



**GOVERNMENT OF KERALA  
POLICE DEPARTMENT**

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**H8/11628/2018/PHQ**

Dated: 02/02/2018

**e-Government Procurement (e-GP)  
NOTICE INVITING TENDER**

The State Police Chief, Kerala Police Department, Government of Kerala invites online bids from reputed manufacturers/ authorized dealers or reputed vendors for the **SUPPLY OF MS OFFICE 2016 HOME AND BUSINESS**. The bidders should comply with the following general conditions in addition to the additional conditions of the instant tender.

**General**

1. The Bidder should be a reputed Original Equipment Manufacturers (OEM) or authorized dealer of OEM, who is having an Authorization Certificate from the OEM to participate in the tender floated by Kerala Police. Certificate from the OEM for sales and service, to be produced.
2. One bidder can not represent two suppliers/OEMs or quotes on their behalf in a particular tender.
3. The OEM/Bidder should have a well equipped service centre functioning in India (preferable in Kerala) to cater to immediately after sales requirement; copy of Service Centre details must be enclosed along with Tender document. (Preferably bidder should have a Service Centre in Kerala/South India).
4. A reputed vendor can participate in the tender provided the vending outfit is functioning in the market for at least 10 years.
5. The Bidder should have valid GST registration. Copy of GST registration certificate should be enclosed along with the tender.

6. The bidder should have valid PAN/Taxation Index Number. Copy of PAN/Taxation Index Number allocation letter should be enclosed along with the tender.
7. The Bidder must fulfil the following minimum qualification criteria to prove the techno-commercial competence and submit the documents in support thereof:
  - a). Valid Authorization letter from the OEM to attend this particular Tender.
  - b). Certificate of Registration/Incorporation Certificate of the Bidder.
  - c). Last 3 year's financial status of the Bidder's/P&L and Balance Sheet/audit report of last 3 years.
  - d). The bidder (authorized dealer/distributor) should have the dealership/distributionship for at least 3 (three) continuous consecutive years with the OEM.
  - e). The Bidder has to submit a Warrantee Certificate along with invoices.
  - f). In case of a propriety item, a certificate by the OEM to be attached.

1	Tender No. & Date	KPET/23/2018/PHQ Dated 05/02/2018
2	Item	<b>SUPPLY OF MS OFFICE 2016 HOME AND BUSINESS</b>
3	Quantity	40 Nos.
4	Estimated Amount	Rs. 2.80 Lakhs (MoPF Scheme)
5	Tender Fees	Rs. 900 + Tax = Rs.1010/-(Rupees One thousand and ten only)
6	Earnest Money Deposit	Rs. 2800/- (Rupees Two thousand and eight hundred only)
7	Specifications	Attached in tender document
8	Date and time of publication of e-Tender	06/02/2018, 10:00 AM

9	Date of submission of e-Tender	06/02/2018, 10:00 AM To 27/02/2018, 12:00 PM
10	Last date and time for online submission of e-tender	<b>27/02/2018, 12:00 PM</b>
11	Date and time of opening of e-Tender	01/03/2018, 3:00 PM
12	Place of opening	Police Headquarters, Thiruvananthapuram
13	Date, Time and Place of Technical Evaluation	<b>06/03/2018</b> , 10.30 AM, Police Headquarters, Thiruvananthapuram
14	Bid Validity (Total Number of Days up to which the rates are to be firm)	180 days
15	Warranty & AMC	Three years warranty. Charges for AMC/ATS for a period of three years after warranty period should be quoted in the financial Bid.
16	Address of Tender Inviting Authority	State Police Chief, Kerala, Vazhuthacaud, Thiruvananthapuram - 695010  Ph: 0471-2722566 Fax: 0471-2722566 e-mail: aig2phq.pol@kerala@gov.in Website: <a href="http://www.keralapolice.gov.in">www.keralapolice.gov.in</a>

**9. Mode of submission of bids: - Online.** All Bid documents shall be submitted only in online procedure through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) in their designated online covers. Details of covers are given separately. No other mode of submission shall be accepted and such tenders will be rejected outright.

**10. Cover details: -** No. of covers - 2. i) Technical Bid ii) Financial Bid. The AMC/ATS after warranty period also to be quoted in the Financial Bid. In the case of Foreign Equipments, the rate must be quoted in Indian Rupees. The documents to be uploaded under each online covers are specified in the website.

**11. Downloading of e-Tender documents: -** The tender document can be downloaded from the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) from the date and time of publication of e-tender onwards to last date and time for online submission

of e-tender. Downloading of tender documents will not be possible after the date specified above.

**12. Submission of e-Tender documents:** - The digitally signed tender document and other specified documents shall be submitted online through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) well in advance before the last date and time mentioned above. No submission shall be allowed after the last date mentioned above.

**13. Payment of Tender Fees:** - A non-refundable tender fee shall be paid in online mode through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) at the time of bid submission. No other mode of payment shall be accepted. **THE TENDERS OF BIDDERS WHO DO NOT REMIT FEES THROUGH ONLINE WILL BE REJECTED OUTRIGHT.**

**14. Payment of Earnest Money Deposit (EMD):** - The EMD shall be paid in online mode through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) at the time of bid submission. No other mode of remittance shall be accepted.

