



North Eastern Development Finance Corporation Ltd.

Championing the entrepreneurial spirit of the North East

Notice Inviting Tender for Supply, Installation & Commissioning of Bitrix 24 Intranet Portal(On-Premise) Business Edition (250 Users)

Tender No: NEDFi/IT/Software/01/2019-20 Dated: 24-September-2019

Slno.	Items	Description
1.	Start date of Tender document	24-September-2019
2.	Last date of receipt of queries, (If any, from prospective bidder)	30-September-2019
3.	Last date of receipt of Bid Proposal	10-October-2019 by 3.00 PM
4.	Date of Technical Bid Opening	10-October-2019 at 4.30 PM
5.	Date for Financial Bid Opening & Declaration of Best Bidder	Bid of qualified/ shortlisted bidder shall be opened as decided by the opening committee.
6.	Validity period of the Bid	90-days

North Eastern Development Finance Corporation Limited
NEDFi House, 2nd Floor, G. S. Road, Dispur, Guwahati - 781006
Phone: +91-361-2222200 Fax: +91-361-22377 33/34

NEDFi/IT/Software/01/2019-20

Date: 20-September-2019

To,

.....
.....

**Invitation of competitive bid for Supply, Installation & Commissioning of Bitrix 24
Intranet Portal (On-Premise) Business Edition - 250 Users**

Dear Sir/Madam,

With reference to above mentioned subject, we are in the process of purchase of Bitrix 24 - Intranet Portal - On Premise Business Edition with 250 Users License

Sl. No.	Item	Qty
01.	Bitrix 24 -On Premise Business Edition - 250 Users Perpetual License With Minimum One Years of Support	1
02	Remote Installation, Commissioning & Configuration	1
03	Training & Documentation	1

A. Terms & Conditions:

- a) Only hard copy of the proposal shall be accepted. All pages of the proposal shall be sealed & signed by the authorized signatory of the bidder. Only sealed enveloped proposal shall be accepted.
- b) The Bidder should be a partner of Bitrix enlisted in <https://www.bitrix24.com/partners/>.
- c) Bidder should have at least one office in India and bidder must submit duly sealed & signed copies of necessary KYC documents like PAN, GST, proof of Address, authorised signatory etc along with the bid.
- d) The bidder must also include their AMC offer along with the bid in a separate Annex which should include pricing for both comprehensive yearly maintenance option and on call basis maintenance option. However, NEDFi may or may not opt for AMC offer .
- e) Bid Security: The bidder need to submit an EMD amounting Rs. 15,000/- (rupees fifteen thousand only) as bid security. The EMD of the successful bidder will be fore fitted if they can not supply the order within time-frame. EMD of un-successfull bidder shall be returned after the finalization of the bid. Bid without EMD will be cancelled.
- f) The successful bidder's bid security will be discharged upon the bidder's acceptance of the purchase order and furnishing the performance security.
- g) Performance Security: The selected bidder shall furnish performance security to NEDFi in the form of Bank Guarantee / DD for an amount equal to 5% of the value of purchase order at the time of signing of the contract.

- h) The Performance Security will be discharged by NEDFi after a period of sixty days beyond completion of the supplier's performance obligations including any warranty/support obligations under the contract
- i) The selected bidder must complete the project within 45-days from the work order. Also the selected bidder will be fully responsible for the authenticity of the software license.
- j) Payment: Payment will be 100% against successful supply, installation, commissioning and configuration of the software.
- k) NEDFi reserves the right to cancel/reject/terminate/amend the tender at any stage without assigning any reason thereof. Bid submitted after the last date/time of submission, incomplete documents and ineligible bid shall be rejected. The decision taken by NEDFi shall be final and binding.
- l) If there is any arbitration, the jurisdiction will be at court at Guwahati only.

B. Selection Procedure:

All the eligible & Technically qualified bidder shall be allowed to participate in the "Financial Bidding" and the Bidder with "Lowest Bid Value" shall be awarded the Job.

