

**SUB: Limited Tender for Procurement of MS SQL Standard Server with User CAL,  
MS RDP CAL, MS server, MS Project Server with user Cal/Client, SharePoint  
Server with User CAL Licenses**

Balmer Lawrie & Co. Ltd. (BL), a Govt. of India Enterprise, wishes to procure Various Microsoft sale of products as itemized below. Offers are invited from OEM/vendors for supply of the items specified with following terms and conditions mentioned in Limited tender.

Part No.	Item Description	Indicative Number
6VC-03274	WinRmtDsktpSrvcsCAL 2016 SNGL MVL UsrCAL	30
9EM-00264	Win Server STDCore 2016 SNGL MVL 2Lic CoreLic	30
228-10840	SQL Server Std 2016 SNGL MVL	4
359-06368	SQLCAL 2016 SNGL MVL UsrCAL	10
H04-00231	SharePoint Server SNGL LicSAPk MVL	1
H05-00445	SharePointStdCAL SNGL LicSAPk MVL UsrCAL	20
H30-00255	PrjctPro SNGL LicSAPk MVL w1PrjctSvrCAL	1
H22-00489	Prjct Server SNGL LicSAPk MVL	1
H21-00597	Prjct Server CAL SNGL LicSAPk MVL UsrCAL	10

**1. PRODUCT SPECIFICATIONS**

Should conform to the offering by Microsoft product specifications available as per Part no. & <https://support.microsoft.com/en-in/allproducts>

**2. VALIDITY OF OFFER**

All basic prices quoted shall remain unaltered and valid for 90 days from offer submission date.

**3. DELIVERY**

Delivery of the ordered items with accessories should be completed within **30 days** from the date of placement of the BL purchase order. The cost of delivery will have to be borne by the bidder. No separate charges will be paid by BL.

**3.1** Delivery will be deemed to be completed when the following are received at BL Kolkata HO, 21 NS Road office in full & successful installation.

**3.2** The relevant licenses for port should be in favor of Balmer Lawrie & Co. Ltd.

Note: Installation suffice Vanilla installation only for one instance. Documentation of the installation procedure need to be shared, so that BL internal team will do the subsequent installation.

**4. NON CONFORMANCE OF TECHNICAL SPECIFICATIONS**

Subsequent to the delivery of items, if it comes to BL's notice that the delivered material does not comply with the ordered specification, the vendor will be asked to replace / rectify the delivered item. In such cases the date of clearance by the BL personal as to the compliance of ordered specification after the replacement / rectification has been carried out by the vendor would be considered as the final date of completion. No cost will be paid by BL for such replacements / rectifications whatsoever.

5. **EMD**

Unpriced Part should be accompanied by a Bank Draft Validity of which shall be three months from the date of Tender Opening) of Rs 15,000.00 (Rupees Fifteen Thousand only) towards earnest money deposit (interest-free) executed by any scheduled bank drawn in favor of M/s Balmer Lawrie & Co Ltd payable at Kolkata.

EMD will be returned for the vendors who do not qualify as L1. EMD will be forfeited if the bidder withdraws the bid in between the bid validity period.

EMD money however will be returned after successful implementation.

Note:

Registered micro & small enterprises shall be exempted from the need to furnish EMD subject to submission their registration details.

6. **PAYMENT TERMS**

Payments shall be made promptly by Balmer Lawrie, but in no case later than sixty (60) days after submission of an invoice along with the stipulated acceptance/delivery certificate signed by competent authority/Project Coordinator/Authorized Representative, unless there is a clarification that is sought by Balmer Lawrie within this time.

Payment will be done by EFT mechanism only

Payment Schedule:

Part 1:

For product described below

6VC-03274	WinRmtDsktpSrvcsCAL 2016 SNGL MVL UsrCAL
9EM-00264	Win Server STDCore 2016 SNGL MVL 2Lic CoreLic
228-10840	SQL Server Std 2016 SNGL MVL
359-06368	SQLCAL 2016 SNGL MVL UsrCAL

Payment will be initiated after successful Delivery of the products with installation & submission of an invoice along with the stipulated acceptance/delivery certificate signed by competent authority/Project Coordinator/Authorized Representative from Balmerlawrie.

Part2: (As per Microsoft split payment methodology)

For product described below

H04-00231	SharePoint Server SNGL LicSAPk MVL
H05-00445	SharePointStdCAL SNGL LicSAPk MVL UsrCAL
H30-00255	PrjctPro SNGL LicSAPk MVL w1PrjctSvrCAL
H22-00489	Prjct Server SNGL LicSAPk MVL
H21-00597	Prjct Server CAL SNGL LicSAPk MVL UsrCAL

Each year one third of the payment and taxes as applicable will be initiated along with the valid invoice and stipulated acceptance/delivery certificate signed by competent authority/Project Coordinator/Authorized Representative from Balmerlawrie.

