

No.27-34/2014-CO- S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)  
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**TENDER DOCUMENT**

**Subject:- Procurement of Software for use in the Copyright Office of MHRD – reg.**

Date of issue of Tender Document:	14 <sup>th</sup> August, 2015
Last Date & Time for submission of Tender Document	Upto 11.00 A.M. on 4 <sup>th</sup> September, 2015
<b>Date &amp; Time for opening of Tender Document</b>	
Technical & Financial Bids	At 11:30 A.M 4 <sup>th</sup> September, 2015

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*Sanjay*  
- 13/8/15

*To*

*Programmer, CMIS, for uploading in the MHRD website*

*computer*

*Shahab*

*14/8/15*

*Dil (Mat)*

*CMIS(OP)*

*Sanjay 14.08.2015*

F.No.27-34/2014-CO-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

Room No.123-C, Shastri Bhawan  
New Delhi, 13<sup>th</sup> August, 2015

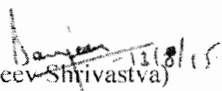
**NOTICE INVITING TENDERS**

**Subject:- Procurement of Software for use in the Copyright Office of MHRD – reg.**

The Ministry of Human Resource Development intends to invite rates, in single bid format from eligible and reputed firms having experience in supply & installation of Software for use in the MHRD, for supply of Software: Database – MS Sql Server 2010 and Development Environment – Latest version of Visual Studio for use in the Copyright Office of the Ministry. Interested and financially sound suppliers are requested to quote their unconditional rates in the prescribed proforma. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

2. The last date of receipt of quotation is by **11.00 A.M. on 4.9.2015**. The Technical and Financial bid (**BOQ**), in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/cpp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. **EMD of Rs. 30,000/-**(Rupees Thirty Thousand Only) drawn in favour of "Pay & Account Officer (Education), Ministry of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-I Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date/time of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents. The successful bidder will be required to provide a **Performance Security Deposit of 10% of the contractual value**, before final award of the contract. The technical & financial bids will be opened **on 4.9.2015 at 11.30 A.M.**

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.

  
(Sanjeev Shrivastva)

Under Secretary to Govt. of India  
Tel. No. 23073109.

**I. SCOPE OF WORK AND TERMS & CONDITIONS**

The approximate number of software items and their specification proposed to be procured are indicated below:-

Sl. No.	Description of items to be supplied	Quantity
1	Software: Database – MS Sql Server 2010	01
2	Development Environment Latest version of Visual Studio	01

**2. ACCEPTANCE OF TERMS AND CONDITIONS**

The supplier must agree to abide by the above set forth terms and conditions in the prescribed Proforma as at Annexure – II and submit the Technical Bid in the technical Bid Proforma at Annexure – III. The required documents in the Technical Bid must be uploaded on the CPP Portal. Bid of any firm disclosing its financial bid except in the BOQ Proforma will be summarily rejected.

**3. PENALTY CLAUSE**

The successful bidder, (L-1) firm has to supply the items, within a period of 15 days from the award of the supply order, failing which a penalty of 1% of the contract value per day for delay of each day, would be deducted from the final bill.

**4. JURISDICTION & APPLICABLE LAW**

The Laws of India shall govern the Contract. All disputes shall be decided within Jurisdiction of Hon'ble Delhi High Court.

5. The EMD of the unsuccessful tenderers will be released after finalization of the contract and EMD of successful tenderer will be released on receipt of Performance Security Deposit.

6. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.

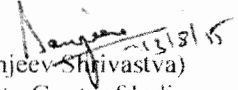
7. The firm should furnish **security money equivalent** to 10% of contractual value in the form of Fixed Deposit Receipt/Bank Draft/Banker's cheque/Bank Guarantee in favour of Pay & Account Officer (Education), MHRD New Delhi within 7 days from the date of award of the contract which will be returned after satisfactory completion of the contract. The security money should remain valid for a period of three months.

