



ODISHA COMPUTER APPLICATION CENTRE

**REQUEST FOR PROPOSAL**

Enq.No.: OCAC-SEGP-MNT-0002-2023-23128

Odisha Computer Application Centre (OCAC) invites Request for Proposal (RFP) for Comprehensive Annual Maintenance Contract of existing Poly VC Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC under OSWAN Project. For details please visit websites [www.ocac.in](http://www.ocac.in) & [www.odisha.gov.in](http://www.odisha.gov.in). **The bid shall be submitted in electronic mode only in the portal <https://enivida.odisha.gov.in> latest by 18.01.2024, 2.00 P.M.** OCAC reserves the right to accept/ reject any / all bids without assigning any reason thereof.

**General Manager(Admin), OCAC,** Plot No.-N-1/7-D, Acharya Vihar, P.O.-RRL, Bhubaneswar-751013, Ph.-2567280/ 2567064/ 2567295

**Request for Proposal (RFP) for Comprehensive Annual Maintenance Contract of existing Poly VC Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC under OSWAN Project**

**RFP Enquiry No. OCAC-SEGP-MNT-0002-2023-23128**

**Date:-28-12-2023**

**RFP Schedule**

<b>Sl. No.</b>	<b>Items</b>	<b>Date &amp; Time</b>
1	Availability of Bid Document in the website (www.ocac.in, www.odisha.gov.in)	28-12-2023
2	Last date and time for Submission of Bid	18-01-2024 by 2.00 PM
3	Opening of Pre-Qualification Bids	18-01-2024 at 4.00 PM
4	Opening of Price Bids	To be Informed
5	odisha.ocac@gmail.com and souri.das@odisha.gov.in	

The Dates are subject to change according to the convenience and needs of the Purchaser.

**DISCLAIMER:**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

## **INSTRUCTION TO BIDDERS**

### **INVITATION FOR BIDS:**

Odisha Computer Application Centre (OCAC) invites bids from eligible Agency (here after called as Bidder /Agency) who have the necessary qualifications for providing Comprehensive Annual Maintenance Contract of existing Multipoint Conferencing Unit (MCU) including SSL Certificate Installed at OCAC. The Agency shall be responsible for providing Comprehensive Annual Maintenance Contract for 3 years from 22-02-2024

The Bid document has been published in the official website of OCAC ([www.ocac.in](http://www.ocac.in)), OCAC e-Tender Portal <https://enivida.odisha.gov.in> and official website of Govt. of Odisha ([www.odisha.gov.in](http://www.odisha.gov.in)). Bidders are requested to go through the Bid document carefully and participate in the bidding process with all necessary details as required.

This RFP is issued by OCAC, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is General Manager (Admin).

### **E-TENDER POTATL:**

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

Bidder Enrollment can be done using “**Bidder Enrollment**”.

The instructions given below are meant to assist the bidders in registering on the e- Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enroll themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link “Bidder Enrollment” available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any

---

#### **ODISHA COMPUTER APPLICATION CENTRE (OCAC)**

OCAC Building, Plot No. – N-1/7-D, Acharya Vihar Square, RRL PO, Bhubaneswar-13, Odisha  
Tel: 0674-2567064/2567280, FAX- 0674-2567842

Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgment copy on our help desk mail id [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com), for activation of the account.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

- 5) These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click “New” to upload new documents.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
- 3) Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD declaration as applicable and enter details of the instrument.
- 4) In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgment & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

- 9) The tender summary has to be printed and kept as an acknowledgment of the submission of the tender. This acknowledgment may be used as an entry pass for any bid opening meetings.

**For any clarification in using eNivida Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Help-desk (as given below) for any query related to e- tendering.

Phone No. 011-49606060, +919877441259

Mail id: - [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com)

## Table of Contents

INSTRUCTION TO BIDDERS .....	3
INVITATION FOR BIDS:.....	3
E-TENDER POTAL:.....	3
GUIDELINES FOR REGISTRATION:.....	3
SEARCHING FOR TENDER DOCUMENTS .....	4
PREPARATION OF BIDS .....	4
SUBMISSION OF BIDS .....	5
For any clarification in using eNivida Portal: .....	6
1. FACT SHEET .....	9
2. PROPOSAL .....	10
3. BACKGROUND INFORMATION .....	10
4. INSTRUCTION TO THE BIDDERS .....	11
4.1 General .....	11
4.2 Compliant Tenders / Completeness of Response.....	12
4.3 Key Requirements of the Bid .....	12
4.3.1 Right to Accept Any Proposal and to Reject Any or All Proposal(s).....	12
4.3.2 Cost of RFP Document and Earnest Money Deposit (EMD).....	12
4.3.3 Performance bank Guarantee.....	13
4.3.4 Submission of Proposals .....	14
4.3.5 Authentication of Bids .....	14
4.4 Preparation and Submission of Bid.....	15
4.4.1 Preparation Costs .....	15
4.4.2 Language.....	15
4.4.3 Venue & Deadline for Submission of Bid .....	15
4.4.4 Late Bids.....	15
5. CRITERIA FOR EVALUATION.....	15
5.1 Pre-Qualification/Technical Bid Evaluation. ....	16
5.2 Price Bid Evaluation.....	19
6. APPOINTMENT OF VENDOR.....	19
6.1 Notification of Award .....	20
6.2 Issue of Purchase Order .....	20
6.3 Failure to Agree with the Terms and Conditions of the RFP .....	20
6.4 Delivery Schedule.....	20
7. GENERAL TERMS AND CONDITIONS OF CONTRACT .....	20
7.1 Purchaser .....	20
7.2 Cost of Proposal .....	20



