



आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड
REC POWER DISTRIBUTION COMPANY LIMITED

(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power, Govt. of India)
CIN no. of RECPDCL- **U40101DL2007GOI165779**

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
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TENDER NO: RECPDCL/IT/COMPUR (Empanl)/2016-17/876

(Financial Bid invited through e-Tendering mode only)
(Limited to agencies as per list enclosed in "Annexure F")

(ONLY THROUGH E-TENDERING MODE)

for

**Supply, Installation, Commissioning and Three Years On-Site
Comprehensive Warranty Maintenance of Laptops for RECPDCL
Office at New Delhi, India**

- | | | | |
|-------|--|---|------------|
| (i) | Date for Issue tender | : | 14.06.2016 |
| (ii) | Last Date for Submission of Financial Bids
Time: 1500 Hours (IST) | : | 20.06.2016 |
| (iii) | Date of Opening of Financial Bid
Time: 1600 Hours (IST) | : | 20.06.2016 |

Cost of Bid Document: NIL

Earnest Money Deposit (EMD): 25,000/- (Rupees Twenty Five thousand only)

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IMPORTANT NOTICE

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with company seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. The price should not be quoted in the same. In case of non-compliance the response is liable to be ignored/ summarily rejected.
3. **The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECPDCL Website, viz, <http://www.recindia.gov.in> and [www. RECPDCL .in](http://www.RECPDCL.in)**

Note:

- a) To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with RECPDCL through Tender Wizard Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tender wizard. The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC> & [www. RECPDCL .in](http://www.RECPDCL.in)
2. Click the link ' Register Me'
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'
5. Bidder will get confirmation with Login-id and Password

- b) **Steps for application for Digital Signature from Tender Wizard are given below:**

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person under contact us

- c) **To aid bidders the detailed bidder manual on submission of E-Bid is annexed to this tender document**

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC well in advance. Please note that RECPDCL does not own any responsibility in case any bidder(s) fail(s) to apply due to non-possession/ non-registration/ compatibility issue of Digital Signature with the application.

CHAPTER 1 INTRODUCTION

1.1 Introduction

REC Power Distribution Company Limited (REC PDCL) (an ISO 9001:2008, ISO 14001:2004 certified, wholly own subsidiary of Rural Electrification Corporation Limited (REC), a “Navratna” Govt. of India Enterprise under Ministry of Power, Government of India) rendering expert consultancy services in power sector in general and Distribution sector in particular as per the need of power utilities across the country. REC PDCL is a leading service provider in the power sector and is providing end-to-end solutions for all the needs in Distribution sector across the country. RECPDCL is engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India schemes for power utilities across the country and various regulatory assignments with CERC/SERCs.

RECPDCL has engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India’s power schemes for power utilities across the country and various regulatory assignments with CERC/SERCs. It includes the Project Management Consultancy (PMC) of Substations along with its associated lines, Monitoring, Supervision and inspection work of Electrical Power Distribution Project of RGGVY/DDUGJY/IPDS works and Feeder Renovation Program (FRP), Feeder separation, HVDS program, Lender’s Engineers assignment, DPR preparation for electrical infrastructure projects viz., R-APDRP, IT related assignments in Distribution sector including web based MIS, Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, Cost Data Book preparation, system study and MRI based billing as per the need of the power utilities, State/Central Electricity Regulatory Commission across the country.

1.2 Existing IT infrastructure

In addition to ERP application, the corporation has implemented appropriate ICT infrastructure across the corporation, which includes:

- i) Establishment of a state-of-the art ISO certified Tier-III plus Data Centre (DC).
- ii) Established MPLS-VPN based WAN connecting all the offices of the Corporation (CO/ZO/PO/CIRE).
- iii) Established Local Area Network at all offices (CO/ZO/PO/CIRE). The RECPDCL Data Centre has been certified ISO/IEC 27001:2005 global security certification.
- iv) Implemented adequate security at all levels including gateway, perimeter etc. to ensure secure transaction of the application.
- v) An automated Tape Library at Data Centre for taking backup of application, Data etc.

- vi) Established a fully functional helpdesk to address any complaint related to IT infrastructure across the Corporation.
- vii) The ICT infrastructure, in addition to enabling ERP operation also carry out other operation like mailing services, internet services, application of other legacy system etc.

