



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

निविदा दस्तावेज

TENDER DOCUMENTS

बीईएमएल क्षेत्रीय कार्यालय और बीईएमएल केएमआरसीएल डिपो साल्टलेक कार्यालय में आईटी उपकरणों हेतु एएमसी के लिए अनुरोध

REQUEST FOR QUOTATION FOR AMC FOR IT EQUIPMENTS IN BEML REGIONAL OFFICE & BEML KMRCL DEPOT SALT LAKE OFFICE

बोली प्रस्तुत करने की अंतिम तिथि 09.09.2020 अपराह्न 2.00 बजे से पहले है

Last date for submission of the bid is 09.09.2020 before 2.00 PM

BEML Limited,

Regional office

35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Table of contents

Sl. No	Particulars	Page No
1	Introduction	03
2	Bid Submission Process	03 – 09
3	Terms and conditions	09 – 11
4	Scope of works	11 – 15
5	General Data in respect of your company as per Annexure ‘A’	16
6	Undertaking as per Annexure ‘B’	17
7	Undertaking as per Annexure ‘C’	18
8	Technical Bid as per Annexure ‘D’	19-20
9	Price Bid Format as per Annexure ‘E’	21
10	Special Conditions	22-23
11	Check List	24



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

1. Introduction

General Information

BEML LTD is a leading public sector undertaking under the Ministry of Defence , GOI for manufacturing a wide range of mining, earthmoving, railways and defense truck & equipments.

BEML LTD has manufacturing divisions in Bangalore, Mysore, KGF and Palakkad with Head Quarters at Bangalore and Regional offices throughout the country.

2. Bid Submission Process

You are required to submit bid in three parts viz. **Pre-Qualification bid, Technical bid and Commercial bid**. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website (http://www.bemlindia.com/tender_hq.php).

BEML LIMITED invites tender from Manufacturers / Dealers / Service providers per following details:

Description	Comprehensive AMC for IT Equipments for a period of two years
Quantity	48 Nos. IT equipments. [33 nos. Computers/ Laptops, 13 Nos. Printers/fax Machines] details as per Annexure-D
Validity of Price	The quoted price should firm for a period of 90 days from the date of opening of tender.

Note: To participate in this e- tender you should have Valid Class **3 organizational** digital signature.

Vendors willing to participate in the tender may contact through e-mail: admin.srm@beml.co.in to obtain the user name & password for submitting the bids.

In case of any queries relating to bid submission, you may send the same by e-mail to admin.srm@beml.co.in or you may contact BEML SRM Team on phone no. 080-22963269/141.

The last date for submission of the bid is on or before 09.09.2020 @ 14.00hrs.

This Tender consisting of three parts:

Part - A	Pre-Qualification Bid i.e. Submission of EMD (Earnest Money Deposit) through Manual mode
Part - B	Technical Bid i.e. Submission of Technical Bid through e-mode on BEML SRM system
Part - C	Commercial Bid i.e. Submission of Price Bid through e-mode on BEML SRM system



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

PART A – Pre-Qualification Bid (Submission of EMD) through Manual Mode.

1. Earnest Money Deposit (EMD):

EMD amount of Rs.3000/- can be paid online or can be submitted in the form of Demand Draft / Banker's Cheque/ EMD Exemption (MSE's registered Firms are eligible for exemptions as applicable in MSME Act, in respect of EMD and cost of tender forms fee. Such Firms shall submit relevant documents in proof of MSE)

Online Payment of EMD amount can be made in our Bank account details below:

A/C no.- 00000010959186252

NAME: BHARAT EARTH MOVERS LTD.

BRANCH: TARATALA INDUSTRIAL ESTATE (07026)

IFS CODE: SBIN0007026

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

Payment of EMD amount through DD / Banker's Cheque :

- EMD in the form of Account Payee Demand Draft (DD) / Banker's Cheque for **Rs.3000/-** (Rupees Three Thousand only) drawn in favor of BEML Ltd, Kolkata payable at Kolkata.
- The above said **Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate** / Online Payment shall be submitted in **Sealed envelope** duly superscribing the **Bid Invitation No. _____ dated _____, Closing date _____ Time 14:00 Hrs** at the top of the envelope. The words **"PRE-QUALIFICATION BID"** shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.

