

REQUEST FOR PROPOSAL

Invitation of Bids for Supply of 9 Laptops to be submitted on or before 13:00 hrs on 21-11-2013

1. Bids in sealed cover are invited for supply of items mentioned above. Please super scribe the above 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: Sh. K. Venkat Ramana,
Deputy Director
 - b. Postal address for sending the Bids: Unique Identification Authority,
of India, Regional Office,
5th floor, III Block,
My Home Hub, Madhapur,
Hitech city, Hyderabad
 - c. Name/designation of the contact person: Sh. K. Venkat Ramana,
Deputy Director
 - d. Telephone numbers of the contact person: 040 - 23119269
 - e. E-mail of contact person: kuram1968@gmail.com
 - f. Fax number: 040 - 23116662
3. 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

1. Last date and time for depositing the Bids: 21-11-2013 before **13:00 PM**. 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 envelop, duly super scribing 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 bids): 21-11-2013 at **13:30hrs** (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 13:30hrs 21-11-2013. Commercial bids will be opened 15:00 Hrs. on 22-11-2013**

4. Location of the Tender Box: UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech city, Hyderabad 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: UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech city, Hyderabad. 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. 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. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8. 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 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 bids. 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 during 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 Bids: 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. 8,000/- (Rupees Eight Thousand only) 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. 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 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). 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 required is as follows:

Nine number Laptop of reputed brand, as per the specifications mentioned below.

- a. Processor – i-3
- b. 4 GB RAM DDR3
- c. 500 GB Hard Disk
- d. Windows – 8 pre-loaded
- e. Screen 13.9' TO 14.1 inches
- f. Weight – 2.3 kg max.'
- g. WIFI enabled
- h. USB Min. 3.0 Ports
- i. Carry Bag.
- j. Warranty – 3 yrs.

2. Delivery Period – Completion period for supply and installation of items as above 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 discretion of the Buyer, with applicability of LD clause wherever required.

3. Consignee details – UIDAI Regional Office, 3rd block 5th floor, My Home Hub, Madhapur Road, Hyderabad – 500 081.

Part III – Standard Conditions of RFP

Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

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 entertained 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. Liquidated Damages: In the event of the Seller's failure to supply the goods as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the supply. 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 items 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.

Part IV -- Special Conditions of RFP

The Bidder is required to give confirmation of his 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. Performance Guarantee:

- A) The Bidder 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 05% of the contract 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.
- B) 100% payment on delivery, inspection and acceptance by the user.
- C) **Advance Payments: No advance payment(s)** will be made.
- D) **Paying Authority:** AO, UIDAI, RO, 5th floor, III Block, My Home Hub, Madhapur, Hitech city, Hyderabad
- E) The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill.
- i. Ink-signed copy of Commercial invoice / Seller's bill.
 - ii. Copy of Supply Order
 - iii. Inspection note.
 - iv. Guarantee / Warranty certificate.
 - v. Performance Bank guarantee / Indemnity bond where applicable.
 - vi. Details for electronic payment viz 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).
 - vii. Any other document / certificate that may be provided for in the Supply Order/ Contract.
 - Viii. User Acceptance.
- F. **Repeat Order Clause** – The contract will have a Repeat Order Clause, wherein the Buyer can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

G. Risk & Expense clause –

1. Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
2. Should the stores or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's place, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.
3. In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-
 - a. Such default.
 - b. In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.
4. Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 5% of the value of the contract.”

H. Earliest Acceptable Year of Manufacture: 2013 Quality / Life certificate will need to be enclosed with the Bill.

I. Inspection Authority: The Inspection will be carried out by UIDAI, RO, and Hyderabad.

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
 - a. Only those Bids will be evaluated which are found to be fulfilling all technical specifications mentioned above will be considered for commercial evaluation.
 - b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder. The consideration of taxes and duties in evaluation process will be as follows:
 - c. All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered.
 - d. If there is a discrepancy between the unit price and the 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.
 - e. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer.