

# Request for Proposal (RFP)

for

## **Selection of authorised Vendor for Supply and Installation of Biometric Time Attendance System for Maharashtra Pollution Control Board**

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## 1. DISCLAIMER

- 1.1 Though adequate care has been taken in the preparation of this *Request for Proposal* Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned office latest by the date mentioned. If this office receives no intimation by this date it shall be deemed that the Bidder is satisfied that the *Request for Proposal* Document is complete in all respects.
- 1.2 Neither **MPCB**, nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP nor is it possible for **MPCB** to consider the financial situation and particular needs of each party who reads or uses this RFP. **MPCB** recognizes the fact that certain prospective Bidders may have a better knowledge of the Project than others and thus encourages all prospective Bidders to conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice from appropriate sources.
- 1.3 Neither **MPCB** nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Project, the information and any other information supplied by or on behalf of **MPCB** or their employees, any consultants or otherwise arising in any way from the selection process for the Project.
- 1.4 **MPCB** reserves the right to reject any or all of the Bids submitted in response to this *Request for Proposal* at any stage without assigning any reasons whatsoever.
- 1.5 **MPCB** reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal. MPCB, Govt. of Maharashtra  
Selection of authorised Vendor for Supply and Installation of Biometric Time Attendance System for Maharashtra Pollution Control Board

## 2. LIST OF ABBREVIATIONS

**MPCB** – Maharashtra Pollution Control Board  
**RFP** - Request for Proposal

### 3. DEFINITIONS

#### 3.1 BID

The bids submitted electronically by the prospective Bidders in response to this Request for Proposal Document issued by MPCB.

#### 3.2 BIDDER

Bidding Firm / Company that has submitted a Bid in response to this Request for Proposal Document

#### 3.3 DOCUMENT / BID DOCUMENT

This Request for Proposal Document.

#### 3.4 PROJECT

To select an authorised Vendor for Supply and Installation of Biometric Time Attendance System for MPCB.

#### 3.5 REQUEST FOR PROPOSAL

This Document being issued to the prospective Bidders, inviting their Bids.

#### 3.6 RESPONSIVE BIDDER

Responsive Bidder is the bidder whose bid is found responsive after evaluation of the Bid.

### 4. PROJECT CONCEPT & STRUCTURE

#### 4.1 BACKGROUND and OBJECTIVE OF THIS RFP

MPCB is planning to install Biometric time attendance System in all of its offices to get real time attendance information of employees and contract staff.

The objective of this RFP is to find a suitable agency /authorized Channel Partner of reputed Time Attendance System manufactures in India having the requisite experience, resources, and capabilities, to provide sale and support for the product specification defined below.

#### 4.1.1 Specification for Biometric

Sr. No.	Specification	Requirement
1	Operation mode:	Face, Fingerprint, Card, Finger + Card, Face + Card only for single / multiple user/s.
2	Biometric plus Card Reader	Allows finger , Face and Card Verification
3	Validation action to be performed for card and biometric	Audio/Visual Indication of Attendance Acceptance and Rejection
4	Encryption	All RF data transmission between the card and reader should be encrypted, using a secure algorithm. The key management system should reduce the risk of compromised data or duplicated cards
5	Fingerprint Scan resolution pixels/inch (DPI)	500 with White light FP Sensor
6	Fingerprint Pixel depth (bits)	8

7	Dynamic range for Finger Print Template (gray levels)	200
8	Verification time	Less than 0.5 seconds for 1:N biometric verification
9	Operating Temperature - Environmental	Shall operate at 0 to 45-degree C, RH 5%-80% or better
10	Power Requirement	Power connector of 230 VAC 50 Hz Single Phase
11	Battery backup	In-Built (1-2 Hours)
12	Storage Capacity of Biometric Plus Card Reader:	per reader minimum 5,000 finger print templates and should avoid duplicity of finger print
13	Storage Capacity of Faces :	Maximum 2,000 face templates per reader
14	Transaction logs	per reader maximum 20,000 transaction logs and there should be provision to flush data from the software centrally, In the event of of connectivity failure, device should be able to save the logs till connection to main server is restored. Once the connection is established, Transaction logs to be pushed onto the main server
15	Network Port	Readers must have IP (RJ45) port for communication and must have facility to assign IP address, Subnet Mask and Gateway. (optional GPRS or Wi-Fi connectivity)
16	Push data	Yes (support both static IP and domain server required)
17	USB Connectivity	Yes
18	Communication Interface	Weigand (26 or 32 bit), RS485
19	Certification	UL/BIS/STQC
20	Enrolment and Verification (other than just the image of the face and finger being captured)	Live Swipe
21	Impression type for face and Finger	Live-scan plain / Live-Scan Contactless may be considered for verification.
22	Light source dependability for Finger	No dependency on Light Source
23	Algorithm should include	Image Quality Determination and Feature Generalization
24	Duplication of Face Detection	Duplicated face should be detected

