



GOVERNMENT OF KARNATAKA
DEPARTMENT OF COMMERCIAL TAXES
Vaniya Therige Karyalaya, 1stMain Road, Gandhinagar,
Bangalore – 560 009

Telephone No: 080-22208512
Tele fax: 080-22208402

No. CCW/CR- 46/2012-13

Date: 08-04-2015

e-TENDER NOTIFICATION

1. The Department of Commercial Taxes, Government of Karnataka has developed and implemented e-initiatives for all its core functionalities like, providing online registration, enabling electronic filing of returns, enabling e-payment of taxes, online issue of statutory forms, downloading of delivery notes (e-Sugam) on demand without intervention of CTD officials, issue of online Transit Passes (e-Suvega) etc. Further, in order to infuse more efficiency and accountability among the officers and to have more transparency in the day to day administration system with an objective of providing services through online to the dealers at their door step, the CTD has computerized all its activities and has introduced e-CAS (Comprehensive Audit System), e-DCB (Demand, Collection and Balance) and e-Enforcement modules and they are put in place. In this process, in order to have a more healthy and strong IT Infrastructure, the Commercial Tax Department (CTD) intends to procure 350 (Three Hundred Fifty) (Three Hundred Fifty) Laptops, and related software thereof for official use.
2. As part of the procurement process, tenders are now invited in two cover system, one cover for Technical Bid and second cover for Commercial Bid **through e-Procurement platform** for Supply of 350 (Three Hundred Fifty) Laptops along with Open MS Office 2013 standard INC OLP Licenses and other software so as to make the supplied Laptops fully operational.
3. The specifications of the Laptops required by the CTD are at “Annexure-1”

4. The authorities and schedule for bidding is as under:

I.	Designation and address of the procuring entity	Commissioner of Commercial Taxes 1 st Floor, 'Vanijya Therige Karyalaya', 1 st Main Road, Gandhinagar, Bangalore-560 009
II.	Designation and address of the tender inviting authority	Addl. Commissioner of Commercial Taxes (Goods and Service Tax) 4 th Floor, 'Vanijya Therige Karyalaya', 1 st Main Road, Gandhinagar, Bangalore-560 009
III.	Designation and address of the tender accepting authority	Commissioner of Commercial Taxes (Karnataka) 1st Floor, 'Vanijya Therige Karyalaya', 1 st Main Road, Gandhinagar, Bangalore-560 009
IV.	Last date and time for receipt of bid	08-06-2015 at 4.00 P.M.
V.	Last date for submission of pre-bid query	22-04-2015 at 4.00 P.M.
VI.	Pre-bid meeting.	24-04-2015 at 4.00 P.M.
VII.	Last date for response on pre-bid query by CTD	28-04-2015 at 3.00 PM
VIII	Date, time and venue for opening of technical bid ;	09-06-2015 at 04.30 PM at Room No. 401, 4th Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore- 560 009
IX	Date, time and venue for opening of financial bid ;	15-06-2015 at 11.00 AM at Room No. 401, 4th Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore- 560 009
X	Telephone No. and e-mail ID for contact	080-22208402, 22342680 rjpadcom@gmail.com

Tender document can be downloaded from the website <http://ctax.kar.nic.in> or from <http://eproc.karnataka.gov.in/>.

5. The bids should be submitted through e-Procurement platform vide <https://eproc.karnataka.gov.in/>
6. The following are the Terms & Conditions under this tender notification (PQR conditions).
 - 6.1 The bidder should satisfy all the terms and conditions.
 - 6.2 The bidder should be empanelled by the e-Governance Department of Government of Karnataka Vide G.O.No.DPAR.63 EGM-2013 dated: 05-01-2015 read with G.O.No. DPAR.32 EGV-2011 dated: 21-01-2013 and ಸಿಆಸುಇ 32 ವಿಮಾಲ 2011 ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 30-04-2013 or any subsequent order to be issued by the said e-Governance Department of Government of Karnataka.
 - 6.3 The bidder should be a licensed dealer of the product (Manufacturers' Authorization Form (MAF) shall be furnished in the format prescribed in **"Annexure-3"**.
 - 6.4 CTD will not deal with any entity other than the authorized bidder, whatsoever the nature of its relation with the bidder.
 - 6.5 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Tenders.
 - 6.6 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Karnataka.