7.3 Amendment of RFP Documents .....	21
7.4 Arithmetic Errors Correction.....	21
7.5 Prices.....	21
7.6 Payment Terms.....	21
7.7 Disqualification.....	21
7.8 Performance Bank Guarantee .....	22
7.9 Liquidated Damages.....	22
7.10 Termination of Purchase Order.....	23
7.11 Force Major Condition.....	23
7.12 Resolution of Disputes .....	24
Annexure: G-1 .....	25
Particulars of the Bidders.....	25
Annexure: G-2 .....	27
Annexure: G-3 .....	28
Authorization Letter.....	28
Annexure: G-4 .....	29
Acceptance of Terms & Conditions Contained In the RFP Document.....	29
Annexure: G-5 .....	30
Format for List of Previous Work Orders Executed.....	30
Annexure: G-6 .....	31
Price Bid Letter .....	31
Annexure: G-7 .....	33
Price Bid Format.....	33
Annexure: G-8 .....	34
Manufacturer Authorization Format.....	34
Annexure: G-9 .....	35
Performance Bank Guarantee .....	35
List of Enclosures .....	38

## 1. FACT SHEET

This Fact Sheet comprising important factual data of the tender is for quick reference of the bidder.

Clause Reference	Topic
<b>The Proposal</b>	Odisha Computer Application Centre (OCAC) invites RFP for Comprehensive Annual Maintenance Contract of existing Multipoint Conferencing Unit (MCU) including SSL Certificate Installed at OCAC.
<b>Method of Selection</b>	Least Cost Selection (LCS) i.e., L1 method shall be used to select the bidder. The bidder is required to submit the bids in General (Pre-qualification) and Financial bid in eNivida portal ( <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a> ). Financial bid of those bidders who qualify in General Bid shall be opened.
<b>Non-refundable RFP Document Fee</b>	The RFP document can be downloaded from the website <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> or <a href="http://www.ocac.in">www.ocac.in</a> or <a href="https://enivida.odisha.gov.in/">https://enivida.odisha.gov.in/</a> . The bidders are required to submit the RFP document fee of ₹5,600/- (inclusive of 12% GST) Five Thousand Six Hundred Only in shape of Bank Draft in favour of Odisha Computer Application Center payable at Bhubaneswar from any of the any Nationalized / Scheduled Commercial banks along with the proposal General/Pre-qualification bid documents. The original DD of the Tender fee should be submitted at OCAC office on or before 18/01/2024, 1 PM. The scan copy of the DD and receipt of tender document fee has to be uploaded online in the proposal of General/Pre-qualification bid documents. The RFP document fee can also be transfer online through NEFT only to Account Name -OCAC Training, Union Bank of India, Acharya Vihar Branch, Bhubaneswar, Account Number 149311100000195, IFSC Code-UBIN0814938. In case of NEFT online transfer of RFP Document fee, the firm must mention the Firm name, Amount Transfer with Transaction ID, Tender Enq. Number, GST No to the mail id <a href="mailto:odisha.ocac@gmail.com">odisha.ocac@gmail.com</a> and mark a copy to <a href="mailto:souri.das@odisha.gov.in">souri.das@odisha.gov.in</a>
<b>Earnest Money Deposit (EMD)</b>	The bidder has to submit the EMD amounting ₹10,00000/- (Rupees Ten Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at

**ODISHA COMPUTER APPLICATION CENTRE (OCAC)**

Clause Reference	Topic
	<p>Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.</p> <p>Bidder should upload the scan copy of the DD and EMD receipt fee online in PQ Bid and submit the original DD at OCAC office on or before 18/01/2024, 1 PM</p>
<b>Performance Bank Guarantee (PBG)</b>	Performance Bank Guarantee (PBG) @ 10% of the cost of the project without GST from any Nationalized/Scheduled Commercial Bank in the prescribed format in favour of Odisha Computer Application Centre shall be submitted by the successful bidder within 30 days of issue of work order/LoI.
<b>Scope of Work</b>	Selected Bidder is expected to deliver the AMC Services as mentioned in this RFP.
<b>Language</b>	Bid must be prepared by the Bidder in English language only.
<b>Currency</b>	The bidder should quote in Indian Rupees only. The Total Price inclusive of GST will be considered for evaluation. So, the bidder must mention the base price and the GST component separately.
<b>Validity Period</b>	Proposals/bid must remain valid for a period of 180 days from the last date of bid submission.
<b>Bid to be submitted on or before last date of submission at:</b>	<p>The proposal must be submitted to: The General Manager (Admn.) Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013 (INDIA)</p> <p>Proposals must be submitted on or before 18-01-2024 by 2:00 PM through electronic mode only i.e <a href="https://enivida.odisha.gov.in">https://enivida.odisha.gov.in</a> Portal</p>

