

POLICE



DEPARTMENT

No. E1(b)-6145/2024/Cyb
Cyber Police Headquarters,
Thiruvananthapuram
✉adgpcyberops.pol@kerala.gov.in
☎04712726522
Dated. 11-03-2025

Tender Extention- Corrigendum

To ensure sufficient participation, the Tender No.04/2025/Cyber Ops dated 27/02/2025 for the procurement of LTSC MS Office 2024 Standard for a 300-user license is extended for 5 days with the following changes.

Last date and time for online submission of e-tender: 15/03/2025 at 3 PM

Date and Time of opening of e-Tender: 17/03/2025 at 4.30 PM

H VENKATESH IPS
Additional Director General of Police



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Dated. 27-02-2025

Tender Notice

The Inspector General of Police, Cyber Operations, Kerala Police Department, Government of Kerala invites online bids from reputed manufacturers /authorized dealers or reputed vendors for the supply of LTSC MS Office 2024 Standard for a 300-user license. The Specifications/ Requirements of the items are furnished below.

1. Scope of Work:

It is proposed to procure LTSC MS Office 2024 Standard for a 300-user license.

2. Specifications Licenses for each piece of software must be perpetual (life time license)

3. Bidders qualification criteria

1. The Bidder should be a reputed Original equipment Manufacturer (OEM) or authorized dealer of OEM, who is having an Authorization Certificate from the OEM to participate in the tender floated by Kerala Police to be produced.

2. One bidder cannot represent two suppliers/OEMs or quotes on their behalf in a particular tender.

3 A reputed vendor can participate in the tender provided the vending outfit is functioning in the market for at least 3 year.

4. The Bidder should have valid GST registration. Copy of GST registration certificate should be enclosed along with the tender. 5. The bidder should have valid PAN/Taxation Index Number. Copy of PAN/Taxation Index Number allocation letter should be enclosed along with the tender.

6. The Bidder must fulfil the following minimum qualification criteria to prove the techno commercial competence and submit the documents in support thereof:

a. Valid Authorization letter from the OEM to attend this particular Tender.

b. Certificate of Registration/Incorporation Certificate of the Bidder.

c. Last 3-year's financial status of the Bidder's/P&L and Balance sheet/audit report of last 3 years

d. The bidder (authorized dealer/distributor) should have the dealership/distributorship for at least 1 (one year) with the OEM. e. The Bidder has to submit a license Certificate along with invoices.



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7 In case of a propriety item, a certificate by the OEM to be attached.

8. Bidders are required to submit technical compliance documentation on their official letterhead.

9. Bidders deviating from the technical specifications will be liable for rejection

4. Salient features

1	Tender No	04/2025/Cyber Ops
2	Item	procurement of LTSC MS Office 2024 Standard for a 300-user license
3	Estimate amount	7,08,000/-
4	Tender Fees (through online mode)	1500/-+ GST
5	Earnest money deposit (through online mode)	7080/-
6	Date & time of publication of e-tender	27/02/2025 at 6PM
7	Date of submission of e-tender	27/02/2025 at 6PM - 10/03/2025 at 3 PM
8	Last date and time for online submission of e tender	10/03/2025 at 3 PM
9	Date and time of opening of e-tender	11/03/2025 at 4.30 PM
10	Place of opening	Cyber HQ Pattom TVPM
11	Date, Time and place of Technical evaluation	Will be intimated in due course
12	Date & time of Financial Bid opening	After Technical evaluation
13	Bid validity (total no. of days up to which the rates are to be firm)	180 days
14	Address of tender invigilating authority	The Inspector General of Police, Cyber Operations, Pattom, Thiruvananthapuram

5. Mode of submission of bids: - Online. All Bid documents shall be submitted only in the online procedure through the eGP website 'www.etenders.kerala.gov.in' in their designated online covers. Details of covers are given separately. No other mode of submission shall be accepted, such tenders will be rejected outright.

6. Cover details: - No. of covers - 2. i) Technical Bid ii) Financial Bid. The AMC/ATS after the warranty period is also to be quoted in the Financial Bid. In the case of Foreign equipment, the rate must be quoted in Indian Rupees. The documents to be uploaded under each online cover are specified on the website.



7. Downloading of e-Tender documents: - The tender documents can be downloaded from the e-GP website www.etenders.kerala.gov.in from the date and time of publication of the e-tender onwards to last date and time for online submission of the e-tender. Downloading of tender documents will not be possible after the date specified above.

8. Submission of e-Tender documents: - The digitally signed tender document and other specified documents shall be submitted online through the e-GP website other specified documents shall be submitted online through the e GP website www.etenders.kerala.gov.in well in advance before the last date and time mentioned above. No submission shall be allowed after the last date mentioned above.

9. Payment of Tender Fees:- A non-refundable tender fee shall be paid in online mode through the e-GP website www.etenders.kerala.gov.in at the time of bid submission. No other mode of payment shall be accepted. THE TENDERS OF BIDDERS WHO DO NOT REMIT FEES THROUGH ONLINE WILL BE REJECTED OUTRIGHT.

