



Special Conditions of Contract

General:

1. Bidder can quote for all/any SOR item.
2. Bidder should provide 2 levels of escalation matrix for registering of calls. The e-mail ID and contract details for the same should be provided before releasing the PART-B payment.
3. All the MS office licenses should be volume licenses and registered with the e-mail id: rajib.taid@bcplindia.co.in

Evaluation Methodology:

Evaluation will be done line item wise and contract will be awarded to L1 bidders for each item.

Delivery and Other Time Lines:

1. All the deliverables are required to be delivered at Central Warehouse Lepetkata.
2. Bidder has to deliver the Items within 45 days from the date of PO failing which appropriate delay charges will be deducted.
3. Bidder has to complete Installation and Commissioning of all the PCs in the individual user place/desk as directed by BCPL, within 1 month from the supply date failing which appropriate delay charges will be deducted.

Delay Charges:

1. If bidder fails to deliver the Items within 45 days from the date of PO, PRS as applicable will be deducted.
2. If bidder fails to complete the Installation and Commissioning of all the PCs in the individual user place/desk within 1 month from the supply date, delay charges at the rate of 0.5 % of PART-B payment for every complete week of delay subject to a maximum of 5% of PART-B.

Warranty:

For SOR line item1, bidder has to provide 3 year onsite OEM warranty which should reflect in the website/ portal of the OEM.

Payment Terms:

1. For SOR line item 1:
 - a. PART-A: 80% on completion of delivery of the ordered items.
 - b. PART-B: 20% on Installation, Testing, Commissioning of all the supplied equipment, successful restoration of all data from old system to new system (wherever applicable). The supplied MS office should also be installed in the new PCs.



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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PR:10003962

For processing this part payment bidder should submit:

- i. Escalation matrix for registering of calls along with contact details/ e-mail ID.
- ii. Submission of Installation Report/ Certificate for all the PCs supplied.
- iii. Warranty Certificate

2. For SOR line item 2, complete payment will be released on supply of the items.

Calculation of Downtime Charges for PCs:

Bidder should respond within 24 hours after receipt of call via e-mail/call from BCPL regarding any faulty equipment and it should be repaired/replaced within 72 hours. **Downtime charges of the PC will be applicable after 72 hours.**

Unit price inclusive of GST of 1 PC as per SOR Sl. No 1= R

Downtime charge of 1 PC for 1 day = R/365

Total penalty for D no of days for 1 PC = D X (R/365)

Penalty will be deducted from the Bank Guarantee.



Scope of Work

For SOR Item 1:

BCPL intends to procure new PCs and replace old PCs from reputed system integrators with the expertise in supply & installation of PCs. The technical details of the items to be supplied are mentioned in Annexure – 1a (TECHNICAL SPECIFICATIONS).

The scope shall cover Supply, Installation, Testing and Commissioning of New PCs along with monitor, mouse and keyboard at BCPL Lepetkata.

The Bidder's responsibility shall specifically include but not limited to the following:

- Supply, Installation and Commissioning of Windows-based PCs with associated Hardware & Software as per the technical specification.
- Bidder shall install the PCs at each user place/desk within the BCPL Lepetkata location and will import all the old data into the new PCs. The PCs will be made ready to use for the end user on their desk.
- Partitioning – Details of drive sizes shall be provided by BCPL and bidder will do the necessary partition of the supplied PCs.
- Installation of OS with the latest updates & security patches (all Service Packs and Updates related to the installed OS released by the OEM till date) on all the PCs supplied under this order.
- Installation of application software packages provided by BCPL (like Microsoft Office, Adobe Acrobat Reader, Antivirus, Network/Local Printer Drivers, Network/Local Scanner Drivers, and SAP GUI software etc. including configuration and software/hardware parameter settings) shall be done by the bidder.
- Configure the supplied PCs for connecting them into BCPL LAN.
- BCPL has got the licenses for Antivirus (Latest Version) which is centrally managed. The bidder shall install and configure the same to get the automatic updates from the centralized servers in all the supplied PCs.
- The supply of all the hardware & software components shall be with the required licenses which shall be perpetual in nature and the licenses shall be taken in the name of BCPL and will be the property of BCPL.
- All tools, tackles, testing instruments, consumables, vehicles etc., as required during all operations such as transport, movement, installation, testing, commissioning etc., shall be provided by the bidder at no extra cost to BCPL for completing the scope of work as per this specification. The bidder shall undertake all testing and commissioning activities and shall provide Installation certificate signed by end user/ IT Department as per BCPL format.



