

Minutes of Pre-bid meeting held on 31th May- 2017, 11:00 am at Directorate Annexe (Conference Hall) for purchase of Computers and Peripherals for installation in Sub offices functioning under Social Justice Department

The list of persons who attended the meeting held on 31/05/2017 at 11:00 am is listed below.

1. Sri. Surendra Kumar.K.K, Additional Director, Social Justice Department
2. Smt. M. Geetha, Senior Finance Officer - Directorate of Social Justice
3. Sri. Roy.R, Assistant Executive Engineer- P.W.D Electronics Section, P.W.D
4. Sri. Mukesh .V, Consultant Technology Management- State e-governance Mission
5. Smt. Sreeja Chandran, Junior Superintendent- IT section- Directorate of Social Justice
6. Sri. Rajesh Kumar.K, Computer Programmer(HG), Directorate of Technical Education
7. Sri. Vinod P.K, Senior Clerk-IT Section- Directorate of Social Justice
8. Sri. Abhi Krishnan. R, Web Designer, C-DIT, IT Cell
9. Sri. Jayakumar, A.C.S Technologies
10. Sri. Litto. P Thomas, Rams Technologies & Manufacturing, Thiruvananthapuram
11. Sri. Ramesh Kumar.O.R, Deputy manager Sales, Marikar (Motors)Ltd, Canon Division
12. Sri. B. Manikandan.B, Snr. Sales Executive, Marikar (Motors)
13. Sri. Sreekumar.P.M, Cube IT Solution, Trivandrum
14. Smt. Lalitha Kumari Amma, Proprietor, Triad Micro Systems, Palayam, Tvpm.

As per G.O (Rt) No. 483/2015/SJD dated 01/08/2015 Administrative Sanction was accorded to conduct E-tender proceedings for purchase of Computers and Peripherals for 258 Child Development Project Offices, 14 District Programme Offices and ICDS Mission Directorate functioning under Social Justice Department. Even though the tender proceedings were initiated during 2015-16, the department was unable complete the tender procedures due to some technical reasons and therefore the Administrative sanction was renewed during 2016-17. Besides this, as per G.O (Rt) No. 430/2016/SJD dated 08/09/2016 another Administrative Sanction was accorded for purchasing Computers and Equipments for SJD offices- Directorate of Social Justice, District Offices, Welfare Institutions, Probation offices, Women Protection Offices, Observation Home, etc. For the purchase of said items through e-tender procedures an RFP (Request for Proposal) was published and accordingly a pre-bid meeting was convened on 31/05/2017, 11:00 am at Social Justice Directorate Annexe, Conference Hall (Poojappura) in which the Technical Committee members and Delegates of various companies took part. Based on the suggestions put forward by the company delegates on published tender notice, the Committee decided that the following modifications will be made to the Tender Document:-

1. Pre-qualification criteria (changes)

Sl. No.	Description of Clause	Documents to be submitted	Changes As per Pre-bid Meeting
a.	The bidder should be a Company registered, under Indian Companies Act 1956 or partnership, proprietary firm. <i>(Proof of same should be provided in the "Pre-Qualification Cover" of the bid)</i>	All 3 required: (1) Certificate of Incorporation or Certificate of Commencement of Business issued by the Registrar of Companies or Registration Certificate from the local bodies or Partnership deed (2) PAN details (3) Annual Reports for the last 3 years	For Proprietary/Partnership Firms submit 1. PAN 2. VAT registration 3. Partnership Deed
c.	The Authorized Signatory signing the Bid on Behalf of the Bidder, should be duly authorised by the Board of Directors of the Bidding Company to sign the Bid and the Agreement on their behalf	A Certificate from the Company Secretary of the Bidder certifying that the Bid signatory is authorised by the Board of Directors of the Company to do so, with resolution number and date.	Proprietor in the case of proprietorship firm
g.	The OEM should have installed manufacturing capacity of a minimum of 4,00,000 Desktops during previous three financial years. (same in the case of printers, Scanners, Photocopier, UPS)	(1) Authority establishing the Desktops manufacturing capacity. (2) In case of Foreign Manufacturer, official documentation establishing the Desktops manufacturing capacity from Tax Authority or Statutory Authority of the Country of Incorporation. (3) Details of all units manufacturing Desktops to be submitted	The clause is relaxed for digital photocopiers since as per the claim of bidders the manufacturing capacity for photocopiers is much lesser for all major OEMs.

