



REQUEST FOR PROPOSAL (RFP)

FOR

**“Supply and Maintenance of Computer System
and Accessories on rental basis in the Office of
Board of Revenue, Bihar, Patna”**

**BOARD OF REVENUE, BIHAR, PATNA,
GOVERNMENT OF BIHAR**

Ref: BoR-Supply-Hardware-22

Address for communication:

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

File No. -

**Board of Revenue
Government of Bihar**

BID Reference No: BoR-Supply-Hardware-22

INVITATION FOR BID

Board of Revenue, Government of Bihar invites sealed BIDS from eligible bidders for **"Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar Patna"**. Bidding will be conducted through the National Competitive Bidding (NCB) procedures. The bid document is available on the Website of Board of revenue <http://boardofrevenue.bihar.gov.in> at tender section and could be downloaded by interested bidders. All bids must be accompanied by a bid security (EMD) as specified in the bid document and must be delivered in the office of Board of revenue by Feb. 25, 2022, 15.00 Hrs. Late bids will be rejected.

Sr.	Information	Details
1	Name of the Assignment	"Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar Patna"
2	Date of Commencement of Downloading of the Bidding Document	29th January, 2022
3	Last Date and Time for receipt of Bids	25th February, 2022, 15.00 Hrs
4	Date and Time of opening of Technical bids	25th February, 2022, 16.00 Hrs
5	Date and time of Pre-Bid Meeting	11th February, 2022, 12.00 Hrs
6	Bid Security (EMD)	Rs. 1,00,000/- Paid through DD, in favour of "Board of Revenue, Bihar, Patna", payable at Patna.
7	Place of Pre-bid Meeting & opening of bids	BOARD OF REVENUE, Old Secretariat, Patna- 800015, Bihar
8	Address for Communication & Opening of Bids	Secretary, Board Of Revenue, Bihar , Patna Old Secretariat, Patna- 800015, Bihar Email ID : boardofrevenuebihar@gmail.com

Board of Revenue reserves the right to accept or reject any bid and to annul the bidding process or reject all bids at any time prior to contract award.

Sd/-

Secretary,
Board of Revenue
Date: 29.01.2022

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SECTION - I: INVITATION TO BIDDERS

1. **Board of Revenue, Government of Bihar (Purchaser)** now invites sealed bids (two bid systems) from eligible & qualified Bidders for **Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue.**
2. The bid document is available on the website <http://boardofrevenue.bihar.gov.in/> and can be freely downloaded by interested bidders and this would be final bid no addendum/amendment/corrigendum would be issue further.
3. Bidders interested to bid must submit a demand draft of INR 1,00,000/- (one lakh rupees only) as the EMD at the time of submission of their bid. The demand draft shall be in favour of "Board of Revenue, Bihar, Patna", payable at Patna.
4. **Bid Procedure**
The Bidder should submit the proposal in two parts:
 - A. Technical Bid
 - B. Financial Bid
 - i. Technical part should contain all such details as mentioned in the Bid Document and it should be kept in one envelop marked as "TECHNICAL BID".
 - ii. Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. It should be kept in another envelop marked as "FINANCIAL BID" (annexure –VI.)
 - iii. Both these separate sealed and superscripted envelops should then be sealed in a third envelop marked as "**Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue**".
 - iv. Technical and Financial bid found in one envelop will be rejected.
5. All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the office at the date and time indicated in Datasheet. Electronic bidding will not be permitted. Late bids will be rejected.
6. Bids will be publicly opened in the presence of Bidder or their designated representatives who wish to attend at the address given above on the specified date and time.
7. In the event of the date specified for bid receipt and opening being declared as a closed holiday for the purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
8. The undersigned reserves the right to cancel any or all the bids without assigning any reason.