10. Payment of Earnest Money Deposit (EMD): -The EMD shall be paid in online mode through the e-GP website www.etenders.kerala.gov.in at the time of bid submission. No other mode of remittance shall be accepted.

11. Exemption from payment of EMD: - i) Bidders who are registered with Store Purchase Department, Kerala or National Small Scale Industries Corporation Ltd., New Delhi (for the items tendered) are exempted from submission of EMD. Those bidders claiming exemption shall submit valid registration certificates from the SPD, Kerala or NSSIC, New Delhi. Tenders of bidders who do not remit EMD online or do not upload documental proof (digitally signed) for exemption of EMD will be rejected outright.

ii) As per GO (P) No. 3/2021/SPD dated 22/03/2021 all the MSMEs with Udyog Aadhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from payment of Tender Fee, Earnest Money Deposit and performance security. Those bidders claiming exemption shall submit valid registration certificates.

12. withdrawal and re-submission of e-Tender: - The Bidders are at liberty to withdraw the submitted tender/documents and to submit fresh tender/documents till the last date and time of submission of e-tender after which withdrawal/re-submission will not be allowed.

13. Opening of e-Tenders : - The bids shall be opened online through the eGP website www.etenders.kerala.gov.in at the Office of IGP Cyber Operations, Pattom Thiruvananthapuram on the date and time mentioned above in the presence of the Bidders/ authorized representatives who wish to attend at the above address. If the tender opening date happens to be a holiday or non-working day due to any valid reason, the tender opening process will be done on the next working day at the same time and place specified. Any change in the opening date/time/venue due to other reasons shall be informed by way of Corrigendum published in the eGP website. The Technical Bids will, be evaluated by a Technical Evaluation committee and those that do not conform to the specifications or to the satisfaction of the committee will be rejected. The financial bids of the Technically qualified tenderer only will be considered for opening. The date of opening of financial bids will be intimated to the concerned technically qualified tenderer, over phone/e-mail.

14. Technical Evaluation:- All tenderers who quote for the supply of the above software are required to be ready for technical evaluation on a convenient date which will be intimated in due course. Any clarification/doubts regarding the specification or related



matters pertaining to the items tendered may be freely got cleared through the Inspector of Police, Cyberdome, Tvpm Ph. No.7012547720.

15. All Bidders who participate in e-tenders should produce hard copies of all relevant documents related to e-tenders at the time of technical evaluation, without fail.

16. Note to Bidders: i) Bidders have to procure a legally valid Digital Certificate (Class III) as per the Information Technology Act, 2000 for digitally signing their electronic bids. Bidders can procure the same from any of the license-certifying authorities of India. For more details, please visit the eGP website www.etenders.kerala.gov.in.

ii) Bidders are advised to note the Tender_Id and Tender No. & Date for future reference.

iii) All uploaded documents should contain the signature and the office seal of the bidder/ authorized persons and should be digitally signed while uploading. Documents uploaded without digitally signing shall entitle rejection of the tender.

iv) In the case of Foreign Equipment's, the rate should be quoted in Indian Rupees. Preference will be given to those who are ready to supply the item without opening Letter of Credit. Ordinarily, no advance payment will be made for procuring the above item. In case advance payment has to be made, a clear case has to be made out by the Tenderer. However this will be only on extraordinary circumstances.

v). For obtaining Digital Signature Certificate and help on e-tendering process, contact Kerala State IT Mission, e-Government Procurement PMU & Helpdesk, Basement floor of Pension Treasury Building, Uppalam Road, Statue, Thiruvananthapuram; Ph: 0471-2577088, 2577188; Toll free no: 18002337315; e-mail:etendershelp@kerala.gov.in; Website: www.etenders.kerala.gov.in on all government working days from 9:30 am to 5:30 pm

vi) The Inspector General of Police Cyber Operations is empowered to reject any tender without assigning any reason. vii) For any clarifications regarding the terms and conditions in this tender notice or the tender document, please contact The Inspector of Police, Cyberdome Tvpm on all Government working days from 10:30 am to 5:00 pm. Ph: No.7012547720. viii) Bidders who are using Internet Banking are requested to make online payments 72 hours in advance.

17. The Payment shall be released only after the successful verification of the supplied items.

18 . Successful bidder should execute a service level agreement format available at the Office of IGP Cyber Operations, Pattom Thiruvananthapuram and furnish a security deposit worth 5% of the contract amount.

NOTE: - BIDDERS ARE ADVISED TO GO THROUGH THE CONDITIONS IN THE NOTICE INVITING TENDER AND THE TENDER DOCUMENT CAREFULLY AND COMPLY THEM TO AVOID OUTRIGHT REJECTION OF THEIR TENDER. For any litigation relating to this order, the jurisdiction will be Thiruvananthapuram City.



ANKIT ASOKAN IPS
Superintendent of Police (ic)



For Inspector General of Police (Cyber
Operations)



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