

Scope of Work

Tender for the work: **Bid for procurement of 35 Nos. Duplex Printers, 20 Nos. Multifunction Duplex Printers and 05 Nos. All in one computers along with 02 Nos. USB Portable DVD Writers (DVD-RW) on behalf of Gujarat Legislature Secretariat (GLS)**

Earnest Money Deposit [EMD]	Rs.64,000/-
Performance Bank Guarantee (PBG)	5% of Total Contract Value (Duration : 62 Months)
Contract Period	05 Years
Validity of offer from the date of tender opening	180 Days
Time and Date for Closure for submission of e-Tender	As per GeM Portal
Time and Date for Opening of e-Tender (Technical Bid)	As per GeM Portal

1. The prospective bidders are requested to visit website <https://gem.gov.in/> for more details of tenders & corrigendum, if any.
2. Bidders may participate in above E-tender electronically through website <https://gem.gov.in/> only & submissions of manual offers against E-tender are not allowed. Tender documents submitted manually will neither be opened nor considered.
3. EMD should be paid as provided in website <https://gem.gov.in/>

CHECK LIST FOR SUBMISSION OF DOCUMENTS

Sr No	Item
1	EMD of requisite amount paid through DD/BG in a name of Gujarat Informatics Limited as asked in bid
2	If exemption claimed (1) Micro and Small Enterprises (MSEs) : valid Udyam Registration and are manufacturer of the offered/quoted Primary Product OR (2) Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) : valid Startup Recognition Certificate and are manufacturer of the offered/quoted Primary Product
3	Eligibility Criteria for the bidder • Bidder Turn over: As per section- 6 evaluation criteria mentioned in scope of work • OEM Turn over: As per section- 6 evaluation criteria mentioned in scope of work
4	Past Performance Criteria (Bidder): As per section -6 evaluation criteria mentioned in scope of work
5	Past Performance Criteria (OEM): As per section -6 evaluation criteria mentioned in scope of work
6	Proof of bidder's office in Gujarat OR The time of bid submission, bidder will have to submit undertaking letter to open office in Gujarat within 45 days after award of the contract.
7	Bidder self-declaration letter for acceptance of ATC
8	One service center (OEM) in Gujarat details which is functional for quoted item
9	Bidder & OEM should not be blacklisted / debarred letter in last two years as on last date of bid submission
10	OEM undertaking letter that manufacturing of the quoted items is not older than 1 year from the date of delivery
11	Bidder / OEM must provide Escalation Matrix & Dedicated/toll Free Telephone No. for Service Support.
12	Bidder will have to submit Brochure & Technical specification compliance on OEM letter head with duly signed & stamped along with bid number
13	Data Sheet of the product(s) offered in the bid
14	Manufacturer Authorization: Wherever Authorized Distributors/service providers are submitting the bid, Authorization Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid number and offered product name
15	Undertaking letter as per Ministry of Finance O.M dated 23.07.2020 & 08.02.2021 O.M. regarding restriction on procurement from border countries-- on Bidder's letterhead
16	Undertaking letter as per Ministry of Finance O.M dated 23.07.2020 & 08.02.2021 O.M. regarding restriction on procurement from border countries-- on OEM's letterhead
17	Any certification : Mentioned in bid / scope of work
Note: - All the bidders are advised to go through the check list and up load all the requisite documents to avoid disqualification. - This check list is indicative purpose only and not exhaustive. The bidders must go through the complete tender documents and submit the required document accordingly - Include letter number, bid number and date in each documents.	

