

Request of proposal

For Supply of Hardware

**for
CAD Textile Centre at CFC (Common Facility Centre)
Boudh & Sonapur of Orissa**

**DSMS (District Supply & Marketing Society),
c/o- DRDA, At/Po- Sonapur, District- Subarnapur, Orissa, 767017**

1. Introduction

As per its mandate, to provide livelihood opportunities to the rural producer through indirect marketing support ORMAS (Orissa Rural Development & Marketing Society) through its district unit DSMSs (District Supply and Marketing Society) has implemented SGSY Special Project in Boudh & Sonepur district taking Handloom as the key & prime activity. Interventions in respect to capacity building on basic & skill up-gradation, technology adoption, credit arrangement and exposure visits have been provided to the weavers of these areas. In order to help the weavers, preferably BPL in adopting the new low cost highly productive technology two Production-cum-Common Facility Centres have also been established. Now to make the weavers enable to produce demand driven products as per the choice of consumers two CAD centre are planned to establish.

2. Proposal Processing Fee

The proposal document is available online at www.ormas.org. All eligible bidders may participate in the Bid process. Each bidder shall to pay **Rs.2000.00 (Rupees two thousand only)** as Proposal processing fee through Demand Draft in favour of "DSMS, Sonepur" Payable at Sonepur along-with the bid document. This amount will be non-refundable.

The bidders are expected to examine all instructions, forms, terms, CAD-Centre requirements and other information in the proposal documents. Failure to furnish all information required by the tender documents not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of its proposal.

3. Key Activities and Dates

The Schedule of Key Activities for the purpose of submission proposal is outlined below:

Sl. No	Key Activities	Date
1.	Floating of Bid Document at www.ormas.org	18/06/2010
2.	Last date for Submission of written Queries, Clarifications by bidders	25/06/2010
3.	Last Date for receipt of Bid documents	29/06/2010, 12:30 PM
4.	Date of opening the Pre-qualification	29/06/2010, 1 PM
5.	Date of opening the Technical Bid	
6.	Presentation by the Bidder	
7.	Date of opening the Commercial Proposals	

4. Eligibility Criteria for Bidders

- I. General Eligibility & Pre-qualification Criteria: This invitation for bids is open to all authorized agency who full-fill pre-qualification criteria as specified below.
 - a. Bidder should have registered under VAT / Income Tax
 - b. The list of organizations (with full addresses, telephone/fax no., e-mail addresses etc.) to which the equipment/machinery were supplied is to be provided in the bid for our reference.
 - c. If you are original manufacturer of software or equipment kindly provide the sufficient proof (example excise registration etc.).
 - d. If you are representing a company as dealer/authorized agent kindly provide authorization certificate to execute the ordered software and equipments on behalf of the original manufacturer.
 - e. An agency having sufficient experience in the field may bid for the project.

5. Documents to be submitted along-with this proposal:

Followings documents should be submitted along-with proposal paper:

- a. Proposal covering letter.
- b. Pre-qualification proposal containing data to support the qualification of the Bidder.
- c. Commercial proposal as specified in section 24.b. of this proposal paper.
- d. Any other information that is required to be submitted in the proposal process.
- e. Bidders shall furnish the required information on their technical and commercial strengths in the enclosed formats only. Any deviations in format may make the bid liable for rejection.

6. Bidder Inquiries and DSMS, SONEPUR Responses:

All enquiries / clarifications from the bidders, related to this tender must be directed through email at **dsmsonepur@gmail.com**. In no event will the DSMS, SONEPUR be responsible for ensuring that bidders' inquiries have been received by the DSMS, SONEPUR.

The DSMS, SONEPUR will endeavour to provide a full, complete, accurate, and timely response to all questions. However, the DSMS, SONEPUR makes no representation or warranty as to the completeness or accuracy of any response, nor does the DSMS, SONEPUR undertake to answer all the queries that have been asked by the bidders.

7. Supplemental Information to the Request for Proposals

If DSMS, SONEPUR deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such supplement shall be deemed to be incorporated by this reference into this tender.

8. Venue & Deadline for submission of proposals

Bid shall be received through post at

Chief Executive, DSMS, c/o- DRDA, At/Po – Sonepur, Orissa

Last Date & Time of submission: 12:30 PM on 29th June 2010.

9. Late proposals

If the Bidder will not be able to submit their bid on or before schedule date and time of submission then the bid will not be accepted.

10. Proposal opening

Total transparency will be observed while opening of proposals. DSMS, SONEPUR reserves the right at all times to postpone or cancel a scheduled bid opening. The venue for the opening of proposals is given below:

Address:

DSMS, c/o- DRDA Building, At/Po/Dist-Sonepur, Orissa

In the event of the specified date of bid opening date (**1:00 PM on 29th June 2010**) being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.

11. General Guidelines for bid opening

- a. Bids will be in two parts (pre-qualification and financial) as indicated in this tender paper. There will be two bid-opening events (i) for the Pre-qualifications and (iii) for the Commercial Bids.
- b. The 'Commercial Proposal' covers shall not be opened until the evaluation of the pre qualification proposal is complete.
- c. After evaluation of pre qualifications, the commercial proposals of only those bidders, who qualify in pre qualification, will be opened.
- d. All the proposals will be opened in presence of the bidder's representatives, if present at the time of bid opening. However, if there is no representative of the bidder, DSMS, Sonapur shall still go ahead and open the bids.

