

**REQUEST FOR PROPOSAL FOR UPGRADATION OF ORACLE DATABASE  
SOFTWARE FOR THE OFFICE OF JS(E/CAO)**  
(Open Tender enquiry)

**Request for Proposal (RFP) No. 15/2016**

**No. A/48932/Oracle/CAO/MP-III**

Government of India  
Ministry of Defence  
Office of JS(E/CAO)  
E-Block Hutments, Dalhousie Road,  
New Delhi-110011

Dated: 22 Dec 2016

1. The Joint Secretary (E/Chief Administrative Officer), Ministry of Defence, New Delhi, for and on behalf of the President of India, hereinafter called the "Government" invites to tender on Two-Bid system for up-gradation of Database Softwares in the offices of JS(E/CAO), New Delhi.

2. Bids under two bid system (Technical-Bid and Commercial-Bid) in sealed covers are invited for **Up-gradation of Oracle Database Software in the Office of JS(E/CAO)**. Please superscribe the above mentioned title, RFP No. and date of opening of the bids on the sealed covers to avoid the bid being declared invalid. In case of two bid system, please also superscribe 'Technical-bid' and 'Commercial –bid' on the respective covers.

3. General information about the tender is as follows :-

- |   |   |  |
|---|---|--|
| (a) Bids/queries to be addressed to           | : | JS(E/CAO), Min of Defence,<br>'E' Block, New Delhi-110011                        |
| (b) Postal Address for sending the Bids       | : | Dy Director/MM-II<br>O/o JS (E/CAO)<br>Room No.55, E-Block<br>New Delhi – 110011 |
| (c) Name/designation of contact person        | : | Shri Pankaj Singh Sisodiya<br>Dy Director/MM-II                                  |
| (d) Telephone No.                             | : | 011- 23014698  |
| (e) Fax Number                                | : | 011-23014693   |
| (f) Last Date and Time for Receipt of Tenders | : | 12 Jan 2017 at 1500 Hrs  |
| (g) Date and Time of Opening of Tenders       | : | 12 Jan 2017 at 1530 Hrs  |

4. This RFP is divided into five Parts as follows :-

- (a) **Part I** Contains **General Information and Instructions** for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders , etc.

(b) **Part II** Contains **essential details of the items/services** required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details and Technical Bid Format.

(c) **Part III** Contains **Standard Conditions of RFP**, which will form part of the Contract with the successful Bidder.

(d) **Part IV** Contains **Special Conditions applicable to this RFP** and which will also form part of the Contract with the successful Bidder.

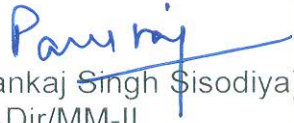
(e) **Part V** Contains **Evaluation Criteria and Format for Price Bids/Commercial Bids**.

5. This RFP is being issued with no financial commitment and this office reserves the right to change or vary any part thereof at any stage. This office also reserves the right to withdraw the RFP, should it become necessary at any stage.

6. Each page of this tender enquiry is to be signed by the tenderer and following certificate given in the offer letter :-

' I/WE HEREBY DECLARE THAT ALL THE TERMS AND CONDITIONS GIVEN IN TENDER ENQUIRY ARE ACCEPTED BY ME/US ON BEHALF OF MY/OUR FIRM'

7. The cost of tender is Rs. 250/- (Rupees Two hundred and Fifty only) (non refundable). The payment will be accepted by Demand Draft/ Bankers Cheque in favour of JS(E/CAO), Ministry of Defence payable at New Delhi only (cash will not be accepted).

  
(Pankaj Singh Sisodiya)  
Dy Dir/MM-II  
for JS (E/CAO)

## PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** 12 Jan 2017 by 1500 Hrs. The sealed quotations under two bid system i.e (Commercial Bid & Technical Bid) in sealed covers should be deposited/reached by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed quotations should be either dropped in the Tender Box marked for the said purpose or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
3. **Time and date for opening of Bids:** The tender box will be opened on 12 Jan 2017 at 1530 hrs. (If due to any exigency, the due date for opening of the Technical-Bid is declared a closed holiday, then it will be opened on the next working day at the same time or on any other day/time, as intimated by this office).
4. **Location of the Tender Box:** Reception Office, O/o the JS(E/CAO), E-Block, Ministry of Defence, New Delhi-11. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place Of Opening of the Bids:** Room No.-158, Conference Hall of O/o JS(E/CAO), E-Block, Ministry of Defence, New Delhi. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
6. **Two-Bid System:** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical Evaluation is done by the Tender Opening Committee.
7. **Forwarding Of Bids:** Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
8. **Clarification Regarding Contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to this office in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification And Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach O/o JS(E/CAO) not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No