C. Address for submission & communication:

If you agree with the terms and conditions mentioned above, you are requested to submit your bid proposal as per the format given in "Technical Proposal" & "Financial Bid" and other supporting documents given in Annexure in a sealed envelope. Bid shall be submitted in a sealed envelope under the two bid system - technical in one envelop and commercial bid in another sealed envelope, on or before the last date of submission by 2.00PM. The technical bid shall be opened on the same day of submission at 3.00 PM and commercial bid will be opened only if the bid is technically qualified.

Super scribe:

Tender for Supply, Installation & Commissioning of Bitrix 24 Intranet Portal (On-Premise) Business Edition - 250 Users

Submit it to:

**The General Manager (IT),
North Eastern Development Finance Corporation Limited (NEDFi)
"NEDFi House", G. S. Road, Dispur, Guwahati - 06.
Ph: 0361-222 2200,
eMail: it@nedfi.com Web : www.nedfi.com**

With best regards,

**(Lemli Loyi)
General Manager (IT)**

Format for Technical Proposal
(To be submitted in the Technical Envelop)

To,

The General Manager (IT)
North Eastern Development Finance Corporation Limited
NEDFi House, G. S. Road, Dispur
Guwahati, Assam. PIN - 781006

Subject: Submission of bid for Supply, Installation & Commissioning of Bitrix 24 Intranet Portal (On-Premise) Business Edition - 250 Users

Dear Sir,

With reference to your tender No..... dated regarding the above mentioned subject, we are submitting our bid proposal along with required supporting documents.

I /We declare that I/We have examined eligibility criteria, instruction, the terms and conditions mentioned in the tender document and accordingly agree and accept the same. We also understand that NEDFi reserves the right to reject/cancel the tender without assigning any reason whatsoever.

I/We also hereby declare that the information furnished in the proposal and the supplementary sheets submitted by us are correct to the best of my/our knowledge and belief.

Seal of the firm/company

Signature of the Authorized
Representative of the Firm

Name :

Date :

DOCUMENT CHECKLIST

[Supply, Installation & Commissioning of Bitrix 24 Intranet Portal (On-Premise) Business Edition - 250 Users]

Sl no.	Documents	Enclosed (Yes/No)	Signed by authorised Person (Yes/No)	Page No (From - to)
1.	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Document Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Resolution on Authorised Signatory	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Tender signed & sealed on each page by authorised signatory	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Company/Firm Registration Certificate.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Proof of Identify and Address (PAN, GST, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
7.	EMD	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Method of After Sales Service	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. - Please tick ✓ for “Yes” and tick ✗ for “No” in the respective field.

FORMAT OF FINANCIAL BID

(To be submitted on the letterhead of bidder under closed and sealed enveloped)

To,

**The General Manager (IT)
North Eastern Development Finance Corporation Limited
NEDFi House, G. S. Road, Dispur
Guwahati, Assam. PIN - 781006**

Subject: Financial Bid for Supply, Installation & Commissioning of Bitrix 24 Intranet Portal(On-Premise) Business Edition - 250 Users

Dear Sir,

With reference to NEDFi's Limited Tender for the above mentioned subject, we are submitting our financial bid as under -

Amount in Rupees (inclusive of taxes)

Item Description	Item Cost	Qty	Tax	Other , if any	Total
Bitrix 24 -On Premise Business Edition - 250 Users Perpetual License With Minimum One Year of Support		1			
Remote Installation, Commissioning & Configuration		1			
Training & Documentation		1			
Grand Total =					

Grand Total in words (Rupeesonly)

- ✓ Offer price is inclusive of taxes as applicable.
- ✓ I / We agree to keep this offer valid for Ninety (90) days from the Bid Due date (last date of opening of Financial Bid) specified in the bid document. We shall also be agreeable to extent the validity of the bid, if so desired by the NEDFi.
- ✓ I/ We agree and undertake to abide by all the terms and conditions of the tender document.

In witness thereof, I/We submit this Bid under and in accordance with the terms & conditions of the bid document.

Yours faithfully,

Date:

Place:

(Signature of the Authorised Signatory)

Name:

Designation:

Name and seal of Bidder