



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3169704
Dated/दिनांक : 22-02-2023

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 09-03-2023 14:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 09-03-2023 14:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 90 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Madhya Pradesh |
| Department Name/विभाग का नाम | Tourism Department Madhya Pradesh |
| Organisation Name/संगठन का नाम | Madhya Pradesh State Tourism Development Corporation Limited (mpstdc) Bhopal |
| Office Name/कार्यालय का नाम | Pratan Bhawan Bhadbhada Road Bhopal |
| Total Quantity/कुल मात्रा | 10 |
| Item Category/मद केटेगरी | MS Office 21 Pro |
| BOQ Title/बीओक्यू शीर्षक | office |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 20 Lakh (s) |
| OEM Average Turnover (Last 3 Years)/मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का) | 20 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 1 Year (s) |
| MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover | No |
| Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover | No |

Bid Details/बिड विवरण

| | |
|---|---|
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Past Performance/विगत प्रदर्शन | 80 % |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |

EMD Detail/ईएमडी विवरण

| | |
|----------|----|
| Required | No |
|----------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|----------|----|
| Required | No |
|----------|----|

Splitting/विभाजन

Bid splitting not applied.

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|---|----|

MII Purchase Preference/एमआईआई खरीद वरीयता

| | |
|--|----|
| MII Purchase Preference/एमआईआई खरीद वरीयता | No |
|--|----|

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the

completed financial years after the date of constitution shall be taken into account for this criteria.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

MS Office 21 Pro

| | |
|-----------------------------|-----------|
| Brand Type/ब्रांड का प्रकार | Unbranded |
|-----------------------------|-----------|

Technical Specifications/तकनीकी विशिष्टियाँ

| | |
|-------------------------------|---------------------------|
| Specification Document | View File |
| BOQ Detail Document | View File |

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Quantity/मात्रा | Delivery Days/डिलीवरी के दिन |
|----------------|---|--|-----------------|------------------------------|
| 1 | Santosh Kumar Shrivastava | 462003,6th Floor, Lilly Trade Wings, Jhangirabad | 10 | 10 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Madhya Pradesh Tourism Board
6th Floor, Lily Trade Wing (Above D Mart),
Jehangirabad, Bhopal,
Bhopal, Madhya Pradesh
PIN CODE 462008

3. Turnover

Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1) Bidder firms registered as vendors with the buyer organization will be preferred.
- 2) Prices shall be inclusive of all temporary permits, freight, insurance, and all such other costs. Prices shall remain firm and no escalation shall be permissible. All statutory taxes and duties as applicable, within India, shall be paid by the Supplier. For the supply of Machines of foreign origin, the supplier shall also arrange for customs clearance, port handling, and inland transportation/ insurance of the machines from the Port to the consignee place.
- 3) GST to be calculated and incorporated at seller end.
- 4) The bidder must submit a copy of the organization/firm's PAN Number.

- 5) All the documents will be verified by the buyer, if any document is found suspicious and inaccurate, then that bidder will be rejected and backlisted.
- 6) The buyer reserves the rights for any changes/cancellation/rejection of any part or whole bid, without assigning any reason whatsoever.
- 7) It must be noted that normally all correspondence and transactions will be made only with the parties whose bids have been accepted and not with anybody else.
- 8) Bidder will have to submit all the above Additional Terms and Conditions on its (Bidder) Letter Head along with necessary certificates/affidavit/documents as mentioned in above point failing which the bid will be rejected.
- 9) Bidder must submit the following Buyer Added Bid Specific Terms and Conditions on Letter Head, otherwise, the bid will be rejected.
 - (i) Data Sheets of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
 - (ii) Malicious Code Certificate: The seller should upload the following certificate in the bid:- This is to certify that the Hardware and the Software being offered, as part of the contract, do not contain Embedded Malicious code that would activate procedures to:-
- 10) The bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any before technical evaluation.
- 11) ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
- 12) The bidder should have experience with the supply of items that is mentioned in the Bid Copies of work orders should be uploaded.
- 13) The bidder should have registered in GST and a copy of the last quarter's filled return must be uploaded.
- 14) Bidder/OEM should have an escalation matrix and dedicated toll-free no. for the smooth running of the call logging process, documentary evidence must be required.
- 15) Buyer reserves the right to itself accept any Bid or reject any or all Bids or cancel/ withdraw Invitation to Bid without assigning any reason for such decisions.
Such decisions by the buyer shall bear no liability whatsoever consequent upon such a decision.
- 16) The buyer reserves the right to any changes/cancellations/rejection of any part or whole bid, without assigning any reason whatsoever.
- 17) Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC, and Corrigendum if any before technical evaluation.

- 18) The delivery of the items has to be effected within 10 days from the issue of the purchase order.
- 19) Bidder should demonstrate the products (being offered) physically in this office and duly verify the specification of the product on their letterhead by the competent authority.
- 20) The installation will be treated as incomplete in one/all of the following situations:
 - a. Non-delivery of any software modules mentioned in the order
 - b. Non-delivery of supporting documentation
 - c. Delivery, but no installation of the components and/or software
 - d. System operational, but unsatisfactory to the buyer.
 - e. Training to the operational staff.
- 21) The supplier will be entirely responsible for all applicable present and future duties, levies, charges, license fees, GST, etc. in connection with the delivery of goods at the site including incidental services and commissioning.
- 22) Buyer shall reserve the right to place a repeat order for additional requirement of equipment mentioned in the bid at the negotiated price within 12 (twelve) months of placing the order.
- 23) The bidder should have a registered office in Bhopal (Madhya Pradesh).
- 24) Bidder should have valid Registration No. of GST and should submit a copy of last quarter filled return i.e. up to October 2022 must be uploaded.
- 25) A seller rating of 4.0 and above on the GEM platform is required.
- 26) The Bidder should have a minimum Average Annual turnover of Rs. 20 lacs during the last three financial years i.e. 2019-20, 2020-21, and 2021-22. A C A certificate showing the same must be attached.
- 27) All the documents will be verified by the buyer, if any document is found suspicious and inaccurate, then that bidder will be rejected and blacklisted.

7. **Generic**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 1 year before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

8. **Certificates**

ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---