



MMTC LIMITED

(A Government of India Enterprise)

**“MMTC House”, C-22, E-Block, Bandra-Kurla Complex
Bandra (East), Mumbai – 400 051.**

Phone: 022-61214526/61214599/26570744 Fax: 022 -26572541

E-mail: mmtcmumbai@mmtclimited.com : Website: www.mmtclimited.com

SYSTEMS DIVISION

Tender No. MMTC/Mum/Systems/PC Purchase/2017-18

Dated: 20th February 2018

TENDER DOCUMENT

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK

Tender No. MMTc/Mum/Systems/PC Purchase/2017-18

Dated: 20th February 2018

Technical BID

Part – 1

Start date for Downloading tender documents	20 TH February 2018	From 12:00 Hrs
Last date for Downloading tender document	6 th March 2018	upto 12:00 Hrs
Due date of tender submission (Technical & Price Bid)	6 th March 2018	upto 14:00 Hrs
Technical Bids opening Date	6 th March 2018	at 14:30 Hrs

Downloaded by:

M/S

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK

Tender No. MMTC/Mum/Systems/PC Purchase/2017-18

Dated: 20th February 2018

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E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK

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Appendix

- | | |
|---|---|
| 1. Participation Fees
(Non refundable) | : Rs. 1000/- (Rupees One Thousand Only) in
Through e-payment (NEFT/Fund Transfer) in Axis
Bank Ltd. BKC Branch, Bandra(E) Mumbai.
Current Account No. 230010200004688 IFSC
Code: UTIB0000230 and submit letter mentioning
UTR Number. |
|---|---|

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK

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NOTICE INVITING TENDER (NIT)

MMTC Limited invites E-bids for **“E-NIT FOR PURCHASE OF DESKTOP COMPUTERS
UNDER BUYBACK AT MMTC HOUSE, BKC, BANDRA(EAST) MUMBAI-51.”**

Interested bidders fulfilling minimum eligibility criteria as mentioned below may submit their e-bid along with the following set of documents. Self-certified scanned copies of following documents are required to be furnished through e-mode in the TECHNICAL BID on or before 14.00_hrs of 06.03.2018.

1. Eligibility Criteria / Proof of Eligibility:

- a) The agency should have overall turnover of minimum Rs.5 Lacs (Rupees Five Lakh Only) for last three years i.e. 2014-15, 2015-16 & 2016-17 and in support thereof their balance sheets/profit & loss accounts be attached duly certified by their Chartered Accountant.
- b) The agency should have minimum 5 years of experience in supplying computer related equipments and should submit copies of award letters in support thereof duly attested.
- c) Firm must have income tax, PAN and service tax copy to be submitted.
- d) Offer should be as per tender specification, any deviation in the offer should be clearly indicated.
- e) Firm has to produce certificate duly ink signed by CA for status whether firm is proprietary/partnership, etc.
- f) Firm must deposit tender non-refundable tender fee of Rs. 1000/- through RTGS/NEFT/fund transfer in the account of the MMTC Limited, payable at Mumbai. Axis Bank Limited, BKC Branch, Bandra, Mumbai
Current Account No : **-230010200004688**
IFSC Code : - UTIB0000230.
- g) The firms registered in MSME/NSIC are exempted from the payment of Tender fee.
- h) The firm should submit financial capability through latest report along with balance sheet, profit and loss statement.
- i) Submission of bid will be only through e-tender process.
- j) All taxes will be payable as per latest notification applicable.
- k) Last three years audited financial statements (balance sheet and Profit & Loss A/c) along with a certificate issued by C.A. (in original) confirming audit, positive net worth, turnover of the organization.
- l) Income Tax returns for the last three financial years.
- m) Legal status/Type of the company.
- n) List of Board of Directors.
- o) Solvency Report from your banker.