8. **If the work is found unsatisfactory or, if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of the Ministry of Human Resource Development will be final and binding on the contractor.**

9. No advance payment will be made in any case and TDS will be deducted as per rules.

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10. The tender application without complete documents/information shall not be considered.
11. The firm will be entirely responsible for any loss caused to Government or to any other Government property as result of negligence or carelessness of firm. The firm should make good the financial or any other losses caused to /suffered by the Government on this account. In case of the Security deposit falls short or found to be insufficient to meet/adjust the loss thus incurred by the Ministry, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Ministry in the context shall be final and binding on the contractor.
12. The contract Awardee firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm/business. Ministry of Human Resource Development will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.

  
(Sanjeev Singh)  
Under Secretary to Govt. of India  
Tel. No. 23073109.

ELIGIBILITY CRITERIA

1. Firms having minimum experience, of 3 years in the relevant field, i.e., in supplying and installation of items in the Government Ministries / Departments / Government or Semi-government organizations, including Public Sector Undertakings, and having the requisite competence / capacity to do / handle the jobs relating to the supply of software items efficiently and effectively **are eligible to participate in the tender process.**
2. The firm must have annual turnover of Rs.05 lakhs per annum during each year of the last 3 financial years, i.e. 2012-13, 2013-14 & 2014-15. Documents in support of turnover (CA certificates of the relevant years) must be uploaded with the tender.
3. The firms participating in the tender must have PAN No./VAT Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. is to be uploaded with the Technical Bid.
4. The firm should submit EMD worth 30,000/- (Rupee Thirty Thousand Only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 to Section Officer (S&S-I) on or before last date/time of bid submission.
5. The participating firms are required to upload the required documents in the Annexure - III for consideration and evaluation of their technical bids.
6. **The financial bids are to be uploaded only in the BOQ in the CPP Portal.** The rates quoted against each item in the BOQ will be excluding taxes, which will be paid as per rules.
7. **It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.**

*Sanjay*  
-21/8/15

**PROFORMA FOR TECHNICAL BID****Qualifying Bid Documents**

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

**Tender No. 27-34/2014-CO-S&S****Note: The documents to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.**

SL. No.	Details	Documents to be uploaded
1	Firms having minimum experience, of 3 years in the relevant field, i.e., in installation and supplying of software in the Government Ministries / Departments / Government or Semi-government organizations, including Public Sector Undertakings.	1. 3 years Experience Certificate /Award letter of works during 2012 – 15.
2	The firm must have annual turnover of Rs. 05 lakhs per annum during each year of the last 3 financial years, i.e. 2012-13, 2013-14 & 2014-15. Documents in support of turnover must be uploaded with the tender.	2. CA certificate certifying Annual Turn Over for 2012-13, 2013-14 and 2014-15
3.	The firms participating in the tender must have PAN No./VAT Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. is to be uploaded with the Technical Bid.	3. Copy of VAT No. 4. Copy of PAN No
4	The firm should submit EMD worth 30,000/- (Rupee Thirty Thousand Only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.	5. Scanned Copy of EMD of Rs.30,000/-

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the MHRD in future.

(Name &amp; Signature of authorized signatory with stamp)

*Sanjeev*  
12/8/15

**Instructions of Online Bid submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission

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- due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
  - 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
  - 19) 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 submitted bid will not be acceptable or liable for rejection.
  - 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
  - 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
  - 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid-BOQ template must not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
  - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
  - 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
  - 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
  - 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
  - 27) 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 become readable only after the tender opening by the authorized bid openers.
  - 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
  - 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
  - 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to: [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

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*Sanjay*  
-13/8/15



TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date

To  
The Under Secretary to the Government of India  
S&S Section  
Ministry of Human Resource Development  
Department of Higher Education  
Room No.123-C  
Shastri Bhawan  
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.


Tender Reference No: No.27-34/2014-CO- S&S

Name of Tender:- **Procurement of Software for use in the Copyright Office of MHRD – reg.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely: **Procurement of Software for use in the Copyright Office of MHRD** as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc..) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your Ministry/organisation too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your Ministry/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

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**BOQ PROFORMA**

Sl.No.	Item Details	QUANTITY	Rate in Rs.
1	Software: Database – MS Sql Server 2010	1	
2	Development Environment – Latest version of Visual Studio	1	

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