7. Technical Bid:

The Technical bid should be completed in all respects and contain all information about the Laptop as specified in **Annexure-1** of this document. It should not contain any price information. However it should confirm that all required rates have been quoted in Commercial Offer (CO), without showing the actual amounts in the Technical Bid. It is mandatory to submit all the details in the prescribed formats duly filled in, along with the offer. The Commercial Tax Department, at its discretion, may not evaluate a technical bid in case of non- submission or partial submission of technical details. The technical bid must be submitted by bidder to CTD in an organized and structured manner etc.

7.1 Bidders shall furnish the following information and upload the scanned documents:

- i. Name and full address of the bidder;
- ii. Name and telephone number of the contact person (on behalf of the bidder);
- iii. Tax Payer's Identification Number (TIN)/ Registration Certificate Number under the VAT/ Sales Tax Act;
- iv. Copy of the PAN card issued by I.T Department;
- v. Full address and telephone number of the office of the Assessing Authority under the VAT/ Sales Tax Act;
- vi. Sales Tax/VAT Clearance Certificate issued within 90 days before the date of submission of the bid;
- vii. Number and date of the certificate/dealership authorization letter issued by original equipment manufacturers for having appointed the bidders as the authorized seller/distributor of laptops.
- viii. Name/s, contact number/s, e-mail ids of authorized person/s of any two government organization/s to which the bidder has supplied laptops, Open MS Office 2013 standard INC OLP Licenses, etc. in the past 2 years.
- ix. Check List of documents submitted for technical bid.
- x. The compliance sheet comparing the configuration/specifications as stated in the tender document and as offered by the bidder shall be submitted. Deviations if any along with explanation shall be clearly mentioned.

8. Scope of Work

- 8.1. The bidder should supply 350 (Three Hundred Fifty) Laptops, and 350 (Three Hundred Fifty) Open MS-office 2013 standard INC OLP Licenses under this tender notification to the office of the Commissioner of Commercial Taxes (Karnataka), Vanijya Therige Karyalaya-1, 1st Main road, Gandhinagar, Bangalore- 560009.
- 8.2 The bidder should carry out the required configuration of the OS and Open MS Office 2013 standard INC OLP Licenses in the laptops supplied.
- 8.3 The above should be demonstrated to the designated CTD Official, in the office of the Commissioner of Commercial Taxes (Karnataka), who will, only on satisfaction of the operation of the supplied Laptops, sign the Acceptance Report.

9 Warranty:

Bidder should provide comprehensive onsite warranty which includes repair/replacement of defective spare parts and labour for 3 years from the date of supply

of Laptops including warranty for battery and adopter at the locations throughout the State where these Laptops, may be in use.

10 **Conditions of Bid.**

- 10.2 Bids should be valid for a period of 4 months from the last date fixed for submission of bids.
- 10.3 Bidders should pay EMD of Rs.5,00,000-00 (Rupees five Lakh Only)
- 10.4 The bidder can pay the EMD in the e-Procurement portal using any one of the following payment modes:
 - Credit Card
 - Direct Debit
 - National Electronic Fund Transfer (NEFT)
 - Over the Counter (OTC)
- 10.5 The supplier's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling A/c held at ICICI Bank. For details on e-Payment services and process refer to e-procurement portal.
- 10.6 EMD would be returned to the unsuccessful bidders soon after the finalization of the bid. The successful bidder's EMD will be returned after furnishing of Performance Bank Guarantee.

11. **Commercial Bid:**

Commercial Bid shall be for 350 (Three Hundred Fifty) laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses combined together and shall be filled, uploaded, encrypted by the Digital Signature of the Bidder.