Note:-

1) For Part 2/Split Payment will be intimated beginning of the cycle year.

7. **TAXES AND DUTIES**

Taxes and duties as applicable on the date of invoice shall be payable by BL on actual. However In case any increase occurs in taxes and duties on account of delayed delivery on bidder's part, such increases shall be on bidders account.

**8. Mandatory Qualifying CRITERION**

**8.1** Technical specification offered by the bidder should meet the specification given in the Tender as follows:

- a) Bidder should be either OEM or authorized OEM partner, (Attach relevant certificate for the same from OEM).
- b) In case bidder is not OEM, then necessary documents for OEM (MAF) should be submitted for showing the authorization to sale and support the OEM products/licenses/services.
- c) Bidder must be registered with Balmer Lawrie & Co. Ltd as authorized vendor for providing the above services.

**8.2** Price should be provided in this format – (To be Submitted Online Only)

Part No.	Item Description	QNT	Rate /Unit	Amount (Rs.)	CST (%)	Sales Tax (%)	Vat (%)	S.Tax (%)	Any Other Charges	Grand Total
6VC-03274	WinRmtDsktpSrv csCAL 2016 SNGL MVL UsrCAL	30								
9EM-00264	Win Server STDCore 2016 SNGL MVL 2Lic CoreLic	30								
228-10840	SQL Server Std 2016 SNGL MVL	4								
359-06368	SQLCAL 2016 SNGL MVL UsrCAL	10								
H04-00231	SharePoint Server SNGL LicSAPk MVL	1								
H05-00445	SharePointStdCA L SNGL LicSAPk MVL UsrCAL	20								
H30-00255	PrjctPro SNGL LicSAPk MVL w1PrjctSvrCAL	1								
H22-00489	Prjct Server SNGL LicSAPk MVL	1								
H21-00597	Prjct Server CAL SNGL LicSAPk MVL UsrCAL	10								

**\*\* The above quantity is indicative only\*\***

**\*\*\* Bidder has to bid for all the items \*\*\***

**Note:**

- a) This format is only for the reference.
- b) Please do not fill the blank spaces here.
- c) The price bid only can be submitted through online <https://balmerlawrie.eproc.in>
- d) Please follow the point number 10 for further information.
- e) It is mandatory for a bidder to participate in both the items.

## 9. PRICE EVALUATION CRITERION

Only bidder who are registered with Balmer Lawrie & qualify in the mandatory criteria (Point 8) are considered for Price Evaluation.

L1 (lowest) to be calculated on total summation of all line items (Including taxes) . Lowest will be considered as successful bidder.

## 10. INSTRUCTION TO BIDDERS

### (A) Ethical Standard

- Bidders are expected to observe the highest standard of ethics during the procurement and execution of this Order. In pursuit of this policy, BL will reject the proposal for award if it determines that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Order.

For the purposes of this provision, the terms set forth below are defined as follows:

- (i) “*corrupt practice*” means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Order execution; and
  - (ii) “*fraudulent practice*” means a misrepresentation of facts in order to influence the procurement process;
  - (iii) “*collusive practice*” means designs to establish bid prices at artificial, non-competitive levels to deprive BL of the benefits of competition.
- By signing the Bid-form the Bidder represents that for the hardware/Software it supplies, it is either the OEM or that it has proper authorization and/or license from the owner to offer them. Wilful misrepresentation of these facts shall be considered a fraudulent practice without prejudice to other remedies that BL may take.

### (B) Cost of Bidding

There will be no cost of Tender Document.

### (C) Submission of bids & documents accompanying the bids

Parts I & II shall be submitted in separate covers. **Part III shall be submitted online only and no hardcopy should be submitted.**

**Part-I:** This part shall be marked as “Part I – Bid Security” and shall not contain any price at all. The Bid Security (EMD) should be placed in a separate envelope within Part I. Tender No. and title should be clearly mentioned on the envelope.

**Part-II:** This part shall be marked as “Part II –Bid Documents”, placed in a separate envelope and shall not contain any price at all. **One set of Hard copy needs to be provided.** Tender No. and title should be clearly mentioned on the envelope.

Part II shall comprise of:

- Bill of material and quantity with OEM Product and Services Part No.
- Signed copy of tender document (all pages to be signed and stamped).
- Bidder should be either OEM or approved OEM partner, (Attach relevant certificate for the same from OEM) & they are authorized to sale and support the OEM products/licenses/services (OEM – MAF).
- Bidder must be registered with Balmer Lawrie & Co. Ltd.
- Any Technical documents of the product being procured.

