 23256022, 23259237 Fax No: 23238925**  
Website:<http://www.gil.gujarat.gov.in>

## **Gujarat Informatics Ltd invites rates of Supply and Installation of Autodesk software products for Government Departments / Organizations.**

### **Eligibility Criteria for the bidder:**

1. The bidder should be IT company, should have be existence in last three years and authorized by its OEM to quote the bid. Authorization Certificate for the supply of particular software products need to be enclosed.
2. The bidder should have turnover of Rs. 50 lacs in each of the last three years or cumulative of Rs. 1.5 crores in last three years (i.e. Year 2014-15, Year 2015-16 and Year 2016-17). The CA certificate and the profit and loss account statements should be submitted. The provisional balance sheet for year 2016-17 will be accepted in case of not audited.
3. The bidder shall have experience of supply of said software product which he is quoting in this tender. The bidder should attach at least three copies of the old purchase orders. In case of the bidder is new partner for supply of this software, the bidder should attached the fresh authorization certificate from the OEM as per the page no 10 and 11 along with three copies of PO received by OEM OR through their other channel partner.
4. The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat. The Certificate should be submitted.

### **Note:**

1. 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.

### **The terms and conditions are as follows:**

1. The last date of submission of bid on the website <https://gil.nprocure.com> is up to **1500 Hrs, dated 18/08/2017. No physical bids will be accepted.** However, GIL reserves the right to ask the bidders to submit the bid and/or any other documents in physical form in addition to submission on website.
2. The bid is non-transferable.
3. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GIL will in no case, will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
4. The bidder has to upload the compliance Statement (page no: 09 & 10) on its letter head duly signed by the authorized signatory and 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.
5. 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 biding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
6. Amendment of Bidding Documents (Corrigendum)

- 6.1 At any time prior to the deadline for submission of bids, GIL may, for any reason, whether on its own initiative or in response to the clarification requests by a prospective bidder, modify the bidding documents.
- 6.2 The corrigendum will be published on website [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in) and <https://gil.nprocure.com>, if any.
- 6.3 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.
7. Bid Currency – Prices shall be quoted in Indian Rupees only.
8. The Bidder will have to remit **Non refundable Bid Processing Fees of Rs. 1,500/- (Rupees one thousand and five hundred only)** and **Earnest Money Deposit (E.M.D.) of Rs. 50,000/- (Rupees Fifty Thousand only) (Refundable) latest by 18/08/2017 up to 1500 hrs** in a sealed cover at GIL office with the heading “Bid processing Fees and EMD for the tender for Supply and Installation of Autodesk Software Products to Government Departments / Organizations”. 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. Please affix the stamp of your company on the overleaf of demand draft.
9. EMD 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 All 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/10/2014/570/DMO dated 01.04.2015, dated 14.06.2016 and 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) and must be submitted along with the covering letter.
10. Failing to submit physical covers of EMD and bid processing fees at GIL on or before 18.08.2017 upto 1500 hours may lead to the rejection of the bid.
11. Unsuccessful bidder’s E.M.D. will be returned as promptly as possible. But not later than 30 days of the validity period of the bid.
12. No exemption for submitting the EMD will be given to any agency.
13. Successful bidder’s E.M.D. will be released after validity of the price i.e. 6 months from the finalization of the rates.
14. 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. A Bidder may refuse the request without forfeiting its E.M.D. A Bidder granting the request will not be permitted to modify its bid.
15. The E.M.D. may be forfeited:
  - a) If a Bidder withdraws its bid during the period of bid validity
  - b) In case of a successful Bidder, if the Bidder fails:
    - I. To supply software in the given time limit or
    - II. If the bidder is found to be involved in fraudulent practices.
16. Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
17. Late Bids: The bidder will not be able to submit the bid after final submission date and time.
18. Modification and Withdrawal of Bids
  - 18.1 No bids will be allowed to be modified subsequent to the final submission of bids.