- 11.1 Commercial Bid for 350 (Three Hundred Fifty) laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses shall be as specified in **“Annexure – 1”** shall be submitted.
- 11.2 'Price' will be for all the costs of 350 (Three Hundred Fifty) laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses and shall be inclusive of all the costs such as Transportation, Taxes & Duties, Theft and Accidental Insurance, Configuration and Installation of OS, Software, warranty etc. The bidder should mention net value of the product to be supplied and tax element (VAT/CST or Sales Tax, Service Tax etc.) separately and then put the total value in the financial bid document. It is mandatory that the Commercial Bid for 350 (Three Hundred Fifty) laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses shall be submitted in **“Annexure – 2”**

- 11.3 CTD reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 2 days before the last date for submission of bids. The CTD may amend any of the bid terms, which would be communicated/ indicated to the bidder as addendum/ corrigendum to bid document in the e-Procurement portal. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.
- 11.4 Communication from CTD will, *inter alia*, is by e-mail id provided in the empanelled list of e-Governance Department, Government of Karnataka, in G.O.No.DPAR.63 EGM-2013 dated 05-01-2015 read with G.O.No. DPAR.32 EGV-2011 dated: 21-01-2013 and G.O.No. ಸಿಆಸುಇ 32 ವಿಮಾಲ 2011 ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 30-04-2013 and Bidders may also provide alternate e- mail id for further communication.
- 11.5 The Earnest Money Deposit (EMD) may be forfeited, if the bidder withdraws his bid during the period of bid validity or in case of successful bidder's failure to furnish the performance bank guarantee or in case of fail to supply the Laptops after awarding the contract or the purchase order.
- 11.6 The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.

12. Evaluation of bid:

A. Prequalification Evaluation: The CTD will first scrutinize the eligibility of the prospective bidders as per "Prequalification criteria" mentioned in clause 7 above, based on the documents submitted by the bidder. The offers of the bidders who fulfill the mentioned prequalification criteria will be taken up for further scrutiny i.e. the technical evaluation.

B. Technical bid evaluation:

- i. CTD will scrutinize the technical offers. In the evaluation, CTD will determine whether the technical details along with documents furnished are as per bid requirements and whether items/services are quoted as per the schedules/ annexures. If the bidder proposes to supply Laptops which are equivalent or higher performance than the specified Laptops, the bidder should necessarily include documents in the technical bid, to establish such claim to the satisfaction of the Tender Inviting Authority\Accepting Authority.
- ii. The technical evaluation will be done on the basis of the information provided by Bidder against the detailed specifications of Laptops and its related software like Operating System, Open MS Office 2013 standard INC OLP Licenses.

- iii. Only those bidders who qualify in the technical evaluation will be treated as qualified for the commercial bid evaluation.

C. Commercial Bid Evaluation:

- i. Commercial bid offers of only those bidders who qualify technically shall be opened on the date & time specified in the bid schedule.
- ii. Evaluation of commercial bid offers for 350 (Three Hundred Fifty) laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses as specified in **“Annexure – 1”** will be carried out together as a single item.
- iii. Bidder having the lowest commercial offer for supply of 350 (Three Hundred Fifty) Laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses put together as specified in **“Annexure – 1”** will be selected as successful bidder.

13. Award of Contract :

- a. The Contract will be awarded to the successful bidder which is having lowest commercial offer and selected as per clause 12 above. The decision of CTD is final in this regard.
- b. Purchase order will be issued to the successful bidder in the CTD format.
- c. Commercial Taxes Department reserves the right to reject all or any of the tenders.
- d. The successful bidder should enter into an agreement with CTD within 10 days of the receipt of the award of the contract based on the terms and conditions contained in this bid document.
- e. The bidder should furnish to the CTD within 10 days from the date of purchase order by way of performance security an amount equivalent to 5% of the bid value in respect of 350 (Three Hundred Fifty) Laptops and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses put together in the form of a Bank Guarantee of any Nationalized Bank which shall remain in force till the expiry of warranty period of the laptops. The Bank Guarantee (BG) will be returned to the bidder only after satisfactory supply, installation of OS and Open MS Office 2013 standard INC OLP Licenses and other software into the Laptops and satisfactory repair/replacement and maintenance during the 3 year comprehensive onsite warranty period.
- f. The bidder should complete the work of supply and installation within the stipulated period as in clause 14.1 below.
- g. During the warranty period, the successful bidder will be required to repair/replace the defective components within one working day, failing which the bidder will be liable to pay a penalty of Rs.100-00 per working day for next two days and Rs.200-00 per working

day thereafter. The Bank Guarantee shall be encashed if the penalty so levied is not paid by the bidder within one month of CTD raising the penalty order.

