



भारतीय लेखा तथा लेखा परीक्षा विभाग
महानिदेशक, लेखा-परीक्षा का कार्यालय, केंद्रीय, कोलकाता
INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of the Director General of Audit, (Central), Kolkata
8, Kiran Shankar Roy Road, Kolkata- 700001
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No.- IT Cell/Hardware/122/15-16/ 32

Date- 08/01/2016

NOTICE INVITING TENDER

Office of the Director General of Audit (Central), Kolkata invites sealed quotations in the given format from OEMs or Authorised representative / Authorised Dealer / Authorised Supplier of OEM for the supply of Offline UPS (650VA OR ABOVE) and Handheld Scanner (Portable).

Preference will be given to domestically manufactured electronic products (for Sl. no.2).

Sl. No.	Item	Qty.	Specification/Configuration
1	Offline UPS . 650 VA OR ABOVE	41	As per Annexure 1c
2	Handheld Scanner (Portable)	51	As per Annexure 2c

Intending Bidders should fulfil the following terms and conditions:-

1. Bidders should submit the following DOCUMENTS along with the bid:

- Authorization Letter issued from OEM for each brand in original and copies of PAN Card, VAT / CST / Service Tax, professional tax certificate (latest) etc. must be submitted with the offer i.e. the bidder should be registered with the Income / Sales / Service Tax and other concerned Departments.
- The firm must have previous experience of **minimum two years** in supplying such items in offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies.
- Documents regarding EMD or exemption thereof as per clause mentioned below (Para 2).
- Bidder should quote only one brand for each item and furnish Tender specific authorization obtained from The OEM or Authorised representative / Authorised Dealer / Authorised Supplier of OEM mentioning warranty provisions. **Enclose Annexure 1 & 2 for compliance of technical specification of aforesaid items.**
- For domestically manufactured electronic products category, bidders should furnish certificate from domestic manufacturer as per Annexure 4 & affidavit as per annexure 5. Bidder may go through the guidelines for domestically manufactured electronic products category issued by Department of Electronics and Information Technology (*vide* URL: www.deity.gov.in/esdm). A template has been placed at annexure 3.

- 2. EARNEST MONEY DEPOSIT:** The Quotations should be accompanied with an EMD of Rs. 2000/- & Rs. 8000 for Sr. no. 1 & 2 respectively in the form of Demand Draft or Banker's Cheque or Bank Guarantee from any of Scheduled Commercial Bank drawn in favor of Deputy Director (Administration), Office of the Director General of Audit (Central), Kolkata payable at Kolkata without which the quotations will be rejected outright. The Bid security will be returned to all but the successful tenderer. Bid security of successful bidder will be refunded after the receipt of Performance Security Deposit without any interest. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD.
- 3. PERFORMANCE SECURITY DEPOSIT:** The successful bidder (whose tender is accepted to place the order) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the receipt of Supply Order, which shall be equal to 5% of the total supply order. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. Performance Security Deposit should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.
- 4. VALIDITY:** Rate may be quoted for one or both of the products. The period of validity of the quoted rate should be for a minimum period of 45 days from the date of closing of quotation.
- 5. WARRANTY:** The minimum warranty for each item would be 2 years. The OEM or Authorised representative / Authorised Dealer / Authorised Supplier of OEM should have full-fledged servicing centre located in Kolkata with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any.
- 6. PAYMENT:** 100% after free delivery, verification and installation of items at this office and subject to submission of the delivery-challan and invoice in triplicate and Performance Security Deposit.
- 7.** Bid price should be inclusive of all taxes, levies, delivery charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
- 8.** In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.

9. The Bank Guarantee can be forfeited by order of the competent authority of this office in event of any breach or negligence or non-observance of any terms & conditions of the tender document or for unsatisfactory performance or non-acceptance of the purchase order.
10. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
11. A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
12. Conditional quotation will not be accepted.
13. Tender should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. Bidders may contact with the undersigned for clarification, if any, regarding bidding conditions, bidding process, award/rejection of tenders.
14. The Director General of Audit (Central) Kolkata reserves all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
15. Sealed quotations, duly superscripted as ~~QUOTATIONS~~ QUOTATIONS FOR SUPPLY OF UPS & HANDHELD SCANNER and addressed to the Deputy Director (Administration), Office of the Director General of Audit (Central), G.I.P. Press Building, 8, Kiran Shankar Roy Road, Kolkata . 700001, may be sent by post or handed over to the undersigned so as to reach latest by 02/02/2016 at 14.00 Hours. Quotation received after stipulated date and time shall not be entertained. The Bids shall be opened by the Purchase Committee on the same day at 15.00 Hours in the presence of such bidders who may wish to be present.
16. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata and will be interpreted under Indian Law.