**Part-III: To be submitted online only.** This shall contain filled up price schedule. The price bid should contain no other terms & conditions other than quoted price and would be submitted online at <https://balmerlawrie.eproc.in> website.

#### **(D) Submission**

The Bidder shall seal the original Part-I (Bid Security), Part-II (Bid Documents). The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall

- (a) be addressed to Tender Invitation authority at the address given below:

**Sanjeev Kumar Padhee,**  
**Senior Manager (IT),**  
**Balmer Lawrie & Co. Ltd.,**  
**21, NS Road, Kolkata – 700001**  
**Email: [padhee.sk@balmerlawrie.com](mailto:padhee.sk@balmerlawrie.com)**  
**033-22225228**  
**+91 9967042670**

- (b) The envelopes shall indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared “not fit to be opened.”

If the outer envelope is not sealed and marked as mentioned above, BL will assume no responsibility for the bid’s misplacement or premature opening.

#### **(E) Conditions for online bid submission**

The bidder shall submit his price bid response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement portal <https://balmerlawrie.eproc.in> and submit their bids online.

The bidders shall submit their eligibility and qualification documents, Technical bid, Price bid etc displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., which is requested in support of their eligibility criteria/technical bids in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/ authenticity.

##### **I. Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. – Mr. Tirtha Das(+919163254290) e-mail :[tirtha.das@c1india.com](mailto:tirtha.das@c1india.com), Mr. Tuhin Ghosh(+918981165071) e-mail:[tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com), , Mr. Siva Kumar (Chennai) e-mail : [siva.kumar@c1india.com](mailto:siva.kumar@c1india.com), Mr Ravi Gaiwal (022)66865611 e-mail:[ravi.gaiwal@c1india.com](mailto:ravi.gaiwal@c1india.com) or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>.

##### **II. Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate.

##### **III. Submission of Hard copies:**

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**Price Bid should not be submitted in physical form.** Part I & II, however, should be submitted in hard copy.

**IV. Deactivation of Bidders:**

The bidders found defaulting in submission of hard copies of original DD for EMD and other documents to the Tender Inviting Authority on or before the time stipulated in the tender will not be permitted to participate in the tender.

**V. Tender Document:**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the Tender document and seek clarification, if in doubt, from the Tender Inviting Authority

**VI. Bid Submission Acknowledgement:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. C1 India is not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing. Before scanning for uploading, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.

Such uploaded documents pertaining to Technical Bid need to be attached to the tender while submitting the bids on line.

The bidders should furnish hard copies of all the uploaded documents, **except the Price Bid.**

**VII. Disclaimer for e-procurement:**

Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

**VIII. Extension of bid submission**

BL may, at its discretion, extend this deadline for submission of bids in which case all rights and obligations of BL and Bidders will thereafter be subject to the deadline as extended. Information on deadlines would be uploaded in the website.

**IX. No Deviation**

Please note that this is a no deviation and no assumption bid. Bidders should abide by all the terms and technical requirement mentioned in this Tender or further corrigendum as and when issued.

**(F) Bid Price**

The bid price must be prepared in accordance with the instructions specified below:

- a. The price bid should be completed as per the price bid format.
- b. The Basic price must take into account all incidental costs associated with the provision of services including travel, transportation, communications, fees, etc. imposed on the bidder in India or any other country.

**(G) Bid Security (Earnest Money Deposit)**

The Bidder shall furnish as part of its bid, a bid security (EMD) for an amount as mentioned in point number 5, which shall be interest free and submitted along with hardcopy of the bid, in the form mentioned below.

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- a) The bid security shall be in the form of a Pay Order / Demand Draft drawn on “Balmer Lawrie & Co. Ltd.” Payable at Kolkata, from a Scheduled or Nationalised Bank other than a Co-operative or Gramin Bank.
- b) Any bid not accompanied with the prescribed bid security, shall be rejected by BL as non-responsive.
- c) The EMD shall be refunded to the unsuccessful bidder(s) on submission of official request.

**(H) Clarifications**

During the bid evaluation, BL may, at its discretion, ask the Bidder for a written clarification of its bid, which the bidder is bound to provide.

**(I) Award of Purchase Order**

- I. The bidder who has the overall least Total Cost of Ownership amongst the technically qualifying bidders shall be awarded the Purchase Order.
- II. Balmer Lawrie reserves the right to accept or reject any First (Original) or Updated bid, and to annul the bidding process and reject all bids at any time prior to award of PO, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the grounds for such action.

**(J) Transfer of bid document**

Transfer of bids submitted by one Bidder to another Bidder is not permissible.

**(K) Compliance with company law**

The Bidder must declare whether the proprietors/ partners of the firm/ Directors of the limited company has any relation with any director of BL including its subsidiaries and Joint Ventures and if so, the details or the relation thereof must be disclosed in the bid response.