## 2. PROPOSAL

Odisha Computer Application Centre (OCAC) invites bids from eligible Agency (here after called as Bidder /Agency) for Comprehensive Annual Maintenance Contract of existing Multipoint Conferencing Unit (MCU) including SSL Certificate Installed at OCAC.

## 3. BACKGROUND INFORMATION

Odisha Computer Application Centre (OCAC), the Designated Technical Directorate of Electronics & Information Technology Department, Government of Odisha, intends to extend the Comprehensive Annual Maintenance Contract of its existing Poly Multipoint Conferencing Unit (MCU) infrastructure installed at SHQ, OCAC under Odisha State Wide Area Network Project for a period of 3 Years. The existing Poly Multipoint Conferencing Unit (MCU)

infrastructure shall expire on 21-02-2024. The selected Agency will provide Comprehensive Annual Maintenance Contract starting from 22-02-2024 for a period of 3 years.

**The detail BoM of the existing Poly MCU infra is mentioned below**

<b>Sl. No.</b>	<b>Existing Product Description</b>	<b>Quantity</b>	<b>Serial No.</b>	<b>Status</b>
1	Poly Real Presence Clarity with redundancy for 800 users	1	NA	Installed and running at SHQ,OCAC
2	Poly RMX 2000	5	CR2191211050 CR2201022003 CR2191211049 SR2150106144 SR2150106117	Installed and running at SHQ,OCAC Software version 8.9.0.3519
3	Poly DMA Core	2	DYVZQ53 FGWD853	Installed and running at SHQ,OCAC
4	Poly Resource Manager	2	DYVZQ53 FGWD853	Installed and running at SHQ,OCAC Software version 10.9.0.1
5	Poly DMA Edge(Poly 7000)	2	FGVK853 FGVL853	Installed and running at SHQ,OCAC Software version 10.0.0_P8_Build_12026
6	Poly Real Presence Web suit Servers	2	NA	Installed and running at SHQ & OSDC
7	Hardware server (Dell Power edge R440, Intel Xeon 16 core, 2 X 16 GB RAM, 2 X 600 GB SAS) with virtualization (VMWARE License)	1	61WCH73	Installed and running at SHQ,OCAC Software version 6.5.0 Update 3 (Build 14320405)
8	SSL certificate	4	vcprovisioner.oswan.gov.in,ocacvc.oswan.gov.in,videomeet.oswan.gov.in,vcscheduler.oswan.gov.in	Installed and running at SHQ,OCAC

#### 4. INSTRUCTION TO THE BIDDERS

##### 4.1 General

- a. While every effort has been made to provide comprehensive and accurate background information, requirements, and specifications, Bidders must form their own conclusions

about the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

- b. All information to be supplied by Bidders will be treated as contractually binding on the Bidders, on successful award of the assignment by OCAC on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of OCAC with the bidder. OCAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of OCAC.
- d. This RFP supersedes and replaces any previous public documentation & communications in this regard and Bidders should place no reliance on such communications.

## 4.2 Compliant Tenders / Completeness of Response

- a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the RFP document may render non-compliant and the proposal may be rejected. Bidders must:
  - Comply with all requirements as set out within this RFP.
  - Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
  - Include all supporting documentations specified in this RFP.

## 4.3 Key Requirements of the Bid

### 4.3.1 Right to Accept Any Proposal and to Reject Any or All Proposal(s)

- a) OCAC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.
- b) OCAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c) The submission of RFP does not constitute an offer by OCAC. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

### 4.3.2 Cost of RFP Document and Earnest Money Deposit (EMD)

- a) RFP Document shall be downloaded from the official site mentioned in the cover page. The bidders are required to submit the non-refundable RFP document Fee of ₹5,600/- (Rupees Five Thousand and Six Hundred Only) (Inclusive of 12% GST) in shape of an account payee Demand Draft in favor of Odisha Computer Application Centre, payable at

Bhubaneswar from any of the any Nationalized / Scheduled Commercial banks along with the proposal General/Pre-qualification bid documents. The original DD of the Tender fee should be submitted at OCAC office on or before 18/01/2024, 1 PM. The scan copy of the DD and receipt of tender document fee has to be uploaded online in PQ Bid of the proposal of General/Pre-qualification bid document. The Tender Fee should be valid for a minimum period of 90 days from the last date of submission of the Bid. Bidder must mention, Tender Enq No, GST No and Bidders Name in the backside of D.D. The RFP document fee can also be transfer online through NEFT only to Account Name:-OCAC Training, Union Bank of India, Acharya Vihar Branch, Bhubaneswar, Account Number 149311100000195, IFSC Code-UBIN0814938. In case of NEFT online transfer of RFP Document fee, the firm must mention the Firm name, Amount Transfer with Transaction ID, Tender Enq. Number, GST No to the mail id odisha.ocac@gmail.com and mark a copy to souri.das@odisha.gov.in.