Please **upload** the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker's Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

**Manager HR
BEML LIMITED.,
Regional office -35/1A, Taratala Road
Kolkata – 700088, India**

Alternatively it can also be dropped in the Tender Box which is kept in the Room at the same address.

- c) Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate / Online Payment is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

General Instructions with regard to EMD:

- a) Quotation submitted online without submission of EMD/EMD Exemption Certificate / Online Payment in-time will not be considered.
- b) EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- c) EMD lesser than Rs. **3000/-** will not be accepted and the quotation is liable to be rejected.
- d) EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after supply and installation.
- e) EMD does not carry any interest on return.
- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque / NSIC certificate / MSME Certificate (firms claiming EMD exemption) / Online payment, etc to be submitted through courier/post in a sealed cover, superscribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.
- h) Tender shall be opened on closing date i.e 09.09.2020 @ 15.00hrs**
- i) No responsibility will be taken for postal or non-delivery/non receipt of EMD/firms claiming EMD exemption.

PART B – Submission of Technical Bid (Through e-mode on BEML SRM System)

Please **upload** the following documents in the Collaboration Folder in the system as part of Technical Bid.

The following documents signed with company seal are to be scanned and **uploaded in the collaboration** folder:

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

1. Upload details of EMD submitted manually i.e. copy of Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate.
2. **Upload** General Data in respect of your company as per Annexure 'A'
3. **Upload** Undertaking as per Annexure 'B'
4. **Upload** Undertaking as per Annexure 'C'
5. **Upload** List of Desktop Computers, Printers & Network Components as per Annexure 'D'.
6. **Upload** Average Annual financial turnover during the last Three (3) years, ending 31st March of the previous financial year - (copies of last 3 years Audited Balance sheets incl. Profit and Loss account statements, Income Tax returns to be **Uploaded**).

Details of Average Annual financial turnover during the last three (3) years, ending 31st March of the previous financial year. to be provided in below format:

Financial Year	2016-17	2017-18	2018-19
Annual turnover (Rs in Lakhs)			
Profit / Loss (Rs in Lakhs)			

Instructions: Copies of the Audited Balance sheet along with the Profit and loss statement for the last Three (03) years duly certified by auditor shall be scanned and **uploaded** along with the technical bid.

7. **Upload** Self Certified **Copies** of the work order and completion certificate issued by respective clients in the technical bid. If the completion certificate is from Private organization, the same shall be uploaded along with TDS certificate in the technical Bid, In support of Experience of having successfully completed similar works as asked in Eligibility Criteria during last Seven (07) years ending last day of month previous to the one in which applications(NIT) are invited
8. **Upload** Firms **Acceptance to L.D clause.**
Liquidated Damages: If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Order.
9. **Filled in Check list to be Uploaded in Technical Bid**



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

तकनीकी BID की पात्रता मानदंड

ELIGIBILITY CRITERIA OF TECHNICAL BID

तकनीकी बोली में, फर्म को अपनी पात्रता और अनुभव आदि के संबंध में निम्नलिखित विवरण / दस्तावेज प्रस्तुत करना होगा:

In the Technical Bid, the firm has to furnish (**Upload**) the following details / documents with regard to their Eligibility& experience etc:

क्रेडेंशियल्स यानी अनुभव / वित्तीय स्थिति आदि.

CREDENTIALS i.e., EXPERIENCE / FINANCIAL STATUS ETC.

निम्नलिखित पात्रता मानदंडों को पूरा करने वाले निविदा / बोलीदाता निविदा के लिए बोली लगा सकते हैं।

Intending Tenderers /bidders who meets the following eligibility criteria may quote for the tender.

1. वित्तीय स्थिति: पिछले वित्तीय वर्ष के 31 मार्च को समाप्त होने वाले पिछले तीन (3) वर्षों के दौरान औसत वार्षिक वित्तीय कारोबार, अनुमानित लागत का कम से कम 30% होना चाहिए। (यानी रु 40950 / -)।

Financial Position: Average Annual financial turnover during the last Three (3) years, ending 31st March of the previous financial year, should be at least 30% of estimated cost. (**i.e. Rs.40950/-**).