25	Alive Finger detection	Detects Live Finger
26	PoE Enabled	Allows connecting directly with PoE switches, so external power supply is not required.
27	Interface & Device Software	Web based Device Manager should be available, which should also facilitate user and administrator management. The Bidder should provide an Enterprise License for the Biometric application for an unlimited users and unlimited period. There should not be any other license like Client Access License to run the Application.
28	Software API	Interface API, Data Dictionary and documentation to be shared to enable seamless integration with existing eHRMS application or any other system and for MIS through Oracle database connectivity.
29	Technical Support Office	Bidder needs to give support for the devices located in all field offices including HQ office.
30	Bids should be for latest models and should not include models, which are marked to be withdrawn (End of Life) during the next 12 months and End of Support for next 60 Months.	The OEM in their company's letter head shall provide undertaking to this effect
31	The bidder should submit a certificate from OEM for availability of spares for at least 5 years for the biometric equipment's quoted	The OEM in their company's letter head shall provide undertaking to this effect

#### 4.2 Period of Service

One Year of Hardware / Software Warranty with additional 2-year Comprehensive AMC (AMC Charges of 2<sup>nd</sup> and 3<sup>rd</sup> year to be mentioned in the price Bid)

### 5. DESCRIPTION OF THE SELECTION PROCES

#### 5.1 Qualifications of the Bidder

- The Bidder must have experience for providing similar products and services in Government Organisations /PSU, during last three years as on 31<sup>st</sup> March 2020.
- The Bidder should be authorized by Original Equipment Manufacturer to supply and install the product. (MAF for this Bid to be attached).
- The Bidder should be profit making firm with minimum turnover of Rs.30 Lakhs for past two years. CA certificate to support the statement be attached.
- Bidder should have GST Registration
- Proof of submission of EMD

## 5.2 SUBMISSION OF e-BIDS (Technical Bid Envelopes and Price Bid)

The submission of Bids electronically by interested bidders in response to the Request for Proposal should be through e-Tender system only.

Envelope 1: Technical Bid Envelope

2: Price Bid.

5.2.1 **Technical Bid:** - Technical bid should contain above document mention in section 5.1 in PDF format.

### 5.2.2 Price Bid-

1) The rate should be quoted as per the BoQ given in Excel format. Bidder should strictly follow the Price Bid format (No alteration / changes in the format will be allowed and will be treated as non-responsive Bid).

2) In case price bid is found in Envelope -1 (i.e. technical Bid) whole offer shall be rejected.

## 5.3 RESPONSIVENESS OF BID

The e-Bids submitted by Bidders shall be initially scrutinized to establish "Responsiveness". A Bid may be deemed "Non-responsive" if it does not satisfy any of the following conditions:

1. It is not received by the due time & date specified.
2. It does not include EMD as stipulated in this RFP.
3. It does not upload the MAF from OEM as specify in the criteria
4. It does not include sufficient information to be evaluated and/or is not in the formats specified.
5. The uploaded documents are not signed by authorised signatory.
6. It does not conform to the terms and conditions mentioned in this RFP

## 5.4 AWARD OF PURCHASE ORDER

MPCB will issue Purchase Order to the lowest price qualified bidder.

Successful Bidder would be given a copy of Purchase Order stipulating the conditions under which the bid has been qualified as the Successful Bid.

## 5.5 SIGNING OF ORDER ACCEPTANCE

The Successful Bidder would sign a copy of the Purchase / Work Order / Contract as a token of acceptance of the same.

