

**Office of the Principal Controller of Defence Accounts (SWC)**  
**Khatipura Road, Jaipur-302012**  
**Phone No.0141-6605506, 6605505, Fax No.0141-6605545, 6605575**

No.EDP/108/HW

Dated: 09/03/2017

Invitation of 3<sup>rd</sup> re-tender for Supply of Computer Hardware

To,

Request for Proposal (RFP) No.EDP/108/HW Dated 09.03.2017

1. Quotations (Price bids) in a sealed cover on official letter pads/memos are invited for supply of items listed in Part II of this RFP. Please super scribe the above mentioned title. RFP number and date of opening of the quotations may be mentioned on the sealed cover to avoid the quotation being declared invalid.
2. The address and contact number for sending quotations of seeking clarifications regarding this RFP are given below.
  - a. Quotations to be addressed to : PCDA (SWC) Khatipura Road Jaipur.
  - b. Postal address for sending the quotations : PCDA (SWC) Khatipura Road Jaipur.
  - c. Name/designation of the contact personnel : Shri B. S. Choudhary, SAO(EDP)
  - d. Mail id of the contact personnel : [pcdaswc@rediffmail.com](mailto:pcdaswc@rediffmail.com)
  - e. Fax number & Telephone number : 0141-66055095 & 0141-6605506
3. This RFP is divided into five parts as follows:
  - a. **Part I-** Contains General information and Instructions for the bidder about the RFP such as the time, place of submission and opening of tenders.
  - b. **Part II-** Contains essential details of the items/services required, such as the schedule of the requirements (SOR), Technical Specifications, Delivery Period, and Consignee details.
  - c. **Part III-** Contains Standard Conditions of RFP, which will form part of the Contract/SO with the successful Tenderer.
  - d. **Part IV-** Contains Special Conditions applicable to this RFP and which will also form part of the contract/SO with the successful bidder.
  - e. **Part V-** Contains Evaluation Criteria and format for the Quotation.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

## **Part I – General Information**

1. **Last date and time for depositing the Quotations:** **15.03.2017 up to 14.00hrs**  
(Date be mentioned in terms of DD MM YEAR) The sealed Quotations should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder.
2. **Manner of depositing the quotations:** Sealed Quotations should be either dropped in the Tender Box marked as **“Quotations for Supply of Computer Hardware”** **or sent by registered post at the address given above so as to reach by the due date and time.** Late quotations will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Quotation documents. Quotations sent by Fax or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
3. **Time and date of opening of Quotations:** **15.03.2017 at 15.00 hrs** (If due to any exigency, the due date for opening of the quotations is declared a closed holiday. The quotations will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer)
4. **Location of the Tender Box:** PCDA (SWC)\_EDP Section Jaipur. Only those Quotations that are found in the tender box will be opened. Quotations dropped in the wrong tender box will be rendered invalid. `
5. **Place of opening of the Quotations:** PCDA (SWC) EDP Section Jaipur. The Tenderer may depute their representatives, duly authorized in writing, to attend the opening of quotations on the due date on time. This event will not be postponed due to non-presence of your representative.
6. **Forwarding of Quotations –** Quotations should be forwarded by Tenderer under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with NEFT Account, etc and complete postal & e-mail address of their office.
7. **Rejection of Quotation-** Canvassing by the tenderer in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
8. **Earnest Money Deposit -** Tenderer are required to submit Earnest Money Deposit (EMD) of Rs 45,000 along with their quotations. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (available in MoD website and can be provided on request). EMD is to remain valid for a period of forty – five days beyond the final quotation validity period. EMD of the unsuccessful tenderer will be returned to them at the earliest after expiry of the final quotation validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The quotation security of the successful tenderer would be returned, without any interest whatsoever, after the receipt of Performance Security forms them as called for in the contract.

**EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself.** Proof shall be required to be submitted by bidders exempt from furnishing EMD. The EMD/Exemption therefore may please be placed in the envelope with the bid. **The bid shall be rejected if the EMD or the proof thereof of its exemption is not found with the bid.** The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