SECTION-1 Technical Minimum Specifications

1. A4 size Mono Laser Duplex Printer (Quantity : 35 Nos.)

- Printing technology: Laser
- Cartridge Technology: Any Value
- Paper Size: A4, Legal
- Automatic Duplexing feature: Yes
- Network Connectivity: yes
- Type of Printing: Mono
- Memory: 1 GB or more
- Print Speed Per Minute As Per ISO::IEC 24734 In (A4) Size – Mono : 40 or higher
- On Site OEM Warranty (Years) : 3 or higher
- Official Drivers, Warranty, Update and Firmware should be available on OEM website.
- Connectivity: USB Port

2. A4 size Multi Function Mono Laser Duplex Printer (Quantity : 20 Nos.)

- Paper Size : A4, Legal
- Automatic Duplex Feature availability: Yes
- Type Of Machine : Multifunction Machine
- Cartridge Technology : Any Value
- Printing technology : Laser
- Type of Printing : Mono
- Memory: 1 GB or more
- Platen::Flatbed Size : A4
- Scanning Feature Availability : Yes
- Networking Feature Availability : Yes
- Original Document Feeder Type : DADF/RADF OR ADF or higher
- Minimum Speed Per Minute As Per ISO::IEC 24734 In A4 Size-Mono: 40 or higher
- On Site OEM Warranty (Year) : 3 or higher
- Official Drivers, Warranty, Update and Firmware should be available on OEM website.
- Connectivity: USB Port and Wi-Fi

3. All in one desktop (Quantity : 05 Nos.)

- Processor: 14th Generation Intel core i5 14400 series or higher
- Graphics Type : Integrated
- Keyboard Connectivity : Wireless
- Mouse Connectivity : Wireless
- Total internal storage capacity: 1 TB SSD
- Operating System (Factory Pre-Loaded) : Windows 11 Professional or higher
- RAM Size (GB) : 16 GB DDR5 or higher (Single Module) with 1 DIMM slot free. Should support expansion up to 32 GB.
- Display Size (INCHES) : 23.8" or higher
- Display Type : Non Touch
- Availability Of Webcam Integrated With Display: yes
- Wireless Connectivity : Yes
- Bluetooth Connectivity: Yes
- Ports: Minimum 6 USB, VGA/HDMI/DP, LAN
- Inbuilt Audible Speakers
- On Site OEM Warranty (Year) : 5

4. USB Portable DVD Writers (DVD-RW) (02 Nos.)

- On Site OEM Warranty (Year) : 3

Note:

- Above mentioned specifications are technical minimum specifications, bidders may quote same or higher specifications.
- Bidder & OEM of the quoted product must meet Technical Specifications as mentioned above only, Technical Specifications as mentioned above only will be considered for evaluation.

SECTION – 2 Terms and conditions:

- Only one make & model should be quoted by bidder against item in the bid.
- Bidder will have to submit Brochure & Technical specification compliance on OEM letter head with duly signed & stamped along with bid
- Bidder will have to supply all the necessary required accessories/cables with quoted item for make the supplied items functional/operational.
- If in any case the quoted Item is not available in the market, the bidder will have to supply Higher model for 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).
- Bidder will have to submit (Refundable) Earnest Money Deposit (E.M.D.) as asked in bid. Under this bid.
- 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) If the bidder is found to be involved in fraudulent practices.
 - (ii) If the successful bidder fails to submit the Performance Bank Guarantee.
GIL also Reserve the right to blacklist such bidder from participating in future tenders if sufficient cause exists
- Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
- Before delivery at respective site, bidder will have to offer inspection in the manner as decided by GIL before delivering to the respective sites or at customer sites. The arrangement of inspection of goods has to be done by supplier. Any deviation found in the specification of the produced goods or delivered goods after inspection from the tender specifications 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.
- 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.
- The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of order by GIL (for warranty period + extra 2 months) (from banks operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. issued by Finance Department or further instruction issued by Finance department time to time in the name of Purchasing Department & submit copy of the same at GIL.
- The bidder will have to supply, install, maintain and provide operational training of supplied hardware, Operating Software and carry out necessary integration at office.
- **Delivery & Installation:** Within 60 calendar days from the date of purchase order.