k.	<p>The Bidder must have services centres/Service Partner in all districts of Kerala and at least 20 technically qualified professionals on its rolls or with franchisees in the area of Desktop maintenance, systems integration and maintenance, infrastructure, maintenance support & services.</p> <p><i>Note: In case the sole Bidder uses the channel partner/dealer to provide five years comprehensive warranty, the Certificate from Head of HR Department or the Company Secretary of the channel partner/dealer shall be submitted. In case of franchisees, the bidder has to submit the list of franchisee with complete address, contact number and number of technically qualified manpower available with the franchisee duly signed and stamped by the Authorised Signatory</i></p>	<p>Proof of service centres including name, address and contact number of the Service Centre in all districts of Kerala.</p> <p>Certificate from Head of HR Department or the Company Secretary for number of technically qualified professionals employed by the Company on its rolls. Franchisee list duly signed and stamped by the person authorized to sign the bid</p>	<p><i>As per the request and claim of the bidders that the service need to be done by OEM, the following change is made by the committee:</i></p> <p>The Bidder/OEM must have services centres/Service Partner in all districts of Kerala. However the bidder should act as co-ordinator for the call logging and forwarding of complaints to the OEM service.</p> <p><u>Documents to be submitted:</u></p> <ol style="list-style-type: none"> 1. Details of Common service number /service email of the bidder. 2. List of service centre/Partner/Service Personal of the bidder/OEM in all districts with address and contact number.
----	--	--	--

2. Payment terms

- 90% of the payment shall be made on completion of the delivery, installation & acceptance by the Social Justice Department. Remaining 10% will be retained for one year from work order date. After 1 year the retention amount shall be released if the bidder submits Performance Bank Guarantee for the same amount for the remaining warranty period.
- The performance bank guarantee will be released only after the completion of the warranty.

Revised payment terms by committee as per pre-bit meeting :

- **90% of the payment shall be made on completion of the delivery, installation & acceptance by the Social Justice Department. Remaining 10% will be released if the bidder/OEM submits Performance Bank Guarantee of 5% for the remaining warranty period.**

3. After sales service (revised - underlined):

1. The Supplier/OEM will open or authorize a service centre in each district in "Kerala" for the maintenance/comprehensive warranty of the *hardware* under this RFP. Similarly, the Supplier of *hardware* shall keep at least 2% equipments as spare, to provide immediate replacement, with the service centre during the warranty period. It will be desirable that minor functional problems of these equipments are taken care of by the service centre only. In case of major & specific problems, respective vendors will have to rectify the defect within the

time-limits prescribed in the RFP document; others must have to replace with the new one. ~~In case the Bidder has no presence in above mentioned locations, he/she may furnish an undertaking for establishing the same within 30 days from the awarding of Contract.~~ **However the bidder should act as co-ordinator for the call logging and forwarding of complaints to the OEM service**

1. As soon as the user lodges a complaint at Bidder's Service number/Email, a system generated ticket no has to be communicated to the user via SMS/Mail. After the complaint resolution, the status has to be communicated to the user via SMS/Mail.
2. Bidder/OEM has to maintain a monthly report of the complaint lodging. The complaint resolution report with the SLA compliance details needs to be submitted by bidder to the Directorate of Social Justice on a monthly basis as per the dates agreed with the Department.
3. Department will authorize a person from each district for acceptance of delivery of *hardware*. Date of distribution of *hardware* will be communicated to the supplier and to the end users well in advance. On the communicated date supplier will install and integrate with other accessories need by the department, ensure that the system is working fine and take sign off from the end user in presence of the designated person. Supplier will prepare a "Sign-off Report" and submit it to the department.

4. Changes in Technical Specifications

1) Technical Specifications of Desktop

Sl. No.	Minimum Technical Specifications	Changes
1	Processor: Intel/AMD x86 dual core processor with 4 threads having either of <ul style="list-style-type: none"> • SYSMARK 2014 Overall Score of 1050 or above, tested with 8GB RAM • PC Mark 8 Work Accelerated Score of 4100 or higher, tested with 8GB RAM. 	
2	Chipset: Compatible	
3	Motherboard: OEM Motherboard	
4	Bus Architecture: 2 PCI (PCI/ PCI Express) or more	
5	Memory: 4 GB DDR3-1600 RAM (or above) with 16 GB Expandability with minimum 2 DIMM slots	
6	Hard Disk: 1.0TB 7200 rpm or higher.	
7	Monitor: 47 cm (18.5 inch) or larger TFT/LED Digital Colour Monitor TCO-05 certified. same make as PC	
9	Ports: 6 USB Ports (with at least 2 in front), atleast two USB3.0 ports, 1 Serial audio ports for microphone and headphone in front.	
10	ODD: Min 8x or better DVD Writer	
11	Networking facility: 10/100/1000 Mbps on board integrated Network Port with remote booting facility remote system installation, remote wake up.	
12	Power Management: Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected	
13	Accessories: With required connecting cables and driver media and required accessories	
14	Keyboard: PS/2 or USB Min 104 keys, Keyboard same make as PC.	
15	Audio: Integrated audio controller, Audio ports both in front and back	
16	Mouse: PS/2 or USB 2 button Optical Scroll mouse with Mouse pad, same make as PC.	

