

Tender Call Notice No: CMGI/PCU/SERVER UPGRADATION/ 2020/742/164, Date: 08.02.2021



(TERMS & CONDITIONS OF TENDER)

E-Tender through Government e-Procurement Portal (<https://tendersodisha.gov.in>) are invited for selection of authorized agency to provide 3 years Technical Subscription for PostgreSQL and installation

Period of Contract : The contract would be for three years from the commencement date of the contract. Please note that Contract can be cancelled unilaterally by the customer in case services are not received satisfactory within the contracted period. CMGI reserves the right to cancel the tender at any stage without assigning any reason thereof.

Amendment of Tender: In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to **6.00 P.M. on 26.02.2021**, the web-version will prevail. At any time prior to **on up to 6.00 P.M. on 26.02.2021**, the Procurement & Contracting Unit, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site cmgi.org.in and will be binding on the bidders .

Sl. No.	Events	Date, Time
1.	Start date of on-line issuance of Tender Document in http://cmgi.org.in / https://tendersodisha.gov.in	08.02.2021
2.	Last date and time for Submission of Bid through	02.03.2021, 11.30 PM
3.	Opening of bids https://tendersodisha.gov.in	02.03.2021, 3. 00 PM
4.	Opening of financial bids	04.03.2021, 3. 00 PM

1. Fact Sheet

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

Clause	Brief Description
Method of Selection	Lowest cost method shall be used to select the supplier. Technically qualified bidder, who quotes the least price, will be selected as supplier for the assignment.
Tender Fee	Tender Paper can be Downloaded from http://cmgi.org.in / https://tendersodisha.gov.in . The bidders are required to submit the document fee of Rs. 5,000/- in shape of Account Payee Demand Draft in favour of Executive Director, CMGI and payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of amount Rs. 1,00,000/- (Rupees One Lakh) only in shape of Account Payee Demand Draft/ Bank Guarantee in favour of Executive Director, CMGI payable at Bhubaneswar from any of the Nationalized bank must be submitted by hand/offline prior to submission of the general & technical bid through e-Tender. However, the MSME guideline for submission of EMD will be followed.
Scope of Work	Selected Vendor is expected to provide 3 years Technical Subscription for PostgreSQL from a Professional Service provider of PostgreSQL
Language of Bid	Proposal should be prepared by the Bidder in English language only.
Currency of Bid	The bidder should quote price in Indian Rupees only.
Validity Period	Proposals/ Bids must remain valid minimum for 180 days after the Bid submission date.
Bid to be Submitted at	The proposal must be submitted to: Executive Director, CMGI, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar – 751007 through Government e-Procurement Portal (https://tendersodisha.gov.in) only

2. Background Information

Human Resources Management System (HRMS) envisages automating transaction relating to personnel matters of Government employees. HRMS is the flagship project of CMGI (A society under General Administration (Administrative Reform) Department, Government of Odisha). In HRMS, an employee can- apply leave, loan, or put forward his/ her performance appraisal report, request, or grievance. In return she/he can receive the sanction or reply on-line from authorities. An authority may issue notification or orders of transfer, promotion or deputation of the employees on-line. HRMS software automatically prepares all related accounts and registers like Service Book, Leave Account, Loan Account, Salary Account, Incumbency Chart etc., and retrieving relevant data from transactions. Moreover it will also help retiring employees to prepare their own pension papers on click of buttons and help authorities to process pension papers easily and quickly. So, HRMS is an application software to carry out personnel transaction of government employees in on-line mode through Internet. In this regard, the transactions that have already taken place are already being captured as legacy data. The Service Book of each employee is the most composite repository of such transactions. This RFP is related to 3 years Technical Subscription for PostgreSQL from a Professional Service provider of PostgreSQL.

3. Instructions to the Bidders

3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the project to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the CMGI.
- 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 the CMGI. Any notification of preferred bidder status by the CMGI shall not give rise to any enforceable rights by the Bidder. The CMGI may cancel this tender at any time prior to a formal written contract being executed by or on behalf of the CMGI.

3.2. Compliant Proposals/ Completeness of Tender Paper

- a) Submission of the bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the Tender Paper may render non-compliant and the tender paper may be rejected. Bidders must:
 - i. Include all documentation specified in this tender paper;
 - ii. Follow the format prescribed in this tender paper and respond to each element in the order as set out in this tender paper.
 - iii. Comply with all requirements as set out within this tender paper.