2. List of documents :

Technical Bid should be accompanied by the following documents:

-
- a. Tender document duly signed and stamped on each page by authorized signatory, as token of acceptance of term & conditions.
 - b. Profile of Organization (Bidder).
 - c. PAN/Aadhar Card (self-attested copy of the certificate)
 - d. Power of Attorney/Authorization in favor of signatory of Tender documents.
 - e. Last three years' audited financial statements (balance sheet and profit & loss a/c) along with Certificate issued by C.A (in original), regarding confirmation of audit, positive net worth, turnover of the bidder and income tax returns for the last three financial years.
 - f. Authorization letter, *with attested photograph*, in favor of the official attending the bid opening process.
 - g. Solvency report from nationalized bank.
 - h. Memorandum of Association or Article of Association along with name, address and photos of Directors.
 - i. Copy of work order of last three years executed in government organization.
 - j. Turnover statement during the past three years supported by balance sheet and IT returns.
 - k. Copy of GST/VAT/Service tax/Registration certificate.
 - l. **Certificate for having authorized valid HP dealership. You are required to submit proof that HP has authorized you to process/quote for said tender.**
 - m. Bidder should have all the statutory government licenses.

Bids without above documents will be liable for rejection.

3. Interested bidders may obtain the tender document from website site i.e., mmtclimited.com, <https://mmtc.abcprocure.com/EPROC> by paying Rs.1000/- through e-payment (NEFT/Fund transfer and submit copy of UTR number)

4. (a) **Last date and time for submission of bids 06.03.2018__ up to 14.00hrs.**
(b) **Opening of Technical Bids on 06.03.2018_ at 14.30 hrs.**

5. MMTC Limited reserves the right to reject any one or all the tenders, either in full or in part and no claim whatsoever shall be entertained on this account.

6. All payments made to MMTC Limited, Mumbai should be through e-payment only (RTGS/NEFT/Fund Transfer) in Axis Bank Limited, BKC Branch, Bandra, Mumbai Current Account No: **230010200004688**
IFSC Code : - UTIB0000230 and submit letter mentioning UTR number.

Chief Manager (Systems)

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SPECIAL TERMS & CONDITIONS FOR E-TENDER

1. The e-Tender is available on MMTC e-procurement website <https://mmtc.abcprocure.com/EPROC> for online bidding process. For this, Bidder is required to obtain minimum Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority (www.cca.gov.in) and have to register with e-procurement portal <https://mmtc.abcprocure.com/EPROC> (a onetime activity independent of each other) as given below:

Procedure for Obtaining Digital Certificate

The bidder should obtain digital certificate to participate in the tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.abcprocure.com/EPROC/> In case of any difficulty, the bidder may either mail or talk to the Technical Support Engineer, whose contact details are given below.

Procedure for Registering in E-Procurement portal

Further, you have to register with our E-Procurement portal. For registering, please go to <https://mmtc.abcprocure.com/EPROC/> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

2 For any assistance on e-bidding process, please contact :

HELP DESK TIMINGS : 1000 HRS TO 1830 HRS IST (MONDAY TO FRIDAY)(Exclusions: MMTC HOLIDAYS))		
Contact Nos . for help desk officers		
Dedicated help desk for MMTC		
Name	Email-id	Phone Number
ONSITE Mr. Abhijeet Goware Resident Manager.	abhijeet@eptl.in	+91-9265562826 079-40270507
OFFSITE Mr. Pankesh Kumar Technical Support	pankesh@eptl.in support@abcprocure.com	91-9374519729

For details, please visit www.mmtclimited.com, www.eprocure.gov.in & <https://mmtc.abcprocure.com/EPROC/>.

Yours faithfully,
For on behalf of MMTC Ltd.

Chief Manager (Systems)

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK.

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INSTRUCTIONS TO TENDERERS

TENDER SUBMISSION PROCEDURE:

The bidder shall submit the tender in two bid system.

PART – I shall be TECHNICAL BID, PART – II shall be FINANCIAL BID.