- 11. BL reserves the right to accept or reject any or all offers or to split the order/s without assigning any cause. Bids of any Tenderer may be rejected if a conflict of interest between the Tenderer and the company is detected at any stage. Incomplete offers are liable to be rejected. **No deviations will be granted. The last date of submission of the required documents is till eighteen hundred (1800) hours IST on 10/03/2017.**
- 12. Bidder will have to keep track of the tender at <https://balmerlawrie.eproc.in>, any changes to the Tender won't be communicated in print after first notification. All Corrigendum's will be available only at <https://balmerlawrie.eproc.in> & [www.balmerlawrie.com](http://www.balmerlawrie.com).

Clarifications can be obtained in writing from the undersigned during working hours on any date before the due date of submission of this tender.

**Sanjeev Kumar Padhee,**  
**Senior Manager (IT),**  
**Balmer Lawrie & Co. Ltd.,**  
**21, NS Road, Kolkata – 700001**  
**Email: [padhee.sk@balmerlawrie.com](mailto:padhee.sk@balmerlawrie.com)**  
**033-22225228**  
**+91 9967042670**



**Check List (Tick the necessary)**

Items to be submitted	YES	NO
EMD of Rupees three Thousand (15,000/-) Only		
Bank Details information for EFT		
Bidder must be registered with Balmer Lawrie & Co. Ltd.		
Bidder's letter indicating acceptance of part order during the bid validity period.		
Bill of material and quantity with OEM Product/Services/Part No.		
Signed copy of tender document (all pages to be signed and stamped).		
Bidder should be either OEM or approved OEM partner, (Attach relevant certificate for the same from OEM) & they are authorized to sale and support the OEM products/licenses/services (OEM - MAF)		





## Form1:

### Bid form – techno-commercial bid submission letter

Bidder's Ref. No. \_\_\_\_\_

Date:

**Sanjeev Kumar Padhee,**  
**SM (IT),**  
**Balmer Lawrie & Co. Ltd.,**  
**21, NS Road, Kolkata – 700001**  
**Email: [padhee.sk@balmerlawrie.com](mailto:padhee.sk@balmerlawrie.com)**

Ref.: Your Tender no. \_\_\_\_\_

Dear Sir,

Having examined the bid documents, including Addenda, if any, the receipt of which is hereby acknowledged, we, the undersigned, offer the above-named Facilities in full conformity with the said bidding documents for the sum as mentioned in Price Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract/Purchase Order.

We further undertake, if invited to do so by you, and at our own cost, to attend a clarification meeting at a place of your choice.

We undertake, if our bid is accepted, to commence execution of work of the Facilities and to achieve completion within the respective timelines stated in the bid documents / quoted by us in our bid.

We note that a formal Contract/ Purchase Order would be prepared and executed between the Company and the successful bidder.

We understand that you are not bound to accept the lowest or any bid you may receive and in-turn we will not have any rights to raise any claim, whatsoever it may be, due to or arising out of rejection of our bids.

\_\_\_\_\_ [signature with office seal]

In the capacity of \_\_\_\_\_ [Designation]

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_ [Name of the bidder]

\* Detailed Bill of Material with Product and Services Part No need to be submitted

**Form2:****ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER**

01	Name & Address of the Supplier / Sub-contractor	
	<b>Details of Bank Account:</b>	
02	NAME & ADDRESS OF THE BANK	
03	NAME OF THE BRANCH	
04	BRANCH CODE	
05	MICR CODE	
06	ACCOUNT NUMBER	
07	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
08	BENEFICIARY'S NAME	
09	IFSC CODE OF THE BRANCH	
10	EMAIL ID	
11	TELEPHONE/MOBILE NO.	

**(Seal & Signature of Bidder)**

### Form3:

#### Sub : Undertaking of Authenticity for Server Application Software, accessories & Licenses

Sub : Supply of Server Application & licenses

Ref : 1. Your Purchase Order No. ....dated.....

2. Our Invoice no / Quotation No. ....dated.....

With reference to the Server Application Licenses/ User Cal Licenses / quoted to you vide our invoice no / quotation no / order no cited above

We hereby undertake that all the components/parts/assembly/software used in the Server devices under the above shall be original new components/parts/assembly/software only from respective OEMs of the products and that no refurbished/duplicate/second hand components /parts /assembly /software are being used or shall be used.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation for the IT Hardware/Software already billed, we agree to take back the Server devices without demur, if already supplied and return the money if any paid to us by you in this regard.

We <**System OEM name**> also take full responsibility of both parts and service SLA as per the content even if there is any defect by our authorized Service Center / Reseller / SI etc.

Signature of Authorized Signatory with office seal :

Name :

Place : Date :