



GOVERNMENT OF KARNATAKA
COMMERCIAL TAXES DEPARTMENT
Vanijya Therige Karyalaya, I Main Road, Gandhinagar,
Bangalore – 560 009

Telephone No:080- 22258512
Telefax : 080- 22208402

No.EG-1/CR.35(II)/2011-12

7th January, 2012

TENDER NOTIFICATION

1. The Commercial Taxes Department (CTD) has embarked upon a massive computerization programme in order to infuse efficiency and transparency in the day-to-day working of the Department. In order to have a more robust and healthy IT Infrastructure the CTD intends to procure additional servers, desktops, laptops, mini laptops and related software thereof.
2. As part of the procurement process tenders are now invited in two cover system **through e-Procurement platform** for supply 100 mini laptops along with MS Office 2010 Standard (Indic) licenses and other software so as to make the supplied mini laptops fully operational.
3. The specifications of the Mini laptops are at Annexure -1,
4. The schedule of tender process is as under:

i. Last Date & Time for receipt of Bids:	27-01-2012	17.00 Hrs.
ii. Date & Time and Venue for opening of : Technical Bid	30-01-2012 Room No 401, 4 th Floor, Vanijya Therige Karyalaya, I Main Road,Gandhinagar, Bangalore-560 009,	17.00 Hrs.
iii. Date & Time for opening Financial Bid	02-02-2012	17.00 Hrs.

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

5. The following are the Terms & Conditions under this tender notification.

5.1 The bidder should satisfy all the terms and conditions.

5.2 The bidder should be empanelled by the e-Governance Department of Government of Karnataka Vide G.O.No.DPAR.30 EGV-2008 dated 1st February 2010 of read with G.O.No. ಸಿಆಸುಇ 32 ವಿಮಾಲ 2011 ಬೆಂಗಳೂರು, ದಿನಾಂಕ 28-12-2011.

5.3 The bidder should be a licensed dealer of the product (Manufacturers' Authorization Form (MAF) shall be furnished in the format prescribed in Annexure-3).

5.4 CTD will not deal with any entity other than the authorized bidder, whatsoever the nature of its relation with the bidder.

5.5 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.

5.6 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Karnataka.

5.7 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;
- 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 mini laptops;

- viii. Name/s, contact number/s of authorized person/s of any two government organization/s to which the bidder has supplied mini laptops, MS Office 2010 standard(indic) license, etc. in the past 2 years.

6. Scope of Work

- 6.1 The bidder should supply the Mini laptops under this Tender notification to the office of the Commissioner of the Commercial Taxes(Karnataka), Vanijya Therige Karyalaya-1, 1st Main Road, Gandhinagar, Bangalore-560 009.
- 6.2 The bidder should carry out the required configuration of the O.S and MS Office 2010 Standard (Indic) in the mini laptops supplied.
- 6.3 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 mini laptops, sign the Acceptance Report.

7. Warranty

- 7.1 Bidder should provide comprehensive onsite warranty (including batteries) for 3 years from the date of supply of mini laptops at the locations throughout the State where these mini laptops, may be in use.
- 7.2 In case of any operational problem, the bidder should be able to resolve the problem within 2 working days in all district head quarter locations and within 3 working days in all other locations.

8. Conditions of Bid.

- 8.1 Bids should be valid for a period of 4 months from the last date fixed for submission of bids.
- 8.2 The total cost should be all inclusive.
- 8.3 Bidders should pay EMD of Rs.30,000.00 (Rupees Thirty Thousand Only)
- 8.4 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)
- 8.5 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 Axis Bank. For details on e-Payment services and process refer to e-procurement portal.
- 8.6 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.
- 8.7 The bidder should mention net value of the product to be supplied and tax element (VAT/CST or Sales Tax) separately and then put the total value in the financial bid document as shown in annexure -2
- 8.8 'Price', will be inclusive of all the costs such as Transportation, Taxes & Duties, configuration and installation of OS, Software, etc.
- 8.9 CTD reserves the right to issue any amendment to this bid document at any time prior to 3 days before the last date for submission of bids. Such amendments to tender document will be intimated to all the vendors to whom the original tender document was circulated via e-mail or fax. After intimation, amendments shall be deemed to form an integral part of this tender document.
- 8.10 Communication from CTD will, inter alia, be by e – mail id provided in the empanelled list of e-Governance Department, Government of Karnataka, in G.O.No.DPAR.30 EGV-2008 dated:1st February, 2010. Bidders may provide alternate e – mail id for further communication.
- 8.11 The bids should be submitted through e- Procurement platform vide <https://eproc.karnataka.gov.in/>
- 8.12 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.
- 8.13 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.

9. Award of Contract

- 9.1 The Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Value Bid. The decision of CTD is final in this regard.
- 9.2 Purchase order, will be issued to the successful bidder, in the CTD format.
- 9.3 Commercial Taxes Department reserves the right to reject all or any of the tenders.
- 9.4 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.
- 9.5 The bidder should furnish to the CTD by way of performance security an amount equivalent to 5% of the bid value in the form of a Bank Guarantee of any Nationalized Bank which shall remain in force till the expiry of warranty period of the mini laptops, The bank guarantee (BG) will be returned to the bidder only after satisfactory supply, installation of O.S and MS office 2010 Standard(Indic) into the mini laptops and satisfactory repair/replacement and maintenance during the 3 year comprehensive onsite warranty period.
- 9.6 The bidder should complete the work of supply and installation within the stipulated period as in clause 10.1 below. Penalty at the rate of 1% of the cost of undelivered products will be levied for the first week of delay and will be increased by 1% for each week upto a maximum of 10% and will be recovered out of the Bank Guarantee furnished as performance security in terms of clause 9.5 above, in case the bidder fails to pay the said penalty to the CTD.
- 9.7 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.
- 9.8 The bidder should comply with such directions as the CTD may issue from time to time for successful supply of the mini laptops and installation of software.