**Part II –**

**1. SOR**

Sl. No.	Specification	Nos Required
1	<b>Computer:- (specify make/model)</b>	41
	PC Intel Core i5	
	Operating System: Microsoft Windows 10	
	Chipset: Q8 series ( Minimum 6th generation) (Lower configuration would not be acceptable) ( Outdated models are not acceptable)	
	HDD 1 TB	
	RAM 4GB/8GB	
2	<b>Laser Printer:- (specify make/model)</b>	11
	Mono 600X600	
	Paper Size: A4	
	Print speed in PPM (A4 Size): 25	
	Port: 1 USB	
	Memory (In MB): NA	
	Network Card 10/100 : YES	
	Duplexing: YES	
3	<b>Dot Matrix Printer :- Specify make/model)</b>	02
	Pin : 24	
	Column: 136	
	Cps at 10 cpi: 300	
	Port: One parallel or USB	
	English and Devnagari script inbuilt	
4	<b>Line Matrix Printer :- specify make/model)</b>	01
	Speed in LPM: 1000	
	Column: 132/136	
	Port: One parallel or one serial	
5	<b>Line Interactive UPS of 1 KVA</b> VAH-216 AVR for single phase AC 160V to 280V input	01
6	<b>Scanner</b>	01

	Resolution 1200*1200 Documents size A4	
7	<b>Finger Print Scanner</b> Finger Print Scanner (ABAS)	01
8	<b>IRIS Scanner</b> Integrated attendance ABAS 100 3G Device type-I	01

2. **Delivery Period** : By 31.03.2017. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within specified period.
3. The firm should submit a certificate on the authorized dealership of the product 'make'/brand offered.
4. The warranty and other conditions should be as per the OEM for the products offered.
5. Consignee details – PCDA (SWC) Khatipura Road, Jaipur-302012

### **Part III-Standard Conditions of RFP**

**The tenderer is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful tenderer (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Quotation submitted by the tenderer.**

1 **Liquidated Damages**: In the event of the seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

Any amount on account of LD that may become leviable shall be deposited on as MRO by the contractor. Else, this sum shall be deducted from payments due/Performance cum Warranty Guarantee.

### **2 Taxes and Duties**

#### **i. General**

1. If Bidder desires to ask for excise duty or Sales Tax / VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

4. If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

5. Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

## **ii) Excise Duty**

1. Where the excise duty is payable on advalorem basis, the Bidder should submit along with the tender, the relevant form and the Manufacturer's price list showing the actual assessable value of the stores as approved by the Excise authorities.

2. Bidders should note that in case any refund of excise duty is granted to them by Excise authorities in respect of Stores supplied under the contract, they will pass on the credit to the Buyer immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the Buyer would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills

against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.

3. The Seller is also required to furnish to the Paying Authority the following certificates:

(a) Certificate with each bill to the effect that no refund has been obtained in respect of the reimbursement of excise duty made to the Seller during three months immediately preceding the date of the claim covered by the relevant bill.

(b) Certificate as to whether refunds have been obtained or applied for by them or not in the preceding financial year after the annual Audit of their accounts also indicating details of such refunds/applications, if any.

(c) A certificate along with the final payment bills of the Seller to the effect whether or not they have any pending appeal/protest for refund or partial refund of excise duties already reimbursed to the Seller by the Government pending with the Excise authorities and if so, the nature, the amount involved, and the position of such appeals.

(d) An undertaking to the effect that in case it is detected by the Government that any refund from Excise Authority was obtained by the Seller after obtaining reimbursement from the Paying Authority, and if the same is not immediately refunded by the Seller to the Paying Authority giving details and particulars of the transactions, Paying Authority will have full authority to recover such amounts from the Seller's outstanding bills against that particular contract or any other pending Government contracts and that no dispute on this account would be raised by the Seller.

4. Unless otherwise specifically agreed to in terms of the contract, the Buyer shall not be liable for any claim on account of fresh imposition and/or increase of Excise Duty on raw materials and/or components used directly in the manufacture of the contracted stores taking place during the pendency of the contract.

### **iii) Sales Tax / VAT**

1. If it is desired by the Bidder to ask for Sales tax / VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the Buyer.

2. On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

#### **iv) Octroi Duty & Local Taxes**

Normally, materials to be supplied to Government Departments against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such Exemption only on production of such exemption certificate from any authorised officer. Seller should ensure that stores ordered against contracts placed by this office are exempted from levy of Town Duty/Octroi Duty, Terminal Tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the Buyer, to avoid payment of such local taxes or duties.

The receipt obtained for such payment should be forwarded to the Buyer without delay together with a copy of the relevant act or by-laws/notifications of the Municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

#### **Part IV – Special Conditions of RFP**

**The tenderer is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the contract concluded with the successful tenderer (i.e. Seller in the Contract) as selected by the Buyer, failure to do so may result in rejection of Quotation submitted by the tenderer.**

##### **1. Performance cum Warranty Guarantee:**

The tenderer who has been given the Supply Order will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the purchase order value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is attached as Annexure 'B'.

2. **Payment Terms for Indigenous Sellers –**

100 % payment after delivery and acceptance by the user. The payment will be made through electronic mode.

