

## SECTION - 1

### Notice Inviting e-Tender (NIT)

1. Online bids are invited by NATGRID, an attached office of Ministry of Home Affairs, for and on behalf of the President of India under two bid system for “**PROCUREMENT OF HARDWARE & SOFTWARE**”.
2. Tender documents may be downloaded from the CPPP e-Procurement Portal <https://eprocure.gov.in/eprocure/app> or the Ministry of Home Affairs website [www.mha.gov.in](http://www.mha.gov.in) as per the schedule as given in **CRITICAL DATE SHEET** as under:

### CRITICAL DATE SHEET

<b>Published Date &amp; Time</b>	<b>18 Jan 2019 at 1830 Hrs.</b>
<b>Bid Document Download Start Date &amp; Time</b>	<b>18 Jan 2019 at 1830 Hrs.</b>
<b>Last date &amp; Time for submission of Pre-Bid queries</b>	<b>25 Jan 2019 at 1800 Hrs.</b>
<b>Date &amp; time of Pre-Bid Meeting</b>	<b>30 Jan 2019 at 1100 Hrs</b>
<b>Bid Submission Start Date &amp; Time</b>	<b>18 Jan 2019 at 1830 Hrs.</b>
<b>Bid Document Download End Date &amp; Time</b>	<b>20 Feb 2019 at 1600 Hrs.</b>
<b>Bid Submission End Date &amp; Time</b>	<b>20 Feb 2019 at 1600 Hrs.</b>
<b>Bid Opening Date &amp; Time</b>	<b>21 Feb 2019 at 1700 Hrs.</b>

3. Manual bids shall not be accepted except the original documents/instruments as mentioned in this tender.
4. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
5. Bidders are advised to follow the ‘Instructions for online bid submission’ available through the link ‘Help for Contractors’ at the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>
6. Bidder shall not modify the downloaded tender form including downloaded price bid template in any manner. In case any tender form/Price bid template is found to be tampered with/modified in any manner, such bid will be summarily rejected, Bid Security would be forfeited, and bidder is liable to be banned from doing business with NATGRID.

7. Bidders are advised to check the website [www.mha.gov.in](http://www.mha.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.
8. **Bid Security:** Bid Security (EMD) of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand only), in the form of an Account Payee Demand Draft/Pay Order or Fixed Deposit Receipt from a Commercial bank or Bank Guarantee (**in Form 8**) from a Commercial bank in favour of **Pay & Accounts Officer, NATGRID, New Delhi** is to be delivered in original to the Deputy Director (P&CM ), NATGRID, 1<sup>st</sup> Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001 before the time stipulated against ' Bid Submission End Date and time ' as mentioned in the 'Critical Date Sheet'. Name & full address of the bidder may be written at the back of the Demand Draft/Pay Order, Fixed Deposit Receipt, Bank Guarantee. Signed and scanned soft copy of the Bid Security instrument must be uploaded to the e-Procurement portal along with other bid documents as prescribed below at para 10. Bids not received with Bid Security as mentioned above shall be summarily rejected. Bid security shall remain valid for a period of 45 days beyond the final bid validity period.
9. **Bid Opening:** Bids will be opened as per date/time mentioned in the **Tender Critical Date Sheet**. The results of the bid and the bidder selected for supply will be notified later on.
10. **Submission of Tender:**
  - 10.1 **The tender shall be submitted online under two bid system i.e. technical bid and financial bid.**
  - 10.2 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
  - 10.3 **Technical Bid Packet:** Should contain the following documents:
    - 10.3.1 Signed and scanned copies of the documents, to be uploaded as per the requirements for the Pre-qualification bid conditions.
    - 10.3.2 Signed and scanned copies of the documents, to be uploaded for the Technical bid as per the check list given at para 10.5.1.
  - 10.4 **Financial Bid Packet:** Signed and scanned copies of the documents, to be uploaded, as per the check list for the Financial bid.
  - 10.5 **Check list of documents for submission of bid response:** Please check whether following have been enclosed in the respective covers, namely Pre-qualifications Bid, Technical Bid & Financial bid:

**10.5.1** Checklist of documents/supporting documents to be enclosed with the Pre-qualification bid (Please refer to clause 3.20 of Section 3):

S.No	Pre-qualification condition	Documents Required	Whether enclosed (Yes/No)
a.	Company should be registered under Companies Act, 2013 or a partnership firm registered under LLP Act, 2008 Registered with the Service Tax Authorities Should have been operating for the last three years.	Copy of Certificates of incorporation and Copy of Registration Certificates	
b.	Annual Sales Turnover during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. 11 Crores	Certificate from the statutory auditor <b>or</b> Certificate signed by the Company Secretary, alongwith the Balance Sheets of the last three financial years which are available publicly <b>(Form 2)</b>	
c.	Must have successfully completed one of the following covering the supply, installation and commissioning of IT equipment like Server System, Networking & Security Equipment and software item etc as SI in last three financial years: i. One Project costing not less than Rs. 90 lakhs ii. Two Projects each costing not less than Rs. 60 lakhs iii. Three Projects each costing not less than Rs. 45 lakhs	Copy of purchase order and certificate from client  <b>or</b> Certification by the Company Secretary of having delivered the project(s) and the project(s) having Gone-Live  <b>(Form 3)</b>	
d.	Should have ISO 9001 certification as on the date of submission of bid	Copy of certificate valid on the date of submission of the response	
e.	The Bidder should not be blacklisted by Central / State Government or any undertaking/ institution under government control in India.	Certificate by authorized signatory to this effect as per format placed at <b>Form 5</b>	
f.	Power of Attorney in the name of the Authorized Signatory is required		

**10.5.2** Checklist of Annex/Appendix to be enclosed with the Technical Bid:

S.No	Description	Whether enclosed (Yes/No)
(a)	Scanned copy of the Technical Bid Submission Letter in <b>Form 1</b>	
(b)	Scanned copy of Authorization from OEMs to procure, install and provide maintenance support specific to this project for at least five years	
(c)	Scanned copy of Account Payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee ( <b>in Form 8</b> ) from a Commercial bank as in Para 8 of <b>Section 1</b>	
(d)	Scanned copy of the compliance to the specification sheets of the product being offered	
(e)	Scanned copy of Bidder's bank account details in <b>Form 4</b> , along with a cancelled cheque	
(f)	Scanned copy of Non -Disclosure agreement as per format at <b>Form 6</b> .	

**10.5.3** Checklist of Annex/Appendix to be enclosed with the Financial Bid:

S.No	Description	Whether enclosed (Yes/No)
(a)	Scanned copy of the Financial Bid Undertaking in the format at <b>Form 7</b>	
(b)	Schedule of Financial Bid in the format of BOQ_NATGRID_ITSec.xls. The financial bid format given in <b>Section 7</b> is provided as <b>BoQ_NATGRID_ITSec.xls</b> along with this tender document at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . Bidders are advised to download this <b>BoQ_NATGRID_ITSec.xls</b> as-is, and quote their offer/rates in the permitted column and upload the same in the financial bid. <b>Bidder shall not modify the downloaded financial bid template in any manner.</b> In case it is found to be tampered/modified in any manner, such bid will be rejected outright, Bid Security would be forfeited, and bidder is liable to be banned from doing business with NATGRID.	

**11. Contact Information:** For any clarifications, bidder may contact:

The Deputy Director (P&CM), NATGRID (Ministry of Home Affairs), Shivaji Stadium Annexe, 1st Floor, Shaheed Bhagat Singh Marg, New Delhi-110001, Ph: 011-23444269, e-mail: [ddproc.nig@gov.in](mailto:ddproc.nig@gov.in)