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Govt. of India Enterprise]

PR:10003962

1.0 BID EVALUATION CRITERIA (BEC):

1.1 **BEC- Technical: (as a single bidder)**

A) For SOR item sl. no. 1 (PC & peripherals):

- 1.1.1 The bidder should either be OEM/distributor/dealer/partner duly authorized by PC Original Equipment Manufacturer.
- 1.1.2 The Bidder must have '**executed**' at least one single **Purchase Order** against Supply of **PC and peripherals** having value not less than **Rs. 9.92 lakhs** in the preceding 07(Seven) years prior to final due date of bid submission.

B) For SOR item sl. no. 2 (MS Office):

- 1.1.3 The bidder should be a distributor/dealer/partner duly authorized by **Microsoft Corporation**.
- 1.1.4 The Bidder must have '**executed**' at least one single **Purchase Order** against Supply of **Microsoft Products** having value not less than **Rs. 4.97 lakhs** in the preceding 07(Seven) years prior to final due date of bid submission.

Note 1:

Bidder(s) shall be required to submit / upload the documents in respect of above experience criteria (1.1.1 to 1.1.4) as per details at sl. no. 1.3 below.

1.1.5 **Relaxed Norms for Startups (prior experience criteria):**

Prior experience (i.e. sl. no. 1.1.2 & 1.1.4 above) for 'Startup' company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder, shall not be required subject to meeting the quality and technical specifications (scope of work) as specified in the tender document. However, BEC of Sl no: 1.1.1 shall be applicable to 'Startup' also.

For availing the above relaxation, bidder is required to submit / upload the requisite certificate towards Startup Enterprise Registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India and the certificate should be **duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company / firm) and also notarized by notary public with legible stamp.**

The relaxation of prior experience and prior turnover to startup (whether Micro & Small Enterprise (MSEs) or otherwise) has been given to a specific goods/job domain wherein they are registered for as mentioned above.

In case, certificate of DIPP does not specify goods / job domain, startups are required to submit the documents for the same including the application submitted to DIPP.

1.2 **BEC- Financial: NOT APPLICABLE IN THIS TENDER.**

- 1.3 Documents required to be uploaded in GeM portal by the bidder along with other bid documents for qualifying the BEC mentioned at sl. no. 1.1 and 1.2:

Sn	BEC Clause no.	Description	Documents required along with Un-priced bid for qualifying BEC (Bid Evaluation Criterion)
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BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Govt. of India Enterprise]

PR:10003962

Sn	BEC Clause no.	Description	Documents required along with Un-priced bid for qualifying BEC (Bid Evaluation Criterion)
	1.1	Technical Experience Criteria – Document All documents to be uploaded (submitted) must be self-attested .	
1	1.1.1	Documents against Status of Bidder for PC & Peripheral	a) In case the bidder is a Manufacturer of PC, then bidder must submit/upload a copy of valid documentary evidence (on the final bid due date of submission) for being a manufacturer [i.e., valid Industrial License/Annual Report/Monthly Excise Return Form (ER-I)/Company Registration Certificate/ISO Certificate/Excise Registration Certificate/Certificate issued by Statutory Authority/UDYOG AADHAAR Memorandum/NSIC/UDYAM Registration Certificate or equivalent certificate]. b) In case the bidder is an authorized distributor/dealer/channel partner of the PC manufacturer, then bidder must submit/upload copy of valid authorization certificate (on the final bid due date of submission) issued directly by the manufacturer confirming the status of the participated bidder/firm being an authorized distributor/dealer/ channel partner. Besides above, bidder also to submit/upload valid proof of manufacturer-ship of its Manufacturer as mentioned in above para.
2	1.1.2	Experience against execution/ completion of Order/ Contract for PC & Peripheral	Bidder must submit/upload legible copy(ies) of the followings along with the relevant Technical bid (Un-priced bid) in support of the point towards proof of meeting this BEC: a) One Single Order/Contract along with copy of detailed SOR (Schedule of Rates). b) Proof of its supply/execution of above [(i.e. execution/completion certificate issued from purchaser/end user/authorized consultant of owner)/Invoice with proof of payment or Inspection Note or Good Receipt Report or Challan/Consignment Note/Lorry Receipt duly endorsed by the authorized recipient of the buyer / Consignee Receipt & Acceptance Certificate (CRAC) of GeM etc.] clearly having the reference no. of Order/Contract, Item Description, Quantity executed and actual date of execution etc.].