-sd-
Secretary,
Board of Revenue

SECTION – II: RFP DATASHEET

Following table brings out the dates for main events of the bidding process for this RFP. The Bidder should note that the Board of Revenue, Bihar, Patna reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Sr.	Information	Details
1.	Name of the Assignment	Request for Proposal for "Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar, Patna"
2.	Date of Publishing of RFP	29th January, 2022
3.	Pre Bid Meeting	11th February, 2022, 12.00 Hrs
4.	Last Date and Time for Submission of Bids	25th February, 2022, 15.00 Hrs
5.	Opening of Technical Bid	25th February, 2022, 16.00 Hrs
6.	Bid Security	Rs. 1,00,000/- (one lakh rupees) Paid through DD, in favour of " Board of Revenue, Bihar, Patna", payable at Patna.
7.	Validity period of Bid Security	90 Days
8.	Bid Validity period	90 Days
9.	Place, Date and Time of opening of Technical Bid	BOARD OF REVENUE, Old Secretariat, Patna- 800015, Bihar 25th February, 2022, 16.00 Hrs
10.	Address at which Bid is to be submitted	Secretary, Board Of Revenue, Bihar , Patna Old Secretariat, Patna- 800015, Bihar Email ID : boardofrevenuebihar@gmail.com

2.1. Clarification of RFP Documents

Bidders requiring clarifications on RFP documents may notify either by writing to purchaser's address or by sending in their queries through electronic mail to boardofrevenuebihar@gmail.com. Queries/clarifications required should reach Board of Revenue, Bihar, Patna three days prior to the Pre-Bid meeting date provided in RFP datasheet above. Purchaser will respond to queries/clarifications of the Bidders in writing by publishing the responses on its website. Purchaser will entertain any correspondence regarding delay or non-receipt of clarifications/queries. For clarifications, Bidder may contact Secretary, Board of Revenue, BIHAR, PATNA.

SECTION - III: SCOPE OF WORK

3. Scope of Work :

- 3.1 The Board of Revenue is entrusted with various important government functions namely conduct of departmental examinations, court works etc. and the Board of Revenue has undertaken exercise to further the objectives of Government of Bihar in enhancing the quality, transparency, accountability and reduce scope for malpractices to greater extent through use of technology.
- 3.2 Technology becomes definitely an essential element of change in all spheres of life. We are striving to bring tremendous changes for the betterment of the process while eradicating manual intervention.
- 3.3 The Board of Revenue is committed to adopt new initiatives through technology for generating more resources in coming years. Lack of adequate computer hardware in the office of the Board of Revenue has been a bottleneck in its endeavour to utilize technological tools for efficient and error free departmental examinations and court works.
- 3.4 The Board of Revenue is, therefore, considering procuring computer system and accessories on rental basis including support & maintenance to achieve the desired operational goals.

SECTION IV: ELIGIBILITY CRITERIA OF BIDDERS

3. Qualification criteria

- (i) The bidder should be registered as company / Proprietorship Firm / Partnership Firm and should have at least 3 years of experience in supply of Computer System and Accessories to the Government department / organization /Public sector unit. Copy of registration Certificate related to Company / Firm / Agency has to be submitted by the bidder.
- (ii) The bidders must have average turnover of at least Rs. 20 lacs in the last three financial years (in each FY) of 2018-19, 2019-20 and 2020-21.
- (iii) The bidder must submit Copy of Income Tax Return for the Assessment Year 2018-19, 2019-20 and 2020-21 supported by audited account.
- (iv) The bidder must have GST registration, and must furnish GST Certificate.
- (v) Copy of PAN Card must be provided.
- (vi) Affidavit of "No Blacklisting" from any Govt. Dept. /Organizations should be attached.(Annexure-B)

Terms & Conditions

- 4.1 Forwarding of Bids: Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like PAN/TAN number, GST number and complete postal & e-mail address of their office (In the manner specified in Annexure-IV).
- 4.2 The monthly rent with applicable taxes for hiring one unit of Computer System and Accessories (As specified in Annexure-I) shall need to be quoted (in the format specified in Annexure-VI).
- 4.3 The L1 will be decided upon the lowest price quoted by the particular bidder as per the price format specified in Annexure-VI.
- 4.4 A Summary of the document annexed with Bid should be provided in the format specified in Annexure-VII.
- 4.5 The computer system should be of either **hp or dell** brand and "not assembled". If at any stage, it would be found that the service provider has supplied assembled computer set, then legal action will be taken against them. All system software should be licensed from original Manufacturer. The service provider in no circumstances will be allowed to use pirated version of any software or application. The hardware items should be new and the date of purchase of hardware should be after the placement of order. The bidder has to submit the receipt of supplied item.
- 4.6 The service provider must produce the original license for the use of operating system & system software & the same must be submitted to the board (Within 30 days of work order).
- 4.7 The service provider shall have to ensure uninterrupted functioning of the each system supplied to the purchaser and a certificate from IT Manager regarding the same has to submit to the purchaser at the last week of every month. The maintenance and replacement of spares shall be the responsibility of service provider. Any breakdown of machines shall be visited with suitable penalties which will be deducted from their monthly bills.