2. अनुभव: पिछले सात (07) वर्षों के दौरान इसी तरह के कामों को सफलतापूर्वक पूरा करने का अनुभव पिछले महीने के अंतिम दिन से उस तक पहुंच जाता है जिसमें आवेदन आमंत्रित किए जाते हैं, निम्नलिखित में से कोई एक होना चाहिए:

Experience: Experience of having successfully completed similar works during last Seven (07) years ending last day of month previous to the one in which applications are invited should be either of the following:

- (i) तीन समान पूर्ण कार्य प्रत्येक मूल्य (कर या उत्तोलन को छोड़कर) अनुमानित लागत के 40% के बराबर राशि से कम नहीं है। (यानी Rs.54,600 / -)
- (i) Three similar completed works each of value (Excluding Taxes or levies) not less than the amount equal to 40% of the estimated cost. (**i.e. Rs.54,600/-**)

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

या Or

(ii) दो समान पूर्ण कार्य मूल्य के प्रत्येक (बहिष्कृत कर या लेवी को छोड़कर) अनुमानित लागत के 50% के बराबर राशि से कम नहीं। (यानी 68,250 / -)

(ii) Two similar completed works each of value (Excluding Taxes or levies) not less than the amount equal to 50% of the estimated cost. (i.e. 68,250/-)

या Or

(iii) मूल्य का एक समान पूर्ण कार्य (कर या उत्तोलन छोड़कर) अनुमानित लागत के 80% के बराबर राशि से कम नहीं। (यानी Rs.1,09,200 / -)

(iii) One similar completed work of value (Excluding Taxes or levies) not less than the amount equal to 80% of the estimated cost. (i.e. Rs.1,09,200/-)

नोट: संबंधित ग्राहकों द्वारा जारी किए गए कार्य आदेश और पूर्णता प्रमाण पत्र की नोटरीकृत प्रतियां स्कैन और तकनीकी बोली के साथ अपलोड की जाएंगी। यदि पूर्णता प्रमाण पत्र निजी संगठन का है, तो उसी को स्कैन किया जाएगा और टीडीएस प्रमाणपत्र के साथ तकनीकी बोली के साथ अपलोड किया जाएगा।

- **NOTE:** Self Certified Copies of the work order and completion certificate issued by respective clients shall be scanned and **uploaded along** with the technical bid.
- If the completion certificate is from Private organization, the same shall be scanned and **uploaded along** with the technical bid along with TDS certificate.

Details of Average Annual financial turnover during the last three (3) years, ending 31st March of the previous financial year.

Financial Year	2016-17	2017-18	2018-19
Annual turnover (Rs in Lakhs)			
Profit / Loss (Rs in Lakhs)			

Instructions- Copies of the Audited Balance sheet along with the Profit and loss statement for the last Three (03) years duly certified by auditor shall be scanned and **uploaded** along with the technical bid.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Note:

1. Technical bid will be opened first subject to receipt of original DD/Exemption Certificate for EMD/ payment made through online.
2. The vendors must ensure that the documentary proofs to substantiate clauses above are given, without which the bid is liable to be rejected.
3. Relevant documents are to be meticulously uploaded by the bidder and the bid will not be considered if any of the documents is not uploaded.
4. **Please ensure that no price details are mentioned in the technical bid** (attachments to the Collaboration Folder). Offers with price details in technical bid (under part B) will not be considered and their offer will be rejected.

3. General Terms and Conditions

01. Contract Period: The period of contract is for two years. Further extendable for 1 more year on mutual acceptance.

02. You will deploy suitable tool for pro-active monitoring and maintenance to keep the down time to Minimum & provide necessary hardware and software for the given tool till the end of contract.

03. Payment:

- a. AMC Charges will be paid on quarterly basis in arrears duly certified by HR / IT Department.
- b. TDS at as applicable will be deducted and necessary deduction certificate will be issued by BEML Ltd.

04. Refund EMD:

EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the Final bid validity and latest on or before the 30th day after the award of the contract.

