

Tender Notice TC.UID/Admin/RFP-laptop/2014

Invitation of Bids for supply and installation of 15(fifteen) Laptops to be submitted on or before 22.12.2014

1. Bids in sealed cover are invited for supply of items listed above. Please super scribe the above mentioned Title, 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/queries to be addressed to: Smt Maneesha Raman, Deputy Director
- b. Postal address for sending the Bids: Assistant Director General(Admin),
UIDAI Technology Centre, 1st floor, Office II,
B-wing,Salarpuria Touchstone,Opp-New
Horizon Eng College,Marathahalli Ring Road,
Bangalore-560103.
- c. Name/designation of the contact person: Smt Maneesha Raman, Deputy Director
- d. Telephone numbers of the contact person: 080-42511212
- e. E-mail ids of the contact person: maneesha.raman@uidai.net.in
- f. Fax number: 080-42511221
- g. Tender Time Table:

Date of Publication of Tender in the website: 01.12.2014

Last Date and Time for submission of Bid:22.12.2014

Time and Date opening Technical Bid: 23.12.2014 at 16:00Hrs

Time and Date of opening Commercial Bid: 30.12.2014 3.00PM

PART-1

1. **Last date and time for depositing the Bids:** The sealed Bids 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 in Two bid format (viz., Technical and Commercial in separate envelopes) kept in a single envelope, duly superscribing on the envelopes indicating technical bid or commercial bid as the case may be, has to be submitted should be either dropped in the Tender box kept in this office 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 (technical bid):** 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. Commercial bids of the firms who have qualified in the technical evaluation only will be opened for commercial evaluation. The date of opening of **Technical bids is 23.12.2014 at 16:00 Hrs.**
Commercial bids will be opened on 30.12.2014 @ 15:00Hrs.
4. **Location of the Tender Box:** UIDAI, 1st floor, Office II, B-wing, Salarpuria touchstone, Opp- New Horizon Eng College, Marathahalli Ring road, Blr-103 only those Bids that are found in the tender box will be opened.
Place of opening of the Bids: UIDAI, 1st floor, Office II, B-wing, Salarpuria touchstone, Opp- New Horizon Engineering College, Marathahalli Ring road, Blr-103 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.
5. **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.
7. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids.
8. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice or withdrawal is received by the Buyer 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 the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bid. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid this period will result in Bidder's forfeiture of bid security.

9. Clarification regarding contents of the Bids.: During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. 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.

11. Validity of Bid: The bids should remain valid till 90 days from the last date of submission of the Bids.

12. Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of **forty five days** beyond the final bid validity period. **EMD should be enclosed along with the Technical Bid.** 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 award of 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).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.

13. Delivery Period: Completion period for supply and installation of items as above would be 07 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 contract delivery period will be at the sole discretion of the Buyer, wherever required.

14. Consignee details : UIDAI, 1ST floor, Office II, B-Wing, Salarpuria Touchstone, Opp-New Horizon Eng College, Marathahalli Ring Road, Blr-103

PART-II-Specifications and Allied Technical Details

- (a) Specifications of the laptops to be procured are given in **Annexure 'A'** to this tender enquiry. The items offered by the bidders shall confirm to these specifications failing which such tenders will be technically rejected.
- (b) Installation/commissioning of items, wherever applicable, shall be taken by the successful bidder (Contractor) free of cost.

Eligibility Criteria: The firm fulfilling the following eligibility criteria will be considered for evaluation of their Financial-Bids:-

1. As per the income tax returns filed for the last three years i.e.01-04-2011 to 31-03-2012, 01-04-2012 to 31-03-2013 and 01-04-2013 to 31-03-2014 total turnover should be more than RS 10 Lakhs. Copies of IT Returns for the above mentioned years should be submitted.
2. The firm must have successfully executed and completed 5 Supply orders of Laptops/Desktops PC/Similar items, out of which at least 2 supply orders to any Govt. Organisations should have been successfully completed.
3. Bidder must have valid VAT/Sales Tax Registration Certificate and the copy of same must be enclosed.
4. Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.

