

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: 26/02/2016

To

Invitation of Bids for Supply of Computer Hardware

Request for Proposal (RFP) No EDP/108/HW Dated 25/02/2016

1 Bids in sealed cover are invited for supply of items listed in Part III of this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2 The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

- a. Bids/quotations to be addressed to:
- b. Postal address for sending the Bids: PCDA(SWC) Khatipura Road, Jaipur
- c. Name/designation of the contact personnel: P M Meshram, SAO
- d. Telephone numbers of the contact personnel: 0141-6605524
- e. e-mail ids of contact personnel: pcdaswc@rediffmail.com
- f. Fax number:

3. 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.
- 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.

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 Bids:**

(Date to be mentioned in terms of DD MM YEAR) The sealed Bids (both technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as "**Bids 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 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 (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bids:** **03.03.2016** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids 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 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:** PCDA(SWC) EDP Section Jaipur. 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 Buyer.

7. **Manner of submission under Two-Bid System:** The technical bid and the commercial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which would also be sealed and duly subscribed.

8. **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.

9. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

10. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) of Rs 45,000 along with their bids. 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 bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from 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. 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 – Essential Details of Items/Services required

1. **Schedule of Requirements** – List of items / services required is as follows:

Sl. No.	Name/Type of item	description of stores	Qty required
1	Computer	PC Intel Core i5, Operating System: MicroSoft Windows8, chipset: Q8 series	40
2	Laser printer	Mono 600X600, Paper Size: A4, Print speed in PPM(A4 Size): 40, Port: 1 USB, Memory (In MB): NA, Network Card 10/100 : YES, Duplexing: YES	10
3	Dot Matrix Printer	Pin :24, Column:136, Cps at 10 cpi: 300, Port: One parallel or USB, English and Devnagari script inbuilt	02
4	Line Matrix Printer	Speed in LPM: 1000, column: 132/136, Port: One parallel or one serial	01

2. **Technical Bid**: Bidders are required to furnish clause by clause compliance of specifications as per the technical bid format given as per Annexure 'A' to this RFP.
3. **Commercial bid** : The bidders be shortlisted for commercial evaluation only if all the specifications mentioned as per the technical bid are met. The commercial bid will be indicating item wise price. The format for the price bid has been provided as per Annexure 'B' to this RFP.
4. **Manner of submission**: The technical bid and the commercial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which would also be sealed and duly subscribed.

5. **Delivery Period** -Delivery period for supply of items would be 15 days from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole
6. The firm should submit the certificate regarding the authorised dealership of the product 'make'/brand offered.
7. The items/products offered must be on the current 'Rate Contract' list of the DGS&D.
8. The warranty and other conditions should be as per the DGS&D Rate Contract for the products offered.
9. **Consignee details** – PCDA(SWC), Khatipura Road ,Jaipur-302012

Part III – Standard Conditions of RFP

The Bidder 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 Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

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.

2 **Taxes**

- i. Excise duty or Sales Tax / VAT extra, or any other tax 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.
- ii. 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.

Part IV – Special Conditions of RFP

The Bidder 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 Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. Performance Guarantee:

The Bidder who has been given the Suply 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 given in Form DPM-15 (Available in MoD website and can be provided on request).

2. Payment Terms for Indigenous Sellers -

100% payment on delivery and acceptance by the user.

3. Fall clause -

The following Fall clause will form part of the contract placed on successful Bidder - If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Deptt, 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 shall 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 circumstances beyond the parties control that have arisen after the conclusion of the present contract.

5. Inspection Authority: The Inspection will be carried out by Board of Officers.

6. Warranty – The warranty and other conditions should be as per the DGS&D Rate Contract for the products offered or the one offered by the OEM, whichever is more. The Seller also warrants that necessary service and repair back up during the warranty period of the equipment shall be provided by the seller.

Sr. Accounts Officer (EDP)

Technical bid format**(Pre-Qualification / Minimum Eligibility Criteria/ Technical Evaluation)**

- A) Particular to be provided by the bidder in the technical proposal.
1. Name of the bidder
 2. Location of registered office
 3. Mailing address of the bidder
 4. Name and designations of the person authorized to make commitments to the PCDA(SWC) Jaipur
 5. Telephone and Fax No of the person to be contacted:
 6. E-mail address of the person to be contacted/firm:
 7. Authorization certificate of the DGS&D RC Holder (Yes/No) (attach) :

B) **Technical Specification regarding Computer Hardware required.**

Items which the bidder is offering must meet the following specifications, and agreement to every point should be mentioned in this technical bid.

Sl.No.	Specifications	Compliance (Yes/No)(mark as yes or no)
1	<u>Computer :- (specify make/model)</u>	
	PC Intel Core i5	
	Operating System: Microsoft Windows8	
	Chipset: Q8 series	
2	<u>Laser Printer :- (specify make/model)</u>	
	Mono 600X600	
	Paper Size: A4	
	Print speed in PPM (A4 Size): 40	
	Port: 1USB	
	Memory (In MB):NA	
	Network Card 10/100 : YES	
	Duplexing: YES	
3	<u>Dot Matrix Printer :- (specify make/model)</u>	
	Pin :24	
	Column:136	
	Cps at 10 cpi: 300	
	Port: One parallel or USB	
	English and Devnagari script inbuilt	
4	<u>Line Matrix Printer :- (specify make/model)</u>	
	Speed in LPM: 1000	
	column: 132/136	
	Port: One parallel or one serial	

Annexure B

Price Bid Format

(To be provided by the bidder in a separate sealed cover)

Sl. No	Item	Make/Model No.	Rate	Taxes	Other duties/Taxes, if any	Total Amount in Rs	
						(In Figures)	(In words)
1	Computer						
2	Laser Printer						
3	Dot Matrix Printer						
4	Line Matrix Printer						