Bid security of successful bidder will be converted as part of security deposits and the balance amount of security deposits will be met by the successful bidder.

05. Security Deposit/ Performance Bank Guarantee:

The Successful bidder is required to submit 10 % of Contract / PO value as interest free security deposit / Performance Guarantee within 30 days of placement of PO towards the performance of the contract.

- Security deposit shall be refunded after the successful completion of AMC period.
- Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an Acceptable form.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

- **Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations & AMC.**

06. BEML LTD, has the right to short close this contract/reduce the number of Eqpts under AMC, at any point Of time, without assigning any reasons whatsoever, giving one month's notice.

07. **Delivery Term:** F.O.R. BEML Limited, 35/1A Taratala , Kol-88, & WB & Central Depot, Sector III, Near City Center I, Salt lake, Kol-700064

08. **Price:** Unit Rates quoted by the bidders shall remain firm till the completion of contract.

09. Deputation Liability:

- a) BEML Ltd will not be responsible for any injury, damages etc, if caused to the service provider's assets or personnel while carrying out maintenance activity at BEML premises.
- b) The necessary compensation should be borne by the service provider directly.

10. Risk Purchase Clause

In case of non performance of the order placed on you, BEML Ltd will have an option to award the contract to an alternate source and recover the cost from you.

11. Confidentiality

The successful bidder shall not divulge any information with regard to goods and documents etc. to any person or agency without express permission from BEML. In any such event the contract will automatically stand cancelled.

12. Right of Buyer

BEML reserves the right to partially or totally accept or reject any/all bids without assigning any reason whatsoever. BEML Ltd also retains the right to allot the requirement to more than one bidder or consolidate the requirements among one or more bidders.

13. Termination

In the event of any breach by the bidders of any condition herein or in the General Terms and Conditions of Purchase of BEML or in the event of any misconduct on the part of the bidders or on the part of his employees, BEML shall be entitled to terminate this agreement forthwith without giving any notice.

14. Uptime to be maintained at 95% level. In case of default in service, penalty deduction will be made in the next payment equal to notional rental value of the affected equipment for the breakdown period.

A) Continuous breakdown at any site should not exceed 24 hours after reporting the same to service provider.

B) In case of complete breakdown of system, service provider will be responsible for the loading of Operating System and Utilities.

15. Business Share & Preference



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

BEML Ltd intends to consider 100% share on technically suitable & commercially most competitive supplier. However the decision on share of business will be based on other factors like capacity, meeting service requirements, quality issues, etc, Preference will be given to bidders bidding for all designated location and at the same time remain most competitive.

16. Service Provider Interviews

The most competitive Service Provider may be asked for a presentation on their introduction, implementation scenarios and expectations.

17. Labeling / Marking

The Service Provider, in consultation with concerned authorities shall ensure that all the equipments under AMC are labeled for easy identification.

18. Jurisdiction

No legal proceeding to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent jurisdiction located in Bangalore, Karnataka.

Kindly Note:

- If taxes are not mentioned separately in the item data/bidders remarks, it will be considered as the price quoted is inclusive of GST.
- If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
- If payment terms are not mentioned in the bidders remarks, it will be considered as per terms and conditions of the tender enquiry.

19. Liquidated Damages: If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Order.

4. Scope of work

Annual maintenance contract of IT Equipments including Mouse, Keyboard, camera etc in BEML Regional office -35/1A, Taratala Road Kolkata – 700088 & Central Depot, Sector III, Near City Center I, Salt lake, Kol-700064 and as per below details:

LIST OF COMPUTERS/ LAPTOPS UNDER M&C					
No	Location	Department	Desktops/ Laptop/ Company	Specifications	Qty
1	(Address-35/1 A TARATALA OFFICE)	SERVICE	LAPTOP/ Dell	INTELI3,3GB, 2.40GHZ	1
2		SERVICE	Desktop/Compaq	core2Duo, 3 gb Ram	1
3		SERVICE	Desktop/Dell	Core13. 4160 4 gb Ram	1
4		SERVICE	Desktop/HP	Core. Cpu 1 gb Ram	1