**2 Invitation for the Financial Bids only for Technically Selected Bidders.
(List attached at Annexure -)**

RECPDCL is inviting financial bid valid for 90 days for Supply, installation, Commissioning and Three years on-site Comprehensive warranty maintenance of Laptops for RECPDCL Corporate office, New Delhi.

Financial Bids should be provided for Laptop as mentioned in Table-I. The technical specification is as per Annexure – A.

Note: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY.

- 1.4.1 Supply, Installation, Acceptance Testing, Commissioning and Three years On-Site Comprehensive Warranty Maintenance of various equipment and Components as per Table - I below:

TABLE – I

Sl. No.	Items	Initial Approximate Quantities (α)
1.	Laptop Category – I	70

α : Quantities are tentative, payment will be made as per actual Purchase Order on pro-rata basis.

CHAPTER – 2

SCOPE OF WORK

Scope of Work

The Scope of work for the supply of hardware/equipment, testing, installation, commissioning and three year on-site comprehensive warranty maintenance support is broadly as follows (detailed technical specifications are provided in Annexure-A).

Serial Number	Scope of Work - Description
1.0	Supply, Installation, Testing, Commissioning and three years on-site Comprehensive warranty maintenance of the supplied hardware/equipment i.e. Laptops as per the detailed Technical Specification given in Annexure – A.
2.0	Selected Bidder is expected to provide necessary on-site services in respect of installation and supply of equipment Laptops at RECPDCL office Located in New Delhi.
3.0	Support/ Maintenance for all the equipments/ products should be on-site comprehensive warranty/guarantee for a period of three years inclusive of labor, spare parts and operating system.
4.0	<p>Apart from supply, installation etc. the selected bidder will have to undertake the following Jobs as and when required by RECPDCL during on-site comprehensive warranty maintenance period:</p> <ul style="list-style-type: none">• Labelling/Coding of each supplied IT equipment with permanent marker/paint/sticker as per Labelling/Coding format provided by RECPDCL and preparing inventory/allocation list as per the format provided by RECPDCL.• Transfer of user data/ files from the existing PC to the new PC.• Configuration for Network access, e-Mail account, Internet access etc, as per RECPDCL requirements.• Installation & configuration of Anti-Virus Software.• Installation and end user training (beginners working level) of the supplied Microsoft office software by the deputed installation/support engineers.• Support for the supplied operating system and related software including patch updation etc.
5.0	The bidder should carry out Acceptance Testing as specified by RECPDCL.

2.2 Indicative Schedules

The bidder is required to stick to the agreed upon time-schedule given below.

TABLE – III: Major Activities

Sr. No	Milestone	Deliverables (Incremental Weeks)
1	Placement of Purchase Order / Letter of Award	T1
2	Delivery of Equipment's/Products	T1+4
3	Installation, Commissioning of Equipment's/Products	T1+6
4	Acceptance Testing of Supplied Equipments & Products	T1+7= T2
5	Warranty Maintenance of systems	T2 + 156*

*** 3 Years from the date of acceptance, acceptance certificate will be issued after acceptance of last equipment against the respective purchase/ work order.**

2.3 Detailed Technical Specifications

The detailed technical specifications of the equipment/ systems are specified in Annexure - A.

Chapter – 3

INSTRUCTIONS TO BIDDING AGENCIES

This financial bid is invited through open tender to take up the above said work.

The agencies/bidders are advised to study the financial bid document carefully. Submission of Financial Bid shall be deemed to have been done after careful study and examination of the financial bid document with full understanding of its implications.

Submission of the Bid:

Agency shall submit their responses online through e-tendering website www.tenderwizard.com/REC.

A. The submission and opening of Financial Bid will be through e-tendering process only.

Interested Agencies/bidders can download Financial Bid document from the RECPDCL website i.e. <http://www.recpdcl.in> or www.recindia.com or www.eprocure.gov.in and e-tendering regd. Link is given in RECPDCL website i.e. www.tenderwizard.com/REC.

(Note: To participate in the e-Bid submission, it is mandatory for the agency to have a user ID & Password. For this purpose, agency has to register them self with REC/RECPDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying for the e-Bid. In this connection, vendor may also obtain the same from tender Wizard.)

B. Steps for Registration:

- i. Go to website "<http://www.tenderwizard.com/REC>".
- ii. Click the link 'Register Me' or 'New User? Sign Up'
- iii. Enter the details about the E-tendering as per format.
- iv. Click 'Create Profile'.
- v. E-tender will get confirmation with **Login ID and Password**.

C. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided therein. In case of any assistance, you may contact RECPDCL officers whose address is given at the Bid.