Sd/-
Senior Audit Officer / I.T. Cell
Ph. 033-2254 0221 (extn: 215 or 330)

BID APPLICATION CUM DECLARATION FORM

To

The Deputy Director (Administration)
Office of the Director General of Audit (Central)
G.I.P. Press Building,
8, Kiran Shankar Ray Road, Kolkata - 700001

Sir,

With reference to your tender notice No- _____ ..Dated- _____ ,
I am to submit my tender documents and Price Schedule for Supply of UPS / Handheld
Scanner or both.

Bidder Profile and EMD Details:-

1)	Name of the Applicant Firm:	
2)	Name of Proprietor/Director:	
3)	Year of Inception:	
4)	Address of the Registered Office:	
5)	Telephone/Fax Number:	
6)	Email Address: Website Address (if any):	
7)	PAN Number:	
8)	Service Tax No. (copy should be attached)	
9)	VAT/CST No. (copy should be attached)	
10)	Participated in Tender for supply of UPS / Handheld Scanner or Both	
11)	Amount of EMD enclosed For UPS - 2000/- For Handheld Scanner - 8000/- For both - 10,000/-	

Compliance Sheet:-

Sl. No.	Criteria	Compliance (Y/N)	Detail of Proof Attached
1)	Bidders should be OEM of UPS/Scanner or Authorized Business Partner / System Integrator of OEM. Bidder need to furnish the authorization letter from Original Equipment Manufacturer.		

2)	The firm must have previous experience of minimum two years in supplying such items in offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies		
3)	WARRANTY: The minimum warranty for each item would be 2 years. The OEM or Authorised representative / Authorised Dealer / Authorised Supplier of OEM should have full-fledged servicing centre located in Kolkata with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any.		
4)	Quotations should be accompanied with an EMD.		

Price Schedule:-

Sl. No.	Item Name	Make/Brand	Domestically Manufactured (Y/N)	Unit Price (Inclusive of all taxes)
1)	Offline UPS . 650 VA			
2)	Handheld Scanner (Portable)			

Declaration:

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
2. I, the undersigned affirm and certify that I have gone through the terms & conditions mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance. The rates quoted by me/us are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours Faithfully

Signature of Bidder (s) with seal

Name of the Firm-í í í í í í í í í í í í

Name of the Proprietor-í í í í í í í í í í í í

Enclosures: 1. Copy of PAN Card, VAT, CST, Service Tax & Professional tax certificate (latest) etc.

2. Certificates & affidavit as per annexure 4 & 5 (in case of DMEP for Sl. No. 2)

Technical specification for line interactive UPS (650 VA)

Required Specifications			Compliance (Y/N)
Capacity		650 VA/ 390 Watt OR ABOVE	
Technology		Microprocessor Based with Inbuilt Automatic Voltage Regulator	
Input	Voltage & Frequency	140-280v, 45-55 Hz (Auto Sensing)	
DC volt		12V	
Output	Voltage & Frequency	230V AC, 50 Hz Normal (same as line input)	
	Regulation (Mains Mode)	+/- 10 %	
	Regulation (Batt Mode)	+/- 2 %	
	Waveform	Quasi Sine Wave (Stepped Wave form)	
	Overload	110% for 1 Minutes	
Battery	Type	Sealed Maintenance Free (Inbuilt)	
	Back Up time	15-20 Minutes	
	Recharge Time	4-6 Hrs to 90% capacity	
Transfer Time		4-6 ms	
Indicator		AC mode, Backup Mode, UPS Trip (LED)	
Alarm		Backup Mode, Low Battery, Overload	
Protection		Overload, Battery Overcharge, Battery Deep Discharge, Noise Protection	
Environment	Operating Temperature	0-40 degree Celsius	
	Noise Level	Less than 35 db at 1 metre Distance	
	Relative Humidity	0-95% Non condensing	
Certifications	ISO 9001, 14001, OHSAS 18001, CE		

Annexure 2

Technical Specification for handheld/Portable Document Scanner

Sl. No.	Component	Required Specifications	Compliance (Y/N)
1	Scanner Type	Portable, Sheet-feed Document Scanner	
2	Paper Size	Min Passport size Photo to Legal size Paper scanning	
3	Paper Type	Plain Paper, Post Card, Business Cards, ID Cards, Plastic & Laminated Cards & Embossed Cards	
4	Paper Feed	Automatic Document Feed (Single page)	
5	Scanning side	Simplex	
6	Scanning Speed	Min 7.5 sec/A4 page	
7	Scanning Resolution	150 x 150dpi to 600 x 600 dpi	
8	Scanning Mode	Black & White, 256 – Level Grey Scale, 24 Bit colour, Advance Text Enhancement II, Error Diffusion.	
9	Scanning Sensor /Light Source	CIS /LED	
10	File Format	PDF & PDF (Searchable), PDF (Compressed), JPEG, BMP, TIFF, PPTX etc.	
11	Advance Features / Bundled SW	PDF Compression, Deskew, Auto Paper Size Detection, Auto Text Orientation, Auto Text Enhancement, Auto colour Detection, Picture Mode, Biz Card of Similar Business Card Organizing Software.	
12	Interface	High speed USB 2.0	
13	Power Source	USB Powered. No Battery/Electric source	
14	OS Compatibility	Windows (Windows XP, Windows 7, vista, Windows 8, Windows 8.1 or higher) & MAC O/S support, Plug & Play Driver Installation with user friendly Scanning Interface.	
15	Warranty	24 months onsite warranty	