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

		CENTER			
5		SERVICE CENTER	Desktop/Dell	Core i5-44605, 4 gb Ram	1
6		PARTS & Stores	Desktop/Compaq	Core2Duo, 1 gb Ram, 320 HD.	1
7		PARTS & Stores	Desktop/Wipro	Core™ ir996HZ, 0.99 RAM	1
8		PARTS & Stores	Desktop/Dell	i5, 4 gb RAM	1
9		PARTS & Stores	Desktop/Dell	p42.66Ghz,504Mb	1
10		PARTS & Stores	Desktop	INTEL® CORE2DUO,2.66GHZ, 1GB	1
11		PARTS & Stores	Desktop	INTEL® CORE I3, 4160,3.6GHZ	1
12		ACCOUNTS	Desktop/Wipro	Core 2 Duo 80 gb 1 gb RAM	1
13		ACCOUNTS	Desktop/Compaq	Core 2 Duo	3
16		HRD	Desktop/HP	Intel® Core™ 2 Duo E7300	1
17		HRD	Desktop/Wipro	Intel® Core™ 2 Cpu	1
18		HRD	Desktop/Dell	HRD Kolkata	1
19		GH- HRD	Desktop/HP	INTEL® CORE™ I3-2120CPU@3.30GHZ, 2.00GB	1
20		SALES	Desktop/Wipro	Win	1
21		SALES	Desktop/HP	Win 7	1
22		RM	LAPTOP/ DELL	LATITUDE3490	1
23		PS to RM	Desktop/Dell	intel i3, 4160CPU@3.6 Ghz,	1
TOTAL					23
LIST OF PRINTERS / SCANNER/ UNDER M&C					
No	Location	Department	PRINTERS /SCANNER		Qty
1	(Address-35/1 A TARATALA OFFICE)	SERVICE	TVS MSP SERIES		1
2		PARTS & STORES	Hp Laserjet		1
3		PARTS & STORES	TVS - MSP Series		1
4		PARTS & STORES	EPSON LQ11502		1
5		ACCOUNTS	EPSON DMP		1
6		ACCOUNTS	HP Laserjet		1
7		ACCOUNTS	HP Inkjet		1
8		GH- MKC	HPOFFICE JET ALL IN ONE		1
9		SALES	HP color laser jetcp1515n		1

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

10		RM	HP Printer	1
11		PS to RM	Fax	1
12		PS to RM	HP P2015 Printer	1
Total				12

LIST OF COMPUTER / LAPTOP UNDER BEML METRO

No	Location	Department	Desktops/ Laptop/ Company	Specifications	Qty
1	(Address-35/1 A TARATALA OFFICE)	KMRCL PROJECT OFFICE	Desktop/Dell	All-In-One, Insperon 24, 3464 Series	1
			Laptop/ Compaq	Compaque Presario CQ40 - 327TU	1
2	(Address- Central Depot, Sector III, Near City Center I, Salt lake, Kol- 700064)	BEML KMRCL DEPOT -	All in one Desktop/ DELL	23.8 INCH FHD, with 1 TB hard disc memory	4
			Laptop/ DELL	Core 17, 7th Gen	3
			Desktop/HP	Window 7	1
TOTAL					10

LIST OF PRINTER/ SCANNER UNDER BEML METRO

No	Location	Department	PRINTERS / scanner	Qty
1	(Address-Central Depot, Sector III, Near City Center I, Salt lake, Kol- 700064)	BEML KMRCL DEPOT -	A4 colour Printer (Laser) Canon Make	1
TOTAL				1
Grand Total				36

- Period of contract:** The Contract Period is 24 Months from the date of placement of Purchase order & shall be further extendable for one more year on mutual acceptance.
- Mode of Tendering:** Technical Bid to be submitted through e-mode in BEML SRM e-procurement system only against this Bid Invitation.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

3. **Parts/Spares covered under AMC:** All the parts/spares of IT equipments are covered under the AMC except consumables, printer head, toners, cartridge, and printer ribbons.
4. **Replacement of Spares:** During the Comprehensive Maintenance Contract period the service provider shall replace defective parts with Genuine OEM parts only. In the event of non availability of OEM parts with the same capacity due to obsolescence, OEM parts with higher specification are to be replaced against certification of user & IT Head, covering all parts of / assembly of COMPUTER/ LAPTOPS & PRINTERS like,
 - Monitors,
 - CPU,
 - Mouse,
 - Keyboard,
 - Printers and
 - Network Component
 - Inbuild Camera & Speaker ,Mic and related devices / components etc.

The defective parts sent/received from BEML/Service provider for servicing to AMC provider's workshop shall follow the rules agreed under the SL no. 6. According to Ministry of Defence guide lines the defective Hard disk shall not be returned to the service provider after replacing with a working Hard disk and it will be retained by BEML.

5. **Change in Scope/Number of IT Equipments:** If the number of IT Equipments under the existing AMC contract undergoes a change due to replacement of existing equipments with the new ones covered under supplier's warranty or due to shifting , transfer or not is use any more or any other reason , the AMC service provider shall agree for reduction (revision) of the number of equipments and accordingly the price is applicable on pro-rata basis. Any addition of IT equipments in the middle of the contract, the vendor shall agree to accept an amendment to the PO with the same terms and conditions of the PO.
6. **Material movement:** The service provider shall follow the rules laid by BEML LTD for movement of material/spares in co-ordination with the end users under the guidance of HR department of the divisions.
7. **Qualification of Maintenance staff:** Service provider shall depute well qualified and experienced service engineer in each location during the AMC.
8. **Turn around time:** The service provider shall maintain a help desk locally with maintenance logs, scoring for the performance of the service by the end users and closing schedule date wise. It is the responsibility of the service engineer to provide the maintenance reports sought by BEML LTD any



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

time. Service Provider need to respond maintenance calls immediately failing which BEML LTD reserves right to levy appropriate penalty under risk purchase clause.

9. Service Requirements: The engineer should maintain the equipments in working condition and any repair work to be carried out by the engineer should be duly recorded in the log file maintained by him.

- i. Continuous break down of IT equipments at any site should not exceed two working days after reporting the problem to service provider.
- ii. If the IT equipment is not repaired beyond two working days, stand by equipment to be provided till the original equipment is set right.
- iii. In case of total breakdown of the IT equipment like CPU, service provider shall be responsible for loading Operating system and other utilities.
- iv. All repair to be carried out at our Premises. However if situation demands, Any IT equipments to be sent to vendor workshop shall have the decision of the IT head/HR Head.

10. Backup Devices for supporting Service requirement:

Successful Vendor shall provide 1 no. latest feature (Running model) computer system as backup to support their contract requirement as per clause 9 of Scope of Work.

However after completion of contract all the storage device of the Backup Computer / computers shall be the property of BEML and the vendor has to hand over the storages device to BEML in working and data retrievable condition .

11. Service Requirements Service Provider Performance Feedback

BEML LTD Provide service Providers with ongoing performance feedback. In the event of specific performance problems, BEML Ltd will typically notify the service provider of the problem in an attempt to rectify the situation. If the problem is not resolved in a satisfactory amount of time, BEML Ltd will place the Service provider under a probationary status. If performance does not improve after BEML Ltd. Assigns a Service Provider with probationary status, BEML Ltd. Reserves the right to de-certify and terminate the service provider arrangement. Performance Bank Guarantee in such case of default will be cashed.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Annexure –‘A’

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank account number :- Bank Name :- Address :- IFSC code:
4	PAN Number	
5	Service Tax / VAT /CST Number	
6	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Annexure - B

UNDERTAKING

This is to certify that _____ (Name of the Firm) has not been banned / black listed / debarred from Trade by any Central /State Govt. Dept. / Autonomous Institution / PSUs in India.

