

## GOVERNMENT OF BIHAR

Board of Revenue, Bihar, Patna

Government Of Bihar

(Old Secretariat, Patna)

### (Short Tender Notice)

Notice Inviting Tenders for Supply of Hardware, Installation of CCTV Camera and Intercom System, Office Furniture and Other Requirement in the Revenue Board Office.

Tender No:- .....

Full tender notice along with terms & conditions and Annexures is uploaded on [www.boardofrevenue.bih.nic.in](http://www.boardofrevenue.bih.nic.in).

|   |  |
|---|--|
| Last Date and time of Submitting for Tender | 15.03.2017 (2:00 PM)   |
| Date & Time for Opening of Technical Bid    | 15.03.2017 (5:00 PM)   |
| EMD To be Submitted                         | Bank Guarantee (issued by scheduled bank) of Rs.1,00,000/- (one lakh Only) in favour of Secretary, Board of Revenue, Bihar, Patna. Validity of 1 year. |
| BID/ Queries to be addressed to             | Secretary<br>Board Of Revenue, old Secretariat,<br>Bihar, Patna.   |
| Opening of Financial Bid                    | As per the date and time intimated on Revenue Board website (after Opening of Technical Bids) and through email to the bidders.                        |

विस्तृत जानकारी के लिए वेबसाइट [www.boardofrevenue.bih.nic.in](http://www.boardofrevenue.bih.nic.in) पर देखा जा सकता है।

*Rajesh.*  
03/03/2017  
Secretary

Board Of Revenue, Bihar, Patna

सरकारी सेवा जनसेवा का माध्यम है। धर्म ईसान की तरह इसे भी बेदाग रखे।

o/c

## TENDER NOTICE

Tender is being invited for Purchase of Hardware, Installation of CCTV Camera and Intercom System and Purchase of Office Furniture and Other items in the Revenue Board Office. The bidder is required to submit tender complete in all respect and as per Terms and conditions contained in this tender document in the office of Board of Revenue, Bihar, Old Secretariat, Patna. The bidder may submit one composite tender or separate tenders for the following items as specified in Annexure-I.

- 1- Supply of Hardware, Printer and other related items (Item group-"A")
- 2- Installation of CCTV Camera and Intercom System in the Revenue Board Office. (Item group -"B")
- 3- Almirah, Office Furniture and related items. (Item group -"C")

The bidder is required to submit bid(s) in sealed envelope. The tender should contain separate technical bid and financial bid in sealed envelope. The bidder may submit one composite tender in sealed envelope or separate tenders for the above mentioned item group separately as the case may be. Last date and time for submission of tender is 15.03.2017 at 2:00 PM. Any tender received after the above mentioned date and time for submission of tender would be summarily rejected. Tender would be opened before the Tender Committee on 15.03.2017 at 5:00 PM and technical bid would be evaluated. Financial bids of Bidders successful in technical bids would be opened then after by the Tender Committee. The bidder/ Authorized agent would be required to be present during the opening of the bids. The requisite Technical criteria for bidders has been specified as here under:-

## 1. Technical Eligibility

- (i) The bidder should be registered as Company/ Firm/ Agency and should have at least 3 years of experience in Supply of Hardware/Items to the Government department/ organization/Public Sector unit.
- (ii) The bidders must have a minimum turnover of Rs 75 lakhs in the last three financial years (in each FY) for 2013-2014, 2014-2015 and 2015-2016.

1.1 Bid system: Bidders must submit two separate sealed envelopes. One for Technical Bid and other should contain the financial bid. The envelopes should be clearly marked as "Technical Bid" and "Financial bid" respectively. The bidder may submit one composite tender in sealed envelope or separate tenders for the items (Annexure-I) separately as the case may be. The items of tender should be clearly mentioned in bold letters on sealed tender envelope.

1.2 Technical Bid should contain all the papers/ documents as mentioned in the Annexure-V & Annexure-VI. The bidder is required to submit the EMD in the form of Bank Guarantee (issued by scheduled bank) of Rs 1 Lakhs only in favour of Secretary, Board of Revenue, Bihar, Patna valid for 1 year.

1.3 Financial Bid should be in the format mentioned in the Annexure-IV for the items (as mentioned in Annexure-I) separately.