- b) The bidder has to submit the EMD amounting ₹10,00000/- (Rupees Ten Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre payable at Bhubaneswar. The scan copy of the DD and receipt of EMD fee has to be uploaded online in the proposal of General/Pre-qualification bid document. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid. The original DD of the EMD should be submitted at OCAC office on or before 18/01/2024, 1 PM. Bidder must mention, Tender Enq No, GST No and Bidders Name in the backside of D.D .EMD should be submitted in the General/Pre-qualification Bid.
- c) In the Demand Draft of Tender Document Fee & EMD, the bidder shall mention the Company Name, Tender Enquiry No and GST No in the back side of the Demand Draft.
- d) The bid / proposal submitted without RFP Document fee & EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to accept the Purchase Order in accordance with this tender/RFP.
  - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures or found to have furnished false/ forged documents etc.

### **4.3.3 Performance bank Guarantee**

- a) OCAC will require the selected bidder to provide a Performance Bank Guarantee (PBG) within 30 days from the PO/LoI, for a value equivalent to 10% of the total order value ( without GST)
- b) The Performance Bank Guarantee shall be valid till 3 years and 3 Months (39 Months). The Performance Bank Guarantee shall contain additional claim period of 60 days from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-

completion of the project and Warranty period.

- c) In case the selected bidder fails to submit performance Bank guarantee within the time stipulated, OCAC at its discretion may cancel the order placed on the selected bidder without giving any notice and invoke the Bid Security Declaration.
- d) In that event OCAC may award the Contract, at (L1) rate, to the next best value bidder (L2), whose offer is valid and substantially responsive and determined by OCAC.
- e) In the event of the bidder being unable to provide services and other terms and conditions of the PO/RFP for whatever reason, OCAC would evoke the PBG. OCAC shall notify the Bidder in writing of the exercise of its right to receive such compensation within **15 days**, indicating the contractual obligation(s) for which the Bidder is in default
- f) Performance Bank Guarantee shall be refunded within three months of the successful completion of the contract period i.e. expiry of Annual Maintenance Contract period.
- g) No interest will be paid by OCAC on the amount of performance Bank Guarantee.

#### **4.3.4 Submission of Proposals**

- a. The bidders shall submit their RFP bid document as per the format given in this RFP document through on-line mode through <https://enivida.odisha.gov.in>, in the following manner:
  - i. Pre-qualification/Technical Proposal- in first cover
  - ii. Commercial Proposal - in second cover
- b. The response to Pre-Qualification/Technical bid and Price Bid (As mentioned in point-a) should be covered in separate sealed envelopes super-scribing “Pre-Qualification/Technical Bid” and “Price Bid” respectively.
- c. Please Note that Prices shall not be indicated in Pre-Qualification/Technical bid but shall only be indicated in the Price Bid.
- d. All the pages of the bid document must be sequentially numbered and must contain the list of contents with page numbers and Flag Marks. Any deficiency in the documentation may result in the rejection of the bid.
- e. The original bid shall be prepared in indelible ink. It shall contain no inter lineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- f. All pages of the bid shall be initialed and stamped by the person who signs the bid.
- g. The bidder shall attach a content page to the bid document highlighting the page numbers/ Flag Marks where each document is available without which the bid will be rejected.
- h. It is important to note that while submitting Bids through on-line mode i.e. <https://enivida.odisha.gov.in> the Mail ID and Mobile Number (with WhatsApp) of the Authorized person of the bidder should be written in bold letters so that in case of Opening of bids in VC, the web link will be issued to the Mail ID mentioned in the bid documents

#### **4.3.5 Authentication of Bids**

The RFP document shall be accompanied by an Authorization letter (**Annexure: G3**) / Power-of-Attorney in the name of the authorized signatory of the proposal.

## **4.4 Preparation and Submission of Bid**

### **4.4.1 Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the bid process, including site visits but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of bid, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **4.4.2 Language**

The proposal shall be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the proposal, the English translation shall govern.

### **4.4.3 Venue & Deadline for Submission of Bid**

Proposals, in its complete form in all respects as specified in the RFP document, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the RFP bid at the address specified below in person at OCAC. No other way of submission of bid including submission through courier shall not be considered.

The General Manager (Admn),  
OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square,  
RRL Post Office,  
Bhubaneswar-751013 (INDIA)

### **4.4.4 Late Bids**

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. OCAC shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.