SECTION-3 : Penalty Clause for delay in delivery & installation

- If the bidder fails to deliver and install the requisite hardware and operating software within the time limit as mentioned in the bid, then 0.5% of the contract value of delayed qty. per week or part of the week of delayed period shall be deducted proportionately.
- The amount of penalty for delay in delivery & installation shall be subject to a maximum limit of 10% of the total contract value.
- In case, the selected bidder does not supply the ordered items for any reason, (after providing notice/cure period of 10 days to bidder) the bidder will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department must pay to the next or other selected bidder for purpose of the said items.
- In case, delay for delivery and installation of the requisite hardware and operating software will be due to purchasing Department OR its field offices, then penalty will not be imposed.

SECTION-4 : Warranty

- Onsite warranty for 03 years for Duplex Printers, Multifunction Duplex Printers and 05 Years All in one computers from OEM from the date of supply.
- If item gives continuous trouble, say more than 3 times in one month during the warranty period, the bidder shall replace the systems with new system without any additional cost to the purchaser.
- Bidder will have to provide maintenance services during the period of warranty as and when required by the tenderer. For any complaints, bidder needs to visit the site within 24 hours and log a complaint with OEM if required.
- In case, bidder is not providing satisfactory support & doing unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the bidder. (after providing notice/cure period of 10 days to bidder)
- All the required cables & accessories are required to be supplied along with all items to make item to be functional.
- Bidder must ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipment within 48 hrs.

Operational/Warranty period Penalty:

- During warranty period, if the complaint is not attended by the bidder within 24 hours penalty of 100 Rs. Per day will be levied. if the complaint is not resolved within 48 hrs the penalty of Rs. 300 per day for Duplex Printers, Multifunction Duplex Printers and All in one computers will be levied. However, if the complaints not resolved within 7 days then from 8th day to 14th day, penalty would be levied @ 150% and from 15th day onwards penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 5% of the total contract value.
- The Bidder/System Integrator will be required to co-ordinate with software vendor and/or do liaison with other service provider to achieve the end-to-end connectivity if required. This also includes OS configuration with respect to LAN/WAN technologies implementation.

SECTION-5 : Payment

- Payment for Goods and Services shall be made by Department in Indian Rupees as follows:
 - o No advance payment will be made.
 - o 100% payment after successful inspection, delivery, installation, configuration and acceptance by purchaser. The inspection will be done by GIL before delivering to the respective sites or at customer sites.

SECTION – 6 : Evaluation Criteria

Bid Evaluation Criteria:

- **Bidder Turn over:** The Bidder must have average annual turnover of Rs. 64 Lakhs in last three financial Years (2022-23, 2023-24,2024-25). The copies of Audited Annual Accounts/ Statutory CA Certificate for last three years shall be uploaded along with the bid
- **OEM Turn over:** The OEM of quoted products must have average annual turnover of Rs. 1.60 Cr in last three financial Years (2022-23, 2023-24,2024-25). The copies of Audited Annual Accounts/Statutory CA Certificate for last three years shall be uploaded along with the bid
- The bidder must have one office in Gujarat. Please upload the copy of any one of the following: Property tax bill/Electricity Bill/Telephone Bill/GST Registration/Lease agreement etc.. **OR** if bidder do not have office in Gujarat then at the time of bid submission, they will have to submit undertaking letter to open office in Gujarat within 45 days after award of the contract.
- The bidder should be authorized by its OEM for Duplex Printers, Multifunction Duplex Printers and All in one computers to quote the bid. (bid no. must be mentioned).
- The bidder must have successfully executed/completed at least
 - o Single order of Rs. 25 Lakhs **OR**
 - o 2 orders each of Rs. 16 Lakhs **OR**
 - o 3 orders each of Rs. 12 Lakhsfor Printers and All in one computers in last 3 years before the bid opening date to any central / state Government / PSU/ Listed Company. Copies of relevant contracts to be submitted along with bid.
- The OEM of quoted Duplex Printers, Multifunction Duplex Printers and All in one computers must have supplied **85 Nos.** Duplex Printers, **50 Nos.** Multifunction Duplex Printers and **12 Nos.** All in one computers of same or similar product of during the last 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid.
- Bidder will have to submit Self-Declaration letter for acceptance of ATC Given in bid.
- The OEM(s) of Duplex Printers, Multifunction Duplex Printers and All in one computers shall have minimum One service centre in Gujarat which should be functional. A Self Certified letter by an authorized signatory of OEM mentioning the address & Contact details of service centre is required to be submitted.
- Bidder & OEM of quoted item should not be blacklisted/debarred by any state government / central government / PSU in last three years as on last date of bid submission. Bidder & OEM will have to submit undertaking letter at the time of bidding.
- OEM will have to submit undertaking letter by mentioning that manufacturing of the quoted items manufactured in current Year.

