



JEEVIKA
An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brpl.in

INVITATION FOR QUOTATIONS FOR HIRING AN AGENCY FOR PROVISIONING OF 150 EMAIL ID'S UNDER SHOPPING PROCEDURES

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR HIRING AN AGENCY FOR PROVISIONING OF EMAIL ID'S

1. You are invited to submit your most competitive quotation for the following Goods:

Brief description of Goods.	Specification	Quantity in Nos	Delivery period	Place of Delivery	Demonstration requirement if any
Hiring of agency to purchase of 150 email ids and its maintenance for one year.	AS per attached TOR at Annexure B	150 Email Id's on Gmail/outlook or similar mail services and its maintenance for one years.	10 DAYS	1 st and 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna- 800001	Demonstration required.

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "Bihar Transformative Development Project" and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates and Times/Bid Document

- 3.1 Issuance of Bid document : 27/07/2022
 3.1 Last Date & Time for Submission of Bids : 12/08/2022 till 03:00 PM
 3.2 Opening of Bid : 12/08/2022 till 03:30 PM

Note: Interested bidders may attend the opening of bids.

4. Eligibility Criteria :

- 4.1 At least 2 years of experience in IT domain. Work orders with Completion certificate in support of experience should be attached.
 4.2 Must have a physical office at Patna. An undertaking in his letter head should be attached.
 4.3 Agency has to submit Proof of registration (Proprietor / Private/ Partnership). Signed Photocopy of certificate should be attached.
 4.4 Agency should be registered under GST. Signed photocopy of registration should be attached.
 4.5 Minimum Average Annual Turnover should be Rs 25.00 lakh during financial year 2018-19, 2019-20 and 2020-21. Photocopy of audited balance sheet & P/L account or certificate from CA firms should be attached

5. Bid Price

- a) Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
 b) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.

(Handwritten signature)



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- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.
- f) Taxes will be deducted at source.
- g) Statutory deduction , if any, shall be made at source.

6. Submission of Bids:

- 6.1 A bidder shall submit quotations in sealed envelope only, using his/their own stationery. A bidder shall not submit more than one quotation for the same item.
- 6.2 The bidder must mention full detail specifications of the items quoted. [Mere copying of the specifications mentioned by the purchaser or mentioning words like "complying"/"compliant" is not sufficient.
- 6.3 Envelope containing bids must bear, on the cover itself, name of item bidding for, name and full address of the bidder.

7 Validity Period of Quotation

Quotation shall remain **valid for a period not less than 60 days** after the deadline date specified for submission.

8. Evaluation of Quotations

1. The Purchaser will evaluate and compare the quotations determined to be substantially responsive; which
 - (a) Are properly signed;
 - (b) Conform to the terms and conditions, technical specifications and Qualification criteria.
 - (c) Whose quoted rate is lowest for purchase of 150 Email Id's on Gmail/outlook or similar mail services and their maintenance for one year.

9. Award of contract

- 9.1 The Purchaser will award the contract to the bidder
 - (i) whose quotation has been determined to be substantially responsive and
 - (ii) who, in the assessment / judgment and sole discretion of the BRLPS, has technical and financial capability to execute the contract and
 - (iii) who has quoted the lowest price and best quality.
- 9.2 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract.**
- 9.3 Prior to expiration of the quotation-validity-period, the award of contract/contracts by the Purchaser will be notified to the bidder, whose offer has/been accepted. The terms of the accepted offer/offers shall be incorporated in the purchase order.

10. Liquidated Damages

For delays: The applicable rate is 0.5 % per week and the maximum deduction is 5 % of the contract price. On further delays, purchase order may be cancelled.

11. Payments

Payment shall normally be made within 21 working days (excluding Sundays and holidays) after delivery of the goods & its verification and upon submission of bill.



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12. Payment terms: Eighty (80 %) percent of the payment will be made after the initial mail id creation, migration of data/emails and configuration (for 150 IDs) and rest twenty (20%) percent of the payment will be made after the successful completion of one year of assignment

We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure A- Format of quotation

Annexure B – Terms of reference

CSM
27/7/22

Dr. Santosh
(Procurement Specialist)



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Description of Goods: Hiring an agency for provisioning of Email ID's **FORMAT OF QUOTATION**

Annexure-A

Sl. No. (1)	Description of the Equipment (2)	Specifications of the equipment/ Make (3)	Quantity and Unit (4)	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty & excluding sales tax (a)	Transportation, local incidental costs, etc (b)	GST. (c)	Quoted Unit rate [a+b+c x 4] (d)	(in figures) (5)	(in words) (6)
1	Purchase of 150 Email ID's and its maintenance for one year.		150						

Note: In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to supply and demonstrate the performance of one of the above smart phone in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations. We also confirm maintenance applicable shall be as per required in bid

Signature of Bidder.....
Name
Business Address:
.....
Place:
Date:

Annexure –B**Term of Reference: Hiring of Agency for provisioning of Email ID's****I. Objectives of the Assignment**

Purchase of 150 Email IDs and maintenance for one year.

II. Scope of services.

- A. Purchase of 150 email ids on Gmail/ Outlook or similar mail services.
- B. Email id configuration of 150 employees of BRLPS.
- C. Migration of old and existing data/emails to the new mail server of all 150 employees. Currently the mail services are on Gmail Suite.
- D. Configuration of Ids for performing functionalities like video calls, calendars for all etc.
- E. Security configuration as per the standard of mail services.
- F. Maintenance of entire mail server for One year for resolution of any type of issue in mail i.e. transmission/ receiving, spams, cyber-attacks, unauthorized access, filters, etc.

III. Features of the Mail Service

- A. Get business email addresses with a organization's domain name. (Client will provide)
- B. Feature of HD video to connect within or outside our organization with a simple and shareable link/ Meeting IDs.
- C. Use shareable calendars to easily schedule meetings with team mates. Calendar integration must be seamless with mail to respond to events, drive to attach files and to have video conferences.
- D. Use cloud storage to keep all work files in one secure place with 50GB of cloud-based file/mail storage per user. Accessibility of files/emails/calendar etc. is expected on devices like laptop/tab/smart phones etc.
- E. Easily add users, manage devices and configure security settings so company data stays safe. Security options like 2-step verification, mobile device management are to be included.
- F. To provide admin panel for account managements and related mail management after initial creation and configuration of email ids.
- G. The mail services must be properly managed in terms of security/spams attack etc.

IV. Single Point of Contact

Agency will nominate a person for JEEViKA acting as single point of contact for all sorts of communications.

V. Period of Assignment

The assignment period will be of one year with possibilities of being extended based on requirements and upon satisfactory performance and mutual agreement.

VI. Performance Review

BRLPS will be reviewing the performance of the assignment based on deliverables within the timeline.

VII. Mode of Payment

Eighty (80%) percent of the payment will be made after the initial mail id creation, migration of data/emails and configuration (for 150 IDs) and rest twenty (20%) percent of the payment will be made after the successful completion of one year of assignment.