- 18.2 No bid will 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.
19. 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 tender process. In the absence of the bidder(s), the tender committee may choose to open the bids as per the prescribed schedule.
20. The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant E.M.D. and such other details at the desecration of GIL/GoG officer(s), will be announced at the opening.
21. Evaluation of the bids: After the closing time of submission, GIL/GOG committee will verify the submission of Bid Processing Fees and EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out for the bids where EMD/Processing fee one fund to be acceptable. The financial bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next.
22. Delivery and installation: Within one month from the date of confirmed purchase order.
23. Bids shall be valid for 180 days after the date of financial bid opening. A bid valid for a 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.
24. The finalized rates will be valid up to one year from the date of finalization of the same.
25. GIL reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
26. Penalty Clause:
- 26.1 If the bidder fails to deliver and install the requisite software within one month from the date of issue of work 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 subject to a maximum of 10% of contract value.
- 26.2 Delay in excess of 10 weeks will be sufficient to cause for cancellation of work order. In that case the EMD of the bidder will be forfeited.
27. Warranty Support: One year offsite free re-installation and warranty support including upgrade / update across the Gujarat.
28. Training: One time training on installation at user end will be free across Gujarat.
29. Payment:
- No advance payment will be made.
  - 90% payment after Delivery of Software CD/DVD with required license.
  - Remaining 10% payment will be made after successful installation and training of the software at user end.
30. GIL's Right to accept any Bid and to reject any or all Bids – GIL reserve the right to accept or reject any bid, 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.
31. All correction/addition/deletion shall require authorized countersign.

32. Tentative requirement of Autodesk software products of Government Departments / Organizations/Institutes.

32.1 The required software should be compatible with Windows 2000 Pro, Windows 7, 8, 8.1, Windows NT/2000 server operating system and higher version.

32.2 The prices should be inclusive of installation and one year of offsite free re-installation and warranty support including upgrade / update.

Sr. No.	Name of Software	Name of Department	Qty
1	AutoCAD MAP 3D with 3 years of Subscription (Single User)(latest version)	Gujarat Industrial Development Corporation	1
2	AutoCAD Civil 3D with 3 years of Subscription (Single User) (latest version)		1
3	AutoCAD MAP 3D with 3 years of Subscription (Multi User) (latest version)		1
4	AutoCAD Civil 3D with 3 years of Subscription (Multi User) (latest version)		1
5	Maintenance subscription Renewal of AutoCAD MAP 3D for 1 year	Various Govt Departments / Organizations	1
6	Maintenance subscription Renewal of AutoCAD Civil 3D for 1 year		1
7	Maintenance subscription Renewal of AutoCAD LT for 1 year		1
8	Maintenance subscription Renewal of AutoCAD for 1 year		1

The tender procedure is not for the confirmed purchase order / work order but for the finalization of rates, which will be forwarded to the Departments /Organizations who will issue purchase order as per their requirement. The successful bidder has to supply the software as mentioned in purchase order on given time limit.

The bid should be submitted on the website <https://gil.nprocure.com> on or before **1500 hrs, 18/08/2017**.

Please address all queries and correspondence to

**Director (e-Gov),**  
**Gujarat Informatics Limited,**  
Block-1, 8<sup>th</sup> Floor, Udhog Bhavan,  
Gandhinagar – 382010  
Phone No. 079-23259239, Fax No. 079-23238925,  
E-mail: [viveku@gujarat.gov.in](mailto:viveku@gujarat.gov.in)

Fax/email should be followed by the post confirmation copy.

## SECTION I

### Bid Processing Fees and Earnest Money Deposit Details

Sr. No.	Item	Amount (In Rs.)	Name and branch of the bank	Demand Draft No./Date
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 lacs)	Audited Accounts Uploaded? (Yes/No)
Year 2014-15		
Year 2015-16		
Year 2016-17		

**Note:** Please fill this form and upload the Audited Annual Accounts for the last three financial years.

**Form no. E2: Experience Details (Customer References)**

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. and Address	Name of product(s) you are willing to quote	Description of each software products	Type of Supporting Document attached

**Note:** Please fill this form and enclose the supporting documents for each customer reference. 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. T1: TECHNICAL BID FORMAT**

Sr. No	Items	Certificate of Incorporation  (Yes / No)	Name of OEM	Authorization Certificate attached?  (Yes / No)	Product Description in brief  (Yes / No)	Three copies of recent purchase order placed by other clients for software license of the particular software  In case, the bidder is a new partner for supply of software, the bidder should attached Authorization Certificate along with three copies of Purchase order received by OEM through their other channel partner.  (Yes / No)
1	AutoCAD MAP 3D with 3 years of Subscription (Single User)(latest version)					
2	AutoCAD Civil 3D with 3 years of Subscription (Single User) (latest version)					
3	AutoCAD MAP 3D with 3 years of Subscription (Multi User) (latest version)					
4	AutoCAD Civil 3D with 3 years of Subscription (Multi User) (latest version)					
5	Maintenance subscription Renewal of AutoCAD MAP 3D for 1 year					
6	Maintenance subscription Renewal of AutoCAD Civil 3D for 1 year					
7	Maintenance subscription Renewal of AutoCAD LT for 1 year					
8	Maintenance subscription Renewal of AutoCAD for 1 year					

**Note:** If not applicable write "N.A." in respective columns.

**Note:** The bidder must attach the Brochures or catalog of the products which they are offering. If GIL / Department wish, the bidder has to be ready for the presentation on the software product.