- h. The bidder should comply with such directions as the CTD may issue from time to time for successful supply of the Laptops and installation of software.

14. Supply of Goods and Services and Payment:

14.1 Supply of 350 (Three Hundred Fifty) Laptops along with installation of OS and 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses must be completed within 30 (Thirty) days from the date of issue of purchase order.

14.2 A 'Summary of the Acceptance Report' must be prepared and submitted to the Additional Commissioner of Commercial Taxes (GST), Bangalore.

14.3 100% of the contract value will be released within 30 days from the date of submission of bill after supply and installation of 350 (Three Hundred Fifty) Laptops along with 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses and after due certification by the receiving authorities.

15 Penalty for delay in delivery

If selected bidder fails to supply the 350 (Three Hundred Fifty) Laptops and open 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses under this tender notification, within 30 days' time from the date of issue of Purchase Order, a penalty of 2.5 % of total cost of bid amount, per week (maximum 4 weeks) will be deducted from the amount payable to bidder or recovered from the bank guarantee. This may be in addition to forfeiture of EMD.

16 Termination of contract – CTD reserves the right to cancel the contract placed on the bidder if;

- The bidder commits breach of any of the terms and conditions.
- The bidder goes in to liquidation voluntarily or otherwise.
- The service is found unsatisfactory.

17 The procedure for payment of Tender Transaction fee and Earnest Money Deposit.

- The website of e-Procurement portal is: <http://www.eproc.karnataka.gov.in/>.
- The home page of e- Procurement portal would appear as follows:

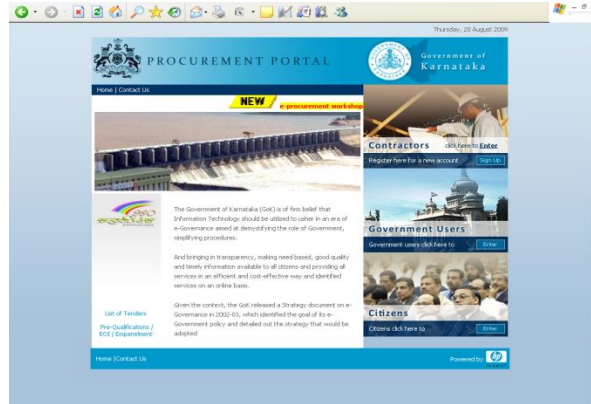


Fig 1 Home page of e-Procurement portal

The bidder can pay the EMD and tender transaction using any of the following payment modes in the e-Procurement portal:

- Credit Card
- Direct Debit
- National Electronic Fund Transfer (NEFT)
- Over the Counter (OTC)

1. CREDIT CARD PAYMENT METHOD

To pay the Tender Fee/EMD through credit card, click on the “Credit Card (Online Payment)” option. If you choose to pay the fees/EMD later click on “Close” button. Click on “Pay” button to proceed with payment process. Click “Back” if you wish to choose a different payment method. Click on “OK” button on the payment method confirmation window that is displayed. You will choose your card type (VISA or Master Card). Enter the credit card details.

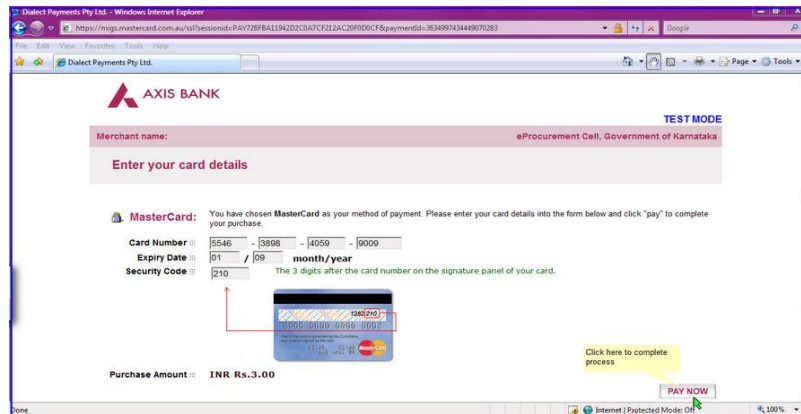


Fig 2: Payment by Credit Card.