4.8 The service provider will ensure that any complaint made (complaint must be sent by e-mail) must be resolved within maximum of 12 hours of e-mail sent failing which following penalty clause will apply:-

- 5% of the value of monthly rent for a delay up to 24 hours.
- 15% of the value of monthly rent for a delay up to 48 hours.
- 25% of the value of monthly rent for a delay up to 72 hours.
- 100% of the value of monthly rent for a delay exceeding 4 days.
- In case the service provider fails to resolve the complaint then Board will be free to resolve the complaints from outside and the cost will be adjusted from their monthly rent.

4.9 In exceptional cases, the above penalty clause may be waived if the written request of the service provider is found justified by the Secretary of Board of Revenue, Patna.

4.10 The systems or Unit shall be taken on hire for maximum of Three (3) years based on their performance and every year the old systems or Unit shall be replaced by new system or Unit otherwise the quoted rent will decrease by 20% of the value of monthly rent. However extension beyond one year will not be a matter of right of bidder.

4.11 Extension of Time:-

- a. If at any time during performance of the Contract, the Service provider encounters conditions impeding timely provision of the Services, the Service Provider shall promptly notify the board in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Service Provider's notice, the board shall evaluate the situation and may at its discretion extend the Service Provider's time for performance. In such case the extension shall be ratified by the parties by amendment of the Contract.

4.12 Liquidated Damages

- a. If the Service Provider fails to provide the Services by the Date(S) of completion specified in the Contract, the board may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 25% percentage of the contract value for each week or part thereof of delay from the Intended Completion Date until actual completion.
- b. The board may deduct liquidated damages from payments due to the Service provider; Payment of liquidated damages shall not affect the Service Provider's liabilities.
- c. If the Intended Completion Date is extended after liquidated damage has been paid, the authorized representatives shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate.

4.13 Force Majeure

- a. The Service Provider shall not be liable for forfeiture of its Performance Security, liquidate damages, of termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- b. For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Service Provider that is not foreseeable, is unavoidable and its origin is not due to negligence or lack of care on the part of the Service Provider. Such events may include, but not be limited to, acts of the board in its sovereign capacity, wars or revolution, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure situation arises, the Service Provider shall promptly notify the board in writing of such condition and the cause thereof within 15 days of occurrence of such event. Unless otherwise directed by the board in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 45 days either option terminate the contract without any financial repercussion on either side.

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS

5.1 Basic Principle

Bids will be evaluated on the basis of the terms & conditions already incorporated in the Bidding document. No new condition will be brought while evaluating the Bids.

5.2 Preliminary Scrutiny of Bids

- a) Bids will be first scrutinized to determine whether they are complete and meet the requirements, conditions etc. as prescribed in the Bidding document. The Bids, which do not meet the conditions laid down in Bid document, are liable to be treated as unresponsive and will be omitted.
- b) The following are some of the important aspects, for which a Bid may be declared unresponsive and omitted;
 - (i) Bid is unsigned. (Each and every page should be numbered and signed by the Bidder).
 - (ii) Required BID SECURITY has not been provided in "Technical Bid Envelop".
 - (iii) The Bidders have to quote as per entire requirement specified in the Bid document (Annexure 1 and 6) otherwise it will be treated as unresponsive.

5.3 Opening & Evaluation of Technical Bid.

- a) The evaluation will be carried out through a Evaluation Committee constituted by the Board. This committee will undertake opening & evaluation of bids.
- b) All the Bids will be scrutinized on the basis of eligibility criteria laid down in Bid document. Those Bids which do not meet the qualifying criteria will be rejected.
- c) Shortlisted Bidders by the Evaluation Committee will be eligible for Financial Evaluation.