**Form no. F1: FINANCIAL BID FORMAT**

Sr. No.	Item	Unit Price (In Rs.)	Please mention applicable GST (in %)
1	AutoCAD MAP 3D with 3 years of Subscription (Single User)(latest version)		
2	AutoCAD Civil 3D with 3 years of Subscription (Single User) (latest version)		
3	AutoCAD MAP 3D with 3 years of Subscription (Multi User) (latest version)		
4	AutoCAD Civil 3D with 3 years of Subscription (Multi User) (latest version)		
5	Maintenance subscription Renewal of AutoCAD MAP 3D for 1 year		
6	Maintenance subscription Renewal of AutoCAD Civil 3D for 1 year		
7	Maintenance subscription Renewal of AutoCAD LT for 1 year		
8	Maintenance subscription Renewal of AutoCAD for 1 year		

**Note:**

1. The bidder must submit the authorization certificate of each software products.
2. L1 will be selected based on the lowest value without GST of each item.
3. The Bidder shall explicitly mention the applicable rate of applicable GST.
4. The applicable GST is extra as applicable at the time of invoicing.
5. The Bidder may apply for one or more product(s) also.
6. The Bidder should separately attached letter mentioning that all applicable GST item wise.



**Performa of Compliance letter**

**(GENERAL)**

(Shall be submitted as a scanned copy on Bidder's letterhead duly signed by Authorized signatory)

Date:

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

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

**Ref: RFP for Supply and Installation of Autodesk software products for Government Departments / Organizations.**

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 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.

We also explicitly understand that all quoted items meet technical specification of the bid and 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.

**Thanking you,**

**For <Name of the bidder>>**

**<<Authorized Signatory>>**

**<<Stamp of the bidder>>**

**Performa of Compliance letter**  
**For Supplier**

(Shall be submitted a scanned copy on Bidder's letterhead duly signed by Authorized signatory)

Date:

To,  
Director (e-Governance)  
Gujarat Informatics Limited  
Block No. 1, 8<sup>th</sup> floor,  
Udyog Bhavan,  
Gandhinagar

**Sub: RFP for Supply and Installation of Autodesk software products for Government Departments / Organizations**

Dear Sir,

This is with reference to your Tender for Supply and Installation of Autodesk software products for Government Departments / Organizations.

We have quoted the rates for the [Your Product Name] software of the Tender for Supply and Installation of Autodesk software products for Government Departments / Organizations. Basically, we are fresh partner for supply of this particular software product of M/s [OEM company name].

As per the terms and Conditions of the tender, we have to submit the three copies of old work order but since, we are partner of M/s [OEM company name] for supply of the [Your Product Name] software products. Earlier, we do not have supplied this product to any client. But, M/s. [OEM Company name] has supplied this product through other partners.

However, we herewith confirm that, we have good experience in the field of supply of Autodesk software products and support services.

Also, we are attaching the OEM certificate of providing support for this particular software product.

Please feel free to contact us, if any query.

**Thanking you,**

**[Company name]**

**Sign and stamp**

**Performa of Compliance letter**  
**For OEM**

(Shall be submitted a scanned copy on Bidder's letterhead duly signed by Authorized OEM signatory)

Date:

To,  
Director (e-Governance)  
Gujarat Informatics Limited  
Block No. 1, 8<sup>th</sup> floor,  
Udyog Bhavan,  
Gandhinagar

**Sub: RFP for Supply and Installation of Autodesk software products for Government Departments / Organizations**

Dear Sir,

This is to certify that the M/s. [Your Company name] is our channel partner for Supply and Installation of Autodesk software products for Government Departments / Organizations.

We also herewith to certify that, we will technically support the software products through our partner's Control with Govt. departments / Organizations.

**Thanking you,**

[Company name]

**Sign and stamp**