### 1.4 Bid Evaluation Criteria-

- (i) The Evaluation criteria would be Financial L-1 Basis for the bidders successful in the Technical Bid.
- (ii) Technical bid of only those bidders will be evaluated who fulfill the minimum Technical eligibility as mentioned in Para-1. Those bids who do not fulfill the minimum eligibility shall be summarily rejected and their Technical Bid shall not be evaluated any further.



- (iii) Financial Bids of only those firms will be opened whose Technical Bids are found compliant/suitable after evaluation.
  - (iv) Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated on the Revenue website/ and through emails to the bidders and the financial bid would then after be opened in the presence of concerned bidder/Authorized agent on the date/time so fixed.
  - (v) Financial Bids of the technical qualified bidders shall be then opened and the lowest financial bid shall be allotted the contract. Bidders having eligibility of DGS&D rate contract would be given due preference.
- 1.5 Rejection of Bids: Bids may be rejected if it is established that the agency has, directly or otherwise as engaged in corrupt, fraudulent, collusive or coercive activities in competing for the Contract in question and may also lead to forfeiture of its EMD. For the purposes of this provision, the terms set forth below as follows:
- a. "Corrupt parties" means the offering, giving receiving, or soliciting, directly or indirectly, of anything of Value to influence the action of any official in the selection process or in contract execution;
  - b. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - c. "Collusive practice" means a scheme or arrangement between two or more Service Providers, with or without the knowledge of the department, designed to establish proposal prices at artificial, noncompetitive levels; and
  - d. "coercive practice" means harming or threatening to harming or threatening to harm, directly or indirectly, person or

their property to influence their participation in the selection process or affect the execution of a contract;

- 1.6 Clarification regarding contents of the Bids: During evaluation and comparison of bids, Board of Revenue/ Tender Committee may, at its discretion, ask the bidders for clarification of their bid.
- 1.7 Validity of Bids: Shall remain Valid till 180 days from the last date of submission of the bids.

## 2. Terms & Conditions

- 2.1 Forwarding of Bids: Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like PAN/TIN number, VAT/CST number and complete postal & e-mail address of their office(In the manner specified in Annexure- II).
- 2.2 The Lowest Bid will be decided upon the lowest price quoted by the particular bidder as per the price format specified in Annexure- IV.
- 2.3 A summary of the document annexed with Bid should be provided in the format specified in Annexure-V.
- 2.4 Total annual turnover of the firm should not be less than Rs. 75 lakhs in the last three financial years (In each FY) of 2013-2014, 2014-2015 and 2015-2016. Bidders are required to produce supporting documents in this regard. Claim without proper document would not be entertained.
- 2.5 The parties filing bid should be registered as Company/Firm/Agency and should have over 3 years of experience in Supply of concerned hardware/ items to the Government department/ organization/Public Sector Unit/Corporation). In support of this, work order of supplying (& maintenance) of various items (To single organization for at least 6 month duration) to the above



mentioned organization should be attached in support as proof.

- 2.6 The selected parties shall have to supply the items/ install & maintain the system (as specified in Annexure - I) as per the terms and conditions of the tender and that of Supply order/ Work order. Any deviation would attract not only financial penalty but punitive action as well and in this regard decision of Revenue Board will be final and acceptable to the bidder.
- 2.7 On supply order/Work order the selected bidder would be required to supply the Hardware/ items as per the terms and conditions of the tender and that of Supply order/ Work order. In case of Item group - B the successful bidder would be required to install the system in the office in full working and satisfactory condition. Any deviation or poor performance would be viewed seriously and penalty would be imposed. In case of Item group - A and C the successful bidder would be required to supply/install the items within specified period in the office in full working and satisfactory condition. The Hardware etc should be of reputed brand and "not assembled". If at any stage, it is found that the selected agency has supplied assembled items, then legal action will be taken towards them.
- 2.8 For each item of the tender, the lowest quoted bidders (L1) will be awarded work order to supply/ install the items at lowest Bid. In case of failure to supply, the next Lower Bidder would be asked for the same. But in that case EMD of L1 would be forfeited.
- 2.9 An affidavit (in original) stating that the all furnished information in the tender document are true and all the terms and conditions of the tender is fully acceptable to the bidder (without any exception whatsoever) must be attached with the technical bid.

