



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

43/46, Garden Reach Road, Kolkata-700 024

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CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builder and Engineering Product Company**, invites M/S Wizertech Informatics Pvt. Ltd. to submit **single stage two part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering mode for the work package as per following bid document.

NIT No. निविदा संख्या :	SCC/AJK/ST/WEBEX/026/ET-1872.	Date : 15.06.2022
Job Title कार्य का नाम :	"Renewal of CISCO Webex 2 Nos. license for one year" as per SOTR Ref. No. nil (Enclosure-1).	
Tender issuing Dept. बिभाग द्वारा जारी :	Contract Cell, GRSE Main.	

ARTICLE 1 अनुच्छेद-1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची :

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक (यदि लागु है)	Not Applicable	
Tender Due Date निविदा जमा की अंतिम तिथि	22/06/2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि	23/06/2022	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	90 days from Tender due date	

ARTICLE 2 अनुच्छेद-2: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता :

FEES / DEPOSITS	
Tender Fee (refer clause 03 of STAC) निविदाप्रपत्र मुल्य (स्टैक के परिच्छेद 3 मे उदधृत)	Nil
Earnest Money Deposit (EMD) (refer clause 04 of STAC) (बयाना राशि जमा) (स्टैक के परिच्छेद 04 मे उदधृत)	Nil
Security Deposit (SD) प्रतिभूति	Nil
Liquidity Damage परिनिर्धारित नुकसान	As per NIT
Billing Frequency बिल करने की अवधी	On completion of job
Evaluation of L1 एल1 का मूल्यांकन	Totality basis

ARTICLE 3 अनुच्छेद-3: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र:

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलग्नक परिच्छेद		
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR)	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (please refer www.grse.in)	Yes
Annexure 3 संलग्नक-3	Format for – Bid Security Declaration form	Yes
Annexure 4 संलग्नक-4	Format for – Integrity Pact (please refer www.grse.in)	No
Annexure 5 संलग्नक-5	Format for Technical Eligibility Criteria	No
Annexure 6 संलग्नक-6	Format for Financial Eligibility Criteria	No
Annexure 7 संलग्नक-7	Format for Self-Certification for not having blacklisted	No
Annexure 8 संलग्नक-8	Format for – Non Disclosure Agreement (please refer www.grse.in)	No
Annexure 9 संलग्नक-9	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer www.grse.in)	No
Annexure 10 संलग्नक-10	Fire & Safety Guidelines (please refer www.grse.in)	Yes
Annexure 11 संलग्नक-11	Special condition of contract (please refer www.grse.in)	Yes
Annexure 12 संलग्नक-12	Contractors Responsibility (please refer www.grse.in)	Yes
Annexure 13 संलग्नक-13	General Requirement (please refer www.grse.in)	Yes
Annexure 14 संलग्नक-14	Check List for Bill submission (please refer www.grse.in)	Yes
Annexure 15 संलग्नक-15	Format for – Bank Guarantee Format for Material Guarantee, SD and PBG (please refer www.grse.in)	No
Annexure 16 संलग्नक-16	Format for – Bank Guarantee Format for SD (please refer www.grse.in)	No
Annexure 17 संलग्नक-17	Format for – Bank Guarantee Format for PBG (please refer www.grse.in)	No
Annexure 18 संलग्नक-18	Format for – Indemnity Bond (please refer www.grse.in)	No
Annexure 19 संलग्नक-19	Guide line for Bank Guarantee (please refer www.grse.in)	No

ARTICLE 4 अनुच्छेद-4: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

Self-Attested documents are to be scanned and uploaded with Part I of e-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	DD/PO or MSME/NSIC Exemption certificate towards tender fee	NA
2	Bid Security Declaration as per – Enclosure - 3	Yes
3	Technical Acceptance format as available with NIT after being downloaded and filled up	Yes
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	Documents meeting the Technical Eligibility Criteria	No
6	Documents meeting the Financial Eligibility Criteria as per format	No
7	Audited/Certified Annual Accounts and Annual Report for immediate last three years in support of Financial Eligibility.	No
8	PAN /TAN , GST, Labour License Certificate, Registration Certificate of the Company with ROC	Yes
9	Copies of registration with PF, ESI Authorities	No
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
11	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
12	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

- a. Registered Vendors with GRSE need not upload documents at Sl. No. 8 above, if valid documents already submitted / available with GRSE Vendor Registration Cell. **Bidders should mention Unique GeM Seller ID in COMMERCIAL MATRIX.**
- b. Winning Bidder may submit ink signed hard copy of all above documents, prior to issuance of PO.