## 5.6 SCHEDULE OF ACTIVITIES

Sr. No.	ACTIVITY	Date
1.	Date of Start of Sale of RFP document	02//09/2020 11:00 AM
2.	Date of End of Sale of RFP document	18//09/2020 17:00 PM
3.	Last date & time for submission of bid	18//09/202017:00 PM
4.	Time and Date of Opening of Technical bid	22//09/2020 13:00 AM

In order to enable MPCB to meet the target dates, Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. MPCB shall adhere to the above schedule to the extent possible. MPCB, however, reserves the right to modify the same. Intimation to this effect shall be given to all Bidders.

## **6. PROCEDURES TO BE FOLLOWED**

### **6.1 INSTRUCTIONS TO BIDDERS for SUBMISSION OF THE BID**

All Bidders should note the following:

The Bidders are requested to follow the Bid submission process which is detailed in Annexure 3.

MPCB shall not be responsible for any delay in submission of the Bids. Any Bid received by MPCB after the due date for submission of the Bids and Annexure 3, will not be opened

### **6.2. VALIDITY OF THE PRICE BID**

Each Bid shall indicate that it is a firm and irrevocable offer, and shall remain valid and open for a period of not less than 180 days.

Non-adherence to this requirement and other terms stipulated in the RFP document may lead to dis-qualification

### **6.3 EARNEST MONEY DEPOSIT (EMD)**

Bidders are required to submit a Earnest Money deposit (EMD) for an amount of **Rs. 50,000 (Rupees Fifty Thousand Only)** Please refer Annexure 3 for the payment of the same. Bids of the bidders who have not paid the EMD as stipulated in this RFP, will be rejected by MPCB as non-responsive. No exemptions to this clause will be allowed. After issuing the work order the service provider has to submit the PBG Performance Bank Guarantee) of 5% of the total value, after submission of the PBG MPCB will release the EMD.

MPCB shall reserve the right to forfeit the Bidder's EMD under the following circumstances:

1. If the Bidder withdraws his Bid at any time during the stipulated period of Bid validity as per Section 8.1 (or as may be extended).
2. If the Bidder, for the period of Bid validity:
  - 1) In MPCB's opinion, commits a material breach of any of the terms and / or conditions contained in the RFP Document and / or subsequent communication from MPCB in this regard and / or
  - 2) Fails or refuses to execute the LoA (in the event of the award of the Project to it) and/or
  - 3) Fails or refuses to furnish the Service Performance Guarantee within the stipulated time
3. Any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MPCB, is found to be incorrect or is a material misrepresentation of facts

### **6.4 Tender Fees**

Fees for Request for Proposal (RFP) document, the RFP can be purchased by making a payment (non-refundable) of Rs. 5,000.00 (Five Thousand only) through online payment. Please refer Annexure 3 of this document for the payment methodology

## **7 Opening of the Bids**

### **7.1 Technical Bid**

Technical bid shall be opened on the due date and time of the tender opening in presence of the



Authorized representatives of the tenderer whoever may be present in the MPCB office.

## **7.2 PRICE BID**

Price Bid Envelope of only those tenderers will be considered for opening, who qualify in the Technical Bid evaluation. Separate information will be given to such tenderer regarding date and time for opening of their "Price Bid" so that they or their authorized representatives may attend their opening, Bidders are required to offer their best prices for the purchase of Time attendance System in the format of the price bid separately given in BoQ. Price offer in any other format will face rejection of the bid and disqualification of the bidder from the evaluation process. The Price Bid should be valid for a minimum period of 180 days from the last date of submission of bids

## **7.3 NOTIFICATION OF AWARD**

MPCB will notify the successful bidder in writing that his bid has been accepted. Upon the successful bidder's furnishing of performance security, MPCB will promptly notify each unsuccessful bidder and will discharge their bid security.