6. Opening of Financial Bids

6.1 The rate of the Computer System with the inclusive of charges of software as specified in Annexure-1.

6.2 Financial Bid will be opened in the presence of representatives of the Bidders. Bidders have to present at the fixed date, time and place of opening of Financial Bid if they failed to turn out Financial Bid will be open in their absence.

6.3 Financial Bid will be opened in presence of Evaluation Committee. Representative will read out aloud the name of the Bidder and the total price shown in the Financial Bid.

7. Evaluation of Financial Bids

Evaluation Committee will review the detailed content of each Financial Bid. During the evaluation of the Financial Bid no clarification or additional information will be permitted.

8. AWARD OF WORK

- i. The Evaluation Committee will recommend the successful Bidder, whose Bid has been determined as the best and lowest commercially acceptable Bid and the finalization of the Bids will be done by the Chairman, Board of Revenue..
- ii. The purchaser reserves the right to increase or decrease, the quantity of Sheets mentioned in the schedule(s) in the "List of Requirements" without any change in the unit price and other terms & conditions quoted by the Bidder.
- iii. In case of two or more bidders quote same bid price, the contract will be awarded to the bidder whose average annual turn-over is higher.

9. SUBMISSION OF BIDS

a) Sealing and Marking of Bids

- i. Sealed envelope by the Bidders shall bear the words: **RFP Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar, Patna .** should be addressed to:

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar

Email ID: boardofrevenuebihar@gmail.com

- ii. If the envelope is not sealed and marked, the tender will be summarily rejected.
- iii. Bids submitted electronically (Fax, Email etc.) will be rejected.

10. Interpretation of the clauses in the Bid Document / Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, interpretation of the purchaser shall be final and binding on all parties.

11. Decision

The decision taken by the **purchaser** in the process of Bid evaluation will be full and final and binding on all the bidders.

12. Penalty Clause

If the Service Provider fails to execute the contract to the satisfaction of the **Purchaser** then the **Purchaser** may invoke any or all of the following clauses:

- i. Forfeit the Security Deposit
- ii. Terminate the contract without giving any notice.
- iii. Legal action against the firm

13. Termination for Default

Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the firm, terminate the Contract in whole or part:

- i. If the Service Provider fails to deliver Assigned Work or any services within the period(s) specified in the Contract,
- ii. If the Service Provider fails to perform as per the performance standards.
- iii. If the Service Provider, in the judgment of the **Purchaser** has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

14. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Patna courts only.

15. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be exclusive of GST and any applicable Taxes. Any increase in the rates will not be allowed.

16. Binding Clause

All decisions taken by the **Purchaser** Selection Committee regarding the processing of this Bid and award of contract shall be final and binding on all concerned parties.

17. The Purchaser, reserves the right -

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the Bid/s without assigning any reason whatsoever thereof or may terminate the Bid process mid-way without assigning any reason.

18. The Decision regarding acceptance of Bid by the **Purchaser** will be full and final.

19. Undertaking:

- ❖ We have submitted bid as per the prescribed format and procedure.
- ❖ Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- ❖ All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

SECTION VI: GENERAL CONDITIONS OF WORK

20. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid.

21. Bidding Document

- (a) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required in the bidding documents may result in rejection of the bid.
- (b) The Bid must be properly indexed and bound. Any loose document submitted by bidders will be not considered.
- (c) Interlineations, corrections, erasures and/or over-writings shall be valid only if initial by the persons signing the bid.

22. PREPARATION OF BIDS

a) Language of Bid

The language of bid document shall be in **English only**.

b) Bid Currency

Prices shall be quoted in Indian Rupees only.