Bid is to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

Scanned soft copy of the documents given below for the qualifying response:

➤ **General Documents/EMD/PBG**

1. EMD of Rs.25000/- in the form of Demand Draft/Banker's Cheque from a nationalized/scheduled Bank as per Performa enclosed as "**Annexure-D**" or Bank Demand Draft drawn in favour of REC Power Distribution Company Limited payable at New Delhi & scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.
2. Performance Bank Guarantee as applicable details mentioned in clause 7.0 in this tender, in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi.

➤ **Financial Bid**

1. Form-C-----Financial Proposal/Bid.

Financial bid to be uploaded in the specific format designed & same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded therein through digital signature.

All the documents should be addressed to.

**Addl. Chief Executive Officer
REC Power Distribution Company Ltd.
1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi – 110019**

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided.)

General Terms & Conditions

3.1 Earnest Money Deposit (EMD)

- a) Bid Should accompany and earnest money deposit of Rs.25000/- (Twenty five thousand only) in the form of Demand Draft/Banker's Cheque drawn on a scheduled Commercial Bank in favour of "REC Power Distribution Company Limited" payable at New Delhi. Cheques, Money orders, Cash or Bank Guarantee etc. shall not be accepted as EMD. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/banker's Cheque, any failure to comply with the same shall be at the risk of the bidder. Bid without a valid EMD will be rejected outright.
- b) EMD will be returned to unsuccessful bidder latest after acceptance of the work order by the successful bidder. The EMD of the successful bidder shall be returned on receipt of the valid performance bank guarantee towards work order.
- c) No interest will be payable by the RECPDCL on the EMD/Performance Bank Guarantee.
- d) The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity and/or on submission of false documents/undertaking and/or unable to perform the purchase/work order in full or part thereof.
- e) Adjustment of EMD amount with pending claims/bills, if any, of the bidder will not be allowed.

3.2 Financial Bid:

- a. The financial bid shall comprise of:
 - I. The Bid Form: Annexure - B
 - II. The Price Schedule: Annexure - C
- b. All costs and charges, related to the bid, shall be expressed in Indian Rupees only.
- c. The bidder shall indicate in the financial bid all-inclusive Unit prices / slab prices (wherever applicable) for the equipment/ systems/ product and/or services, it proposes to provide under the contract.

- d. Quoted prices should be firm and inclusive of cost of Interface cables, Power cables, related accessories, Documentation of sub-assemblies of system and Operating Manuals of the systems, freight, Packing, forwarding, handling, loading, unloading , insurance, any other charges applicable and Installation, commissioning, on-site comprehensive warranty maintenance (three years), commissioning, training etc. charges for all equipment/systems/products and services including all government taxes, duties, levies etc. and all other expenses related with the visits of the bidder's personnel in connection with the performance of the contractual obligations by the bidder.
- e. Octroi, road permit tax etc. will be paid by RECPDCL on actuals on submission of relevant supporting documents only.
- f. The bidder has to quote rate for each item in the Price Schedule (Annexure C). The bidder should also give total cost wherever applicable. Offers not indicating item-wise rates, wherever applicable, are liable for disqualification.
- g. The bidder must note that RECPDCL will **not** provide Form-'D'/Form-'C' etc.
- h. The bidder must quote the price for Laptop category as per Price Schedule (Annexure C).
- i. Prices quoted by the bidder shall be fixed during the bidder's performance of the work order and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected.
- j. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form i.e. the Price Schedule (Annexure C).
- k. The Quoted Rates / prices shall be for delivery at desired destination/ locations across India including satisfactory installation, commissioning and acceptance testing of the equipment.

3.3 Performance Security

- a. No interest on performance security will be paid by RECPDCL.
- b. The EMD of selected bidder will be converted into Performance Security.
- c. The Performance Security may be discharged / returned by the

RECPDCL on written request of the successful bidder after the completion of the purchase/work order upon being satisfied that there has been due performance of the obligations of the vendor under the respective purchase/ work order and on submission of Performance Bank Guarantee in the format at Annexure – D favouring REC Power Distribution Company Limited drawn on scheduled commercial bank having its branch at Delhi/ New Delhi valid for a period of three months after onsite comprehensive warranty period for a value of 10% of the respective purchase/ work order value.