## **8. PAYMENT TERMS and Timeline of the Project**

**Following payment terms will be offered to the successful Bidder:**

- a. MPCB will release the payment to the Supplier/Vendor as per the following terms:
  - I. 30% of the amount of the Purchase Order on acceptance of the Purchase Order
  - II. 20% of the amount of the Purchase Order on delivery of the Product in below mention location (point no.16)
  - III. Remaining 50% of the amount after supply Satisfactory Installation of Biometric Devices at each location.
- b. All payments will be made vide a crossed cheque payable in Mumbai and within 30 days of submission of invoice and after due scrutiny of the performance reports by MPCB or their appointed consultant.
- c. Taxes as applicable by State / Central Government. Any change in taxes will be borne by the MPCB.
- d. Timeline of the project
  - 1) The delivery and Installation of the Product as specification mention in (clause no. 4.1.1) on below mention Location of MPCB within the Six week from the date of Purchase Order.

## **9. INDEMNIFICATION**

The bidder hereby agrees and undertakes that, during the Term of the Contract, it shall indemnify and keep indemnified and otherwise save harmless, MPCB from any third party suits instituted against MPCB which are proved to be because of a direct consequence of the installation and / or use of equipment & services provided by the successful bidder.

## **10. ASSIGNABILITY**

The successful bidder will not assign its rights, title or interest in the contract in favour of any third party without prior written consent of MPCB. MPCB reserves its rights to grant such consent on such terms and conditions, as it deems fits and proper. MPCB's decision to grant such consent or refusal to grant such consent shall be final.

## 11. CONFIDENTIALITY

Successful Bidder shall hold data and information about MPCB, obtained during the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of MPCB.

Successful Bidder and MPCB shall maintain in confidence any information relating to the

## 12. CORRUPT & FRAUDULENT PRACTICES

MPCB requires that the bidder under this RFP document maintains highest standards of ethics during procurement and execution of this project. In pursuance of this policy the board defines the terms set forth as follows

**“Corrupt practice”** means offering, giving, receiving or soliciting of anything of value to influence the action or decision making of public official in the procurement process or execution of the project.

**“fraudulent practice”** means misrepresentation of facts in order to influence the action or decision making of public official in the procurement process or execution of the project to the detriment of the board, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the board the benefits of free & open competition.

If it is determined that bidder / s are engaged in corrupt & fraudulent practices their bid/s will be rejected and also will be declared ineligible for indefinite period or a stated period to time to participate in any future RFP floated by MPCB.

## 14. ARBITRATION

All disputes, differences, claims and demands arising under or pursuant to or touching this document shall be settled by arbitration of sole arbitrator to be appointed by both the parties and failing such agreement, by two arbitrators, one to be appointed by each party to disputes. All arbitrations shall be held at Mumbai location.

## 15. LEGAL JURISDICTION

All legal disputes are subject to jurisdiction of Mumbai courts only.

## 16. List of MPCB offices where biometric to be installed

Sr. No	Location	Quantity Of Biometric Machine
1	HQ Sion	3
2	RO Mumbai	1
3	RO Thane	1
4	RO Kalyan	1
5	RO Raigad	1
6	RO Navi Mumbai	1
7	RO Nashik	1
8	RO Pune	1

9	RO Kolhapur	1
10	RO Aurangabad	1
11	RO Nagpur	1
12	RO Amravati	1
13	RO Chandrapur	1
14	Central Lab	1
15	SRO Nanded	1
16	SRO Chiplun	1
17	SRO Ratnagiri	1
18	SRO Sangli	1
19	SRO Jalgaon	1
20	SRO A.Nagar	1
21	SRO Akola	1
22	SRO Tarapur	1
23	SRO Parbhani	1
24	SRO Bhandara	1
25	SRO Dhule	1
26	SRO Mahad	1
27	SRO Satara	1
28	SRO Solapur	1
29	SRO Latur	1
30	SRO Jalna	1

Note: For address and contact of the above offices please refer the MPCB website or refer the link <https://www.mpcb.gov.in/about-us/offices/amravati>

## Annexure – 1A

### 17. FORMAT FOR COVERING LETTER SUBMISSION- WITH PRICE BID

Date:  
Place:

To .....

Dear Sir,

**Sub: Selection of authorised Vendor for Supply and Installation of Biometric Time Attendance System for MPCB**

As a part of the Bid, we hereby make the following price offer to the MPCB.