Part III – Standard Conditions of RFP

1. **General** : Bidder should quote all inclusive prices that include all charges like taxes, duties and transportation charges and no claim for the same will be entertained.

Part IV-Special conditions

The Bidder is requested 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 as selected by the Buyer. Failure to do so may result in rejection of bid submitted by the Bidder.

1.100% payment (by EFT/Cheque) shall be made after supply, successful installation and acceptance by user.

2. Advance Payments: No advance payment(s) will be made.

3. The payments of bills will be made on submission of the following documents by the Seller to the paying Authority along with the bill.

- Ink-signed copy of commercial invoice/seller's bill.
- Copy of supply order
- Inspection note.
- Guarantee/Warranty certificate.
- Details for electronic payment ie. account holder's name, Bank name, Branch name, and address, Account type, account number, IFSC code, MICR code(if these details are not incorporated in supply order/contract).
- Any other document/certificate that may be provided for in the supply order/contract.
- User Acceptance.

Inspection Authority: The Inspection will be carried out by UIDAI, 1st floor office II B-wing Salarpuria Touchstone Opp-New Horizon Eng. College, Marathahalli Ring road Blr-103.

Part V-Evaluation Criteria & Price Bid Issues

Evaluation Criteria- The broad guidelines for evaluation of Bids will be as follows:

1. Only those Bids found fulfilling all technical specifications mentioned in **Part II** will be considered for commercial evaluation.

2. The Lowest Bid will be decided upon the lowest price(inclusive if taxes, duties and other charges) quoted by the particular Bidder.
3. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
4. The Lowest Acceptable Bid will be considered further for placement of contract/Supply Order after complete clarification as decided by the Buyer.

Annexure-A

Quantity- Laptop-15 NoS

Laptops of reputed make as per the specifications mentioned below:

- Type : Notebook/laptop
- Processor : Intel Corei7 (4th Generation), 3520 M/3612 QM, 2.9 GHz/2.1 GHz with 4 MB/6 MB Cache or higher, IVY bridge
- Configuration chipset and Motherboard : Mobile Intel 7 series or higher chipset.
- Memory :4 GB 1333 mhZ ddr3 ram OR HOGHER EXPANDABLE UPTO 8 GB.
- Hdd:500 GB 5400 RPM(min)
- DISPLAY:500GB 5400 rpm(min)
- Display:14 "(35.56 cm) or above active Matrix wide screen.
- Display
- Resolution:1366*768 WXGA or higher
- Video controller: Dedicated video Memory 512 MB/Integrated Intel HD Graphics.

- Wireless Connectivity: Integrated wireless b/g/n, Integrated
- Bluetooth.
- DVD Writer: Integrated 8X DVD Writer and Integrated stereo speaker.
- Key Board :Key Board with Touch pad
- Expansion port : 3 USB,10/100/1000 Gigabit Ethernet card, VGA/HDMI/
- Microphones, stereo head phone and other standard

Features:

- Operating system : Microsoft Windows 8 professional/Linux/mac
- (as applicable)preinstalled and Norton/McAfee/e trust and other software, antivirus software latest version with three years license.
- Power supply: 230V, 50 Hz AC supply with rechargeable battery pack comprising of Li-ion/Li-polymer battery suitable for approx. 4 hr operation complet with battery charger/adaptor.
- Weight: Less than 2.8 Kg(with DVD writer)
- Carry case: to be provided.

- **Warranty:** Company provided, subject to a minimum of 1 year on site warranty.

Annexure B

FORMAT FOR SUBMISSION OF FINANCIAL BID

S.No	Description of Item (Specification as per Annexure-A)	Price for each unit in Rs. (Inclusive of all taxes) In figures	Total rate for 15 units (In figures)	Total price in Rs. (All inclusive) In words
	<u>Make and model number of the notebook</u>			

DATE:

PLACE:

Signature of bidder

NOTE: Every page of the tender document should be duly signed and stamped by authorised signatory of the firm.