

भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATION & IT  
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई)  
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY (DeitY)  
भारतीय विशिष्ट पहचान प्राधीकरण (यू.आई.डी.ए.आई)  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (U.I.D.A.I)  
तीसरा तल, दक्षिण विभाग, खनिज भवन, संख्या ४९, रेस कोर्स रोड, बंगलूर - ५६० ००१  
3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No.49, Race Course Road, Bengaluru - 560 001.

**REQUEST FOR PROPOSAL-Tender No.07/2015**

**Invitation of Bids for Supply and installation of 4xLaptops and to be submitted on or before 15:00 Hrs. [12.11.2015](#).**

1. Bids in sealed cover are invited for supply of items listed above. Please superscribe 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: Sri Ashok Lenin,  
Deputy Director
  - b. Postal address for sending the Bids: Unique Identification Authority,  
of India, Regional Office,  
No.49, 3<sup>rd</sup> Floor, South  
Wing, Khanija Bhavan  
Bangalore-560001
  - c. Name/designation of the contact person: Sri Ashok Lenin,  
Deputy Director
  - d. Telephone numbers of the contact person: 080-22340104
  - e. E-mail id of contact person: ashok.lenin@uidai.net.in
  - f. Fax number: 080-22340103

### **Tender Time Table:**

Date of Publication of Tender in the website : 23.10.2015

Last Date and Time for submission of Bid : 12.11.2015, 15:00 Hrs.

Time and Date opening Technical Bid : 12.11.2015 15:30 Hrs.

Time and Date of opening Commercial Bid : Intimated Later

### **Part I**

1. **Last date and time for depositing the Bids: 12.11.2015 before 15:00 Hrs.** 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 envelopes, 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): 12.11.2015 at 15:30 Hrs.** 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 12.11.2015 at 15:30hrs.**  
**Commercial bids will be opened at a later date after giving due intimation to the bidders qualified in the technical evaluation.**
4. **Location of the Tender Box:** UIDAI, RO, No.49, 3rd Floor, South Wing, Khanija Bhavan, Bangalore-560001 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, No.49, 3rd Floor, South Wing, Khanija Bhavan, Bangalore-560001. 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.
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 EMD.
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 Demand Draft drawn in favour of DDO,UIDAI,

Bengaluru from any of the public sector banks or a private sector bank authorized to conduct government business. **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. 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 date of award of the contract . Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period.
14. **Consignee details:** UIDAI, RO, No.49, 3rd Floor, South Wing, Khanija Bhavan, Bangalore-560001

### **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.( 01-04-2012 to 31-03-2013, 01-04-2013 to 31-03-2014 and 01-04-2014 to 31-03-2015) 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.

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

1. **Effective Date of the Contract:** The contract shall come into effect on the date of award of supply order 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. The tender document itself will be a part of the contract.
  
2. **General:** Bidder should quote all inclusive prices that include all charges like taxes, duties and transportation charges and no further claim for the same will be entertained.

### **Part IV-Special Condition**

The Builder 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 as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. 100% payment (by EFT ) shall be made after supply, successful installation and acceptance by user.
2. **Advance Payments:** No advance payment(s) will be made.
3. **Paying Authority:** DDO, UIDAI, RO, UIDAI, RO, No.49, 3<sup>rd</sup> Floor,  
South Wing, Khanija Bhavan, Bangalore-560001
  
4. The payment of bills will be made on submission of the following documents by the
  - a. Seller to the Paying Authority along with the bill.
  - b. Ink-signed copy of Commercial invoice / Seller's bill.
  - c. Copy of supply order
  - d. Inspection note.
  - e. Guarantee / Warranty certificate.
  - f. 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).
  - g. Any other document / certificate that may be provided for in the Supply Order/Contract.
  - h. User Acceptance.

**Inspection Authority:** The Inspection will be carried out by UIDAI, RO Bangalore.

## **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 to be fulfilling the eligibility criteria will be considered for financial evaluation.
2. The Lowest Bid will be decided upon the lowest price (inclusive of taxes, duties and other charges) quoted by the particular Bidder.
3. If there is a discrepancy between words and figures of total price, 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- 4 Nos (+/-)

Laptops of reputed brand as per the specifications mentioned below:

Intel Core i5 Processor, 4GB DDR3 RAM, 1 TB Hard Disk, 15.6” screen size , Windows 8.1 professional Operating System, Minimum 4 hrs battery back up, wireless LAN, weight less than 2 kg with carry case, Warranty: 1years Warranty

## **Annexure - B**

### **FORMAT FOR SUBMISSION OF FINANCIAL BID**

<b>Sl. No.</b>	<b>Description of Item (Specification as per Annexure-A)</b>	<b>Quantity</b>	<b>Unit Price(A)</b>	<b>Taxes (B)</b>	<b>Total unit Price ( in figures) C=A+B</b>	<b>Total Price (In Words)</b>
1	<b>Laptop as per Annexure Make..... Model.....</b>	1(One )				

\*Requirement – 4 (Likely to increase or decrease )

#### **Note :**

1. The L1 (Lowest bidder) vendor will be decided based on the total price . UIDAI reserves the right to increase/decrease the quantity to be purchased.
2. The financial bid has to be furnished in this format only .
3. Conditional tenders will be rejected.
4. Stamp and signature of the authorised person of the firm should be put on all tender documents

**DATE:**

**PLACE:**

**(Signature of the Bidder)**