3.3. Key Requirements of the Bid

3.4. Right to Terminate the Process

- a. CMGI reserves the right to terminate the Tender process at any time and without assigning any reason thereof. CMGI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by CMGI. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.
- a. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- b. The EMD of the successful bidder will be returned on submission of the performance bank guarantee.
- c. The bids without EMD and tender fee will be summarily rejected.
- d. 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 work order and submit the performance bank guarantee

3.5. Performance bank Guarantee

- a. Bank Guarantee in the prescribed format (Form 3) in favor of the Executive Director, CMGI shall be submitted by the successful tenderer equivalent to 10% of the cost of total work drawn from a nationalized bank before execution of the work order. However, the MSME guideline for submission of Performance Bank Guarantee shall be followed.
- b. The Bank guarantee shall be valid for a period of 38 months from the date of intimation to the selected tenderer for execution of the work order.

- c. The Work Order shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
- d. The performance bank guarantee if not submitted by the vendor, 10% of the cost of the equipment (along with applicable taxes) will be withheld out of the payment of the vendor and will be paid at the end of 3 years of maintenance support period

3.6. 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.

3.7. Evaluation Process

- a. Eligibility-technical-financial
- b. Tender Committee will evaluate the bids.
- c. The Tender Evaluation Committee constituted by the CMGI shall evaluate the tender documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.
- d. The decision of the Committee in the evaluation of tender shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- e. After suitable technical eligibility of bidders, the financial bids will be opened.
- f. The Committee reserves the right to reject any or all proposals on without citing any reason thereof.
- g. Each of the tender documents shall be evaluated as per the criteria and requirements specified in this tender paper.

3.8. Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4. Criteria for Evaluation

- The bids shall be evaluated tom two stages.
- Evaluation for General & Technical Bidsl Evaluation
- Financial Evaluation

5. Eligibility Criteria

5.1.The Eligibility Criteria are listed below:

SL. NO	Requirement	Description	Documents Required
1	Legal Entity	The bidder should be a Company registered under the Companies Act, 1956 or Limited Liability Partnerships (registered under LLP Act, 2008) for last 3 years i) ROC Registration ii) GST Registration iii) Income Tax Registration	a.Certificates of incorporation b.GST Registration Copy c. PAN Copy
2	Minimum Sales Turnover	Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum 5 Crores Rupees.	Copy of the Audited Balance sheet; Showing the relevant trade for last three financial years(2017-18, 2018-19, 2019-20)
3	Letter of authorization from OEM / professional service provider	Professional Service provider of PostgreSQL registered under Postgresql.org in Asia and having office in India.	Letter of authorization; as per template provided [Form 2]
4	Technical Capability	Bidder must have successfully undertaken at least following numbers of assignment(s) of installing, migration, maintenance, performance tuning in production environment and worked on PostgreSQL. The assignment(s) must be of value specified herein in last 3 FY ending 2019-20: - One project not less than the amount Rs. 100 Lakhs OR - Two projects, not less than the amount Rs. 50 Lakhs each OR - Three projects not less than the amount Rs. 25 Lakhs each;	Work order(s) /Certificate(s) from the client mentioning details and no of articles supplied and amount of claim on such supply.
5	Man power Resource	The Bidder must have minimum of 10 technical persons having at least 5 years over all experience and 2 years' experience on the said technology (PostgreSQL) with real time implementation exposure in production environment.	Name, Phone no, qualification, years of experience and technical skills of the10 technical persons.
6	Blacklisting/ Debarring	Self-Declaration by the authorized signatory of the bidder that the bidder has not been blacklisted/debarred by any Central / State Government / PSU organization.	Self-Declaration on the letter head of the bidder
7	Tender Fee	The Bidder have to submit Rs.5,000/(Rupees Five Thousand) only towards the cost of the Tender Document.	In shape of Account Payee DD from Scheduled / Commercial Bank
8	EMD	The Bidder must have furnished the EMD/Bank Guarantee of Rs.1,00,000/- (Rupees One Lakh only).	In shape of Account payee DD from Scheduled/ Commercial Bank/Bank Guarantee

5.2. Financial Evaluation

The Bidder quoting the minimum total amount shall be selected for award of the contract.

The bidder must quote price exclusive of any taxes and duties. **Arithmetical errors** will be rectified on the following basis. Amount mentioned in word will prevail against the figure in

case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

6.

6.1. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

CMGI 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.

6.2. Notification of Award

Prior to the expiration of the validity period, CMGI 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, CMGI may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Notification of award will constitute formation of the contract. Upon successful bidder's signing the contract, CMGI will notify each unsuccessful bidder and return their EMD.

6.3. Contract Finalization and Award

CMGI shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft work order would be finalized for award & signing.

6.4. Period of Contract

The period of contract shall be for a period of three (3) years from the date of execution of the work order. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

7. Terms of Reference

7.1. Scope of Work

Selected vendor is expected to do the following:

3 years Technical Subscription for PostgreSQL from a Professional Service provider of PostgreSQL and having office in India. 24x7 toll free support, Response time 60 minutes, Email & Web support, phone support.