## **5. CRITERIA FOR EVALUATION**

The selection process consists of below two phase's i.e.



1. Pre-Qualification/Technical Bid Evaluation
2. Financial Bid Evaluation

### 5.1 Pre-Qualification/Technical Bid Evaluation.

Following table mentions the pre-qualification criteria. A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria. Any bid failing to meet the stated criteria shall be summarily rejected and will not be considered for Commercial Evaluation.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	General	The bids should be submitted by only Prime Bidder, no consortium is allowed in this bid.	– Declaration in this regard needs to be submitted along with the Bid.
2.	Turnover	The Bidder's average annual turnover should be more than (INR) 5 cores in last three financial years and profitable during each of the previous three financial years ending on 31.03.2023.  <i>Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries/sister concerns etc.</i>	– Copy of audited profit and loss account/balance sheet/annual report of the last three financial years.
3.	Net Worth	The Bidder should have positive net worth during last three financial years, ending 31.03.2023.	- A certified document by the Chartered accountant stating the net worth and average annual turnover of the bidder.
4.	Legal Document	The bidder must be registered under the Companies Act 1956 or a Partnership firm registered under LLP Act, 2008 and must have in operation for a period of at least 5 (Five) years as of March 31, 2023. The company must be registered with appropriate authorities for all applicable statutory duties/taxes	(a) Valid documentary proof for :- <ul style="list-style-type: none"> <li>• Certificate of incorporation</li> </ul> (b) Valid documentary proof for: <ul style="list-style-type: none"> <li>• GST Identification number (GSTIN)</li> <li>• Income Tax registration/PAN number</li> </ul>

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
			<ul style="list-style-type: none"> <li>• Up to date GST Return</li> <li>• Income Tax returns for last three financial years.</li> </ul>
5.	Technical Capability	<p>Bidder must have successfully undertaken at least similar nature of work of value specified herein during the last Five Financial years i.e. 2018-19,2019-20,2020-21,2021-22and 2022-23</p> <ul style="list-style-type: none"> <li>– One similar nature not less than the Amount ₹ 3 Crore.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>– Two similar natures each of which not less than the amount ₹ 2 Crore..</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>– Three similar natures each of which not less than the amount ₹ 1.5 Crore</li> </ul> <ul style="list-style-type: none"> <li>– The “Similar Nature” of the work means Operation &amp; Maintenance (O&amp;M) of IT Infrastructure for any Government / Public Sector Enterprises/ BFSI in India within last five previous years ending with March 2023.</li> </ul>	<p>Satisfactory work Completion Certificates from the client + Copy of the Work Order/Purchase Order.</p> <p><b>OR</b></p> <p>Copy of Work Order/Purchase Order + Self Certificate of satisfactory work Completion certificate from the respective Employer/Company.</p> <p><b>OR</b></p> <p>Copy of Work Order/Purchase Order + Satisfactory Phase Completion Certificate from the Employer for ongoing projects.</p>
6.	Quality Certifications	The bidder must have valid ISO 9001 certificate as on the date of submission of this RFP bid.	Copies of the valid certificates.
7.	Local Service Centres	The Bidder should have presence in Odisha with support Centre or in case not, successful bidder must establish their support centre with adequate manpower within 30 days.	<ul style="list-style-type: none"> <li>– A Self Certified letter by an authorized signatory; OR</li> <li>– Undertaking for setting up Service Support Centres direct or through Channel Partner.</li> </ul>

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
8.	Performance	The Bidder must not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India Organization / Department during last 5 years as on ' <b>31st March 2023</b> '.	A Self Certified letter
9.	OEM Authorization	The bidder should submit the valid letter from the OEM(Poly) confirming the followings: <ul style="list-style-type: none"> <li>• Authorization from OEM for the quoted Product/Service.</li> </ul> <i>The same may verify by OCAC from the respective OEM's.</i>	a) MAF
10.	Blacklisting	The bidder must not be presently under blacklisting by any State/Central Government Department/ PSU.  The bidder must also disclose full details of any blacklisting by Central or State PSUs/Undertakings/Autonomous Organizations or under a declaration of ineligibility for corrupt or fraudulent practices in last two years 'as on' <b>31/03/2023</b> .	A Self Certified letter as per Annexure G2.
11.	Tender Document Fee	The bidder must have made a payment of ₹5,600/ (Rupees Five Thousand Six Hundred Only) towards tender document fee.  The RFP document fee can also be transfer online through NEFT only to Account Name – OCAC Training, Union Bank of India, Account Number 149311100000195, IFSC Code - UBIN0814938, Acharya Vihar Branch, Bhubaneswar,. In case	The RFP document fee must be in favor of Odisha Computer Application Centre from any Nationalized / Scheduled Commercial Bank payable at Bhubaneswar.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
		of NEFT online transfer of RFP Document fee, the firm must mention the Firm Name, Amount Transfer with Transaction ID, Tender Enquire Number, GST No in the mail id odisha.ocac@gmail.com and mark a copy to souri.das@odisha.gov.in	
12.	EMD	<p>The bidder must have submitted the EMD of ₹10,00000/- (Rupees Ten Lakh Only) in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Odisha Computer Application Centre (OCAC) payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.</p> <p>Bidder should upload the scan copy of the DD online and submit the original DD at OCAC office on or before XX/01/2024, 2 PM.</p>	Demand Draft (DD)