**Ministry of Communications and Information Technology
Department of Electronics and Information Technology**

Template for inclusion of the policy provision regarding preference to domestically manufactured electronic products in Government procurement in the procurement tenders by Ministries/Departments

- 1) Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013- IPHW dated 23.12.2013 read with subsequent Notifications and Guidelines issued there under through Notification No. File No: 33(7)/2015-IPHW dated November 16, 2015. A copy of the aforesaid Notifications/Guidelines can be downloaded from DeitY website i.e. URL www.deity.gov.in/esdm. Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.
- 2) The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:
 - a) The electronic products for which preference will be provided to domestic manufacturers shall be '**Scanners**'.
 - b) The quantity of procurement for which preference will be provided to domestic manufacturers shall be **30%** of the total tendered quantity.
 - c) Percentage of domestic value addition which qualifies the electronic product i.e. '**Scanners**' to be classified as domestically manufactured shall be 25% for the year 2015-16.
 - d) The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.
- 3) Domestic manufacturers are required to indicate the domestic value addition in terms of Bill of Material for the quoted product, in terms of aforesaid guidelines, in their bid in the following format:
Format (vide annexure 4) for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item Description	Manufacturer/Supplier	Country of Origin	Value	Domestic Value Addition in Percentage

4) Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as Form 1 (Annexure 5) of the guidelines No. File No: 33(7)/2015-IPHW dated November 16, 2015. Furnishing of false information on this account shall attract penal provisions as per Guidelines/Notification.

5) Procedure for award of contracts involving procurement from domestic manufacturers:

For each electronic product proposed to be procured, among all technically qualified bids, the lowest quoted price will be termed as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. If L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order. If L1 bid is not from a domestic manufacturer, the value of the order awarded to L1 bidder will be the balance of procurement value after reserving specified percentage of the total value of the order for the eligible domestic manufacturer. Thereafter, the lowest bidder among the domestic manufacturers, whether L2,L3,L4 or higher, will be invited to match the L1 bid in order to secure the procurement value of the order earmarked for the domestic manufacturer. In case first eligible bidder (i.e. domestic manufacturer) fails to match L1 bid, the bidder (i.e. domestic manufacturer) with next higher bid will be invited to match L1 bid and so on. However, the procuring agency may choose to divide the order amongst more than one successful bidder as long as all such bidders match L1 and the criteria for allocating the tender quantity amongst a number of successful bidders is clearly articulated in the tender document itself. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value, **only those domestic manufacturers whose bids are within 20% of the L1 bid would be allowed an opportunity to match L1 bid.**

6) The attention of the procuring agencies is drawn to the following clause in the Guidelines:

5.4 The tender conditions would ensure that domestically manufactured electronic products are encouraged and are not subjected to restrictive product specifications or mandatory requirement of prior experience. The procuring agency may also rationally identify and evaluate predatory pricing by any bidder. However procuring Department or Agency may incorporate such stipulations as may be considered necessary to satisfy themselves of the security, production capability and product quality of the domestic manufacturer.

7) In case of turnkey/ system-integrations projects, eligibility of a bidder as a domestic manufacturer would be determined on the domestic value addition calculated only for the value of notified DMEPs i.e..... forming part of the turnkey/system-integration project and not on the value of whole project.

Annexure 4

(To be given by domestic manufacturer)

Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item Description	Manufacturer/Supplier	Country of Origin	Value	Domestic Value Addition in Percentage
Scanner				

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

Format for Affidavit of Self Certification regarding Domestic Value Addition in an Electronic Product to be provided on Rs. 100/- Stamp Paper

Date:

I _____ S/o, D/o, W/o _____, Resident of _____ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification No: 33(3)/2013- IPHW dated 23.12.2013.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority so nominated by the Department of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition.

That the domestic value addition for all inputs which constitute the said electronic product has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated by the Department of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition, I will be disqualified from any Government tender for a period of 36 months. In addition, I will bear all costs of such an assessment.

That I have complied with all conditions referred to in the Notification No. _____. Wherein preference to domestically manufactured electronic products in Government procurement is provided and that the procuring authority is hereby authorized to forfeit and adjust my EMD and other security amount towards such assessment cost and I undertake to pay the balance, if any, forthwith.

I agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authorities.

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. Electronic Product for which the certificate is produced
- iv. Procuring agency to whom the certificate is furnished
- v. Percentage of domestic value addition claimed
- vi. Name and contact details of the unit of the manufacturer

- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of inputs used for manufacture of the electronic product
- xii. List and total cost of inputs which are domestically sourced. Please attach value addition certificated from suppliers, if the input is not in-house.
- xiii. List and cost of inputs which are imported, directly or indirectly

For and on behalf of _____ (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>