

*PSeGS - Tender for procurement of special assistive devices and software for visually handicapped*

**INVITATION OF BIDS FOR PROCUREMENT OF SPECIAL ASSISTIVE  
DEVICES AND SOFTWARE  
FOR VISUALLY HANDICAPPED**

**Tender No: PSeGS/Special\_Assistive\_Devices/2018/01**

**GOVERNMENT OF PUNJAB  
Punjab State e-Governance Society  
Department of Governance Reforms**

**Plot No. D-241,  
Sector 74, Industrial Area,  
SAS Nagar, PUNJAB  
Date: 17<sup>th</sup> October, 2018**

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**TENDER DETAILS**

<b>Sr.No</b>	<b>Particular</b>	<b>Details</b>
1.	Document Reference Number	PSeGS/Special_Assistive_Devices/2018/01
2.	Start date & time of sale of tender	17.10.2018 at 9 am
3.	Last date and time for submission of bids	29.10.2018 at 3 pm
4.	Date and time of opening of PreQualification bids	31.10.2018 at 11 am
5.	Date of opening of commercial bids	31.10.2018 at 11 am
6.	Address for Communication	Punjab State e-Governance Society, O/o Department of Governance Reforms, Plot D241, Industrial Area, Phase – 8B, Sector – 74, Near Quark City, Mohali - 160071
7.	Cost of tender document & Mode of Payment	Draft of Rs. 500/- (Rs. Five Hundred Only)
8.	Earnest Money Deposit (EMD)	Draft of Rs. 3,000/- (Rs. Three Thousand Only)
9.	Contact details	Mr. Dhiraj Saini, Technical Executive Mobile : +91 7888805080 Email: dhiraj.saini@punjab.gov.in
10.	Website for RFP Reference	<a href="http://www.dgrpunjab.gov.in/">http://www.dgrpunjab.gov.in/</a>

**Subject: Notice inviting for short term Tender (Sealed Quotations) in two bid system for procurement of special assistive devices and software for visually handicapped person.**

Punjab State e-Governance Society (PSeGS) invites short term tender/ sealed quotations for supply of **procurement of special assistive devices and software for visually handicapped** from registered OEMs or through their authorized dealers / distributors / Channel Partners for the below mentioned items:-

Sl. No.	Item Detail	Item Description	Qty
1.	Elbraille 40	Portable device designed for users who are blind or deaf-blind & want to stay connected at school, work, or home as well as on the go. ElBraille runs the Windows® 10 operating system with JAWS® & a Braille display of 40 cells with a full Braille keyboard to offer a fully accessible compact computer.	1
2.	Basic-D V5 Braille Embosser with wooden cabinet	High Speed Continuous Sheet Double Sided Automatic Braille printer	1
3.	Duxbury Braille translation software	Translation of Text-to-braille and vice-versa	1
4.	PEARL Instant Text Reader with openbook	Provides blind and low vision users instant portable access to printed material with an array of human-sounding voices	1
5.	ZoomText ImageReader A3 scanner with image reading capabilities	High Speed Scanning of books consisting of image reading capabilities especially for the differently abled. It should be able to Capture and read text from image files, from the Windows Clipboard or from a computer screen.	1
6.	dongle JAWS	Screen reading software	1

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7.	J-Say with Dragon Legal Individual 15	Dictation software	1
8.	Bundle of braille papers		1

**1. Procedure for submission of bids:**

- 1.1 This tender will have two covers as under:-
  - a) Technical Bid in first cover.
  - b) Financial bid in second cover.
- 1.2 The technical bid of the tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”.
- 1.3 The financial bid of the tender should be covered in a separate sealed cover super scribing the wordings “Financial Bid”. Financial Bid should only in prescribed form – item wise.
- 1.4 The Technical Bid and Financial Bid prepared as above are to be kept in a single sealed cover super scribed with “**procurement of special assistive devices and software for visually handicapped**”. The technical bid will contain only documents relating to eligibility criteria, Tender Fee and EMD. The financial bid of only the technically qualified bidder will only be opened.
- 1.5 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”.
- 1.6 The bidder should deposit non-refundable Tender fee amounting to Rs. 500 and EMD amounting to Rs. 3,000 (Rupees Three thousand only) along with the technical bid in the form of Demand Draft/Pay Order Payable to the “Member Secretary, Punjab State e-Governance Society”. EMD will be returned to the unsuccessful bidders on finalization and award of contract to the L1 (item wise) firm and to the successful bidder on receipt of security deposit. The bid without Tender Fee and EMD shall be rejected and no correspondence will be entertained on this subject.