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Annexure - C

Undertaking

To:

The Regional Manager ,

BEML Limited

Kolkata -88

Dear Sir,

Having examined the Bid # _____ dated _____ the receipt of which is hereby duly acknowledged, we, the undersigned, hereby confirming that we read, understood and accepting all the terms & conditions available in the tender. Further, we indicate that upon selection, we will execute the assignment as per the tender terms and conditions.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Technical Bid

(No price should be uploaded in notes & attachment section.**)**

Annexure-D

Annual maintenance contract of IT Equipments including Mouse, Keyboard, camera etc in BEML Regional office -35/1A, Taratala Road Kolkata – 700088 & Central Depot, Sector III, Near City Center I, Salt lake, Kol-700064 and as per below details:

LIST OF COMPUTERS/ LAPTOPS UNDER M&C				List D1		
No	Location	Department	Desktops/ Laptop/ Company	Specifications	Qty	
1	(Address-35/1 A TARATALA OFFICE)	SERVICE	LAPTOP/ Dell	INTELI3,3GB, 2.40GHZ	1	
2		SERVICE	Desktop/Compaq	core2Duo, 3 gb Ram	1	
3		SERVICE	Desktop/Dell	Core13. 4160 4 gb Ram	1	
4		SERVICE CENTER	Desktop/HP	Core. Cpu 1 gb Ram	1	
5		SERVICE CENTER	Desktop/Dell	Core i5-44605, 4 gb Ram	1	
6		PARTS & Stores	Desktop/Compaq	Core2Duo, 1 gb Ram, 320 HD.	1	
7		PARTS & Stores	Desktop/Wipro	Core™ ir996HZ, 0.99 RAM	1	
8		PARTS & Stores	Desktop/Dell	i5, 4 gb RAM	1	
9		PARTS & Stores	Desktop/Dell	p42.66Ghz,504Mb	1	
10		PARTS & Stores	Desktop	INTEL® CORE2DUO,2.66GHZ, 1GB	1	
11		PARTS & Stores	Desktop	INTEL® CORE I3, 4160,3.6GHZ	1	
12		ACCOUNTS	Desktop/Wipro	Core 2 Duo 80 gb 1 gb RAM	1	
13		ACCOUNTS	Desktop/Compaq	Core 2 Duo	3	
16		HRD	Desktop/HP	Intel® Core™ 2 Duo E7300	1	
17		HRD	Desktop/Wipro	Intel® Core™ 2 Cpu	1	
18		HRD	Desktop/Dell	HRD Kolkata	1	
19		GH- HRD	Desktop/HP	INTEL® CORE™ I3- 2120CPU@3.30GHZ, 2.00GB	1	
20		SALES	Desktop/Wipro	Win	1	
21		SALES	Desktop/HP	Win 7	1	
22		RM	LAPTOP/ DELL	LATITUDE3490	1	
23		PS to RM	Desktop/Dell	intel i3, 4160CPU@3.6 Ghz,	1	
TOTAL					23	
LIST OF PRINTERS / SCANNER/ UNDER M&C				List D2		
No	Location	Department	PRINTERS /SCANNER	Qty		
1		SERVICE	TVS MSP SERIES	1		
2		PARTS & STORES	Hp Laserjet	1		
3		PARTS & STORES	TVS - MSP Series	1		
4		PARTS & STORES	EPSON LQ11502	1		
5		ACCOUNTS	EPSON DMP	1		
6		ACCOUNTS	HP Laserjet	1		
7		ACCOUNTS	HP Inkjet	1		

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

8		GH- MKC		HPOFFICE JET ALL IN ONE	1
9		SALES		HP color laser jetcp1515n	1
10		RM		HP Printer	1
11		PS to RM		Fax	1
12		PS to RM		HP P2015 Printer	1
Total					12
LIST OF COMPUTER / LAPTOP UNDER BEML METRO					
List D3					
No	Location	Department	Desktops/ Laptop/ Company	Specifications	Qty
1	(Address-35/1 A TARATALA OFFICE)	KMRCL PROJECT OFFICE	Desktop/Dell	All-In-One, Insperon 24, 3464 Series	1
			Laptop/ Compaq	Compaque Presario CQ40 - 327TU	1
2	(Address-Central Depot, Sector III, Near City Center I, Salt lake, Kol- 700064)	BEML KMRCL DEPOT -	All in one Desktop/ DELL	23.8 INCH FHD, with 1 TB hard disc memory	4
			Laptop/ DELL	Core 17, 7th Gen	3
			Desktop/HP	Window 7	1
TOTAL					10
LIST OF PRINTER/ SCANNER UNDER BEML METRO					
List D4					
No	Location	Department	PRINTERS / scanner		Qty
1	(Address-Central Depot, Sector III, Near City Center I, Salt lake, Kol- 700064)	BEML KMRCL DEPOT -	A4 colour Printer (Laser) Canon Make		1
TOTAL					1
Grand Total qty of IT equipments including all Computers , Laptops and printers					46