- d. In the event the vendor being unable to provide the services, during the onsite comprehensive warranty period, as per the respective purchase/ work order for whatever reason, the Performance Bank Guarantee would be revoked by RECPDCL and/or Performance Security may be forfeited.
- e. No bank charges/interest shall be payable for the Performance Bank Guarantee and/or Performance Security.
- f. On completion of the onsite comprehensive warranty maintenance period, Performance Bank Guarantee without any interest accrued shall be released on receiving a written request from the selected bidder and after RECPDCL is satisfied that proper free onsite comprehensive warranty maintenance support has been provided during onsite comprehensive warranty maintenance period of three years for all the equipment/ products/ systems. If considered necessary, suitable amount of liquidated damages as decided by RECPDCL shall be recovered from the selected bidder out of either already due payments or from their performance bank guarantee(s), while releasing the performance bank guarantee.
- g. RECPDCL shall also be entitled to make recoveries from the Bidder's bills, from Performance Bank Guarantee, Performance Security, or from any other amount due to him the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

3.4 Terms of Payment

- h. No advance payment shall be made.
- i. Payments shall be subject to deductions of any amount for which the successful bidder is liable under the agreement against the respective purchase/ work order. Further, all payments shall be made subjects to

deduction of TDS (Tax deduction at Source) as per the income- Tax Act,1961 and any other taxes.

- j. All Payments shall be made in Indian Rupees only.
- k. 100 % payment on successful delivery, installation and acceptance testing at the destination/ location as mentioned in the purchase/work order and submission of 10% of the purchase/work order value as bank guarantee valid for a period of three months after warranty and verification of the same from issuing bank.
- l. All relevant proof of delivery, installation and acceptance testing duly signed by the concerned officer at various RECPDCL offices, Performance Bank Guarantee etc. to be submitted by the successful bidder for processing payment.

4.0 Liquidated damages for delays

- a. Time is essence of the contract.
- b. The successful bidder must supply, install, and clear the acceptance test of all the equipment's as per the specified schedule. Any Failure to supply, install and clear the acceptance test for all or some of the equipment(s) on or before the stipulated date will entail a liquidated damage equal to 1% of the value of the defaulted supply/ installation per week or part thereof subject to maximum of 10% of total contract value. Above penalty will be calculated based on unit rate of respective item and delay will be calculated as complete cycle for supply, install and clear the acceptance test for respective item. Payment of liquidated damages does not affect the successful bidder's liabilities
- c. In case of delay in compliance with the order beyond 10 weeks of the stipulated time period, RECPDCL will have the right to cancel the order & forfeit the EMD/ revoke the performance and/or any other bank guarantee etc.
- d. In addition the bidder shall also be liable to pay RECPDCL a cancellation charge of 2% of the value of unsupplied items. In case of non-payment of cancellation charges RECPDCL reserves the right to realize the same from the security deposits of the bidder, if any, already available with them, which may be against any other work order. In such a situation, RECPDCL will complete the execution of incomplete orders through alternate sources at the risk and cost of the defaulting vendor.
- e. In case of Road Permit/ Entry Form etc. are required for delivery and the same are required to be issued/ supplied/ forwarded/ given by

RECPDCL the successful bidder should request for the same in details (ex. document type, issuing authority, invoice details, tax/ amount to be paid etc.) from respective RECPDCL office within two weeks of date of Purchase Order / Letter of Award (event T1 in time schedule chapter 2). On receipt of such request respective RECPDCL office will make all efforts to make requisite document(s) available at the earliest. For such cases the event T1 in time schedule chapter 2 will start from one week after the date of issue of such Road Permit/ Entry Form etc. by the statutory authority and all other events as identified in the time schedule shall consequently follow. If no request is received by respective RECPDCL office(s) from the successful bidder for the required document(s) within the stipulated period of two weeks from date of Purchase Order / Letter of Award (event T1 in time schedule chapter 2) then the successful bidder shall not be granted the grace in delivery period as detailed herein under any circumstances on this account.

- f. For Site Not Ready (SNR) cases, selected bidder is required to submit a certificate signed by designated officer of RECPDCL. However, regarding readiness of site, the decision of the Competent Authority will be final. No liquidated damages will be imposed for SNR cases, however, selected bidder has to install the items within 2 (Two) weeks of receipt of Site Ready notice from AGM(IT)/DGM(IT)/ designated officer of RECPDCL else it will attract liquidated damages.
- g. Liquidated Damages can be recovered from any dues of the successful bidder.