- 2.10 The bidder should not have been blacklisted by any Government Department or Office. In this regard, an affidavit issued/attested within last 1 month from date of bid submission, needs to be produced in original along with Bid Document.
- 2.11 The Price (inclusive of all payable taxes and installation charges) for supply (or installation) of one unit of Hardware/Item (as specified in Annexure-I) shall need to be quoted in the financial bid. (In the format specified in Annexure-IV). No claim of any additional tax etc would be entertained at any stage.
- 2.12 The Successful bidder/vendor would be required to supply the items and/or installation of CCTV/Intercom as per the Supply/Work Order issued by the Revenue Board on the basis of tender evaluation. The Successful bidder/vendor would be required to submit performance guarantee (as per Annexure-III) within 3 days of the Supply/Work Order.
- 2.13 In case of advance payment desired by the vendor, he shall be required to submit a Bank Guarantee of equal amount issued by a scheduled Bank valid for at least 1 year.

**Annexure -I**

| <b>Item-"A" Hardware, Printer and other related items</b>       |  |   |
|---|--|---|
| <b>Sl.No.</b>   | <b>PARTICULAR</b>  | <b>QUANTITY</b>                                       |
| 1   | Multipurpose/ Heavy duty Photo copier(A4/LEGAL/A3) - Cum- Scanner(Network Colour/B&W) - Cum- Printer (A4/LEGAL/A3/Duplex/ Networking)  | 3 Nos.  |
| 2   | Printer - Cum- Scanner Cum Fax   | 3 Nos.  |
| 3   | Heavy duty Scanner (Flatbed/ADF/Duplex/Networking)   | 1 Nos.  |
| 4   | Heavy Duty paper Shredder (A4/Legal)   | 1 Nos.  |
| <b>Item-"B" Installation of CCTV Camera and Intercom System</b> |  |   |
| 1   | Installation of 7 CCTV Camera (Full HD/2MP/NIGHT Vision) and 2 Display Unit (Monitor/ LED Tv 50" and above) in the office of Revenue Board, Bihar with full wiring and Ready to Use installation. And Maintenance for 2 Years. | As per the layout of office/ corridor/ Computer Room  |
| 2   | Installation of intercom system (Minimum-11 Intercom points) in Board of Revenue Office with Telephone sets, full wiring and Ready to Use installation. And Maintenance for 2 Years.   | As per the layout of the office and various chambers. |

| <b>Item-"C" Almirah, Office Furniture and related items.</b> |  |                 |
|--|--|-----------------|
| <b>Sl.No.</b>  | <b>PARTICULAR</b>                              | <b>QUANTITY</b> |
| 1  | Iron/ Steel Almirah (3' x 6½)                  | 15 Nos.         |
| 2  | Iron/ Steel Almirah (6½ x 4½)                  | 3 Nos.          |
| 3  | Office Table (Secretary & Add. Member Chamber) | 2 Nos.          |
| 4  | Sofa Set (Secretary Chamber)                   | 1 Nos.          |
| 5  | Office Table with drawer.                      | 10 Nos.         |
| 6  | Revolving Chair (For SO/Assistant/UDC).        | 10 Nos.         |
| 7  | Computer Table with drawer & Chair.            | 10 Nos.         |
| 8  | Water Cooler                                   | 1 Nos.          |



## Annexure-II

(Please refer Para-2.1 of the Bid Document)

### Bidder information form

[The bidder shall fill all the form in accordance with the instruction indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This information shall be provided by the bidder in its letterhead clearly showing the bidders complete address and name.]

Date:- [insert date (as day, month and year) of Proposal Submission]

Contact Name: Supply of Hardware, Installation of CCTV Camera and Intercom System, Office Furniture and Other Requirement in the Revenue Board Office.

Page\_\_\_\_\_of\_\_\_\_\_Pages

1. Bidder's/Agency's Name: [insert bidder's name]
2. Bidder's/Agency's Registered Address : [insert details]
3. Company/Firm/ Agency Details : [insert details]
4. Bidder' s Authorized Representative Information

Name [insert Authorized Representative's name]

Designation: [insert Authorized Representative's designation]\

Address: [insert Authorized Representative's Address]

Telephone /Fax numbers: [insert Authorized Representative's Telephone/fax numbers]

Email Address: [insert Authorized Representative's Email Address]

### Annexure - III

(Please refer Para - 2.12 of the Bid Document)

#### Performance Security

Bank's Name, and Address of Issuing Branch or Office:

Beneficiary: Board of Revenue, Bihar, Patna.