The screen will look like above when you have completely filled the card details. Click on “PAY NOW” button to effect the payment. Your card details are verified by the payment gateway service and you will receive confirmation of payments debited to your card account if the card is valid. If the card is not valid you will receive alert about it and system will wait for you to correct any errors in the card details provided by you. A successful transaction message is displayed.

2. DIRECT DEBIT METHOD:

Click on “Direct Debit” using Internet Banking option to pay from your bank account through Internet Banking facility. Click on “Pay” to proceed or “Back” to change the payment method on the Payment details screen. Click on “OK” on the confirmation window to effect the payment. On your screen, you will be informed about successful completion of payment process.

3. OTC PAYMENT PROCEDURE:

If a supplier chooses to make payment of EMD/tender processing fees Over The Counter (OTC) in any of the designated ICICI Bank branches listed in the e-Procurement web-site (www.eproc.karnataka.gov.in), the supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the OTC option under the payment section and print the challan shown in that section. The printed challan will have the unique bid reference number and the amount to be remitted. Along with the challan, supplier can choose to make the payment either in the form of cash or in the form of Demand Draft. Cheque payments will not be accepted. The supplier is requested to specifically inform the bank officer to input the unique bid reference number printed in the challan in the banking software. Upon successful receipt of the payment, the bank will provide a 16-digit reference number acknowledging the receipt of payment. This 16-digit reference number has to be entered by the contractor/supplier in the payment section of its bid as payment confirmation before the bid is submitted as a pre-requisite for bid submission.

4. NEFT (National Electronic Fund Transfer) PAYMENT PROCEDURE:

If a supplier chooses to make payment of EMD/tender processing fees using Reserve Bank of India's (RBI), National Electronic Fund Transfer (NEFT) system, the supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the NEFT option under the payment section and print the challan shown in that section. The printed challan will have the unique bid reference number, account details of Government of Karnataka and the amount to be remitted. The supplier has to submit the printed challan to its bank-branch (NEFT-enabled) and request for an account-to-account transfer, wherein the money will get transferred from the supplier's bank account to GoK's bank account. The supplier should ensure that NEFT transfer instructions are executed and the funds are wired to the Government of Karnataka's principal account before the last date for bid submission and preferably 24 hours before the last date for bid submission. If the supplier's bank transfers/wires the money after the last date for bid submission, the supplier's bid will be liable for rejection. Upon executing the transfer, the supplier's bank will provide a reference number generated by NEFT software as confirmation of transfer, which has to be entered by the supplier in the payment section of its bid as payment confirmation before the bid is submitted as a pre-requisite for bid submission. Also, the account number from which the funds were transferred has to be entered in the e-Procurement systems part of its bid.

The supplier's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling A/c held at ICICI Bank. For more details on e-Payment services and the process refer to e-procurement portal.

Note: In e-Procurement Portal, supplier has an option of withdrawing the bid by digitally signing to withdraw/cancel bid before the bid submission time /date.

Help Desk (e-Procurement) : **080-25501216/25501227**

e-mail: hphelpdesk.blr@intarvo.com

Support timings: 9.00 am to 9.00 pm of all working days.

(sd/-)

Tender Inviting Authority and
Addl. Commissioner of Commercial
Taxes (GST), Bangalore.