12. Pre-qualification proposal

The pre-qualification proposal will be used to evaluate if the bidder's reputation technical skill base meets the pre-qualification criteria.

13. Commercial Proposal

Unless expressly indicated, bidder shall not include any technical information regarding the services in the commercial proposal. Additional information may be submitted to accompany the proposal. In submitting additional information, please mark it as supplemental to the required response. Prices shall be quoted entirely in Indian Rupees and must be inclusive of applicable rates and taxes.

14. Signature

The covering letter must be signed with the bidder's name and by a representative of the bidder, who is authorized to commit the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.

15. Period of Validity of Proposals

- a. The proposals for price shall be valid for a period of minimum Three (3) months from the date of opening of the proposals. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, at its discretion, DSMS, Sonapur may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

16. Language of Proposals

The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documentation will become the property of the DSMS, SONEPUR and will not be returned. The hardcopy version of the commercial proposal will be considered as the official proposal.

17. Disqualification

The proposal is liable to be disqualified in the following cases:

- a. Proposal not submitted in accordance with this document.
- b. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- c. Proposal is received in incomplete form.
- d. Proposal is not accompanied by all requisite documents
- e. Information submitted in the proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise.

18.Negotiations, proposal Finalization and award

The committee shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked first by the committee. If the DSMS, SONEPUR is unable to finalize the bid with the bidder ranked first, the DSMS, SONEPUR may proceed to the next ranked bidder, and so on until a contract is awarded. The DSMS, SONEPUR reserves the right to present a contract to the bidder selected for negotiations.

DSMS, SONEPUR's right to accept any Proposal and to reject any or All Proposals

DSMS, SONEPUR reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for DSMS, SONEPUR 's action.

19.Notification about finalisation of tender.

Notification about finalization of tender will be intimated by DSMS, Sonepur in writing or by fax or by email, to only the successful bidder prior to the expiration of the validity period, that its bid has been accepted.

20.Warranty & Maintenance

- a. The successful bidder shall provide a comprehensive warranty of the item supplied for duration of 2 Years, commencing from the date when the system goes "live" i.e. ('go-live' + 2 Year).
- b. During the warranty period, the bidder warrants that the goods supplied are new, unused, of the most recent version/ models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The bidder further warrants that the goods supplied shall have no defects arising from design, materials or workmanship.
- c. Please mention the charges for comprehensive AMC including upgrades on completion of warranty period.
- d. DSMS, SONEPUR shall promptly notify successful bidder in writing of any claims arising under this warranty. Upon receipt of such notice, the bidder shall, within the warranty period and with all reasonable speed, repair or replace the defective systems, without costs to DSMS, SONEPUR and within time specified and acceptable to DSMS, SONEPUR.
- e. If the successful bidder, having been notified, fails to remedy the defect(s) within a period of 15 days to one month, DSMS, SONEPUR may proceed to take such reasonable remedial action as may be necessary.

21. Technical Requirements (Hardware)

1. DESKTOP Computer with following configuration:

Make	HP (Hewlett Packard)
Processor	Core 2 Duo (2.8 GHz) or higher Cache 2 MB L2 Cache
System bus	Upto 1333 MHz Front Side Bus Intel Chipset
Graphic card	NVIDIA 256 MB or higher
Memory (RAM)	Minimum 4 GB.
Hard disk drive	250 GB SATA Hard Disk Drive
Optical drives	16XDVD+/-RW
I/O Port	Front: headphone, microphone, 2USB 2.0; Rear:4 USB 2.0, , audio In, audio Out, microphone;
Keyboard & mouse	Standard Keyboard (USB optical or PS/2)
Monitor	19" or bigger TFT Monitor
Operating system installed	Windows XP, Windows 7 (32 bit)

2. Digitizer: Wacom Digitizer Introus or Bambo 6 X 8 inch
3. Automatic Jacquard Punch Card Machine.
4. LAPTOP with following configuration
HP Make, Core 2 Duo (2.8 GHz) or higher Cache 2 MB L2 Cache, Hard Disk drive – 250 GB SATA hard drive, 4 GB RAM, DVD RW, Microsoft Windows OS – Windows XP or Windows 7.
5. COLOUR PRINTER: Epson stylus pro 3885 (Inkjet).
6. SCANNER: HP Scan jet G4010 Photo scanner.
7. UPS: 1KVA with 15 to 20 min Backup.

Note: Higher and latest version /specification may also be considered. All Hardware and software quoted must be compatible with the operating system mentioned above.

This is to acknowledge here that I have gone through the proposal paper thoroughly and information submitted is true to best of my knowledge.

Signature of Bidder (With Seal)

22.PROPOSAL FORMATS

a. Commercial proposal (Hardware)

Sl.	Package	Make / Model	Configuration	Price (inclusive of all taxes, installation) unit, in FIGURE	Price (inclusive of all taxes, installation) unit, in WORDS
1.	Desktop Computer				
2.	Digitiser				
3.	Automatic Jacquard Punch Card Machine				
4.	LAPTOP				
5.	Colour Printer				
6.	Scanner				
7.	UPS				

Signature of Bidder (With Seal)