Date: .....

Performance Guarantee No.: .....

We have been informed that.....name of the Supplying partner.....(Hereinafter called 'the Supplying partner') has entered into Contract No. ....<reference number of the Contract> ..... dated ..... With you, for the execution of Supply of Hardware, Installation of CCTV Camera and Intercom System, Office Furniture and Other Requirement in the Revenue Board Office namely at.....<Name of the departments>.... (Hereinafter called 'the Contract').

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplying partner, we.....<name of the Bank>..... here by irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....<name of the currency and amount in figures>..... (.....<amount in words>.....) such sum being payable in the types and by us of your first demand in writing accompanied by a written statement stating that the Supplying partner is in breach of its obligation (s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .....<Day of> ..... and any demand for payment under it must be received by us at this office on or before that date.

.....

Signature(s) and Seal of Bank

## Annexure – IV

(Please refer Para - 2.11 of the Bid Document)

### Financial Bid

(To be submitted separately in sealed envelope for item group A, B and C of Annexure-I)

1. Bidder's/Agency's Name: [insert bidder's name]
2. Bidder's/ Agency's Registered Address: [insert bidder's registered address]

| Sl. No. | Items/ Work | Amount of per Unit (In INR) | Amount in words (In INR) |
|---------|-------------|-----------------------------|--------------------------|
| 1.      |             |                             |                          |
| 2.      |             |                             |                          |
| 3.      |             |                             |                          |
| 4.      |             |                             |                          |
| 5.      |             |                             |                          |
| 7.      |             |                             |                          |

Note: If there is a discrepancy between words and figures, the lower amount shall prevail.

Date: .....

(Signature of the Bidder  
With stamp)



## Annexure - V

(Please refer Para - 2.3 of the Bid Document)

### Summary of the submitted Bid Document

| S1 No. | Annexed Document  | Detail   |                   | Page No   |
|--------|---|--|-------------------|---|
| 1.     | Name of the Bidder                                      |  |                   |   |
| 2.     | Address of Bidder<br>Phone/ e-mail                      |  |                   |   |
| 3.     | Annual Turnover   | 2012-13  | <Amount in Lakhs> | <Page No. where the document annexed in the Bid Document> |
|        |   | 2013-14  | <Amount in Lakhs> |   |
|        |   | 2014-15  | <Amount in Lakhs> |   |
| 4.     | VAT/CST No.   | <Issued number>                                  |                   | -Do-  |
| 5.     | PAT/ TIN  | <Issued number>                                  |                   | -Do-  |
| 6.     | Company/Firm/Agency<br>Registration No.                 | <Issued number & year>                           |                   | -Do-  |
| 7.     | Work Experience<br>(refer Terms & Condi. S.No.-4.6)     | Organiz. 1,<br>Address                           | <In Months>       | -Do-  |
|        |   | Organiz. 2,<br>Address                           | <In Months>       |   |
|        |   | Organiz. 3,<br>Address                           | <In Months>       |   |
|        |   | <Total Experience in months>                     |                   | -Do-  |
| 8.     | Non-Blacklisted affidavit (As per Para-2.11) (Original) | <Date of Issue by Notary /first Class magistrate |                   | -Do-  |

|     |   |                                |                                |      |
|-----|---|--------------------------------|--------------------------------|------|
| 9.  | EMD of Rs.<br>1, 00, 000/- (One<br>Lakhs Only) in form<br>of Bank Guarantee<br>(Scheduled<br>bank) valid for 1<br>year. | <Bank Name>                    | <Bank<br>Guarantee<br>details> | -Do- |
| 10. | Affidavit regarding<br>Commitment & true<br>inform. (As per<br>Para-2.10) (Original)                                    | <by first Class<br>magistrate> |                                | -Do- |

## Annexure-VI

(Please refer Para - 1.2 of the Bid Document)

### Technical Specification of the Items to be supplied.

| Sl. No. | Hardware/Item | Specification |
|---------|---------------|---------------|
| 1.      |               |               |
| 2.      |               |               |
| 3.      |               |               |

Date.....

(Signature of the Bidder  
With Stamp)