**“ANNEXURE – 1” to Tender Notification No. CCW/CR-46/2012-13 dated: 08-04-2015
(A) TECHNICAL SPECIFICATION – LAPTOP**

Required No. 350 (Three Hundred Fifty)

Sl.No.	Description	Specification
1	Processor	Intel Core i5-4200U Processor (Dual core 1.60GHz,3MB) or AMD A8 4500M(Quad core 1.90 GHz,4MB)or equivalent or higher.
2	Chipset	Mobile Intel 7 series/AMD A 50M chipset or equivalent or higher.
3	RAM	4GB DDR3 RAM expandable up to 8 GB.
4	HDD	500GB SATA HDD SMART HDD with pre failure alert.
5	Graphics	Integrated Intel/AMD Graphics-Integrated in processor or equivalent.
6	Monitor	14” Antiglare color TFT Display with 1366 X 766 Pixel resolution or better.
7	Key Board	Scratch & Spill resistant Key board with touch pad.
8	Ports	3* USB ports (v2.0), 1*RJ45 connector for Ethernet, 1* DC-in, 2* Audio jacks, Microphone-in/out, 1* VGA port, HDMI port.
9	Wireless Solution	Integrated WLAN 802.11 b/g/n.
10	Webcam	Integrated 1.3 Mega Pixel or HD Webcam or higher.
11	Optical Drive	CD/DVD RW (Internal).
12	Ethernet	10/100/1000 MBPS LAN.
13	Operating system	Microsoft Windows 8 Professional Preloaded with recovery CD.
14	Certification	Energy Star 5.0 Windows 8, ISO 9001-2008 Certificate for OEM.
15	Battery	4 cell battery with battery backup upto 6.0 hours.
16	Weight	<2.5 Kgs. including battery.
17	Warranty	3 years comprehensive onsite warranty including warranty for battery and adopter.
18	Anti-Virus software.	Norton or McAfee or e-Trust or e-Scan or Fore front or Trend Micro or PC Tool or Quick heal Antivirus or equivalent (Latest Version) with 3 year license.
19	Carry case	Carry case should be provided. Scratch & spill resistant Keyboard with touch pad.

(B) **SOFTWARE:** 350 (Three Hundred Fifty) Open MS Office 2013 standard INC OLP Licenses.

“ANNEXURE-2” to Tender Notification No. CCW/CR-46/2012-13 dated 08-04-2015

Format for Bidding

Sl. No.	Particulars of Goods	Net Price per unit	Tax (VAT/ CST)	Total Price per Unit (3+4)	No. of Units	Total price in Rupees.
1	2	3	4	5	6	7
1	Laptop				350 (Three Hundred Fifty)	
2	Open MS Office 2013 standard INC OLP Licenses				350 (Three Hundred Fifty)	
	Total					

It is confirmed that the “Total price” is inclusive of all taxes, costs including cost of transport, installation of OS, Softwares, Warranty etc.

1. I, _____ - Authorized representative of
(Name & Designation)

M/s _____ agree to all terms and conditions
(Name of the company)

Specified in the Tender Notification.

Date:

Signature

Place:

ANNEXURE '3' to Tender Notification No. CCW/CR-46/2012-13 dated: 08-04-2015

Manufacturer's Authorization Form

Date:

To,
The Commissioner of Commercial Taxes,
VTK-I, Gandhinagar,
Bangalore-560 009
Karnataka.

Sub: Authorization letter for tender number Ref._____Dated_____

Ref: Tender Notification Number_____ Dt._____

Dear Sir,

This is with reference to above subject of Procurement of 350 (Three Hundred Fifty) Laptop for your department.

We would like to authorize M/s._____ who is a business associate/partner of <OEM> in India to participate in the above tender, and execute the same if awarded.

We hereby extend our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offer by the M/s _____. We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Your faithfully,

For "Company Name"

"Name of the person"

"Designation"

ANNEXURE - '4'

Details of Support Centers in Karnataka

<i>Sl. No.</i>	<i>Name of City</i>	<i>Name of support centers, full postal address, telephone No., Fax & e-mail</i>	<i>Name of the Contact person and his Mobile No.</i>

(Seal & Signature of the Company's authorized representative.)

CHECK LIST

Following Checklist confirming the enclosures provided in the tender shall be provided along with the Technical bid:-

Check list of documents.

Sl No.	Description	Enclosed (Y/N)
1.	Certificate of registration of the company issued under the companies Act.	
2.	Latest Income tax clearance certificate.	
3.	Latest Vat/ Sales Tax Clearance certificate.	
4.	Authorized dealer / distributor certificate for the computer & peripherals quoted if the tenderer is not an OEM	
5.	Technical specification / data sheet compliance.	
6.	Support Centers in Karnataka.	