Note:

- In GeM bid, Eligibility Criteria are not mentioned, however bidder & OEM of the quoted product must meet eligibility criteria as mentioned above only & Eligibility Criteria as mentioned above will be considered for evaluation.
- Consortium is not allowed.
- If OEM would like to participate through their authorized partner, then the partner must be Authorized by OEM. OEM & their authorized Partner should not participate simultaneously & only one of them should participate.

SECTION-7 : Pre-bid Meeting

- The Pre-bid meeting will be held at GIL.
- A prospective Bidder requiring any clarification of the bidding documents may seek clarifications by submitting queries to the email ID: **gm-tech@gujarat.gov.in**, **dgmTech-gil@gujarat.gov.in** & **upmab@gujarat.gov.in** on GeM Portal prior to the date of Pre-Bid Meeting. No bid queries would be entertained post completion of Pre-Bid Meeting.
- The interested bidder should send the queries as per the following format:

Sr No.	Name of Organization submitting Request	Terms in the tender	Bidder / Vendor's representation

- The interested vendors submitted their queries in writing at least 3 days before the date of pre-bid meeting date.
- The answers of the pre-bid queries will be published on the website of www.gil.gujarat.gov.in & www.gem.gov.in.
- No further or new clarification whatsoever shall be entertained after the Pre-Bid Meeting.

The queries / clarifications if any should be submitted in writing to Gujarat Informatics Limited within 7 days of bid publish date. Thereafter the queries / clarifications received from the bidders will not be entertained.

Please address all pre-bid queries and correspondence to

- Shri. Maulik Chauhan, [(I/C)GM – Tech & Networking]
Gujarat Informatics Limited,
Block No. 2, 2nd Floor, Karmayogi Bhavan,
Sector-10A, Gandhinagar 382 010, Phone No. 079-23252026
E-mail: gm-tech@gujarat.gov.in; dgmTech-gil@gujarat.gov.in; upmab@gujarat.gov.in

Email should be followed by post confirmation copy.

Bidders are requested to kindly go through the Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 of Ministry of Finance, Dept. of Expenditure, Public Procurement division related restrictions on procurement from border countries. As per this GR, bidders are required to quote/offer the product which adheres to this GR. The undertaking as from bidder as well as from offered product OEM is required to be submitted along with bid as per given Performa.

On letterhead of Bidder

Sub : Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: _____

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that we as a bidder and quoted product from following OEMs are not from such a country or, if from such a country, these quoted products OEM has been registered with competent authority. I hereby certify that these quoted product & its OEM fulfills all requirements in this regard and is eligible to be considered for procurement for Bid number_____.

No.	Item Category	Quoted Make & Model

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority, otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**

On letterhead of OEM

Sub : Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: _____

Dear Sir,

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that our quoted product and our company are not from such a country, or if from such a country, our quoted product and our company have been registered with competent authority. I hereby certify that these quoted product and our company fulfills all requirements in this regard and is eligible to be considered for procurement for Bid number_____.

No.	Item Category	Quoted Make & Model

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority; otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**