**Note:** - Only bidders qualifying in Pre-Qualification/Technical criteria would be considered for Financial Bid Evaluation

## 5.2 Price Bid Evaluation

Bidder's who qualify in the Pre-qualification / Technical bid evaluation would be shortlisted for Price Bid Evaluation. Bidder's, who do not qualify in the Pre-qualification / Technical bid evaluation, will not be invited for opening of Price bids. OCAC will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the Lowest Price bid (L1).

## 6. APPOINTMENT OF VENDOR.

## **6.1 Notification of Award**

OCAC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, OCAC may like to request the bidders to extend the validity period of the bid. In such case extended period shall be accepted as mutually agreed upon.

## **6.2 Issue of Purchase Order**

After Tender Process is over and subsequent approval of the competent authority, OCAC shall issue the purchase order or within such extended period, as may be specified by the Authorized Representative of OCAC, incorporating all clauses and the proposal of the bidder with the successful bidder.

## **6.3 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Terms, Conditions and PO and the RFP shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the OCAC shall forfeit the EMD of the successful bidder.

## **6.4 Delivery Schedule**

The delivery of Comprehensive Warranty Support of existing Multipoint Conferencing Unit (MCU) & SSL Certificate to be completed within 2 (Two) Weeks from the date of issue of Purchase Order.

## **7. GENERAL TERMS AND CONDITIONS OF CONTRACT**

### **7.1 Purchaser**

Odisha Computer Application Centre, Plot No.-N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013

### **7.2 Cost of Proposal**

The bidder shall bear all the costs associated with the preparation and submission of its Proposal, including site visits, and the GoO/OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

### 7.3 Amendment of RFP Documents

At any time prior to the deadline for submission of Proposal, OCAC reserves the right to modify and amend any of the stipulated condition/criterion in the RFP, depending upon project priorities *vis-à-vis* urgent commitments. Such amendments in shape of corrigendum/addendum shall be hosted in the websites where the original RFP was hosted. The bidder shall acknowledge the receipt of each corrigendum/addendum by submitting a signed copy of it along with Pre-Qualification Bid/Price Bid to the RFP issuing authority. Failure to acknowledge receipt of each corrigendum/addendum shall be interpreted as receipt of the corrigendum/addendum by the bidder and no claim will be entertained or accepted in this regard.

### 7.4 Arithmetic Errors Correction

Bidders are advised to exercise greatest care in entering the pricing figures. No excuse that mistakes have been made or requests for prices to be corrected will be entertained after the quotations are opened. Arithmetic errors, if any, in the price break-up format will be rectified on the following basis: -

If there is discrepancy in the unit price and the total price, the unit price shall prevail for calculation of total price.

### 7.5 Prices

- Prices quoted by the bidders should include, GST, insurance costs, transportation costs etc., till delivered at OCAC.
- Once a contract price is arrived, the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in foreign currency, change in the GST structure, changes in costs related to the materials and labour or other components or for any other reason.
- No other cost whatsoever will be paid by OCAC.
- Further, subsequent to the orders being placed, the Bidder shall pass on to OCAC all fiscal benefits arising out of reductions in Government Levies viz., GST, Otherwise rates are firm during the entire contract period.

### 7.6 Payment Terms

100% Payment will be made to the successful bidder against submission of Performance Bank Guarantee (PBG) which is TEN PERCENTAGE of the Purchase Order Value without GST and Bidder's undertaking for AMC Document for 3 Years.

### 7.7 Disqualification

The bid is liable to be disqualified if:-

- Bid not submitted in accordance with this RFP.
- During validity of the bid or its extended period, if any, the bidder increases his quoted prices without the consent of department to change the bid quote.
- The bidder puts his own conditions with the bid.
- Bid received in incomplete form or not accompanied by EMD.
- Bid received after due date and time.
- Bid not accompanied by all requisite documents.
- Bidder fails to enter into a contract within 30 working days of the date of notice of the award of tender or within such extended period, as may be specified by an authorized representative.

## 7.8 Performance Bank Guarantee

The successful bidder shall furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) for 10% (Ten Percent) of the total price without GST within 30 days of issue of Purchase Order/LoI. The PBG must be from any nationalized / scheduled commercial bank in India. The PBG shall be valid for a period of 39 MONTHS (3 Years and 3 Months) from the date of successful installation at OCAC. The bidder should calculate the delivery period and installation period from the date of issue of PO and according submit the PBG at OCAC. The Performance Bank Guarantee shall contain additional claim period of 60 days from the last date of validity. The performance Bank Guarantee should be as per the format given in **Annexure-G9**. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder. The Performance Bank Guarantee may be discharged / returned by OCAC upon being satisfied that there has been due performance of the obligations of the Bidder. However, no interest shall be payable on the Performance Bank Guarantee. In the event of the bidder being unable to accept the PO and non-performance during Warranty period of the service or whatever reason, OCAC would evoke the PBG. OCAC shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.