The bidder shall enclose the following papers, documents with the Bid:

ENCLOSURES TO PART – I (THROUGH E-MODE ONLY):

1. THE NON-REFUNDABLE PARTICIPATION FEES OF RS. 1000/- (Rupees One Thousand only) THROUGH E-PAYMENT (NEFT/FUND TRANSFER) AND UTR COPY HAS TO BE SUBMITTED. If submitted – tick (yes)
2. PROOF IN SUPPORT OF VALID REGISTRATION WITH STATUTORY AUTHORITIES: PAN NO, SERVICE TAX, ETC. If submitted – tick (yes)
3. AUTHORIZED VALID HP DEALERSHIP. PROOF THAT HP HAS AUTHORIZED YOU TO PROCESS/QUOTE FOR SAID TENDER. If submitted – tick (yes)
4. CERTIFIED COPY OF ‘ANNUAL TURN-OVER’ FOR THE LAST THREE CONSECUTIVE FINANCIAL YEARS DULY AUDITED INDICATING ANNUAL TURNOVER, BALANCE SHEET, INCOME TAX RETURNS, P&L ACCOUNT ETC TO BE SUBMITTED. If submitted-tick (yes)
5. COMPLETE PROFILE OF THE ORGANIZATION. If submitted- tick (yes)
6. PROOF OF FINANCIAL SOUNDNESS DURING THE LAST THREE FINANCIAL YEARS / ATTESTED COPY OF SOLVENCY CERTIFICATE ISSUED FROM THE SCHEDULED / NATIONALIZED BANK. If submitted – tick (yes).

Foot Notes:

1. The tender shall be liable for rejection at the option of the MMTC Limited, if the party fails to submit any one of the above documents.
2. It should be noted that no price / rate indication directly or indirectly be reflected in anyway in the Part – 1 (Technical Bid).

ENCLOSURES TO PART – II (THROUGH E-MODE ONLY):

1. **PRICE BID: In prescribed format DULY FILLED AND SIGNED.**

FOR AND ON BEHALF MMTC LIMITED

**Manoj S Basak
Chief Manager (Systems)
MMTC Limited,
C-22, E-Block,
BKC, Bandra(E),
Mumbai –400 051.**

N.B: Contact person for any clarification: Shri Manoj S Basak, Chief Manager (Systems), Phone: 022-61214526/61214599/022-26570744.

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GENERAL INSTRUCTIONS FOR BIDDERS

SECTION - I

1. **Receipt of Tender Document :**

Technical Bid portion along with Participation fee to be submitted through e-form on the e-tender website on or before the closing date & time, failing which the bids will be treated as late tender and rejected.

Bidder must fill all the schedules and submit all the prescribed information as per the instructions given in various sections of the tender. Each & every page of the tender document as prescribed must be signed & stamped and submitted in token of complete acceptance thereof. The information submitted shall be complete in itself.

2. **Opening of bid :**

- a. Technical Bid will be opened on **06.03.2018 at 1430hrs.**
- b. Date and time for opening of Financial Bid shall be informed later to the bidders who qualify in technical evaluation process.
- c. In case the specified date of tender opening is subsequently declared a holiday or closed day, the tenders will be opened at the appointed time and place on the next working day.
- d. Authorized representatives of the bidders, who have submitted tenders on time, may attend the tender opening process provided they bring with them letters of authority from the corresponding bidders. The tender opening official(s)/Committee will prepare a list of the representatives attending the tender opening. The list will contain the representative's name & signatures and corresponding bidder's name and address.

3. **Important Instructions to bidders :**

- a) Tender documents must be page numbered, signed & stamped by Authorized Person.
- b) Submission of the bid by a bidder would imply that the bidder has carefully read and agreed to the terms and conditions contained in the bid document.
- c) If the date fixed for opening of bids is subsequently declared as holiday by MMTC Limited the bids will be opened on next working day, time and venue remaining unaltered.
- d) Rate should be submitted as per the Financial Bid Format.
- e) Financial Bid should consist of bidder's quoted rates duly signed and stamped by authorized person.
- f) A bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be not be considered for the tender process.

