



Reference No: BOBP/OFFICE EQUIPMENT/

Dated: 03.02.2025

Sub.: INVITATION FOR QUOTATIONS FOR SUPPLY AND INSTALLATION OF IT EQUIPMENTS.

1. The competitive proposals are invited from the eligible bidders for the following goods:

Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery
Supply and Installation of IT Equipment	Refer attachment - I	Refer attachment - I	15 days	BOBP-IGO Office Chennai

Scope of the Assignment: -

- a) To deliver the Office IT equipment's as per the specification mentioned in the Attachment -I along with installation.

Background

1. The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO), set up in 2003, is a unique regional fisheries body, specifically mandated to assist the member countries in increasing the livelihood opportunities and improving the quality of life of the small-scale/ artisanal fisher folk in the Bay of Bengal region.
2. BOBP-IGO intends to procure IT equipment from the interested suppliers through a competitive bids process. The bid document provides the details to submit the price offer.
3. **You are requested to provide your offer by 1300 hrs. on 04 Mar 2025 by Speed Post/ by hand only at the address mentioned below:**

**Bay of Bengal Programme
91, ST Mary Road, Abhiramapuram,
Chennai - 600018, Tamil Nadu**

4. The bidder may quote for all items or part of the items. However, the bidder must be an OEM or an authorized saler/partner/direct agent of the OEM. Reseller will not be accepted. Bidder must submit the authorize letter of OEM. Non submission of the same will make the bidder ineligible.

5. In case of any queries/ clarifications, Bidders may send their queries at email id procurement@bobbigo.org.
6. Any addendum/corrigendum/amendment in respect of above tender shall be issued on the website www.bobbigo.org only. No other modes of communication will be used. Bidders are therefore requested to repeatedly visit on website to keep themselves updated.
7. BOBP-IGO reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereto.
8. **Performance Security:**
The successful bidder will have to submit Performance Security for an amount equal to 3% of the contract price in form of NEFT/Account Payee Demand draft from any Nationalized bank in favour of the Bay of Bengal Programme, payable at Chennai **within 15 days from the date of issue of Letter of Award. The performance Security so deposited shall be released after successfully completion of the warranty period.**
9. **Payment :**
 9. a- 90% after delivery of goods.
 9. b- 10% after successfully installation/demonstration and acceptance of the goods by BOBP-IGO.
 9. c-Payments are subject to deduction of statutory deductions applicable on these types of contracts. All such deductions shall be treated as payment to the contractor/supplier.
10. Payment against delivery shall be paid after receipt of proper Tax Invoice, delivery challan and BOBP-IGO's inspection report of the delivered goods. Final 10% payment shall be made after receipt of Tax Invoice, successful installation/inspection/demonstration Certificate, Warranty Certificate, Training Certificate wherever applicable, and acceptance report by BOBP
11. **Quotations will be opened at 1530 Hrs. on 04 Mar 2025 at BOBP-IGO Office, 91, St Mary's, Road, Abhiramapuram, Chennai – 600 018.** If any Bidder or their authorized representative wants to attend the meeting can attend the meeting.

Director

Instructions to Bidders

A. General

1. Eligible Goods and services.

- 1.1 All the Office Equipment is to be supplied as per the specifications mentioned in the BID document.

2. Cost of submission of Quotations.

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of the Quotation.

B. The Bidding Documents

3. Content of the Bidding Document

- 3.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- a. Instruction to Bidders (ITB)
 - b. Technical Specifications (Attachment-I)
 - c. Price bid/Financial bid (Attachment-II)
 - d. Performance Statement Form (Attachment-III)
- 3.2 The Bidder is expected to examine all Instructions, forms, terms, and specifications in the bidding Documents. Failure to furnish all information required by the bidding documents or submission of quotation and not substantially responsive to the bidding documents in every respect will be at the Bidder's risk. It may result in the rejection of its quotation.

C. Preparation of Quotations

4 Documents Constituting the Quotations;

- 4.1 The quotation prepared by the Bidder shall comprise the following;

- a. The completed Price Schedule (Attachment-II)
- b. Documentary evidence established in accordance with ITB Clause 7 that the bidder is eligible to quote and is qualified to perform the contract if its quotation is accepted.

5. Quotation Form

- 5.1 The Bidder shall complete the Price Schedule (Attachment-II) furnished in the bidding documents, indicating the IT Equipment to be supplied, a brief description of the equipment, and their quantity and price.

6. Bid Price

6.1 The Bidder shall indicate on the Price Schedule (Attachment- II) the unit price and total bid prices of the IT Equipment it proposes to supply under the Contract. However, Bidders shall quote for the complete requirement of IT Equipment specified under each item on a single responsibility basis, failing which such bids will not be taken into account for the evaluation and will not be considered for further evaluation.