23. Bid Security Deposit

- a. The Bidder shall furnish Bid Security in the form of a Bank Guarantee or DD drawn in favour of "**Board of Revenue**", Bihar, Patna", payable at Patna for sum of Rs.1,00,000/- (Rupees one lakh only). Bid Document not accompanied with Bid Security, will be not accepted.
- b. Unsuccessful Bidder's Bid Security will be refunded after completion of entire bidding process.
- c. The performance guarantees of 5% value of the total contract need to be submitted by the successful bidder either in form of FD with Scheduled Banks or DD/Bank Guarantee at the time of signing the agreement which will be refunded after successful completion of the project.
- d. In case of a successful Bidder, if denies to accept the work, then Bid Security shall be forfeited:

24. Price Bid

- a) The rates quoted by the bidder shall be fixed for the duration of one year.
- b) Every year the old systems or Unit shall be replaced by new system or Unit otherwise the quoted rent will decrease by 20% of the value of monthly rent.
- c) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, binding, and other levies payable under the contract shall be included in the quoted price.

25. Contents of Envelopes

- a. It will be a two envelope bid comprising of Technical bid and financial bid.

Technical bid shall be marked as "**Envelope No. 1 and Technical Bid**" and shall contain:

- I. Demand Draft for Bid Security
- II. Companies Registration certificate in case of companies or Partnership deed in case of firms or Self Proprietary Declaration in case of proprietary firm
- III. All the documents establishing Bidder's eligibility and qualification mentioned in Section IV of the Bid.

- b. Financial bid shall be marked as "**Envelope No. 2 and Financial Bid**" in the prescribed format attached as Annexure-VI along with the tender document.

26. Award of Contract

The Board will award the contract to the bidder whose quotation will be determined as L1.

Notwithstanding the above, the Board reserves the right to accept or reject the bid.

The bidder whose bid is accepted will be notified of the award of contract by the Board

27. Performance Security

The successful bidder will be required to furnish the bank Draft of 5% of contract value as performance Security that will be retained till successfully Completion of Contract.

28. Disputes

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996., subject to the Proceedings shall be held in Patna.

29. Payments:

The Service provider shall send its claim (with relevant documents, as required) to the appropriate paying authority. Before claiming any payment, the Service provider shall ensure that all the contractual obligations for claiming that payment have been duly fulfilled. Payment shall be made after satisfactory delivery of the assigned work/service completed and quality and quantity verification and this would be verified by IT Manager or any person authorised by the Secretary, Board of Revenue, Bihar, Patna.

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

COVERING LETTER
(On Organizations Letter Head)

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com
[Location, Date]

Subject: Selection of Service Provider for Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar, Patna. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to provide Supply and Maintenance of Computer System and Accessories on rental basis in the Office of Board of Revenue, Bihar, Patna, for the proposed assignment in respect to your RFP. I hereby submitting the RFP which includes this technical bid sealed under a separate envelope. Our Bid will be valid for acceptance up to 90 days and I confirm that this Bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this tender document are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I have examined all the information as provided in your Request for Bid (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this Bid and to bear any further pre-contract costs. Certain information included in this Bid would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the Bid and to clarify any details on its behalf. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,
Authorized Signatory with Date and Seal:
Name and Designation:
Address of Organization:

Annexure-I
(Please refer Para-4.2 of the Bid Document)

Sl. No.	Hardware/Items	No. of items
1(a).	<u>Computer System</u> Processor: Intel core i5 or higher, Generation : 9 th or higher with Base Frequency : 3.6 GHz Number of core per processor: - 4or higher Hard Disk:-500 GB or higher, (SSD optional) RAM: - 4 GB DDR3 or higher expandable up to 32 GB or higher. Optical Drive: DVD R/W On-board LAN 10/100/1000 integrated gigabit port. LED Backlit Monitor:- 21.5" or higher, Monitor of better TCO-05 certified Keyboard :- Wired Keyboard Mouse :- Wired Optical Scroll USB Ports :- USB 2.0 or higher (4 Nos. or higher)	70 Approx. Or As Required
1(b).	<u>All in One System</u> Processor: Intel core i7 or higher, Generation : 9 th or higher with Base Frequency : 3.6 GHz Number of core per processor: - 4 or higher Hard Disk:- 1TB @5400rpm or higher SSD Capacity: - 128GB or higher Chipset Series : H or Q Series RAM: - 8 GB DDR4 or higher expandable up to 64 GB or higher. Graphics type: Integrated/Discrete Cache (MB): - 6 or higher Connectivity : - Bluetooth/Wireless On-board LAN 10/100/1000 integrated gigabit port. Display: - 23" Non touch or higher with 1920*1080 resolution and with 2 speaker. Webcam : - FHD Keyboard :- Standard Wired/Wireless Keyboard Mouse :- Wired/Wireless Optical Scroll USB Ports :- USB 2.0 or higher (4 Nos. or higher) HDMI Port: - 1 Audio-in/Microphone-in: - Yes Audio-out/Headphone Out: - Yes	15 Approx. Or As Required
2.	<u>Laser PRINTER with SCANNER</u> Function: Print, Copy, Scan Print: Black and white. Print quality black (best): Up to 600 x 600 dpi. Duplex printing : Yes Scan file format: Windows Scan Software supports file format: JPG, RAW (BMP), PDF, TIFF, PNG, and PDF-Searchable. Scan speed (normal, A4): Up to 7 ppm (b&w), up to 5 ppm (color). Colorscanning: Yes	As Required