7.1.1. Delivery and Installation

The Bidder will deliver the equipment at the designated sites in his own arrangement. No additional transportation cost will be provided. Final list of designated sites will be provided to the selected bidder at the time of work order. No additional cost will be provided for installation.

7.1.2. Maintenance Support

Maintenance support service is for a period of 3 years. Three Years onsite warranty Period will be started after successful installation of the equipment at the designated sites. The service provider must attend to the complaints regarding malfunction of the server (PostgreSQL) within 1 hour of report. Maximum resolution time for any type of complaint is 1 working day.

7.2. Bill of Material

Sl.	Description	Quantity
1	3 years Technical Subscription of PostgreSQL	48 core (2 Servers, 24 core each)

7.3. Deliverable & Project Timeline

The delivery of the technical subscription of all the items should be completed within time duration of 15 days from the date of issue of the work order.

The installation of application server and database server should be completed within time duration of 30 days from the date of work order.

7.4. Payment Schedules

- I. Selected bidder can raise claims for payment on the basis of number items supplied and installed successfully and the certificates obtained from the office.
- II. 100 % of the cost of license on technical support will be paid after the verification by the technical persons of CMGI.
- V. A performance bank guarantee of 10% of the order value will be kept till end of support period.
- VI. If the performance bank guarantee is not submitted by the selected bidder, 10% of the cost of license fee (along with applicable taxes) will be paid at the end of 3 years of maintenance support period.

Appendix-I: General & Technical Bid

Form 1: Compliance Sheet for General & Technical Bid

Tender Call Notice No: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl No	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation		
2	Copy of GST Registration Certificate		
3	Copy of Up to date GST Clearance Certificate		
4	Copy of PAN		
5	Technical Capability : Copy of Work Orders / Completion Certificated issued in favour of the bidder pertaining to installation, migration, maintenance, performance tuning in production environment and worked on PostgreSQL in last 3 FY ending 2019-20		
6	Copy of Income Tax Return of last three years (2017-18, 2018-19 and 2019-20)		
7	Tender fee (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
8	Earnest Money (DD/BG No.: _____, Amount:_____, Bank.: _____, Date:_____)		
9	The Bidder must have minimum of 10 technical persons having at least 5 years over all experience and 2 years' experience on the said technology (PostgreSQL) with real time implementation exposure in production environment. List of Manpower along with their bio data and mobile no to be submitted		
10	Acceptance of terms & conditions contained in the tender documents [Form 1]		
11	Letter of authorization from OEM / Professional Service provider of PostgreSQL (In the format attached at Form 2)		
12	Copy of Power of Attorney in the name of the Authorized signatory		
13	Self-Declaration by the authorized signatory of the bidder that the bidder has not been blacklisted/debarred by any Central / State Government/PSU organization		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

Form 1: Bid Letter (Technical Bid)

Tender Call Notice No: _____, Date: _____<Location, Date>

To

Executive Director, CMGI

Subject: Submission of the bid to provide Subscription license for HRMS application in Open Source Platform i.e.,PostgreSQL.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the CMGI on your Tender Call Notice vide no <insert tender no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid through Government e-Procurement Portal (<https://tendersodisha.gov.in>).

We hereby declare that all the information and statements made in this General & Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our tender is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and
Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 2: Authorization form **OEM / Professional Service provider of PostgreSQL**

Letter No. _____

Date: _____

Sub: OEM Authorization Letter for PostgreSQL registered under Postgresql.org in Asia and having office in India for PostgreSQL database.

Dear Sir:

Ref: Your Tender Ref: _____

We who are established and reputable manufacturers / service providers / producers of _____ having factories / development facilities at (*address of factory / facility*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a. Such Products as the CMGI may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. In the event of termination of production of such Products:
 - i. Advance notification to the CMGI of the pending termination, in sufficient time to permit the CMGI to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the CMGI, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully

(Name)

(Name of Producers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.

**Tender for selection of eligible agency to provide Subscription license for HRMS application
in Open Source Platform i.e PostgreSQL**

Signature of witness

Date:

Place:

Company Seal

Signature of the Tenderer

Date:

Place:

Form 3: Performance Bank Guarantee

To

**The Executive Director,CMGI,
1st Floor, Toshali Bhawan, Satya Nagar,
Bhubaneswar – 751007**

Whereas, <<name of the supplier and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated <<insert date>> to provide services for <<name of the assignment>> to XXX, CMGI (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 scheduled 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>>)

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.

Seal & Signature of the authorized officer of the Bank

Name & Designation of the Officer

Date: Seal, Name & address of the bank & address of the branch

Financial Bid

Bidders are requested to submit their financial bids through Government e-Procurement Portal (<https://tendersodisha.gov.in>) in the specified financial bid (BoQ) format only