4.1 Delivery, Installation and Commissioning

- a. All aspects of safe delivery shall be the exclusive responsibility of the selected bidder. At the destination site, the cartons will be opened only in the presence of RECPDCL representatives and selected bidder's representative and the intact position of the seal for not being tampered with together with actual receipt of the content of the carton in good condition, shall form basis for certifying the receipt in good condition.
- b. A sticker mentioning the service support call centre number of the selected bidder/ franchisee/ OEM should be pasted on each system.

- c. During installation at site, if any item is found to be defective or broken, it will be replaced with new one by the vendor at its own costs and risks immediately, and the particular equipment will be treated as rejected and no payments for the same will be made till the defect is rectified or new equipment or part thereof is provided. The date of acceptance of such rejected equipment will be the date it is finally accepted and accordingly liquidated damages will be levied.

- d. The equipment/ products/ systems to be supplied should work under the specified operating systems. It shall be exclusive responsibility of the selected bidder supplying the equipment/ products/ systems to provide appropriate device drivers and solutions with proper media and documentation for these system software platforms for each of the equipment/ products/ system separately.

- d. The equipment/ products/ systems to be supplied should work under the specified operating systems. It shall be exclusive responsibility of the selected bidder supplying the equipment/ products/ systems to provide appropriate device drivers and solutions with proper media and documentation for these system software platforms for each of the equipment/ products/ system separately will not be more than the cost of replacement by equivalent equipment/ product/ system or a part thereof. The liquidated damages are recoverable from Performance Bank Guarantee and/or any other dues of selected bidder.

- e. The three year on-site comprehensive warranty maintenance period shall be taken into account for the systems/ equipment/ product from the date of successful acceptance of the last equipment against respective purchase/ work order by RECPDCL.

- f. The equipment/product shall be delivered below mentioned address:
REC Power Distribution Company Limited (RECPDCL)
1016-1023, 10th Floor,

Devika Tower, Nehru place,
New Delhi – 110019.

4.2 Web Based Support

All device drivers released till date & future updates, for components / sub systems like PC, display, sound, network interface, DVD R/W, S/w, etc. shall be available on selected bidder's/ OEM's website.

4.3 Miscellaneous

- a. Addl. CEO, RECPDCL will be the project-in-charge and empowered to accept/reject any irregularity (if any) at the discretion of RECPDCL.
- b. It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost.
- c. Whilst the individual proposal shall be treated in commercial confidence, the proposals will be evaluated by a group, certain members of which may not necessarily be officers of RECPDCL. By responding to this tender, potential suppliers agree to their proposals being examined by this group.
- d. RECPDCL is a government organization, and its aims, structure and way of working may differ from that of commercial enterprises. Potential vendors should be aware of the status and environment of RECPDCL, and must take particular note that intellectual property rights relating to any software, equipment, products and materials acquired for this project are properly observed.
- e. Proposed equipment/ products/ systems should be based on the requirements and specifications given in Annexure A.
- f. The bidder's performance capability and history, overall organization and a proven ability to secure any similar work order(s) to specification, together with the contents of the proposal, benchmarking of systems, presentations and site visits will be essential elements in the evaluation process, and in the award of the contract.
- g. The bidder shall be deemed to have included proven state-of-the-art Components and techniques while performance of the contract.

- h. RECPDCL intends that the bidder selected for the supply, installation, testing, commissioning and maintenance of the equipment/ products/ systems shall take complete responsibility for all of the work. The bidder must provide regular status reports in accordance with the project management requirements set out in the tender.
- i. RECPDCL reserves the right to allocate the tendered work in a staggered/staged and/or phased manner.
- j. By responding to this tender the bidder agrees to take the contractor's role. Where the bidder proposes the use of third party services in his proposals, the bidder should describe the third party, including their role, and the definition of responsibilities and accountabilities.
- k. The bidder should provide on-site comprehensive warranty maintenance support services for three years after satisfactory installation and commissioning of the equipment/ products/ systems.

l. Responsibilities

The responsibilities of RECPDCL and prospective vendor after empanelment are tabulated below:

RECPDCL Responsibility

S. No.	Activity
1	Placement of Purchase Order
2	Carrying out Testing
3	Issue Acceptance Certificate
4	Payment to Vendor

Vendor Responsibility

S. No.	Activity
1	Safe Delivery of Systems
2	Installation & Commissioning of Systems
3	Schedule For Testing
4	Submission of Invoice with proper relevant documents
5	Onsite Comprehensive Warranty Maintenance for 3 years

- m. Bidders are requested to provide a detailed activities time schedule and resource allocations and requirements for all the stages which represent the shortest practical time to complete all necessary tasks and meet the obligations of the requirements. All significant activities must be indicated, including those associated with the testing, delivery,

installation, commissioning and maintenance of systems, key quality assurance and quality certifications.