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:

PHYSICAL SUBMISSION		
1	Tender Fee instrument	Nil
2	EMD Instrument	Nil

ARTICLE 6 अनुच्छेद-6: JOB EXECUTION SCHEDULE कार्य निष्पादन सूची:

(A) Job Completion date कार्यसमाप्तीतिथी: Job to be completed within 10 days from the date of LOA/Order

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन:

Job is to be carried out strictly as per SOTR and in case of doubt, instructions of the MGR (ERP) is to be followed.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी: Not Applicable.

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य:

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. GST is to be indicated separately and will be paid extra. No escalation whatsoever will be considered under any circumstances within the stipulated period of contract.

ARTICLE 10 अनुच्छेद-10: ESCALATION मूल्य वृद्धी: Not Applicable

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव: NA

ARTICLE 12 अनुच्छेद-12: OFFER VALIDITY प्रस्ताव की वैधता:

Offer should be valid for 90 days from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 90 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव:

Conditional offers w.r.t. SOTR will not be accepted. However, in case of bidder wish to deviate on any / same commercial terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder.

ARTICLE 14 अनुच्छेद-14: DETERMINATION OF L1 एल-1 का चयन: NA

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू:

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract. The selected Bidder has to execute the required quantity at same rate and terms & Condition. BOQ consists following items:-

Sl. No.	Description	Qty.	UOM
01	CISCO Webex 2 License 1 Year	1	Each

N.B. - (i) UOM – Units of Measurement, (ii) EA – Each

ARTICLE 16 अनुच्छेद-16: OPENING OF BIDS निविदा खुलना:

Part-I (techno-commercial) bid will be opened on the date declared in NIT. Part-II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing.

ARTICLE 17 अनुच्छेद-17: MICRO & SMALL ENTERPRISES सूछ्छम एवं छोटे उद्योग:

Purchase preference may be given to eligible Micro and Small Enterprise Firms as per MSME Act provided, the tendered job is listed in their MSE document. (Detail at Clause 2 of STAC)

All Micro & small enterprises are required to declare their Udyog Aadhar Memorandum (UAM) number on the Central Public Procurement Portal (CPPP). Documentary evidence of the said declaration is to be submitted along with the techno-commercial bid failing which benefits being accorded to Micro & Small Enterprises will not be extended.

ARTICLE 18 अनुच्छेद-18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य: N.A.

ARTICLE 19 अनुच्छेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड:

Technical Eligibility Criteria तकनीकी मापदंड – NA

Financial Eligibility Criteria वित्तीय मापदंड – NA

ARTICLE 20 अनुच्छेद-20: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश:

- a. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
- b. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 07 days prior to bid closing date.
- c. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.
- d. GRSE also reserves the right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
- e. General Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
- f. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.

- g. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
- h. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
- i. Post submission of Tender, such drawings and technical information are to be physically returned. Also all soft copies are to be destroyed and a self-certification to be submitted during CNC, failing which the processing of bid will not be taken further.
- j. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%.
- k. Bidder has to declare, in what capacity he is participating in the tenderize PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture, etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.
- l. A Bidder is allowed to submit only one Bid under any capacity / status.
- m. Difficulty in submitting the bid:
Any query/difficulty in understanding of SOR or other technical terms may be got clarified from **Mr.P Manoj, MGR (ERP), e-mail: Manoj.p@grse.co.in** prior to submission of offer.
- n. **E-mail Address for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 21 अनुच्छेद-21: e-BID INSTRUCTION ई बिड के अनुदेश:

