

F.No.2.2(42)/2016-G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOGE)
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

NOTICE INVITING TENDERS

Online bids are invited under two bid system for supply, installation and training of **SPSS Statistical Software with Single Perpetual License with 1 Year Warranty** from Original Equipment Manufacturer (OEM)/authorized dealers /suppliers/resellers/distributors/channel partners of the OEM who have experience in supply, installation and training of SPSS Statistical software. The specifications of the said software are given in Annexure-I of this document. **Manual bids shall not be accepted.**

Tender documents may be downloaded from UPSC web site www.upsc.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

GENERAL TERMS AND CONDITIONS

CRITICAL DATE SHEET

Date of Publishing on CPP Portal	06-02-2017
Document Download Start Date	07-02-2017 (1500 hours)
Document Download End Date	20-02-2017 (1500 hours)
Bid Submission Start Date	08-02-2017 (1500 hours)
Last Date & Time for Uploading of Online Tender	21-02-2017 (1500 hours)
Date & Time for Opening of Technical Bids	22-02-2017 (1530 hours)
Earnest Money Deposit (EMD)	Rs.9,000/- (Rupees Nine Thousand only)
Venue, Date and Time For Opening Of Financial Bid	Will be intimated to Technically Qualified Tenderer

Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.

Bid documents may be scanned with **100 dpi** with black and white option which helps in reducing size of the scanned document.

1. Procedure of Submission of Bids

The tender shall be submitted online in two parts viz. technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email or any other mode shall not be considered. No correspondence will be entertained in this matter.

1.1 Technical Bid

The bidder should submit the following documents mentioned in the **Check List** as at **Annexure – III** duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- (a) Scanned copy of Certificate of Incorporation/Registration of the firm.
- (b) Scanned copy of PAN card of the firm.
- (c) Scanned copy of VAT/Service Tax Registration of the firm
- (d) Scanned copies of IT Returns of the firm for each of the preceding three years including the year 2015-2016.
- (e) Scanned copies of audited Balance Sheets of the firm for each of the preceding three years including the year 2015-2016 i.e., supporting documents regarding annual turn-over of Rs.40 Lakh
- (f) Scanned copy of Earnest Money Deposit (EMD) of Rs.9,000/- or scanned copy of certificate from Kendriya Bhandar, NCCF, DGS&D or NSIC if claiming for EMD exemption.
- (g) Scanned copy of agreement / authorization letter from the OEM i.e. IBM in respect of Authorized Dealer/Reseller/Supplier/Distributor/Channel Partner of the OEM.
- (h) Scanned copies of previous Supply Orders along with Satisfactory Performance Certificates issued by Ministries/Depts. of GoI/State Govt./Public Sector Organizations against these Supply Orders.
- (i) Scanned copy of requisite certificate as in Annexure-IV duly signed by authorised person.

1.2 Price Bid

- a.) The bidder will strictly submit the rates in the proforma prescribed for Schedule of Price Bid (Annexure-II) in **PDF format** only.
- b.) Rates must be inclusive of freight & forwarding charges.
- c.) Taxes, if any, should be mentioned separately in the Price Schedule.
- d.) The quoted prices should be valid for six months from the date of opening of the tender.

- 1.3** The **hard copy** of original instruments of Earnest Money Deposit (EMD) of Rs.9,000/- (Rupees Nine Thousand only) in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be delivered **to UPSC** on or **before bid opening date/time** as mentioned in **critical date sheet**.

OTHER TERMS AND CONDITIONS

- 2.** The bidder should be an established Information Technology Private/Public company registered under Companies Act, 1956 or a registered firm. The company should have been existence for more than 3 years as on the date of opening of bid.
- 3.** The bidder should have the experience of successfully supplying and installing **SPSS statistical software** to Ministries/Departments/Public Sector Organisations for the last 3 years. In this regard, the bidder shall submit:
 - a.)** Copies of at least two previous Purchase Orders/Work Orders during the last 2 years or any other associated documents in support of its experience.
 - b.)** Satisfactory Performance Certificates from the purchaser in support of successful supply and execution of Purchase Orders/Work Orders submitted in clause 3(a) above.
- 4.** The firm must have an annual turnover of Rs.40 Lakh in each of the preceding 3 years including 2015-16. In this regard, the bidder must furnish copies of audited Balance Sheets of the firm for the preceding three years including the year 2015-2016.
- 5.** The firm must have registered with the service tax/sales tax authorities and a copy of registration certificate/relevant documents must be attached.
- 6.** The bidder should not be currently blacklisted or have been blacklisted with any Government of India agency/PSU, any State Government department. The bidder shall furnish a written declaration in this regard on the letter head of the firm.