**2. Cost of Tender**

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the PSeGS and PSeGS will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the tendering process.

**3. Clarification of Tender Document**

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A prospective bidder requiring any clarification of the tender document may notify PSeGS via email to the PSeGS contact person within 4 days of issue of tender. PSeGS may respond in writing and / or upload on its website, to any request for clarification of the tender document. In case of any further clarification on any of the points in the tender, if required, a meeting can be held. However, PSeGS reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring PSeGS to respond to any query or to provide any clarification.

#### **4. Amendment of Tender Document**

- 4.1 At any time prior to the last date for receipt of bids, the PSeGS may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- 4.2 The amendment will be uploaded on the website [www.dgprpunjab.gov.in](http://www.dgprpunjab.gov.in) and will be binding on the prospective bidders.
- 4.3 In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, PSeGS may, at its discretion, extend the last date for the receipt of the Bids.

#### **5. Language of Bids**

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

#### **6. Document Comprising the Bids**

Bidder must fulfill the following technical specifications in order to be eligible for opening of financial bids and award of the contract.

- a) **Technical bid Format shall consist of the following:-**
  - i) Technical bid furnished as per the format for technical bid (Annexure-I)
  - ii) Technical literature for each product/service, covering full technical specifications.
  - iii) Attested copy of Certificate of Incorporation / Registration
  - iv) The bidder should have its own bank account
  - v) PAN No. of the company/Firm, TIN No (As applicable): self attested copies to be attached
  - vi) A self- certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.

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- vii) Proof of authorization of dealership/Partner certification issued by the respective OEM.
- viii) An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/ Ministry/ PSU/ Bank, or State Government etc. must be attached with the bid documents.

**b) Financial bid consisting of the following:-**

- i) Bid prices duly filled, signed and completed as per the financial bid Format (Annexure-II) Maximum discount as could be offered should be mentioned.

**Terms and Conditions:**

1. Price: The price (in rupees only) quoted for each item should be inclusive of all taxes, installation, commissioning & freight Charges. The price shall be quoted separately for each item in the given format only.
2. Tender Fee & EMD: Tender fee and EMD shall invariably be submitted by all the bidders irrespective of their registration status with any organization.
3. Validity of Bids/ Quote: Quotes must be on company letter head and should be valid for minimum 180 days. Quotes having validity lesser than 180 days would not be considered. Conditional quotes such as “Subject to prior Sale” or “Till Stocks lasts” are not acceptable.
4. Minimum Order Quantity (MOQ): Quantity of each item is tentative. PSeGS has the right to increase or decrease at the time of releasing Purchase Order. Condition of Minimum Order Quantity (MOQ) from the side of vendor shall not be accepted in any case.
5. Rejection of quote: Quotes forwarded through email or by fax shall be summarily rejected. It should be in sealed envelope.
6. Awarding of Contract: Item wise contract shall be awarded to the successful bidder. The decision of PSeGS shall be final towards finalization of contract.
7. Delivery Schedule: Delivery Schedule shall be provided along with Purchase Order. Items shall be delivered as per delivery schedule, i.e. 15 days from the date of award of contract or as early as possible.
8. Payment Terms: Payment will be made in maximum 30 days after successful installation of goods. Payment terms such as “100% advance”, “100% against delivery” will not be accepted.
9. Warranty: Warranty as per principal company / OEM from the date of invoice would be submitted towards manufacturing defects etc. If any part found defective, the supplier would arrange free replacement immediately at suppliers cost and risk. During this period the entire service support would be free.
10. Installation: The approved Authorized Agent / OEM would make available a technical person for successful installation & commissioning of item as per the enclosed list. The