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- g) Bidders are advised to go through the contents of tender document, including the terms & condition, with utmost care to avoid rejection of their bids.
 - h) Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the bidders, who resort to canvassing, shall be rejected.
 - i) No conditional bid including conditional rebate shall be accepted. Conditional bid is liable to be summarily rejected.
 - j) This bid document shall form a part of the contract agreement. Any clarification issued by MMTC Limited in response to queries raised by prospective bidders shall form an integral part of Bid Document and it may amount to amendment of relevant clauses of the Bid Documents.

4. **TENDER VALIDITY** :-

- a. The tenders shall remain valid for acceptance for a minimum period of *60 days (sixty days)* after the date of opening of Technical Bid prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and shall be rejected.
- b. In exceptional cases, the bidders may be requested by MMTC Limited to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/email followed by surface mail. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of the original tender.
- c. In case, the day up to which the tenders are to remain valid is subsequently declared a holiday or closed day, the tender validity shall automatically be extended up-to the next working day.

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SECTION - II

1. SCOPE OF TENDER:

The successful L-1 bidder shall sign an Agreement within 15 days of the acceptance of bid.

2. MMTC's RIGHT TO ACCEPT / REJECT ANY OR ALL BIDS :

MMTC Limited reserves the right to accept or reject any or all bids and to annul the bidding process at any time prior to award of agreement without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of MMTC's such action.

3. ISSUE OF LETTER OF INTENT (LOI):

- a. The issue of an LOI shall constitute the intention of the MMTC Limited to enter into an agreement with the successful bidder.
- b. Within 7 days of issue of the LOI, the bidder(s) shall give their acceptance in conformity with terms of bid document which shall be followed with signing of detailed contract/agreement for purchase.

4. DISPUTE RESOLUTION MECHANISM: -

If **any** dispute or difference of any kind arises between MMTC Limited and the bidder(s) in connection with or relating to the **tender and LOI only**, the parties shall make every effort to resolve the same amicably by mutual consultations. In case, if they fail to do so, the matter will be referred to the Chairman-Cum-Managing Director, MMTC Limited, Scope Complex, Lodhi Road, New Delhi.110 003, whose decision shall be final and binding.

5. LIQUIDATED DAMAGES:

Should the Bidder(s) fail to perform contractual obligations MMTC Limited shall be entitled to recover liquidated damages. Quantum of liquidated damages assessed and levied by MMTC Limited shall be final and **binding on the parties**.

6. FORCE MAJEURE:

If at any time during the existence of this contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotions, sabotage, quarantine, restrictions, acts of God and acts of governments (including but not restricted to prohibitions of exports and imports) fires, floods, explosions, epidemics, strikes or any other labor trouble, embargoes, then the date of fulfillment of any obligations engagements shall be postponed during the time when such circumstances are operative. Any waiver/Extension of time in respect of the delivery of any installment shall not be deemed to be waiver/extension of time in respect of the

remaining deliveries.

“If operation of such circumstances exceeds one months, either party will have the right to refuse further performance of the contract in which case neither party shall have the right to claim eventual damages”

The party which is unable to fulfill its obligations under the present contract must within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract with supporting documents to the effect of force-majeure issued by the government/Competent Authority/Chamber of Commerce viz. FICCI, ASSOCHAM etc.

7. TERMINATION FOR DEFAULT: -

MMTC Limited may, without prejudice to any other remedy for breach of contract, by written notice of 7 (seven) days, sent to the bidder, terminate this contract in whole or in part. **Further, MMTC reserves the right to terminate the contract under the following circumstances:**

- a) If the bidder fails to meet its contractual obligations within the time period(s) specified in the agreement, or any extension thereof granted by the MMTC Limited.
- a) If the bidder, in either of the above circumstances, does not remedy its failure within a period of 10 days (or such longer period as the MMTC Limited may authorize in writing) after receipt of the default notice from the MMTC Limited.
- b) In the event, the MMTC Limited terminates the contract in whole or in part, the MMTC Limited may proceed, upon such terms and in such manner as it deems appropriate.