7. An affidavit containing acceptance of all terms and conditions of the tender must be attached (Annexure-IV).
8. Earnest Money Deposit (EMD): An Earnest Money Deposit (EMD) of Rs.9,000/- (Rupees Nine Thousand only) shall be deposited in the form of a Demand Draft/Pay Order/FDR from a commercial bank payable to the Secretary, UPSC at Delhi/New Delhi. However, Kendriya Bhandar, NCCF and the firms registered with DGS&D/NSIC are exempted from submission of EMD. The documentary proof of registration is required to be attached with the bid. Bids without Earnest Money Deposit and in a form other than prescribed above will be summarily rejected. The EMD shall remain valid for a period of forty five (45) days beyond the final bid validity period. The EMD of the unsuccessful bidders will be returned to them without any interest after finalization of the tender. Successful bidder's EMD will be returned without any interest after receipt of Performance Security from the firm. No interest on EMD would be paid by UPSC under any circumstances. EMD of a bidder will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
9. Performance Security: The successful bidder will be required to furnish Performance Security of 5% of the value of the software in the form of Demand Draft/Pay Order in favour of Secretary, UPSC at Delhi within 10 days of receipt of the supply order. The Performance Security would be retained by the Commission till satisfactory completion of supply, installation and warranty obligations. The Performance Security shall remain valid till 60 (sixty) days of the completion of supply and installation including warranty obligations.
10. Income Tax: Recoverable at source from the bills, as applicable. Bidder shall furnish permanent I.T. A/C No. (PAN) and also copies of IT Returns of the firm for the preceding three years including the year 2015-2016. They are also required to furnish a certificate as at Annexure-IV that they have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
11. Evaluation of Bids:
 - a.) The Price Bid has two packages, viz. Package A & Package B. All bidders are required to quote for all items of both packages. The evaluation of L-1 for package A & evaluation of L-1 for package B will be done separately on the basis of the total cost of each package inclusive of taxes.
 - b.) In case L-1 is more than one, the selection of successful bidder will be decided on the basis of the combined turnover of the firm during the preceding three years including 2015-16.

12. Delivery is required to be completed within 15 days from the date of acceptance of the supply order.
13. UPSC reserves the right to increase/decrease the quantity of product/items to be supplied as per tender.
14. Warranty Clause: The supplied software shall have warranty of one year from the date of successful installation on the machine. After the supply but during the warranty of one year, if a major upgrade appears, the firm shall supply the same free of cost. Subsequent to the warranty period, the software shall be entitled for free of cost, time to time updates of the release version working at the time of warranty expiration. Upgrades/Updates may be done online also.
15. Training Clause: The firm shall provide a 5-day classroom training after successful installation of the software without any extra cost to UPSC. This is in addition to the Online Training Portal for SPSS for 1 Govt. Officer (for at least 180 days) as asked in the Price Schedule.
16. Risk Purchase Clause: If the firm after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the tender document, UPSC will have the right to forfeit the EMD, invoke the performance security deposited by the firm and procure the item from other firm at the risk and consequence of the firm. The cost difference between the alternative arrangement and firm's bid value will be recovered from the firm along with other incidental charges including custom duties, taxes, freight and insurance etc. In case UPSC is forced to procure the material through alternative source and if the cost is lower, no benefit on this account would be passed on to the firm.
17. Liquidated Damages/Penalties: Delivery must be completed within 15 days from the date of receipt of supply order, failing which, Liquidated Damages @ 0.5% of the price of delayed goods for delay of each day subject to maximum 10% of value of supply order may be imposed and deducted from the concerned bill. In case of delay beyond 10 days, the UPSC may cancel the supply order and forfeit such amount or full amount of the EMD/Performance Security of the firm as deemed fit besides procuring the material from any other source at the risk and cost of the bidder. Decision of Secretary, UPSC shall be final and binding.
18. Arbitration: Any dispute or difference whatsoever arising between UPSC and the firm out of or relating to the conclusion, meaning and operation or effect of the contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC and the firm. The venue of Arbitration shall be at Delhi.

19. Jurisdiction: Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto the contract shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.
20. Force Majeure: The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to acts of God, war, riots, embargoes, strikes, lockouts, act of any Government authority, delay in obtaining licences or rejection of applications under the statutes, power failure, accidents or disruption or operations arising from causes not attributable to any mala fide acts of firm, fire or floods.
21. UPSC reserves the right to accept or reject all or any of the bids without assigning any reasons. The decision of the Secretary, UPSC would be final and binding in this regard.
22. Hypothetical and conditional bids will not be entertained.
23. The bids shall be valid for 180 days from the date of opening of technical bids.
24. Full and final payment shall be made after the successful delivery & satisfactory installation of the software and onsite training. Certificate in respect of successful/satisfactory installation and onsite training by the User Branch of UPSC shall be submitted with the bill.
25. The tender notice is also available on UPSC's website: www.upsc.gov.in