- n. The equipment/ products/ system shall be tested completely by the bidder prior to being offered for acceptance testing installed in operational status at RECPDCL.
- o. The selected bidder shall define detailed acceptance criteria in consultation with the RECPDCL and the testing procedures should allow for the functional testing, integration testing and formal acceptance of the system by the RECPDCL.
- p. Alterations if any in the bid should be attested properly by the bidder, failing which the bid is liable to be rejected.
- q. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and RECPDCL, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- r. The bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to RECPDCL.

The selected bidder shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The bidder shall always act, in respect of any matter relating to this tender, as faithful advisors to RECPDCL and shall, at all times, support and safeguard RECPDCL's legitimate interests in any dealings with Third parties.

- t. RECPDCL reserves the right to inspect the performance of the selected bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase/ work order, especially methodology, manpower, infrastructure etc. RECPDCL

reserves the right to cancel the purchase/ work order assigned to the bidder at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the purchase order is cancelled then the costs incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from RECPDCL.

- u. The selected bidder shall not, without RECPDCL's prior written consent, disclose the purchase/ work order, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of RECPDCL in connection therewith, to any person other than a person employed by the bidder in the Performance of the purchase/ work order. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- v. If the selected bidder is not able to fulfill its obligations under the contract, which includes non-completion of the work, the RECPDCL reserves the right to accomplish the work through other sources and EMD / Performance Security Deposit of vendor will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be borne by the selected bidder.
- w. Printed terms and conditions of the bidder will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the Invitation of Bid are not acceptable to any bidder, he/she should clearly specify deviation in its bid.
- x. The selected bidder automatically agree with RECPDCL for honouring all aspects of fair trade practices in executing the purchase/ work orders placed by RECPDCL
- y. If the name of the product is changed for describing substantially the same in a renamed form then all techno financial benefits agreed with respect to the original product, shall be passed on to RECPDCL and the obligations with RECPDCL taken by the selected bidder with respect to the product with the old name shall be passed on to the product so renamed.

- z. The bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC in advance. Please note that RECPDCL in no way held responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration. The website (www.tenderwizard.com/REC) and their associated company / organization generally takes 2-3 days to issue Digital signatures after payment of requisite fee and furnishing of required documents. However. The bidders are free to obtain / use digital signature (Level 3) issued by any of the CA approved by CCA, Government of India at their own risk and cost.**

ANNEXURES

ANNEXURE - A
Technical Bid

I) Laptop (Type: Category – I)

Technical Bid – Minimum Specification
OR Better

S. No	Item	Minimum Specification OR Better (New Specification)	Part No. (if any)	Compiled (yes/ No)
	Specify Make/ Model			
1.	Processor/CPU	Minimum Intel® Core™ i3, 4 th Gen. Processor or better		
2.	RAM	Minimum 4x1 GB DDR3L RAM 1600 MHz upgradeable to at least 8 GB or higher		
3.	Internal HDD	Minimum 500GB, 5400 RPM SATA HDD or higher		
4.	Optical Drive	Integrated 8x DVD RW or higher		
5.	Display Size	Not more than 15.6", TFT color LED display with HD resolution		
6.	Camera	Integrated front side HD Camera with microphone		
7.	Graphics	On Board HD Graphics or better		
8.	Audio	Internal stereo/speaker/On-Board Audio		
9.	Network Interface	1 Number 10/100 Base-T or more		
10.	Wireless Interface	Wi-Fi connection to an 802.11 b/g/n wireless network and Bluetooth		
11.	External Ports	At least 2 nos. USB, 1 no. VGA, stereo microphone in, stereo headphone / line out.		
12.	Keyboard	Standard Keyboard / Touchpad		
13.	Battery	Rechargeable 4 cell battery (removable) with OEM supplied AC adapter		
14.	Carry Bag	Carry Bag provided by OEM		
15.	Operating System	Genuine MS Windows 8.1 (64 bit) Single Language (English Version) or better		
16.	Weight	Not more than 2.8 kg with battery		
17.	Warranty	1+2 year OEM Warranty		
18.	Color	Black (Preferably)		
19.	Antivirus (To be provided & installed by vendor)	Licensed Antivirus Software with minimum 15 months subscription <u>Or</u> Microsoft Security essential Antivirus.		
20.	Certification	Energy Star 5, EPEAT Regulatory complied		

Bid Form

(On the letter head of the firm submitting the bid document)

To

The Addl. CEO,
REC Power Distribution Company Limited,
1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi -110 019

Ref: Bid document No

Dated _____

Sir,

Having examined the tender document and having submitted the technical bid for the same, I/We, the undersigned, hereby submit the financial bid for supply, installation, testing and commissioning of equipment, products and services as per the schedule of requirements and specifications and in conformity with the said tender document.