6.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- i. The prices of the goods, quoted delivered to the consignee item wise excluding GST.
- ii. GST shall be shown separately.
- iii. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. A quotation submitted with an adjustable prices will be treated as non-responsive and shall not be considered for any further evaluation.
- iv. The Prices shall be quoted in Indian Rupees only.

7. Documents Establishing Bidder's Eligibility and Qualifications:

7.1 ELIGIBILITY CRITERIA

- (a) The average annual turnover of the firm in the last 3 years, that is, for FY 2021-22, FY 2022-23, and FY 2023-24, shall not be less than Rs. 10 Lakhs. The bidder must submit annual audited financial statements or IT returns.
- (b) The bidder should have successfully supplied three orders of similar nature, each of value not less than **Rs. 4 Lakhs** to Central/State Government/Government Departments/Autonomous Bodies/PSUs/Listed companies (Purchase order/ supply order must be submitted as proof), in any one of the above three financial years.
Or
- (c) The bidder should have successfully supplied Two orders of a similar nature, each of value not less than **Rs. 6 Lakhs** to Central/State Government/Government Departments/Autonomous Bodies/PSUs/Listed companies. (Purchase order/ supply order must be submitted as proof), in any one of the above three financial years.
or
- (d) The bidder should have successfully supplied single orders of a similar nature, each of value not less than **Rs. 8 Lakhs**, during the last five years ending the previous day of the last date of submission of technical bid. (Purchase order/supply order must be submitted as a proof), in any one of the above three financial years.

7.2 In the case of Desktops, Laptops, and Printers, the bidder must be a manufacturer/agent authorised by the manufacturer or an Authorised dealer. Bidder must submit documentary evidence in support of the above. Reseller certificate will not be accepted.

7.3 The bidder for the supply of desktop/laptop/printers must also be an authorised service partner of the OEM.

7.4 The Bidder shall furnish, as part of its quotation, the following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted:

(a) Details of 3 orders for supply of similar goods to Central/State Government/ Government Departments/Autonomous Bodies/PSUs/Listed companies, each of value not less than Rs. 4 Lakhs. (Purchase order/supply order must be submitted as a proof).

Or

(b) Details of 2 orders for supply of similar goods to Central/State Government/ Government Departments/Autonomous Bodies/PSUs/Listed companies, each of value not less than Rs. 6 Lakhs. (Purchase order/supply order must be submitted as a proof).

Or

(c) Details of 1 order for the supply of similar goods to Central/State Government/ Government Departments/Autonomous Bodies/PSUs/Listed companies, each of value not less than Rs. 8 Lakhs during the last five years ending the previous day of the last date of submission of technical bid. (Purchase order/ supply order must be submitted as a proof).

(d) Bidders for the supply of desktops/printers/laptops must be agents authorised by the manufacturer/Authorised dealer. A certificate with respect to the same issued by the OEM must be produced along with other eligible/qualifying documents.

(e) PAN with self-attested copy of PAN.

(f) GST registration with a self-attested copy of GST.

7.5 Similar goods means supply & Installation of “Laptops/ Desktops/ Printers / UPS/IT

Office Equipment”

7.6 No Joint Venture is allowed.

8. Documents Establishing Office Equipment in Conformity to Bidding Documents.

8.1 The Documentary evidence of conformity of the Office Equipment to the Bidding Documents may be in the form of literature, drawings and data/broachers etc. Non submission of the same may be considered as rejection of the bid. No further communication in this regard shall be made.

9. Period of Validity of Bids

9.1 Bids shall remain valid for 90 days after the deadline for submission of quotations prescribed by the Purchaser.

10. Format and Signing of Bids.

The Quotation shall be typed and shall be signed by the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initiated by the person signing the quotation. Any interlineations, measures or overwriting shall be valid only if they are initiated.

12. Amendment of Bidding Documents

12.1 Before the deadline for submission of bids, the Purchaser may modify the bidding documents by issuing an addendum.

12.2 Any addendum thus issued shall be part of the bidding documents and shall be hosted in the BOBP-IGO website. Bidders are required to regularly check the same. There shall not be any separate communication with any of the bidder.

12.3 The Purchaser shall extend the deadline for submitting bids, if necessary, to give prospective bidders reasonable time to consider an addendum in preparing their bids.

12.4 Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

D. Submission of Quotation

14. Sealing and Marking of Bids

14.1 The Bidders shall submit the Quotation along with the required documents in the sealed envelope as under: The technical part shall contain (i) a Copy of the Tender document duly signed & Stamped on each page, non-submission of the same will lead to rejection of the bid (ii) all the documents required for establishing eligibility for qualification, (iii) Detailed specifications of the IT Equipment as offered and ensure that no Price bid is included in the technical bid. Submission of the price bid along with the technical bid shall be rejected. The Price part shall contain (i) the Quotation Form & (ii) the Price schedule as per the Format; each page shall be serially numbered and properly indexed.