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- place of installation is tentative and may be changed without assigning reason. There has to be a nominated person to coordinate with PSeGS, Mohali, Punjab.
11. Instruction Manuals & Accessories: Each item should have instruction manual; tool Kit including standard accessories which may be handed over to the authorized person / PSeGS at the time of installation of the item. The function of item will be demonstrated after the installation. The installation will be considered as complete only when the gadget is shown as fully functional and certified so by the Centre head.
  12. Packing & Forwarding: The packing of each item should be of standards to avoid transit damages
  13. Liquidated Damages Clause: The seller will pay to the buyer penalty for the delay in delivery @ 1% of the concerned item's price per week or part thereof. However, the total amount of penalties shall not exceed 10% of the price the item delayed. Should the delay be more than one month PSeGS may exercise the right to cancel the unfulfilled part of the contract and forfeit the EMD. The seller/vendor undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.
  14. The bids should be addressed to Punjab State e-Governance Society (PSeGS), Department of Governance Reforms (DGR), Plot No. D-241, Sector 74, Industrial Area, SAS Nagar, PUNJAB
  15. The Technical bids and financial bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorized representatives in the Office of Punjab State e-Governance Society, Department of Governance Reforms Plot No. D-241, Sector 74, Industrial Area, SAS Nagar, PUNJAB. Technical bids should be sent as per the attached technical bid check list. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered.

**Annexure I**  
**Technical Bid Format**

Table 1: The details in respect of the company are as given under:

S.No	Particulars	Details
1.	Name of the Bidder	
2.	Principal place of business	
3.	Address with Telephone numbers, Fax number, etc	
4.	Date of incorporation and/or commencement of business	
5.	Name of Partners/ Directors	
6.	Registration Number	
7.	Brief description of the Service Provider's line of business	
8.	Name, designation, postal address, e-mail address, phone numbers (including mobile) etc., of Authorized Signatory of the Bidder with power of attorney.	
9.	Details of individuals who will serve as the point of contact/communication with the Client in case of the award of the contract. <i>[The details to include Name, designation, postal address, e-mail address, phone numbers (including mobile) etc.]</i>	

Table 2: Compliance

Sl. No.	Particulars	Supporting documents	Pg. No.	Compliance (Yes / No)
1.	Technical literature for each item / product / service, covering full technical specifications.			
2.	Attested copy of Certificate of Incorporation / Registration			
3.	The bidder should have its own bank account			
4.	Self attested copy of PAN Number			
5.	Self attested copy of GST Registration Number			

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<b>Sl. No.</b>	<b>Particulars</b>	<b>Supporting documents</b>	<b>Pg. No.</b>	<b>Compliance (Yes / No)</b>
6.	Proof of authorization of dealership/Partner certification issued by the respective OEM.			
7.	An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/ Ministry/ PSU/ Bank, or State Government etc. must be attached with the bid documents.			
8.	Tender Fee of Rs. 500 (Rupees Five hundred only) in the form of Demand Draft/pay order drawn in favour of "Punjab State eGovernance Society"			
9.	EMD of Rs. 3,000 (Rupees Three thousand only) in the form of Demand Draft/pay order drawn in favour of "Punjab State eGovernance Society"			

**Annexure II  
Financial Bid Format**

The bidders shall quote rates in figures as well as in words for items given in the format below. The vendor/firm shall also work out the total amount of his offer and same should be written in figures as well as in words.

<b>Sl.No.</b>	<b>Item Detail</b>	<b>Item Description</b>	<b>Qty</b>	<b>Make and Model</b>	<b>Unit Price in (Rs.)</b>	<b>Total Price (in Rs.)</b>
1.	Elbraille 40	Portable device designed for users who are blind or deaf-blind & want to stay connected at school, work, or home as well as on the go. ElBraille runs the Windows® 10 operating system with JAWS® & a Braille display of 40 cells with a full Braille keyboard to offer a fully accessible compact computer.	1			
2.	Basic-D V5 Braille Embosser with wooden cabinet	High Speed Continuous Sheet Double Sided Automatic Braille printer	1			
3.	Duxbury Braille translation software	Translation of Text-to-braille and vice-versa	1			
4.	PEARL Instant Text Reader with openbook	Provides blind and low vision users instant portable access to printed material with an array of human-sounding voices	1			
5.	ZoomText ImageReader A3 scanner with image reading	High Speed Scanning of books consisting of image reading capabilities especially for the differently	1			

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	capabilities	abled. It should be able to Capture and read text from image files, from the Windows Clipboard or from a computer screen.				
6.	dongle JAWS	Screen reading software	1			
7.	J-Say with Dragon Legal Individual 15	Dictation software	1			
8.	Bundle of braille papers		1			

- Above quoted price should be in rupees inclusive of GST, Installation, packing & freight Charges.
- Delivery Period: Within in 15 days from date of award of contract or As early as possible
- Payment terms: As given in tender terms & conditions.
- Warranty / guarantee: As per Principal Company / OEM.
- Validity of quote: Not less than 180 days.