8. TERMINATION FOR INSOLVENCY: -

MMTC Limited may at any time terminate the Contract by giving *30 days prior* written notice to the Bidder, without giving compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the MMTC Limited.

9. FRAUD PREVENTION POLICY:

All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow other (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

10. HOLIDAY LISTING:

Notwithstanding anything contained in this agreement, MMTC's policy for holiday listing of an agency mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or taken any curative measures with the agency(s) in accordance with the policy in force.

11. UNDERTAKING :

The awarded bidder should give an undertaking on stamp paper stating they will not carry any anti-national activity in the premises allotted to them and will abide all laws of the country.

E-NIT FOR PURCHASE OF DESKTOP COMPUTERS UNDER BUYBACK.

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SECTION - III

SCOPE OF WORK

Following items to be purchased:

Sl No	Item Description	Make	Qty
1.	Desktop PC - HP 280 G3 Micro tower PC 7 th Generation Intel Core i5 Processor, Windows 10 Pro 64, 4GB RAM, 1 TB HDD storage, monitor included, 3year (3-3-3) warranty	HP	6 (SIX)
2.	Microsoft Office 2016 Standard Edition with license and media	Microsoft	6 (SIX)

These machines will be purchased under buyback mechanism & the following is the specs of the machines which will be offered for buyback.

Sr.No	Machine Type	Qty being offered for Buyback
1.	Desktop PC (Celeron, 1 GB RAM, 40/80 GB HDD, WIN XP Prof), CRT Monitor	6 (SIX)

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SECTION – IV

Technical Bid

The technical bid shall contain following information in a sealed cover super-scribed “**Technical Bid for purchase of desktop computers under buyback**”. It shall consist of the following documents/ information:

1	Name, Address, Set up Status of organization.	
2	Contact person with telephone	
3	Details of experience (with documentary proof).	
4	Details of PAN card of the company (copy to be attached).	
5	Details of registration with various bodies (Government bodies , ROC, Mumbai Sales Tax, Work Contact Tax etc).	
8	List of Clients.	
9	Full specification of the computers being offered with details of MS Office	
10	Delivery time/schedule	

- A General undertaking that all terms and conditions of this Tender document are acceptable.
- Tender documents duly signed in all pages with seal

Signature : _____

Name : _____

Designation : _____

Company with seal : _____

Address : _____

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SECTION – V

FINANCIAL BID

Tender for purchase of desktop computers under buyback at MMTC House, BKC, Bandra East, Mumbai – 400 051

Sl No	Item Description	Make	Qty	Per Unit price (In Rupees) excluding taxes	Total Price (excluding taxes)	Taxes	Grand Total (including taxes and charges)
1.	Desktop PC - HP 280 G3 Micro tower PC 7 th Generation Intel Core i5 Processor, Windows 10 Pro 64, 4GB RAM, 1 TB HDD storage, monitor included, 3year (3-3-3) warranty	HP	6				
2	Microsoft Office Standard Edition with license and media	Microsoft	6				

These machines will be purchased under buyback mechanism to be quoted for as below

Sr.No	Machine Type	Qty being offered for Buyback	Buyback price per unit (In Rupees)	Total Buyback Price
1.	Desktop PC (Celeron, 1 GB RAM, 40/80 GB HDD, WIN XP Prof), CRT Monitor	6 (SIX)		

Grand Total: _____ (Net of Buyback price)

inclusive of all taxes and charges.

In words (Rupees _____)

I/We accept all the terms & conditions mentioned in the tender document.

AURHORIZED SIGNATORY _____

NAME : _____

Name of the Company/Firm with address _____

Date :

Seal of Company/Firm