

## **REQUEST FOR PROPOSAL**

### **Invitation of Bids for Supply and installation of 8x Laptops and to be submitted on or before 15:00 Hrs. 25-09-2013**

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. K Satyavati,<br>Deputy Director  |
| b. Postal address for sending the Bids:     | Unique Identification Authority,<br>of India, Regional Office,<br>No.49, 3 <sup>rd</sup> Floor, South<br>Wing, Khanija Bhavan<br>Bangalore-560001 |
| c. Name/designation of the contact person:  | Smt. K Satyavati,<br>Deputy Director  |
| d. Telephone numbers of the contact person: | 080-22250116  |
| e. E-mail ids of contact person:            | ksatyavati@gmail.com  |
| f. Fax number:                              | 080-22340103  |

#### **Tender Time Table:**

Date of Publication of Tender in the website : 04-09-2013  
Last Date and Time for submission of Bid : 25-09-2013 15:00 Hrs.  
Time and Date opening Technical Bid : 25-09-2013 15:30 Hrs.  
Time and Date of opening Commercial Bid : Intimated Later

## Part I

1. **Last date and time for depositing the Bids: 25-09-2013 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 envelop, duly super scribing on the envelops 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): 25-09-2013 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 25-09-2013 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, KhanijaBhavan, 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, KhanijaBhavan, 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 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. 9,000/- (Rupees Nine Thousand only) 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 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 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, wherever required.

14. **Consignee details:**UIDAI, RO, No.49, 3rd Floor, South Wing, KhanijaBhavan, 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.(01-04-2010 to 31-03-2011, 01-04-2011 to 31-03-2012 and 01-04-2012 to 31-03-2013)total turnover should be more thanRs 10lakhs,copies of IT Returns for the above mentioned years should be submitted.
2. The firm must have successfully executed and completed 5Supply 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. **Effective Date of the Contract:** The contract shall come into effect on the date of signature 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.
2. **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 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/Cheque) shall be made after supply, successful installation and acceptance by user.
2. **Advance Payments: No advance payment(s)** will be made.
3. **Paying Authority:** PAO, UIDAI, RO, UIDAI, RO, No.49, 3<sup>rd</sup> Floor,  
South Wing, KhanijaBhavan, 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 SupplyOrder
  - 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 all technical specifications mentioned in **Annexure A** will be considered for commercial 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 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.
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-8 Nos

Laptops of reputed brand as per the specifications mentioned below:

Intel Core i3 (3<sup>rd</sup> generation) Processor, 2 GHz minimum clock speed, 4GB DDR III RAM, 500 GB Hard Disk, 14” Touch Screen, Built-in Web Camera , Windows 8 Operating System, Built-in Speakers, Ethernet, Wireless, Bluetooth, DVD RW.

**Warranty:** Company provided, subject to a minimum of 1 year.

Please see **Annexure B**.

**Annexure - B**

**FORMAT FOR SUBMISSION OF FINANCIAL BID**

<b>Sl. No.</b>	<b>Description of Item (Specification as per Annexure-A)</b>	<b>Price for each unit in Rs. (All inclusive) In Figures</b>	<b>Total Price for 8 Units. In Figures</b>	<b>Total Price in Rs. (All inclusive) In Words</b>
	<b>Brands</b>			
<b>1.</b>	<b>DELL</b>			
<b>2.</b>	<b>LENOVO</b>			
<b>3.</b>	<b>HCL</b>			
<b>4.</b>	<b>HP</b>			

\*Requirements – 8(Likely to increase)

**DATE:**

**PLACE:**

**(Signature of the Bidder)**

**Note :Stamp and signature of the authorised person of the firm should be put on all tender documents**