The cost of the services to be provided as per the requirements stipulated in this RFP. The price quoted is for the contract period of Three Years.

We agree to bind by this offer if we are selected as the Successful Bidder.

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person: Designation:

## Annexure – 1B

### 18. Price Bid

#### Price Bid Format

**Note: Commercial Offer must be entered online only. An Online Form, of format are uploaded separately on website [www.mahatenders.gov.in](http://www.mahatenders.gov.in) where bidders would quote their offer, sign and seal the document and upload the same as a part of Commercial Envelope submission.**

Sr. No	Description	Qty	Total Amount without GST	GST @18%	Total Amount With GST
1	Biometric Time Attendance System ( As per Specification Mentioned in 4.1.1)	32			
2	Centralised software to manage accurate Attendance report and capable of SQL and Oracle Database Integration.	01			
3	Installation, testing, Training and Commissioning Charges	Job Work			
4	Comprehensive Annual Maintenance Contract Charges for 2 <sup>nd</sup> Year	Job Work			
5	Comprehensive Annual Maintenance Contract Charges for 3 <sup>rd</sup> Year	Job Work			
<b>Grand Total</b>					

Grand Total of Sr No. 1, 2, 3, 4, 5, Amount with GST in Rs \_\_\_\_\_ : Rupees \_\_\_\_\_ (In words)

For and on behalf of:

Signature

(Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Date:

### 18. ANNEXURE – 2

## DETAILS FOR E-TENDER PROCEDURE

### NOTICE DETAILS

<b>Tender Reference no.</b>	NOTICE No.: MPCB/EIC/B-      Date:
<b>Name of Work / Item</b>	Selection of authorised Vendor for Supply and Installation of Biometric Time Attendance System for Maharashtra Pollution Control Board
<b>Tender Fee</b>	Rs. 5,000/- (Rupees Five Thousand Only) (Non-Refundable) to be paid through Online Payment Modes i.e. Net Banking only, during Tender Document Download Stage.
<b>EMD</b>	Rs. 50,000/- (Rupees Fifty Thousand Only) to be paid through Online Payment Modes i.e. Net Banking only, during Tender Document submission Stage
<b>Pre-bid Meeting</b>	Date 14/09/2020 15:00 PM on Teams or WebEX Platform.
<b>Venue of online opening of tender</b>	MPCB Conference Hall, Kaptaru point, 4 <sup>th</sup> floor Opp, PVR Cinema (near Sion Circle) Sion (East) Mumbai-400 022
<b>Address for Communication</b>	MPCB Conference Hall, Kaptaru point, 4 <sup>th</sup> floor Opp, PVR Cinema (near Sion Circle) Sion (East) Mumbai-400 022
<b>Contact Telephone &amp; Fax Numbers</b>	Tel. No-022-24087295, 022-24010437 Fex-022-24087295
<b>e-Tendering Helpline Support:</b>	<b>24 X 7 Help Desk Toll Free No.1800 3070 2232 Mobile No. 7878007972, 7878007973, 7878007974.</b>

Tender Schedule

Sr. No.	Activity	Performed by	Start		Expiry	
			Date	Time	Date	Time (hrs.)
1	Release of E-tender	Department	02/09/2020	11:00	02/09/2020	17:00
2	E-tender Download	Bidders	02/09/2020	11:00	18/09/2020	17:00
3	Clarification for Pre-bid	Bidders	02/09/2020	11:00	11/09/2020	17:00
3	Pre-bid Meeting	Department	14/09/2020 15:00 hrs			
6	Bid Submission	Bidders	02/09/2020	11:00	18/09/2020	17:00
8	Envelope Opening Date (Technical Bid)	Department	22/09/2020	13:00	22/09/2020	17:00
9	Envelope Opening Date (Price Bid)	Department	To be announce later			

**Please Note:** All bid related activities (Process) like Tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

*\* Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

## 19. ANNEXURE-3

## **INSTRUCTIONS TO BIDDERS FOR e-Tendering**

### **GENERAL INSTRUCTIONS:**

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document and BoQ for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra** [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

The Contractors participating first time for e-Tenders on Maha e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrolment of new bidders are as follows.