14.2 The Bidder shall seal the Technical & Financial part of the Bid in separate envelopes clearly mentioning the technical bid and financial bid and keep them in outer envelope.

14.3 The outer envelope shall,

(g) To be addressed to the Employer at the following address:

Bay of Bengal Programme
91, St Marys Road, Abhiramapuram,
Chennai – 600 018

and

(h) The envelope should bear the following identification:

- Bid for “SUPPLY AND INSTALLATION OF IT EQUIPMENT FOR
”. Bid Reference No DATED -
DO NOT OPEN BEFORE 1530 HOURS on

14.4 In addition to the identification required in Sub-Clause 14.3, the inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, pursuant to Clause 12.3

14.5 If the outer envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid. Similarly if the inner envelopes are not marked properly, the purchase shall not assume any responsibility for the same if wrong envelopes are opened.

15. Deadline for Submission of the Bids

15.1 Bids must be received by the Purchaser at the address specified above **not later than 1300 Hrs. on 04 Mar 2025**. In the event that the specified date for the submission of bids is declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

15.2 The Purchaser may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 12.3. In this case, all rights and obligations of the Purchaser and the bidders previously subject to the original deadline will then be subject to the new deadline.

16. Late Bids

16.1 Any Bid received by the Purchaser after the deadline prescribed in Clause 12.3 will be returned unopened to the bidder

E. Opening and Evaluation of Quotation

17 Opening of Quotations by the Purchaser

Quotations will be opened at 1530 Hrs. on 04 Mar 2025 in the office of Bay of Bengal Programme, 91, St Mary's Road, Abhiramapuram, Chennai – 600 018, if any Bidders or their authorised representatives wants to attend the meeting can attend the meeting.

In the event of the specified date of Quotations opening date being declared a holiday for the Purchaser, the Quotations shall be opened at the appointed time and location on the next working day.

18 Clarification of Quotations

During Evaluation of Quotations, the Purchaser may, at its discretion, ask the Bidder for a clarification of its quotation. The request for clarification and the response shall be in writing and no change in prices or substance of the quote shall be sought, offered or permitted.

19 Preliminary Examination.

19.1 The Purchaser will examine the Quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.

19.2 Arithmetical errors, if any be rectified.

19.3 The Purchaser may waive any minor informality or non-conformity or irregularity in Quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

19.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each quotation to the bidding documents. For the purpose of these Clauses, a substantially responsive quotation is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. Deviations or reservations to critical provisions such as those concerning Performance Security, Warranty, Payment Terms and Delivery period, non signature of the bid document will be deemed to be a material deviation.

19.5. If a quotation is not substantially responsive, it will be rejected by the Purchaser and may not be subsequently be made responsive by the Bidder by correction of the non-conformity

20 Evaluation and Comparison of Quotation.

20.1 The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e. which (a) are properly signed; (b) conform to the terms and conditions and specifications; and (c) have submitted all the documents asked for in 7.2 above. No Quotation will be considered if the complete requirements covered in the item are not included in the Quotation.

20.2 The Purchaser's evaluation of a Bid will exclude and not take into account GST, which will be payable on the Goods if a contract is awarded to the Bid.

F. Award of contract

21 Post Qualification

21.1 The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive quotation meets the Qualifications as mentioned in clause 7 above.

The bidders should furnish information on all past supplies and satisfactory performance on the prescribed format attached.

21.2 The determination will take into account the Bidder's Financial, technical and production capabilities. It will be based upon an examination of documentary evidence of the Bidder's qualifications submitted by Bidder as well as other information as the Purchaser deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for the award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily

22 Award of Contract

22.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price provided that the Bidder is determined to be qualified to perform the Contract satisfactorily.

22.2 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

22.3 The bidder whose bid is accepted will be notified of the award of a contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

23. Purchaser's right to vary Quantities at the time of Award

The Purchaser reserves the right at the time of Contract Award to increase or decrease by up to 25% of the Quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms & conditions. For this purpose, any decimal after the whole number shall be converted to the next whole number.

24 Purchaser's Right to accept any quotation and to reject any or all quotations.

24.1 The Purchaser reserves the right to accept or reject any quotation and to annul the bidding process and reject all quotations any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

25 Notification of Award

Prior to the expiration of the period of Quotation validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail to be confirmed in writing by registered letter that its quotation has been accepted.

PRICE SCHEDULE

<u>Sl. No. as per technical specification</u>	<u>Particulars</u>	<u>Qty</u>	<u>Rate in Rs</u>	<u>Amount</u>
Installation Charges				
SubTotal				
GST				
Grand Total amount				

We agree to supply the above items of goods in accordance with the technical specifications for the amount against each item as shown in the Price schedule, within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier

Attachment - III

Format of Performance Statement for the last five years to be submitted by the Bidder

IFQ No.....

Name of Bidder.....

[illegible]