## 7.9 Liquidated Damages

- a) OCAC will consider the inability of the Bidder to deliver or maintain the equipment within the specified time limit, as a breach of contract and would entail the payment of Liquidation Damages on the part of the Bidder.
- b) The liquidation damages represent an estimate of the loss or damage that OCAC may have suffered due to delay in performance of the obligations (relating to delivery, up-gradation, integration, training, etc., of the deliverables) by the Bidder. Penalty will be charged @ 0.5% of the total value without GST per week subject to maximum of 5% of total order

value, in case of delay in delivery, installation & integration beyond delivery & installation schedule mentioned in Purchase Order/RFP.

- c) OCAC shall without prejudice to its other remedies under the terms and condition of PO/RFP, deduct the Price, as liquidated damages from the Performance Bank Guarantee given by the Bidder.

## 7.10 Termination of Purchase Order

Prior to the delivery of the system, OCAC may at any time terminate the Purchase order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to OCAC. OCAC reserves the right to cancel the Purchase order in the event of happening one or more of the following Conditions: -

- Failure of the successful bidder to accept the Purchase order
- Delay in delivery beyond the specified period.
- Delay in up-gradation / integration and acceptance tests beyond the specified periods.
- In addition to the cancellation of purchase contract, OCAC reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- OCAC would not be liable to pay any damages to the selected Bidder in cases comprising termination for default.

## 7.11 Force Major Condition

- a) If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
- b) If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of OCAC in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of OCAC in writing, the Bidder shall continue to perform its obligations under the terms and conditions of PO as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



## **7.12 Resolution of Disputes**

- a) It will be OCAC's endeavor to resolve amicably any disputes or differences that may arise between OCAC and the Bidder from misconstruing the meaning and operation of the Tender and the breach that may result.
- b) In case of Dispute or difference arising between OCAC and a Supplier relating to any matter arising out of or connected with this Purchase Order, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between OCAC and the Supplier OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.
- c) The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by OCAC or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
- d) Arbitration proceedings shall be held at Bhubaneswar, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Bhubaneswar, India only.
- e) Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**Annexure: G-1**  
**(To be in company letter head)**

**Particulars of the Bidders**

<b>Sl. No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	
6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	

Name of the Bidder: .....

Authorized Signatory: .....

Signature:

Seal:

Date:

Place:

Odisha Computer Application Centre (OCAC)  
RFP Enquiry No. OCAC-SEGP-MNT-0002-2023-23128, Date:-28-12-2023

---

**ODISHA COMPUTER APPLICATION CENTRE (OCAC)**

OCAC Building, Plot No. – N-1/7-D, Acharya Vihar Square, RRL PO, Bhubaneswar-13, Odisha  
Tel: 0674-2567064/2567280, FAX- 0674-2567842

**Annexure: G-2**  
**Self-Déclaration**  
**(Non-blacklisted in company Letter Head)**

To  
The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL, Bhubaneswar - 751013

Sir/Madam,

In response to the RFP Ref. No: OCAC-SEGP-INFRA-XXX-XXX-XXX, Dated XX-XX-2023 for Comprehensive Annual Maintenance Contract of existing Poly Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC, as an owner/ partner/ Director of (organization name)

I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....  
Authorized Signatory: .....

Signature:  
Seal:

Date:  
Place:

**Annexure: G-3**  
**(To be in company letter head)**

**Authorization Letter**

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

To

The General Manager, (Admn.)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

Sir/Madam,

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the firm/organization/company in dealing with the RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023, She/he is also authorized to attend meetings & submit the commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

**Annexure: G-4**  
**(To be in company letter head)**

**Acceptance of Terms & Conditions Contained In the RFP Document**

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

To

The General Manager (Admn)  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751013

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023 for Comprehensive Annual Maintenance Contract of existing Poly Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC.

I declare that all the provisions of this RFP document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Annexure: G-5**  
**(To be in company letter head)**

**Format for List of Previous Work Orders Executed**

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

<b>SL. No</b>	<b>Name of Client</b>	<b>Name of the Project</b>	<b>Project Brief</b>	<b>Project Cost</b>	<b>Status (Complete/ In Progress/ Delay)</b>
1					
2					
3					
.					
.					

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Annexure: G-6**  
**(To be in company letter head)**

**Price Bid Letter**

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

To

The General Manager (Admn),  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751 013

**Subject:** Submission of the Bid for Selection of Agency for Comprehensive Annual Maintenance Contract of existing Poly Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC.