10. Supply of Goods and Services and Payment:

- 10.1 Supply of the entire mini laptops along with installation of O.S and MS Office 2010 standard (Indic) must be completed within 30 (Thirty) days from the date of issue of purchase order.
- 10.2 A 'summary of the Acceptance Report' from the office of the Commissioner of Commercial Taxes must be prepared and submitted to the Addl. Commissioner of Commercial Taxes (GST).
- 10.3 80% of the contract value will be released within 30 days of supply of mini laptops and installation of O.S and MS Office 2010 standard (Indic) in the office of the Commissioner of Commercial Taxes, Gandhinagar, Bangalore.
- 10.4 The remaining 20% of the contract value will be released after completion of formalities as at 9.5 above.

11. Penalty for delay in delivery

- 11.1 If selected bidder fails to supply the entire mini laptop along with installation of O.S and MS Office 2010 standard(Indic) under this tender notification, within 30 days' time from the date of issue of Purchase Order, a penalty of 0.5 % of total cost of bid amount, per week (maximum 2 weeks) will be deducted from the amount payable to bidder. This may be in addition to forfeiture of BG.
- 11.2 **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.

12. 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:

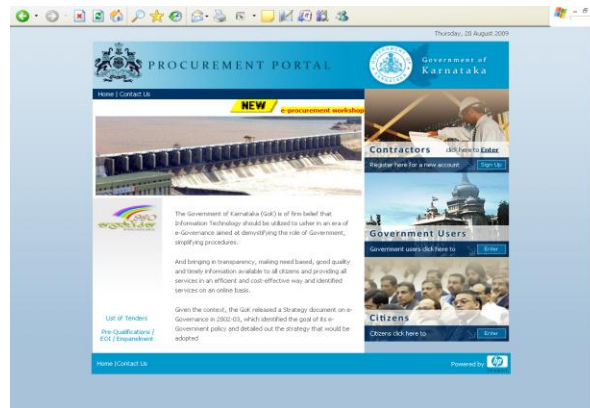


Fig 1 Home page of e-Procurement portal

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.

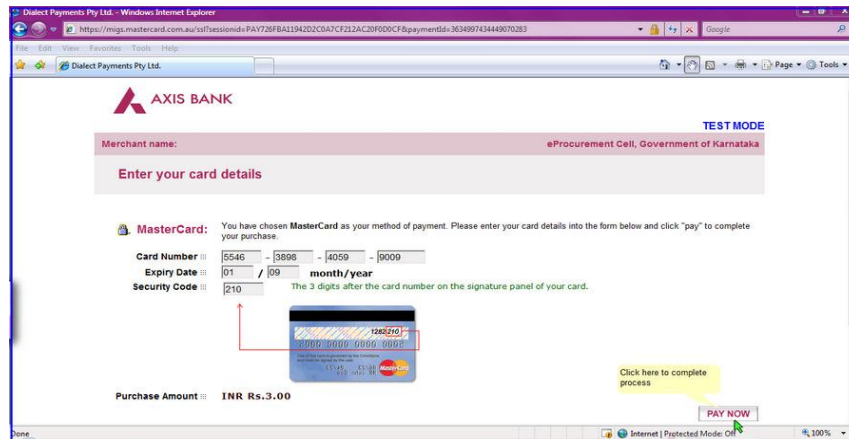


Fig 2 : payment by Credit Card.

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 payment 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 Axis 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 system as 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 Axis 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. EG1.CR.35 (II)/2011-12 dated 07-01-2012**Specification for mini laptop:****Required number -100**

Sl.No.	Description	Specification
1	Processor	Intel Atom N450 processor(512KB L 2 cache,1.66GHz, 667MHz FSB) or higher
2	Chipset	Intel or AMD Chipset or better
3	RAM	2 GB DDR3 or more
4	HDD	160 GB SATA or more
5	Graphics	Intel Graphics media accelerator
6	Monitor	10.1" LED display
7	Ports	3 USB ports for Ethernet , 1* DC-in, 2* Audio jacks, Microphone-in/out, 1*VGA port, HDMI port, builtin keyboard speaker
8	LAN	10/100
9	WiFi	802.11 b/g
9	Card Reader	Integrated 4 in 1 card reader(Media Card Reader)
10	Bluetooth	Integrated Bluetooth
11	Webcam	Integrated 1.3 MegaPixel or higher Webcam
12	Ethernet	10/100/1000 MBPS LAN
13	Operating System	Microsoft Windows 7starter or hogher preloaded with Windows 7 recovery CD. Antivirus software of latest version with one year license.
14	Certification	Energy Star 5.0, Windows 7/WindowsXP/Vista, DMI, ISO 9001.2000 certificate for OEM
15	Battery	6 cell battery with battery backup upto 6.0 hours or more
16	Weight	< 1.2Kgs including battery
17	Warranty	3 years comprehensive onsite warranty with 24x7 service support
18	Carry case	Carry case should be provided

Annexure-2 to tender notification no. EG1/CR.35/(II)/2011-12 dated 07-01-2012

Format for bidding

Sl.No.	Goods	Net Price per unit	Tax(VAT / CST/ST)	Total price per unit (3+4)	No. of Units 100	Total price in Rs.
1	2	3	4	5	6	7

“Price” is inclusive of all costs including cost of transport, installation of OS, Software, 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. EG1/CR.35(II)/2011-12 dated 07-01-2012
Manufacturer's Authorisation Form

Date:

To,

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

Subject: Authorization letter for tender number Ref. _____ Dated _____

Reg: Tender Notification Number _____ Dt. _____

Dear Sir,

This is with reference to above subject of Procurement offor 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"