*Any Vendor who wants to inspect the above items may do it before tender submission date . After Tender submission date no inspection will be allowed and Successful vendor has to take up AMC on ‘As is where is Basis’ of all items.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Annexure – E

PRICE BID FORMAT

Sl. No.	Description	Quantity
01)	AMC charges as per Scope of work & Annexure D (List D1) for 23 nos. Computers & Laptops of M&C & related Networking.	23 Nos.
02)	AMC charges as per Scope of work & Annexure D (List D2) for 12 nos. Printers/ Scanners & other networking items of M&C.	12 Nos.
03)	AMC charges as per Scope of work & Annexure D (List D3) for 10 nos. Computers & Laptops of BEML METRO.	10 Nos.
04)	AMC charges as per Scope of work & Annexure D (List D4) for 01 nos. Printer/ Scanner of BEML METRO	01 Nos.

L1 will be decided based on sum of Price quoted for D1, D2, D3 & D4 i.e Item sl. no. 1 + 2+ 3+ 4

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

Special Conditions arising out of implementation of GST (Which is to be signed and submitted along with the offer)

Tax Indemnity clause

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short coming rectified. If for any reason the same is not possible, then the supplier will make 'good' the loss suffered by BEML due to the tax credit it lost in that transaction.
3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the 'value' of supply of goods / services.
5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.
6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.
10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, **an Electronic Reference Number for each invoice should be provided**. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
11. Wherever applicable, BEML has the right to deduct “Tax deducted at source” at the rate prescribed under the GST law and remit the same to the Government of India.
12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier’s account.
15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that “the liability of payment of GST is on the Recipient of Service”.
16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
17. The Bid evaluation criteria will include but not limited to ‘GST Compliance rating’ when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

Place:

Date:

Company seal with signature



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

Regional office -35/1A, Taratala Road Kolkata – 700088

Phone : 033 24015287 FAX: 033 24015288.

निविदा सं. : **TENDER No: 6300033767**

दि. **Date: 10.08.2020**

11. CHECK LIST: Filled in Check list to be Uploaded in Technical Bid

LIST OF DOCUMENTS NEED TO BE UPLOADED				
Sl	Pg	PARA / POINT NO.	Have you uploaded the following ?	Write Yes or NO.
1	6	Part B, Point 1	Upload details of EMD submitted manually i.e. copy of Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate.	
2	6	Part B, Point 2	General Data in respect of your company as per Annexure 'A'	
3	6	Part B, Point 3	Undertaking as per Annexure 'B'	
4	6	Part B, Point 4	Undertaking as per Annexure 'C'	
5	6	Part B, Point 5	List of Desktop Computers, Printers & Network Components as per Annexure 'D'.	
6	6	Part B, Point 6	Average Annual financial turnover during the last Three (3) years, ending 31st March of the previous financial year - (<u>copies of last 3 years Audited Balance sheets incl. Profit and Loss account statements, Income Tax returns to be Uploaded</u>).	
7	6	Part B, Point 7	Self Certified Copies of the work order and completion certificate issued by respective clients in the technical bid. If the completion certificate is from Private organization, the same shall be uploaded along with TDS certificate in the technical Bid, In support of Experience of having successfully completed similar works as asked in Eligibility Criteria during last Seven (07) years ending last day of month previous to the one in which applications(NIT) are invited.	
8	6	Part B, Point 7	Firms <u>Acceptance to L.D clause.</u> Liquidated Damages: If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Order.	
9	4	Part A, Point 1(b)	Please attach the details duly filled-up for refund of EMD amount in the given format along with the DD / Banker's Cheque for EMD	

Filled in Checklist to be uploaded along with technical Bid.