Sir/Madam,

We, the undersigned, offer to provide our services or Selection of Agency for Comprehensive Annual Maintenance Contract of existing Poly Multipoint Conferencing Unit (MCU) Infrastructure Installed at OCAC. In accordance with your RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023 and our bid document with Price Bid is attached in **Annexure: G-8**.

**1. Price and Validity**

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon. We understand that the actual payment would be made as per the existing tax rates during the time of payment.

**2. Unit Rates**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

**3. Qualifying Data**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before



evaluation of our bid, we agree to furnish the same in time to your satisfaction.

**4. Bid Price**

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid.

We understand you are not bound to accept any tender you receive.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**Annexure: G-7**  
**(To be in company letter head)**

**Price Bid Format**

**MCU Infrastructure Installed at OCAC.**

<b>S/L No.</b>	<b>Equipment details</b>	<b>Qty</b>	<b>UoM</b>	<b>Unit rate</b>	<b>Amount</b>
1	Comprehensive Annual Maintenance Contract of existing Poly Multipoint Conferencing Unit (MCU) for period of 3 Years. The BoM as mentioned at Clause No-3, (SI No-1 to 7 )	01	Set		
2.	SSL Certificate (04 URL) for period of 3 Years. The BoM as mentioned at Clause No-3, (SI No-8)	01	Set		
Total Price					
GST					
<b>TOTAL PRICE (A)</b>					
<b>Total Amount in Word:</b>					

**Note: L1 will be decided based on the total amount inclusive of GST.**

**Annexure: G-8**  
**(To be submitted in OEM's letter head)**

**Manufacturer Authorization Format**

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

To

The General Manager (Admn),  
Odisha Computer Application Centre,  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, RRL Post Office  
Bhubaneswar – 751 013

**Subject:** -Submission of Manufacturer Authorization Letter.

We <OEM Name> having our registered office at <OEM Address> are an established and reputed manufacturer of <hardware details> do hereby confirm that M/s \_\_\_\_\_ (Name and address of the Partner) is an authorized reseller for <OEM Name> products. The above reseller is authorized to provide a bid/quote for these products and enter into contracts for the same independently with you in respect of the above tender.

We hereby confirm that the products shall bear our standard OEM Warranty and Support.

<OEM Name>

<Authorised Signatory>

Name:

Designation:

**Note:** This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its Pre-qualification bid.

**Annexure: G-9**

**Performance Bank Guarantee**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, Acharya Vihar  
P.O.-RRL, Bhubaneswar - 751013  
EPBX: 0674-2567280/2567064/2567295  
Fax: +91-0674-2567842

Whereas, << name of the agency and address >> (hereinafter called “the Bidder”) has undertaken, in pursuance of Order no. << insert contract no. >> dated. <<Insert date >> to provide Implementation services for << name of the assignment >> to OCAC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head /registered office at << address of the registered office >> and having one of its office at << address of the local office >>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<< insert value >> (Rupees << insert value in words >> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.<< insert value >> (Rupees << insert value in words >> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << *Insert Date* >>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<< insert value >> (rupees << insert value in words >> only).
- II. This bank guarantee shall be valid up to << insert expiry date >>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before << insert expiry date >>) failing which our liability under the guarantee will automatically cease.

**(Authorized Signatory of the Bank)**

**Seal**

**Date**

Odisha Computer Application Centre (OCAC)  
RFP Enquiry No. OCAC-SEGP-MNT-0002-2023-23128, Date:-28-12-2023

### List of Enclosures

RFP Enquiry No: OCAC-XXX-XXX-XXX, Date: XX.XX.2023

Please check whether following have been enclosed.

Sl. No.	Enclosure description	Enclosed (Yes / No)	Annexure / Attachment / Page No. / Envelop No. of the Enclosure
1	Annexure-G1 Particulars of the Bidder		
2	Copy of Registration Certificate of the firm		
3	Organization Profile		
4	Self-Declaration that the bidder hasn't been black listed by any Govt./PSU (Annexure-G2)		
5	Up-to-date Copy of GST Return of previous 3 Years		
6	Copy of GST Registration No & PAN No with Date		
7	Copy of the IT Return up to previous 3 Years		
8	Audited Balance Sheet and Profit & Loss Account statement for previous three years.		
9	Authorization Letter (Annexure-G3)		
10	Acceptance of terms and condition (Annexure-G4)		
11	List of previous work orders executed (Annexure-G5)		
13	Tender document fee in a sealed envelope (Super scribe tender document fee on the top of the sealed envelope) with pre-qualification bid.	DD No : Amount : Bank:	
14	EMD in a sealed envelope (Super scribe EMD on the top of the sealed envelope) with pre-qualification bid.	DD No : Amount : Bank:	
15	Price Bid Letter & Price Bid duly signed with sealed envelope. (Annexure-G6 & G7)		
16	Manufacturer Authorization Format (Annexure-G8) with pre-qualification bid.		
17	Performance Bank Guarantee (Annexure-G9)		