**15. Exemption from payment of EMD:** - Bidders who are registered with Store Purchase Department, Kerala or National Small Scale Industries Corporation Ltd., New Delhi (for the items tendered) are exempted from submission of EMD. Those bidders claiming exemption shall submit valid registration certificate from the SPD, Kerala or NSSIC, New Delhi.

**Tenders of bidders who do not remit EMD online or do not upload documental proof (digitally signed) for exemption of EMD will be rejected outright.**

**16. Withdrawal and re-submission of e-Tender:** - The Bidders are at liberty to withdraw the submitted tender/documents and to submit fresh tender/documents till the last date and time of submission of the e-Tender after which withdrawal/re-submission will not be allowed.

**17. Opening of e-Tenders:** - The bids shall be opened online through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) at the Police Headquarters, Vazhuthacaud, Thiruvananthapuram on the date and time mentioned above in the presence of the Bidders/ authorized representatives who wish to attend at the above address. If the tender opening date happens to be a holiday or non-working day due to any valid reason, the tender opening process will be done on the next working day at the same time and place specified. Any change in the opening date/time/venue due to other reasons shall be informed by way of Corrigendum published in the e-GP website. The Technical Bids will be evaluated by a Technical Evaluation Committee and those that do not conform to the specifications or to the satisfaction of the Committee will be rejected. The financial bids of the Technically qualified Tenderers only will be considered for opening. The date of opening of financial Bids will be intimated to the concerned technically qualified tenderers, over phone/Fax/e-mail. This will be with in 7 to 10 days of evaluation of technical bid.

**18. Technical Evaluation:** - All tenderers who quote for the supply of above item are required to be ready for live demonstration to be held in the Conference Hall of the **Police Headquarters, TVPM on 06.03.2018 at 10.30 AM ( or any other venue which will be intimated in due course). In the event of firms not able to show live demonstration, they need to convince the Technical Evaluation Committee about such inability and resort to**

**documentary/power point presentation with original product brochures/CDs/scale models/ videos/ slide shows etc. to the utmost satisfaction of the Technical Evaluation Committee. The Technical Evaluation Committee will be consisting of the following officials.**

- i. Inspector General of Police, TVPM Range TVPM - Chairman  
(Ph. No. 0471- 2330768)
- ii. Superintendent of Police, ICT - Member  
(Ph. No.0471-2445965)
- iii. Superintendent of Police, SCRB - Member  
(Ph. No. 0471-2441656)
- iv. System Analyst, SCRB - Member  
(Ph. No. 0471-2556229)
- v. DySP, HITECH Cell - Member  
(Ph. No.0471-2721547-1154)
- vi. DySP Cyber PS - Member  
(Ph. No. 0471-2322090)

(The Chairman of the Committee can co-opt any other technical member of his choice to the Committee for proper evaluation of the tendered item. Any clarification/doubts regarding the specification or related matters pertaining to the items tendered may be freely got cleared through the officers included in the above committee by contacting them in the numbers shown against their names above. The contact in Police headquarters will be Senior Superintendent, H& Mod. Section, Ph. No. 0471-2722768-1265).

**19. All Bidders who participates in e-tender should produce hard copies of all relevant documents related to e tender at the time of technical evaluation, without fail.**

**20. Note to Bidders:**

- i) Bidders have to procure legally valid Digital Certificate (Class III) as per Information Technology Act, 2000 for digitally signing their electronic bids. Bidders can procure the same from any of the license certifying authority of India. For more details, please visit the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

- ii) Bidders are advised to note the Tender\_Id and Tender No. & Date for future reference.
- iii) All uploaded documents should contain the signature and the office seal of the bidder/ authorized persons and should be digitally signed while uploading. Documents uploaded without digitally signing shall entitle rejection of the tender.
- iv) In the case of Foreign Equipments, the rate should be quoted in Indian Rupees. Preference will be given to those who are ready to supply the item without opening Letter of Credit. Ordinarily, no advance payment will be made for procuring the above item. In case advance payment has to be made, a clear case has to be made out by the Tenderee. However this will be only on extraordinary circumstances.
- v). For obtaining Digital Signature Certificate and help on e-tendering process, contact Kerala State IT Mission, e-Government Procurement PMU & Helpdesk, Basement floor of Pension Treasury Building, Uppalam Road, Statue, Thiruvananthapuram; Ph: 0471-2577088, 2577188; Toll free no: 18002337315; e-mail:[etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in); Website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) on all government working days from 9:30 am to 5:30 pm.
- vi) The State Police chief is empowered to reject any tender without assigning any reason.
- vii) For any clarifications regarding the terms and conditions in this tender notice or the tender document, please contact Additional Asst. Inspector General of Police, , OR Senior Superintendent H Branch, Police Headquarters, Vazhuthacaud, Thiruvananthapuram – 10 on all Government working days from 10:30 am to 5:00 pm. Ph:0471-2721547 Fax: 0471-2726945

**NOTE: - BIDDERS ARE ADVISED TO GO THROUGH THE CONDITIONS IN THE NOTICE INVITING TENDER AND THE TENDER DOCUMENT CAREFULLY AND COMPLY THEM TO AVOID OUTRIGHT REJECTION OF THEIR TENDER.**

For any litigation relating to this order, the jurisdiction will be Thiruvananthapuram City.

Sd/-  
Additional Assistant Inspector General  
For DIRECTOR GENERAL OF POLICE &  
STATE POLICE CHIEF, KERALA