	Resolution : up to 600 DPI or higher, Paper Size :- A4, Legal Compatible Operating System: Windows 10(32-bit/64-bit)	
3.	Line Interactive UPS for Computer Set & other Peripheral >0.65KVA Sufficient to Provide Minimum 30 Min. backup to Client Machine & Printer etc.	Required for 85 Computers.

SOFTWARE SPECIFICATION

SL. no	Terms
1.	Windows 11 pro(64bit) Operating System (Genuine) in 15 computers and Windows 10 pro(64bit) Operating System (Genuine) in 70 computers
2.	Quick Heal Antivirus Software with regular updating(Genuine)
3.	Ms. Office 2010(Genuine)

Note- The above specification is minimum. The bidder is free to quote better technical specification. However, the bid shall still be decided on the financial quote, which will be on L1 basis.

Annexure- II

(please refer para-4.1 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: **Bid for Supply & Maintenance of Computer System and Accessories on rental basis in Board Of Revenue, Bihar, Patna [Hardware (Rental) 2021/01]**

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 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

Performance Security

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

Beneficiary: Board of Revenue, Bihar Patna.

Dated:

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 on rental basis in the board namely at Name of the Departments) (Here in after called "the Contract").

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

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 beach 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 – 4.4 of the Bid Document)

Summary of the Submitted Bid Document

SI. No.	Particulars	Detail		Document Required	Page No. (Mentioned in Bid Document)
1	Name of Bidder			Attach attested copy of registration certificate	
2	Address of Bidder Phone/e-mail				
3	Annual Turnover	2018-19	(In Lakhs)	Attach attested copy of Financial Statement and Audit Report	
		2019-20	(In Lakhs)		
		2020-21	(In Lakhs)		
4	Copy of Income Tax Return	For the Financial Year 2018-19 to 2020-21		Attach attested copy of return	
5	GST	GST No.		Attach attested copy of registration certificate	
6	PAN	PAN No.		Attach attested copy of PAN	
7	Company/Firm/ Agency Registration No.	(Registration No & Issue Date)		Attach attested copy of registration certificate	
8	Work Experience (refer Terms &Condi. S.No.- 4.6)	Organization Details.	(in Months)	Attach copy of work order and completion certificate	
		1.			
		2.	(in Months)		
		3.	(in Months)		
		(Total Experience in months)			
9	Non Blacklisted affidavit (original)	Date of Issue by notary/ first class magistrate		Attach original copy of Affidavit	
10	EMD of Rs. 100,000/-	Bank Name, BG No. Date		Attach original copy	
11	Affidavit regarding commitment & true Inform (original)	(by First class magistrate)		Attach original copy of Affidavit	

Annexure – V

Technical Specification of the Computer System and Accessories to be supplied

Sl. No.	Hardware	Configuration	
1(a)	Computer System	Processor	
		Hard Disk	
		RAM	
		Monitor	
		Mouse	
		USB	
		Keyboard	
		DVD	
1(b)	All in One System	Processor	
		Hard Disk	
		RAM	
		Monitor	
		Mouse	
		USB	
		Keyboard	
		DVD	
2	Printer with Scanner	Speed	
		FCOT	
		Paper Size	
		RAM	
3	UPS	Voltage	

