



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.brllp.in

INVITATION FOR BID FOR HIRING AN AGENCY FOR PROVISIONING OF 150 EMAIL ID's

To

Dear Sirs,

Sub: INVITATION FOR BIDS FOR HIRING AN AGENCY FOR PROVISIONING OF EMAIL ID's

1. You are invited to submit your most competitive BID for the following services :

Brief description of Goods.	Scope of work	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 Scope of Work at Annexure B	150 Email Id's on Gmail/outlook or similar mail services and its maintenance for one years.	10 days from the date of order.	Ist and 3rd Floor, Annexe-II, Vidyut Bhawan, Nehru Path (Bailey Road) , Patna- 800001	Demonstration required.

2. Bihar Rural Livelihoods Promotion Society is a registered society of Government of Bihar under the Department of Rural Development, Govt. of Bihar.

3. Important Dates and Times/Bid Document:-

I. Issuance of Bid document	:	14/08/2024
II. Last Date & Time for Submission of Bids	:	22/08/2024 till 04:00 PM
III. Opening of Bid	:	22/08/2024 till 04:30 PM

Note: Interested bidders may attend the opening of bids.

Note: - Any addendum /clarification if any, will be uploaded on BRLPS website.

4. Eligibility Criteria : -

- I. Bidder should be registered with GST. Photocopy of GST certificate should be submitted.
- II. Bidder should have experience for provisioning of Email id Services / IT domain in any Government department / Government organization/ Government Body / Public sector undertaking. Signed photocopies of at least Two (02) Work orders for provisioning of Email id Services / IT domain to any Government department / Government organization/ Government Body / Public Sector Undertaking along with completion certificate/s or any document in support of completion of work should be submitted.
- III. Bidder should have not been debarred/ blacklisted/ any legal action taken by any Government department / Government organization/ Government Body / Public sector undertaking. Undertaking to this effect should be submitted.
- IV. Should have a physical office at Patna (Bihar). An undertaking or supporting document should be submitted.



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5. Bid Price:

- I. Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- II. Applicable GST should 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.
- III. 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.
- IV. The Prices should be quoted in Indian Rupees only.
- V. Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.
- VI. Taxes will be deducted at source.
- VII. Statutory deduction, if any, shall be made at source.

6. Submission of Bids:-

- I. A bidder shall submit bids in sealed envelope only, using his/their own stationery. A bidder shall not submit more than one bid for the same item.
- II. The bidder should mention Scope of work of the items quoted.
- III. Envelope containing bids should bear, on the cover itself, name of item bidding for, name and full address of the bidder

7. Validity Period of Bid:- Bid shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. Evaluation of Bids:- The Purchaser will evaluate and compare the bids determined to be substantially responsive; which

- I. Are properly signed;
- II. Conform to the terms and conditions, scope of work and eligibility criteria.
- III. 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:-

- I. The Purchaser will award the contract to the bidder.
 - (a) whose bid has been determined to be substantially responsive and
 - (b) who, in the assessment / judgment and sole discretion of the BRLPS, has technical and financial capability to execute the contract and
 - (c) who has quoted the lowest price and best services
- II. Notwithstanding the above, the Purchaser reserves the right to accept or reject any bid, to reject bids for some or all items and to cancel the bidding process at any time prior to the award of contract
- III. Prior to expiration of the bid-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.
 - (i) whose bid 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 services.



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10. Liquidated Damages: For delays: The applicable rate is 0.07 % per day and the maximum deduction is 5 % of the contract price. On further delays, purchase order may be cancelled.
11. **Bid Security:-**An amount of Rs. 1,000.00 (Rupees One thousand only) has to be deposited as bid security in the form of Demand Draft or Bank Guarantee in favor of Bihar Rural Livelihoods Promotion Society, Patna. The Bank Guarantee should be valid for 6 months from the date of opening of bid. The Bank Guarantee should be issued from any schedule bank. Bid/s received without bid security shall be treated as non-responsive.
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 kept with BRLPS as **performance security** which will be paid after the successful completion of one year of assignment
13. Payments:-Payment shall normally be made within 21 working days (excluding Sundays and holidays) after delivery of the goods & its certification from IT team of BRLPS and upon submission of bill in original.

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

Encl.:

Annexure A- Price format

Annexure B – Scope of work

Dr. Santosh
(Procurement Specialist)



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Description of Goods: Hiring an agency for provisioning of Email ID's Price format Annexure-A

Sl. No. (1)	Description of the Equipment (2)	Scope of work (3)	Quantity (4)	Price for each unit (Rs.)			Total Price (Rs.)	
				Unit rate including excise, customs duty, transportation etc (a)	GST. (b)	Quoted Unit rate (5)= (a +b)	(in figures) (6)=(5)X (4)	(in words) (7)
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.

Total bid price (in figures) Rs.....

(in words) Rupees.....

We agree to supply, install and configure the performance of the above service in accordance with the Scope of work for a contract price quoted above within the period specified in the Invitation for Bid. We also confirm one year maintenance applicable shall be as per required in bid. We undertake to provide the services to the fullest satisfaction of BRLPS

Signature of Bidder.....

Name

Business Address:

.....

.....

Place:

Date:

Scope of work : Hiring of Agency for provisioning of Email ID's (Annexure –B)

- A Objectives of the Assignment:-Purchase of 150 Email IDs and maintenance for one year.
- B Scope of services:-
- I. Purchase of 150 email ids on Gmail/ Outlook or similar mail services platform.
 - II. Email id configuration of 150 employees of BRLPS.
 - III. Migration of old and existing data/mails to the new mail server of all 150 employees. Currently the mail services are on Outlook.
 - IV. Configuration of Ids for performing functionalities like video calls, calendars for all etc.
 - V. Security configuration as per the standard of mail related services.
 - VI. Maintenance of entire mail server for One year for resolution of any type of issue in mail i.e. transmission/ receiving, spam, cyber-attacks, unauthorized access, filters, etc.
- C Features of the Mail Service:-
- I. Get business email addresses with organization's domain name. (Client will provide)
 - II. Feature of HD video to connect within or outside our organization with a simple and shareable link/ Meeting IDs.
 - III. 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.
 - IV. Use cloud storage to keep all work files in one secure place with 100 GB of cloud-based file/mail storage per user for 149 users & 200 GB for one user. Accessibility of files/mails/calendar etc. is expected on devices like laptop/tab/smart phones etc.
 - V. 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.
 - VI. To provide admin panel for account managements and related mail management after initial creation and configuration of email ids.
 - VII. The mail services must be properly managed in terms of security/spams attack etc.
 - VIII. There should not be any loss of data at point of time during the contract period. Agency will be responsible for the same.
- D Single Point of Contact:-Agency will nominate a person for JEEViKA acting as single point of contact for all sorts of communications.
- E 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.
- F Performance Review:-BRLPS will be reviewing the performance of the assignment based on deliverables within the timeline.
- G 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.