- a. Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in GeM Procurement portal <https://gem.gov.in>; They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged.
- b. Bidders need to fill up Part-II (Price) bid online HTML price bid format by inserting total price only (inclusive GST). **No other attachment to the price bid will be reckoned.** The item wise quoted price as per GRSE Price Bid format is to be submitted **offline** by L1 bidder in case of requirement by GRSE.
- c. In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- d. The amendments / clarifications to the bid document, if any, will be posted on GeM Procurement portal only.
- e. It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- f. **AMENDMENT OF TENDER DOCUMENT**
- i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.
- ii. Addendum/corrigendum, if any, will be hosted on GeM procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded within the deadline for submission of Tender as finally stipulated.
- iii. To give prospective Tenderers reasonable time in which to take the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given

as considered necessary by GRSE.

ARTICLE 22 अनुच्छेद-22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड:

Following bid rejection criteria may render the bids liable for rejection:

- a) Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.
- b) Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
- c) Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
- d) Bid received without qualification documents, where required as per the tender.
- e) Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
- f) Bid with validity expiry date shorter than that specified in the Tender Enquiry.
- g) EMD validity period is shorter than specified in the tender enquiry.
- h) Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
- i) Bidder not agreeing for furnishing of the required Security Deposit (SD).
- j) Bidders not submitting Original instrument of EMD within 7 GRSE working days from the tender closing date.

ARTICLE 23 अनुच्छेद-23: POST AWARD APLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा:

i. Security Deposit प्रतिभूति जमा - NA

ii. Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी) -

Work done certificate shall be prepared by the Service provider/Contractor and shall be placed before GRSE representatives to get it endorsed by MGR (ERP) GRSE ERP Department.

iii. Bill Submission बिल प्रस्तुति:

Bills are to be submitted quarterly with obtaining WDC, bills to be raised in line with order terms. Bills are to be submitted at the Bill Receiving Counters located at the respective unit of company. Bills is to be submitted in sealed envelope super-scribing on the envelope the Purchase Order No., vendor code, Bill / Invoice No., Name of person / employee to whom (here user dept.) bill is addressed, for processing.

iv. Payment Terms भुगतान की शर्तें:

- a. 100% payment with full GST will be released within 30 days on receipt of subscription documents and bill (in 03 copies) duly certified by AGM (ERP) with satisfactory Work Done Certificate duly certified by certifying authority for job done.
- b. Payment will be made on actual certification basis through ECS mode.
- c. No advance payment will be made in any circumstances.

v. Liquidated Damages परिनिर्धारित नुकसान:

The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with GRSE Ltd.

vi. Risk Purchase जोखिम खरीद:

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

ARTICLE 24 अनुच्छेद-24: SUBMISSION OF BID बिड की पेशी :

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno- Commercial offer.
2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms& conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 25 अनुच्छेद-25: PRE BID MEETING बोली-पूर्व बैठक: Not Applicable.

**Anukaran J. Kandir/अनुकरन जे. कंडीर
SR. MGR. (CONTRACT)/ व. प्रबंधक (संविदा)
GRSE Ltd./जी.आर.एस.ई. लिमिटेड
Mob: 9163361808**

SOTR

Renewal of following **Cisco WebEx 2 users License for 1 year :**

Line Number	Part Number	Description	Qty
1	A-FLEX	Collaboration Flex Plan	1
1.1	A-FLEX-FILESTG-ENT	File Storage Entitlement	40
1.2	A-SPK-VOIP	Included VoIP (1)	1
1.3	A-FLEX-NUCM-MC	NU Cloud Meetings - Meetings (1)	2
1.4	A-FLEX-NBR-STG	Webex Cloud Recording Storage Entitlement	2
1.5	SVS-SPK-SUPT-BAS	Collaboration Support Services - Basic Support	1
1.6	A-FLEX-WX-STG	Included Webex Storage for Flex	10
1.7	A-FLEX-MSG-ENT	Messaging Entitlement	2
1.8	A-FLEX-MC-ENT	Messaging Entitlement (1)	2

Terms

& Conditions: -

- Renewal/installation of above for 12 months(1 Year)
- Delivery: - 7 – 10 Days from the date of order.
- Payment Terms: - Immediately after delivery/renewal of Licence.
- Supplier must be CISCO/CISCO authorised dealer/vendor