SOFTWARE SPECIFICATION

SL. no	System	SPECIFICATION	
1(a).	Computer System	Operating System and Ms. Office	
		Antivirus Software	
1(b).	All in One System	Operating System and Ms. Office	
		Antivirus Software	

Date :

(Signature of the Bidder with Stamp)

(Signature of the Bidder with Stamp)

COVERING LETTER
(In Organization's Letter Head)

To,

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

Subject: Selection of Service Provider for Supply and Maintenance of Computer System and other accessories on rental basis in the Office of Board of Revenue[FINANCIAL BID]

Dear Sir,

I, the undersigned, offer to provide Supply and Maintenance of Computer System and other accessories on rental basis in the Office of Board Of Revenue, Bihar, Patna , in accordance with your BidNo. -BoR-Supply-Hardware-22 , Dated:-----

Our attached Financial Bid is @ Rs..... [Insert amount(s) in words and figures*]. This amount is inclusive of the GST tax and others as applicable. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be provided in respect to the terms and conditions as stipulated in the Bid document. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Name and Designation of Signatory with Date and Seal: Address of the Organization:

Annexure – VI

Financial Bid

1. Bidder's/Agency's Name :

2. Bidder's/Agency's Registered Address :

Sl. No.	Hardware	Monthly rate per unit (In INR) (i)	GST And other applicable Taxes (In INR) (ii)	Total Amount in words (In INR) (i+ii)
1(a)	Computer System			
1(b)	All in One System			
2	Printer with Scanner			
3	UPS			

Note: 1. If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetical error, in such case the amount in figures shall prevail.

2. The rate of the Computer System with the inclusive of charges of software as specified in Annexure-1.

Date:

(Signature of the Bidder with Stamp)

CATEGORY -II

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1. Outline of recent experience on assignments of similar nature:

Detail information regarding orders executed

- a) It is mandatory to appropriately fill each column. Use extra sheet if the space below is insufficient.
b) Enclose certified copies of the work orders in order.

Sl.	Reference to order no. with date	Amount of Assignment	Name of the office/authority by which the order was placed	Date of completion of work	Remarks
1					
2					
3					
-					
-					
n					

Authorized Signature of
Agency with stamp

Annexure -A

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be submitted in the letter Head of the Company/firm of Bidder)

To,

Secretary,
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

Sub : Declaration by Authorized Signatory

Ref: Bid No... ,

Dear Sir,

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications and conditions and agree to comply with the requirements and Intent of the specification.

I further certify that I have authorized to Mr.....to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

Declaration

Date:.....

To whom so ever it may be concern

Ref: Board of Revenue, Bihar, Patna-Supply-Hardware-01

To:

Secretary
Board of Revenue, Bihar, Patna
Old Secretariat,
Patna- 800015, Bihar
Email ID: boardofrevenuebihar@gmail.com

We (name of the Bidder), Address Hereby certify and confirm that:-

We or any member of the firm/Company are not blacklisted/barred/convicted by any court of law. For unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, and no any disciplinary action/pending cases ICAI/GoB/ any State Govt./GoI/ over the firm/Member of the Company as on date of submission of bid document.

And that hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

1. None

2.

3.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amount paid till date shall stand forfeited without further intimation.

Dated this.

Name of the Bider:

Signature of the Authorized Person:.....

Name of the Authorized Person:

Annexure --- VII

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
A	PRE-QUALIFICATION BID (ORIGINAL)		
1	Filled Bid submission Check List		
2	Covering Letter		
3	Bid Security of Rs. 100000/- in form of DD/BG.		
4	Copy of Certificate of Incorporation / Registration of the Organization		
5	Copy of PAN		
6	Copy of GST No.		
7	Copies of IT Returns for the last 3 FYs (2018-19 ,2019-20& 2020-2021)		
8	General Details of the Organization		
9	Financial details of the Organization along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the year 2018-19 to 2020-21.		
10	Power of Attorney in favour of the person signing the bid on behalf of the Organization		
11	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
B	TENDER DOCUMENT (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)		
1	Technical bid Covering Letter		
2	Organization Profile		
3	Organization Experience		
C	FINANCIAL BID (ORIGINAL + 1 COPY)		
1	Financial bid Covering Letter		
2	Financial Bid		