[https://mahatenders.gov.in/nicgep/app;jsessionid=CA1444774BB4186D0E04B4178D5CA501.mhg\\_eps2?page=BiddersManualKit&service=page](https://mahatenders.gov.in/nicgep/app;jsessionid=CA1444774BB4186D0E04B4178D5CA501.mhg_eps2?page=BiddersManualKit&service=page)

**Empanelment:** The Contractors interested in participating in the Tenders of Maharashtra Pollution Control Board processed using the Electronic Tendering System shall be required to enroll on the Electronic Tendering System to obtain Login ID and password. The Contractors may obtain the necessary information on the process of enrolment either from Helpdesk support team or enrolled directly on Web site [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

### **e-Tendering Tool Kit for Bidders**

(detailed Help documents, designed for bidders) has been provided on Mahaetender website in [https://mahatenders.gov.in/nicgep/app;jsessionid=CA1444774BB4186D0E04B4178D5CA501.mhg\\_eps2?page=BiddersManualKit&service=page](https://mahatenders.gov.in/nicgep/app;jsessionid=CA1444774BB4186D0E04B4178D5CA501.mhg_eps2?page=BiddersManualKit&service=page) order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment by **Net Banking only** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online mode by Net banking only during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

For any assistance on the use of Electronic Tendering System, the Users may call the below numbers:-



**24 X 7 Help Desk Toll Free No.1800 3070 2232 Mobile No. 7878007972, 7878007973, 7878007974.**

**For a bidder, online bidding process consists of following 3 stages:**

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

**All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.**

### **TENDER DOCUMENT PURCHASE AND DOWNLOAD:**

The tender document is uploaded / released on Mahaetenders website [www.mahatenders.gov.in](http://www.mahatenders.gov.in) Tender document and supporting documents may be purchased and downloaded from above link of Mahaetender site GoM, by making payment through **Online Payment Modes i.e. Net Banking Only.**

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually. The bidders are required to download the tender document within the pre-scribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, Department / Corporation will not be responsible for any such failure on account of bidders for not downloading the document within the schedule even though they have paid the cost of the tender to the Department / Corporation. In such case the cost of the tender paid by the bidders will not be refunded.

### **PREPARATION & SUBMISSION OF BIDS**

Bids shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

### **Online Bid Preparation Price BID**

All commercial offers must be prepared online in given BoQ format (An online form will be provided for this purpose in Online Price Bid Envelope during **Online Bid Preparation** stage).

### **Online Bid Submission**

In this stage, bidders who have successfully completed their Bid Preparation stage are required to submit the bid in prescribe time schedule.

### **INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION**

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. **Net Banking only** during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of **Bid Preparation**, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item as per the format given, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of **Bid Preparation** should be completed within the pre-scribed schedule given for bid preparation.

After **Bid Preparation**, the bidders are required to complete **Bid Submission** activity within prescribed schedule without which the tender will not be submitted.

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on Maha e-tendering portal. The tenderer will not be communicated separately regarding the amendment.

### **OPENING OF BIDS:**

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure only in the presence of bidders (if possible). Bids shall be opened either in the presence of bidders or its duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their

attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

**TECHNICAL BID ENVELOPE**

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

The technical bid consist of following Documents

Sr No	Description	Documents status
1	The Bidder must have experience for providing similar products and services in Government Organisations /PSU, during last three years as on 31 <sup>st</sup> March 2020 WO/PO should be submitted.	Compulsory
2	The Bidder should be authorized by Original Equipment Manufacturer to supply and install the product. (MAF for this Bid to be attached). MAF should be submitted	Compulsory
3	The Bidder should be profit making firm with minimum turnover of Rs.30 Lakhs for past two years. CA certificate to support the statement be attached.	Compulsory
4	Bidder should have GST Registration	Compulsory
5	Proof of submission of EMD	Compulsory

**Price Bid ENVELOPE:**

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

Sr No	Description	Documents status
1	BoQ as per given excel Format	Compulsory
2	<b>Price Bid Format Annexure – 1B</b>	Compulsory
3	<i>FORMAT FOR COVERING LETTER SUBMISSION- WITH PRICE BID Annexure – 1A</i>	Compulsory