(R.K. Dixit)
Under Secretary (G-II)

ANNEXURE-I

**SCHEDULE OF REQUIREMENTS
&
SCOPE OF WORK**

S. No.	Name of the Item	Qty.
PACKAGE 'A'		
A.1	IBM SPSS BASE MODULE Ver.24.0 with Single Perpetual License for 1 (one) User	1
A.2	IBM SPSS Advanced Statistics	1
A.3	IBM SPSS Custom Tables	1
A.4	IBM SPSS Complex Sample	1
A.5	IBM SPSS Data Preparation	1
PACKAGE 'B'		
B.1	Online Training Portal for SPSS for 1 Govt. Officer	1
B.2	IBM SPSS Regression	1
B.3	IBM SPSS Forecasting	1
B.4	IBM SPSS Decision Trees	1
B.5	IBM SPSS Missing Values	1
B.6	IBM SPSS Categories	1

1. Successful bidder will have to successfully install the software onto the hardware provided by UPSC to the satisfaction of the user.
2. Machine meeting minimum requirement of hardware configuration as recommended by the OEM for successful loading of the software will be provided by UPSC.
3. All modules ordered for against the tender should be fully functional and complete in all respects and should provide all the features provisioned in that module.
4. The firm shall provide a 5-day classroom training after successful installation of the software without any extra cost to UPSC. This is in addition to the Online Training Portal for SPSS for 1 Govt. Officer (for at least 180 days) as asked in the Price Schedule.
5. The supplied software shall have warranty of one year from the date of successful installation on the machine. After the supply but during the warranty of one year, if a major upgrade appears, the firm shall supply the same free of cost. Subsequent to the warranty period, the software shall be entitled for free of cost, time to time updates of the release version working at the time of warranty expiration. Upgrades/Updates may be done online also.

ANNEXURE-II

PRICE SCHEDULE

S. No.	Name of the Item	Qty.	Per unit cost (in Rs.)(exclusive of taxes)	Taxes applicable	Total Cost(inclusive of taxes)
	PACKAGE 'A'				
A.1	SPSS BASE MODULE Ver.24.0 with Single Perpetual License for 1 (one) User	1			
A.2	SPSS Advanced Statistics	1			
A.3	SPSS Custom Tables	1			
A.4	SPSS Complex Sample	1			
A.5	SPSS Data Preparation	1			
TOTAL (PACKAGE 'A')					
	PACKAGE 'B'				
B.1	Online Training Portal for SPSS for 1 Govt. Officer	1			
B.2	SPSS Regression	1			
B.3	SPSS Forecasting	1			
B.4	SPSS Decision Trees	1			
B.5	SPSS Missing Values	1			
B.6	SPSS Categories	1			
TOTAL (PACKAGE 'B')					

1. The evaluation of each Package A & B will be done separately.
2. Bidders have to mandatorily quote rates for all items in both Package A & B.
3. Confirmed order shall be placed by UPSC for all items in **Package A**.
4. Ordering for any of or all items of **Package B** will be optional for UPSC and purely as per its requirement and at its discretion.
5. Taxes, if any, should be mentioned separately in the Price Schedule.

ANNEXURE-III

CHECKLIST

S. No.	Particulars
1.	Scanned copy of Certificate of Incorporation/Registration of the firm
2.	Scanned copy of PAN card of the firm
3.	Scanned copy of VAT/Service Tax Return of the firm
4.	Scanned copies of IT Returns of the firm for the preceding three years including the year 2015-2016
5.	Scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2015-2016
6.	Scanned copy of Earnest Money Deposit (EMD) of Rs.9,000/- or scanned copy of certificate from Kendriya Bhandar, NCCF, DGS&D or NSIC if claiming for EMD exemption
7.	Scanned copy of authorization certificate from the OEM i.e. IBM in respect of Authorized Partner/Reseller/Distributor/Channel Partner
8.	Scanned copies of previous Supply Orders along with Satisfactory Performance Certificates issued by Ministries/Depts. of GoI/State Govt./Public Sector Organizations against these Supply Orders
9.	Scanned copy of requisite certificate as in Annexure-IV duly signed by authorised person

(Authorized signatory)
Name and Address of the firm
Tel No. / Mobil No./Fax No.

ANNEXURE-IV

Tender for Procurement of SPSS Statistical Software

We _____
_____ (Name and Address of the firm) have in response to
your NIT dated _____ submitted a technical and financial bids for supply
of SPSS Statistical Software. As required under the NIT, we hereby certify as under:-

1. That all the terms and conditions of the tender are acceptable to us.
2. That the SPSS Statistical Software quoted by us in response to this tender is strictly as per the specifications prescribed in Annexure-I of the tender document.
3. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.

(Authorized Signatory)
Name and Address of the Firm/Bidder

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.