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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PR:10003962

Sn	BEC Clause no.	Description	Documents required along with Un-priced bid for qualifying BEC (Bid Evaluation Criterion)
3	1.1.3	Documents against Status of Bidder for Microsoft Products	In case the bidder is a distributor/dealer/partner duly authorized by Microsoft Corporation , then bidder must submit/upload copy of valid authorization certificate (on the final bid due date of submission) issued directly by the Microsoft Corporation confirming the status of the participated bidder/firm being an authorized distributor/dealer/ channel partner.
4	1.1.4	Experience against execution/ completion of Order/ Contract for Microsoft Products	Bidder must submit/upload legible copy(ies) of the followings along with the relevant Technical bid (Un-priced bid) in support of the point towards proof of meeting this BEC: a) One Single Order/Contract along with copy of detailed SOR (Schedule of Rates). b) Proof of its supply/execution of above [(i.e. execution/completion certificate issued from purchaser/end user/authorized consultant of owner)/ Invoice with proof of payment or Inspection Note or Good Receipt Report or Challan/Consignment Note/Lorry Receipt duly endorsed by the authorized recipient of the buyer / Consignee Receipt & Acceptance Certificate (CRAC) of GeM etc.] clearly having the reference no. of Order/Contract, Item Description, Quantity executed and actual date of execution etc.].
5	1.1.5	Documents against Startup Company	a) Bidder (having New/Old startup “Certificate of Recognition” as mentioned at 1.1.5) has to upload/submit documents for the specific goods/job domains wherein they are registered for including the application submitted to DPIIT (formerly known as DIPP) duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder’s company/firm) and notarized by notary public with legible stamp . b) In case, certificate of DIPP does not specify goods / job domain, startups are required to submit the documents for the same including the application submitted to DIPP.
	1.2	Financial Experience Criteria- Not Applicable in this tender.	



Note to above Bid Evaluation Criteria (point no. 1.0):

- i) *A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However jobs executed for a subsidiary / Fellow Subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of Tax paid invoice (s) duly certified by Statutory Auditor of the bidder towards payment of Statutory tax in support of the job executed for subsidiary/Fellow subsidiary/Holding company. Such bidders to upload (submit) these documents in addition to the documents specified in the bidding documents to meet BEC.*
- ii) *Bids of Joint Venture / Consortium are not acceptable.*
- iii) *Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.*
- iv) *The cut-off date for meeting the criteria of BEC of the tender shall be one day prior to the due date for submission of bid.*
- v) *Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than 50% of the paid up share capital of the bidding company or vice versa: For details, relevant clause of ITB to be referred.*

2.0 Methodology for Evaluation of Bids:

- 2.1 *The evaluation will be done on **itemwise L1 basis** and will be evaluated for award. Price Evaluation shall be done by GeM portal itself & L1 shall be displayed after opening of price bid.*
- 2.2 *If a Startup company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder gets qualified without any prior experience & turnover criteria as mentioned above and emerges as lowest evaluated bidder (L1), the LOA / Order on such Startups shall be placed for the quantity as per distribution methodology defined in Section-II of tender document.*
- 2.3 *In case of **a tie** at the lowest bid (L1) position between two or more non-Startup bidders, then LOA / Order shall be placed on the bidder who has higher / highest turnover in last audited financial year.*
- 2.4 *In case, there is **a tie** at the lowest bid (L1) position between only Startup bidders, the LOA / Order shall be placed on the Startup who is registered earlier with Department of Industrial Promotion and Policy for startup.*
- 2.5 *In case, there is **a tie** at the lowest bid (L1) position between Startup bidders and non-Startup bidders; then LOA / Order shall be placed on the bidder having highest working capital in last financial year, **duly certified by Chartered accountant.***



2.6 **CPBG:**

The contract performance security shall be 3% of annualized Basic Contract Value (without GST therein) towards faithful performance of the contractual obligations and must be valid for 03 months beyond the contract period. For the purpose of Contract Performance Security, Contract/order value shall be exclusive of GST.

2.7 **PPP Policy 2012:**

Considering the nature of job, splitting of quantities will not be possible in this case and hence the clause for award of 25 % of ordered quantity to MSE as per PPP 2012 is not possible. Therefore, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full / complete services of tendered value subject to matching of L1 price as per ITB of tender document. In case two or more MSE bidders comes within the price band of L1 + 15%, the preference to match the L1 rate shall be given in sequence of their inter-se position (L2, L3... and so on). In case of tie, the MSE bidder having highest turnover shall be awarded subject to matching of L1 price”.

2.8 **CLAUSE REGARDING PROVISION FOR PROCUREMENT FROM A BIDDER SHARES A LAND BORDER WITH INDIA (FOR DETAILS – REFER RELEVANT CLAUSE OF ITB):**

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.