I/We hereby offer to supply, install, test and commission the equipment, products and services at the prices and rates mentioned by me/ us in my/ our financial Bid.

I/We do hereby undertake, that, in the event of acceptance of my/ our bid, the supply, installation, testing, commissioning and three years on-site comprehensive warranty maintenance support of the equipment, products, systems and other related items shall be made by me/us as stipulated in the schedules of the tender document and that I/we shall perform all the incidental services.

The quoted prices are inclusive of all charges including supply, installation, testing, commissioning and three years on-site comprehensive warranty maintenance support charges for the RECPDCL offices across India.

I/We enclose herewith the complete and duly filled-in financial bid as required by you. This includes:

- a. Bid Letter
- b. Price Schedule

I/We agree to abide by my/our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time and any extended period provided that I/We have not withdrawn my/our bid after the expiry of 90 days in writing after giving a notice of at least seven days to RECPDCL.

I/We do hereby undertake, that, I/We have carefully read and understood the terms and conditions of the tender document and we do hereby undertake to supply,

install, test, commission and provide three years on-site comprehensive warranty maintenance support as per these terms and conditions and that there are no financial deviations from my/our side.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,
or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,
or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

I/We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and/or placement of letter of intent and/or awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2016

Signature of Bidder
Name

Details of enclosures

Full Address:
Telephone No.
Telegraphic Address:
Fax No.
E-mail:

COMPANY SEAL

ANNEXURE-C**FINANCIAL BID
(ONLINE ONLY)
Price Schedule**

Sr. No.	Item Description (Minimum or higher)	Unit	Quantity (α)	Unit Rate INR (all inclusive)	Total Price in INR
A	B	C	D	E	F=D x E
1	Cost of Laptop (Category-I) as per technical specification with three year on-site comprehensive warranty maintenance from OEM	Per Laptop	70	<i>submit through online</i>	<i>submit through online</i>

α : Quantities are tentative and may vary, payment will be made as per actual on pro-rata basis.

Note:

- a) The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- b) All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- c) The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- d) All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- e) No advance payment shall be made.
- f) All items in all the tables must be quoted failing which the bid is liable to be rejected.
- g) Quoted rates/prices should be valid for delivery of equipment and services across India.
- h) Individual Orders may be split between RECPDCL CO/ZP/PO and its project site offices.
- i) The quoted rates/prices to be all inclusive of taxes, duties, levies, charges etc.
- j) RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

ANNEXURE -D

PROFORMA FOR PERFORMANCE BANK GUARANTEE

Ref. No.....

Bank Guarantee No.....

Dated

To,

M/s REC Power Distribution company
Ltd., 1016-1023, 10th Floor, Devika
Tower,
Nehru Place, New Delhi-110019,

(With due stamp duty as applicable)

Dear Sirs,

1. Whereas REC Power Distribution Company Ltd. incorporated under the Companies Act, 1956,

at 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi - 110019 -
having its registered office Delhi India (hereinafter called 'RECPDCL' which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees)
has awarded a LOI/ Work Order No. _____ dated _____
for (purpose) _____
to

M/s _____ (hereinafter called the 'Agency' which expression shall unless repugnant to the context or meaning thereof mean and include all its successors, administrators, executors and permitted assignees). The Agency having agreed to furnish an unconditional and irrevocable Bank Guarantee of Indian Rupees (in figures) _____ (Indian Rupees (in words) _____ only) for the due performance of 'Agency's' obligations as contained in the Work Order date _____/agreement date _____ which amount is liable to be forfeited on the happening of any contingencies mentioned in said documents.

2. We (name of the bank) _____, registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) undertake to pay immediately on first demand by RECPDCL, the amount of _____ Indian Rupees (in figures) _____ (Indian Rupees (in words) _____ only) in aggregate at any time without any demur and recourse, and without RECPDCL having to substantiate the demand. Any such demand made by RECPDCL shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Agency.

3. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

4. The Bank also agree that this guarantee shall be irrevocable and governed and construed in accordance with Indian Laws and subject to exclusive jurisdiction of Indian Courts of the place from where Letter of Award/LOI/Work Order have been issued.

5. This guarantee shall be irrevocable and shall remain in force upto _____ which includes thirty days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the aforesaid date.

6. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs (in figures) _____ (Indian Rupees (in words)

only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) _____.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of RECPDCL under this Guarantee will cease. However, if such a claim has been received by us by the said date, all the rights of RECPDCL under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank, through its authorised officer, has set its hand and stamp on this day of at.....

WITNESS NO. 1

(Signature)

Full name and official
and
address (in legible letters)
legible

(Signature)

Full name, designation
official address (in
letters) with Bank stamp.

Attorney as per
Power of
Attorney
No.....

Dated
.....

REGULATORY COMPLIANCE

In Compliance to Ministry of Communications & Information Technology, Department of Electronics & Information Technology notification number 8(41)/2012-IPHW dated 17th December 2012 and January 2013 with regards to preference to domestically manufactured products viz. Laptop Personal Computer (PCs), the bidder should submit compliance in the following format:

Definition of Laptop Personal Computers (PCs): For the purpose of aforesaid notification, a Laptop PC (Commonly known in the market as Laptop/Notebook/Netbook/Ultrabook etc.) shall necessarily consist of a CPU, Memory, Hard disk drive, Keyboard, Touchpad and –or Track point an integrated display unit integrated battery and should be able to operate independently.

Sr. No.	Main in puts in BOM/stages for manufacture of Desktop PC	Value addition required for the input to be classified as domestic BOM	Yes/ No
1	Hard Disk Drive	Domestic assembly and testing from imported/indigenously manufactured parts and components	
2	Display Panel (LCD, LED, etc) + Back Cover + Bezel	Domestic assembly and testing from imported/indigenously manufactured Display Panel, Back Cover and Bezel or combination subject to the condition that from 3 year on wards: (i) back cover shall be domestically manufactured and (ii) backlight assembly and testing of Display panel shall be done domestically	
3	DVD Drive	Domestic assembly and testing from imported/ indigenously manufactured parts & Components	
4	Cabinet+ Motherboard+ Power Module	<u>Domestic assembly and testing from imported/indigenously manufactured cabinet, Motherboard, Power Module or combination except value of bare PCB and semiconductor BOM (i.e. the semiconductor chips and modules on motherboard)</u> Subject to the conditions that (i) value of domestically manufactured parts and components used in the assembly of "Motherboard Power Module" will be minimum 10% (of the total value of parts and components used in manufacture of "Motherboard + Power Module") in year 2, which will increase to minimum 20% (of the total value of parts and components used in manufacture of "Motherboard+Power Module") in year3 and subsequent years and (ii) Cabinet shall be domestically manufactured from years 3 onwards.	
5.	Semiconductors (i.e. the semiconductor Chips and Modules on Mother board)	The value of only those semiconductor Chips and Modules (including Processors and Memory) of the Mother board less the value of their indigenous design(for which IP is resident in Inida) on which	

		ATMP operations are carried out domestically, will be taken as Domestic BOM	
6.	Bare PCB	Domestically manufactured	
7	Power Adaptor	Domestic assembly and testing from imported/indigenously manufactured parts and components used in the assembly of "Power Adaptor" will be minimum 20% (of the total value of parts and components used in the manufacture of Power adaptor") in year 2, which will increase to minimum 30%, 40% and 50% in years3,4, and 5 respectively	
8	Keyboard/Touchpad and /or TrackPoint	Domestic assembly and testing from imported/indigenously manufactured parts and components	
9	Battery	Domestic assembly and testing from imported/indigenously manufactured parts and components	
10	(i) Final Assembly/Testing and (ii) Design/Development	(i) Domestically assembled/tested and (ii) Intellectual property(IP) resident in India for any of the above items. The value of IP resident in India for any of the above items shall be reduced from its value in domestic BOM.	

Name of Agencies

Sr. No.	Name of Successful Agencies vide Empanelment 419
1	M/s Computer ware India Pvt. Ltd.
2	M/s CCS Computer Pvt. Ltd.
3	M/s Hitachi Systems Microclinic Pvt. Ltd.
4	M/s Millenium Automations & Systems Ltd.