3. **Fall Clause –**

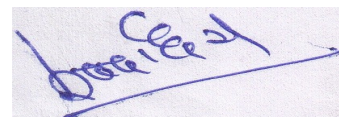
The following Fall clause will form part of the contract placed on successful tenderer – If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organization including the Buyer or any Dept.,of Central Govt. or any Department of the State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale stand correspondingly reduced.

4. **Force Majeure clause**

Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstance beyond the parties control that have arisen after the conclusion of the present contract.

5. **Inspection Authority:** The Inspection will be carried out by a duly constituted Board of Officers o/o PCDA (SWC).

6. **Warranty-** The Warranty and other conditions should be 3 years (for Q8 Computers)/ as provided by OEM. The Seller also warrants that necessary service and repair backup during the warranty period of the equipment shall be provided by the seller.



Sr. Accounts Officer (EDP)



**PART V**

**A) Particular to be provided by the bidders**

1. Name of the bidder
2. Location of registered office
3. Mailing address of the tenderer
4. Telephone and Fax No of the person to be contacted:
5. E-mail address of the person to be contacted/firm:

**B) Evaluation Criteria**

The quotations shall be evaluated as under-

- a) EMD / Exemption Certificate
- b) The QRs are required to be complied as per the table given below-

Sl. No.	QRs	Compliance (Yes/No) mark as yes or no
1	<b>Computer:- (specify make/model)-</b> attach certificate of authorised dealership.	
	PC Intel Core i5	
	Operating System: Microsoft Windows 10	
	Chipset: Q8 series (Minimum 6th generation)	
	HDD 1 TB	
	RAM 4GB/8GB	
2	<b>Laser Printer:- (specify make/model)</b>	
	Mono 600X600	
	Paper Size: A4	
	Print speed in PPM (A4 Size): 25	
	Port: 1 USB	
	Memory (In MB): NA	
	Network Card 10/100 : YES	
	Duplexing: YES	
3	<b>Dot Matrix Printer :-</b> Specify make/model)	
	Pin : 24	
	Column: 136	
	Cps at 10 cpi: 300	
	Port: One parallel or USB	
	English and Devnagari script inbuilt	
4	<b>Line Matrix Printer :-</b> specify make/model)	

	Speed in LPM: 1000	
	Column: 132/136	
	Port: One parallel or one serial	
5	<b>Line Interactive UPS of 1 KVA</b> VAH-216 AVR for single phase AC 160V to 280V input	
6	<b>Scanner</b> Resolution 1200*1200 Documents size A4	
7	<b>Finger Print Scanner</b> Finger Print Scanner (ABAS)	
8	<b>IRIS Scanner</b> Integrated attendance ABAS 100 3G Device type-I	

*\*No extra weightage would be afforded for generations higher than the stipulated 6<sup>th</sup>*

a) **Commercial Terms**

- I. Delivery Period : By 31.03.2017
- II. Payment Terms : 100 % payment after delivery and acceptance by the user
- III. Price Bids should be as per format attached as

**Annexure 'A'**

**Price Bid Format**

**I.**

Sl No.	Item	Nos required	Make/Model No.	Rate	Taxes	Other duties/Taxes, if any	Total Amount in RS	
							(In Figures)	(In Words)
1	Computer Q8 series (min. 6th generation) With Windows 10	41						
2	Laser Printer	11						
3	Dot Matrix Printer	2						
4	Line Matrix Printer	1						
5	Line Interactive UPS of 1 KVA	1						
6	Scanner	1						
7	Finger Print Scanner [ABAS]	1						
8	IRIS Scanner	1						

**Note - L1 will be determined separately item wise as per the total landed cost of each item.**

**II.** The bidders must furnish the information as asked below-

1. Tin No. :
2. VAT/CST :
3. Bank Address with NEFT details :
4. Address for communication :
5. e-mail :
6. Postal address:

Annexure-B

## Performance cum Warranty Bank Guarantee Format

From:

Bank \_\_\_\_\_

To,

The PCDA(SWC)

Khatipura Road

Jaipur

Dear Sir,

Whereas you have entered into a contract/SO No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as the said Contract) with M/s \_\_\_\_\_, hereinafter referred to as the "seller" for

supply of goods as per Part-II of the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for ( 5% ) of total Contract value amounting to \_\_\_\_\_ to secure its obligations to the President of India. We the \_\_\_\_\_ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and **without demur**, all and any sum up to a maximum of (5%) of the Contract sum) Rupees \_\_\_\_\_ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the

Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for two months from the date of warranty/ extended warranty period.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s \_\_\_\_\_.