17	Multimedia Speaker (Inbuilt or External)	
18	Warranty: 5 year comprehensive on-site warranty including Monitor	
19	Certification For Monitor: TCO-5 certification compliance For OEM: ISO 9001-2008, RoHS, EPEAT Silver / Energy Star 5.2 Certifications or any other similar rating or certification that aims at green brand PC	
20	Operating System: Windows 10 Home edition (64 bit)	

5. Technical Specifications of Laser Printer

Sl. No.	Technical Specifications	Changes
1	Technology: Mono ,Laser	
2	Min Print Speed: 18 PPM -(A4 Printing)	20 PPM
3	Memory: 2 MB or higher	
4	Interface: Hi Speed USB 2.0.	
5	Print Resolution : 600*600 dpi	
6	Paper Tray Capacity(Input and Output) : Min 100 sheet or higher	
7	Duty Cycle : Minimum 5000 Pages per month	
8	Paper size: A4,A5,A6,B5,C5,DL	
9	Driver: Windows 10, Windows 8, Windows 7or higher & Linux versions	
10	Warranty: 5 years on-site warranty	
11	Printer Consumables to be quoted separately for 5 years	

Note: Companies have to submit sample pieces to Directorate of Social Justice for technical evaluation which can be returned after bidder selection. L1's model will be retained at Directorate of Social Justice.

2) Technical Specifications of NETWORK Laser Printer

Sl. No.	Technical Specifications	Changes
1	Technology: Mono ,Laser	

2	Min Print Speed: 18 PPM -(A4 Printing)	20 PPM
3	Memory: 2 MB or higher	
4	Interface : Hi Speed USB 2.0 and Network Port	
5	Print Resolution : 600*600 dpi	
6	Paper Tray Capacity(Input and Output) : Min 100 sheet or higher	
7	Duty Cycle : Minimum 5000 Pages per month	
8	Paper size: A4,A5,A6,B5,C5,DL	
9	Driver: Windows 10, Windows 8, Windows 7or higher & Linux versions	
10	Warranty: 5 years on-site warranty	
11	Auto Duplex Printing	
12	Printer Consumables to be quoted separately for 5 years	

6. Technical Specifications of Scanner

Sl. No.	Technical Specifications	Changes
1	Scanner type: Flatbed	
2	Scan resolution: Minimum 1200 dpi	
3	Paper Supported: A4, Legal and Letter.	Paper Supported: A4, and Letter.
4	Connectivity: USB 2.0 or Higher	
5	Warranty: 5 years on-site warranty	
6	Driver: Windows 10 , Windows 8, Windows 7or higher & Linux versions	

7. Technical Specifications of UPS

Sl. No.	Technical Specifications	Changes
1	Type: Line Interactive	
2	600VA UPS	600 VA, 9Ah battery
3	Input Connections : India 3-pin 6A	
4	Input Frequency :50 Hz +/- 1 Hz	

5	Input voltage range for main operations: 145 - 290V	
6	Audio Alarm	
7	BIS Compliant	
8	Output Connections: Minimum (3) India 3-pin 6A	
9	3 Years Onsite Warranty	
10	ERTL or equivalent Certified	
11	Minimum backup time of 15 Minutes	20 minutes backup

8. Technical Specifications of Digital Photocopier

Sl. No.	Technical Specifications	Changes
1	Monochrome Laser	No change
2	Copy/Print Speed: Minimum 20 PPM	
3	Paper Size: A3	
4	RAM: Minimum 128	
5	Resolution(Copier): 600X600 dpi	
6	Port: USB	
7	Paper Tray Capacity: Min 100 sheet or higher	
8	Warranty: 2 year comprehensive onsite warranty (AMC amount for addl 3 years to be quoted separately)	