



H. P. POWER TRANSMISSION CORPORATION LIMITED

(A State Government Undertaking)

Regd. Office: Himfed Bhawan, New ISBT Road, Panjari Shimla-171005

CIN:U40101HP2008SGC030950

Phone No.: 0177 – 2831283; FAX No.: 0177 – 2831284

Email:agmplgit@hpptcl.in Website:www.hpptcl.com

NOTICE INVITING TENDER (NIT)

To,

M/s _____

Subject: G-Suite Basic Plan for 200 Users for 1 year.

Dear Sir(s),

Sealed quotations are invited for Supply of **G-Suite Basic Plan for 200 Users** for Corporate Office of HPPTCL at Himfed Building, Panjari, Shimla-5. Quotations must reach this office on or before 5th Mar, 2020 up to 15:00 Hrs and shall be opened in the Chamber of DGM (Plg & IT) on the same day in the presence of the suppliers/vendors or their authorized representatives who may wish to be present at 15:30 Hrs. on 5th Mar, 2020.

Title	For Supply of G-Suite Basic Plan for 200 Users
NIT No.	11-HPPTCL/IT/Procure/Email
EMD	10,000/-
Last Date for Submission of the Tender	Last date of submission 5 th Mar, 2020 at 15:00 Hrs
Date of Opening of Tender	Date of opening of tender 5 th Mar, 2020 at 15:30 Hrs

Terms and Conditions

1.0 MODE OF TENDER:-

The quotation must be sent in a wax sealed cover, duly inscribed: **"QUOTATION FOR G-Suite Basic Plan to be opened on dated 5th Mar, 2020"** addressed to the DGM (IT), HPPTCL, Himfed Bhawan, Panjari, Shimla (H.P.)-171005; Failure to which the quotation shall be out rightly rejected.

The quotation may be sent by Registered Post or can be dropped by hand in the office of the undersigned.

The Representative(s) of the firms/vendors are required to bring the authorization on the letter head of their company/firm for the participation in the quotation opening. Representative(s) without the authorization letter shall not be allowed to attend the quotation opening.

HPPTCL will examine the quotation to determine for completeness, proper signing of the all pages of the quotation and Terms & Conditions. The incomplete quotation & unsigned quotation shall be rejected.

The firms/vendors are expected to examine all instructions, forms, terms and specification in the quotation. Failure to furnish all information required by the quotation in every respect will be at the firm/vendor's risk and may result in the rejection of its quotation.

2.0 PAYMENT:-

100% Payment shall be made within 30 days on submission of the followings:

- a) Supplier's invoice showing item description, quantity, unit rate, taxes & duties and total amount.
- b) The Receipt & Acceptance Certificate issued by the Consignee.

3.0 VALIDITY:

The quotation should be valid for a minimum period of 60 days from the date of opening of the quotations.

4.0 SPECIFICATIONS:

Currently HPPTCL is using Basic Plan of G-suite and has 192 users. Domain name hpptcl.in and will like to continue the same domain.

Basic Plan

**Professional office suite with 30GB storage.
Business email through Gmail**

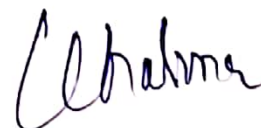
Get business email addresses with your HPPTCL domain name (example@hpptcl.in). Can also create group email aliases such as sales@hpptcl.in. Domain name hpptcl.in is already owned by our organization. And currently HPPTCL is using Basic Plan of G-suite and has 192 users

Video and voice conferencing

Meet face to face with team using easy-to-join HD video calls. Connect up to 25 people within or outside of our organization with a simple, shareable link.

Shared calendars

Use shareable calendars to easily schedule meetings with teammates. Calendar integrates seamlessly with Gmail to respond to events, Drive to attach files, and Hangouts to have video conferences.



Documents, spreadsheets, and presentations

Create and edit text documents, robust spreadsheets, and beautiful presentations across devices. Share files with teammates and work in the same file at the same time. No more version control issues or emailing files back and forth.

24/7 support by phone, email, and online

Call or email Google support to get help from a live person whenever need be.

Security and administration controls

Easily add users, manage devices, and configure security settings so our data stays safe. Security options like 2-step verification, mobile device management, and SSO are to be included.

30GB cloud storage

Use Drive to keep all our work files in one secure place with 30GB of cloud-based file storage per user. Access our files whenever needed them from laptop, phone, or tablet.

Features

All features that are being offered by Google in Basic-Plan of G-suite should be provided.

5.0 PRICE SCHEDULE

The rate(s) shall be quoted by the firms/vendors, strictly as per price schedule. No other rate(s) shall be acceptable. In case there is any discrepancy/conflict in the prices mentioned in words and figures, then the prices mentioned in words shall be considered. Price Schedule Annexure-A.

6.0 CERTIFICATE:

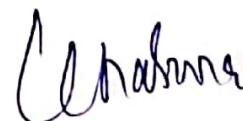
The suppliers/vendors/firms should have a valid GST Registration in India and submit the copy of the registration acknowledgement/certificate for the same; Failure to which the quotation shall be out rightly rejected.

7.0 QUALIFICATION

Bidder should be a Certified Google Partner for G-Suite. Proof of same is to be submitted.

8.0 RATES:-

Rates should be firm and final.



9.0 CONSIGNEE:-

Sr. Manager (IT), HPPTCL, Himfed Bhawan, Panjari, Shimla-5 is nominated as the Consignee.

10.0 DELIVERY SCHEDULE:-

The rates should be F.O.R. the O/o DGM (IT), HPPTCL, Himfed Bhawan, Panjari, Shimla (H.P.)-171005. G-Suite should be configured within 10 days after the award of supply order.

11.0 TAXES AND DUTIES

The applicable taxes and duties (if any) should be quoted and specified as per Price Schedule in Clause 4.0 above.

12.0 LIQUIDATED DAMAGES:-

In case the G-Suite is not configured within the stipulated delivery period, the firm shall be liable to liquidated damages not less than 0.5% per week of delay for the undelivered portion of the contract subject to a maximum ceiling of 10% of the contract value.

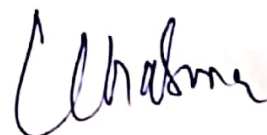
13.0 EARNEST MONEY DEPOSIT

The bidder shall furnish Earnest Money Deposit (EMD) of INR 10,000 in the form of Demand Draft of any nationalized scheduled bank drawn in favour of Managing Director, HPPTCL payable at Shimla. EMD has to be submitted in a separate envelope along with Bid. Tenders without Earnest Money or inadequate earnest money shall be summarily rejected. The earnest money of the tender would be refunded after finalization of tender and no interest will be paid on the amount of earnest money.

14.0 DAMAGES UPTO COMMISSIONING


Any loss or damage to the items during handling, transportation, storage, installation putting into satisfactory operation and all activities to be performed till the successful delivery of the items shall be to the account of firm.

15.0 ARBITRATION & CONCILIATION ACT



All disputes or differences shall be settled in accordance with the provisions of the Arbitration and conciliation Act.1996 or any statutory modifications. The venue of arbitration shall be Shimla, India. The courts of Shimla shall have exclusive jurisdiction.

The Supply Order shall be awarded to the firms/vendors, whose offer is found to be technically & commercially acceptable, and evaluated lowest as per the aggregate of the Price Schedule.



DGM (IT),
HPPTCL,
Himfed Bhawan
Panjari, Shimla-5.

NO.HPPTCL/IT/Email - 21988-92

Dated: 14/02/2020

Copy of the above is forwarded to following:-

1. Director (P&C) , HPPTCL, Himfed Bhawan, Panjari, Shimla-5
2. GM (C&D) , HPPTCL, Himfed Bhawan, Panjari, Shimla-5
3. DGM (Finance), HPPTCL, Himfed Bhawan, Panjari, Shimla-5
4. Notice Board and website of HPPTCL



DGM (IT),
HPPTCL,
Himfed Bhawan
Panjari, Shimla-5.

Annexure-A

Price Schedule: Procurement of G-Suite Basic

Sr. No. (1)	Item Description (2)	Qty. (3)	Unit Rate (INR) (4)	Amount (INR) (5)=(3)*(4)	Taxes & Duties (if any) (INR) (6)	Total Amount (INR) (7)=(5)+(6)
1	G-Suite Basic Plan for 1 year	200 Users				

The Plan can be extended further for one year on same term and conditions.

Total amount in Words:

.....

Signature(s).....

Name.....

Company(Seal).....

(Firm/Vendor).....