



सौभाग्य

प्रधानमंत्री सहज बिजली हर घर योजना



एक कदम स्वच्छता की ओर

TENDER NO: RECPDCL/IT/LAPTOP/2019/641

Bid Document

Request for Proposal (RFP)

(ONLY THROUGH E-TENDERING MODE)

For

Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on REC Power Distribution Company Limited (RECPDCL) website (www.recpdcl.in), Rural Electrification Corporation (REC) website (www.recindia.nic.in), Central Publication Portal (www.eprocure.gov.in).

Important Dates for E- Tendering mode	
Date of Release of Tender	14.05.2019
Last date of queries/ seeking Clarification (s)	21.05.2019 up to 11:30 hrs.
Pre-bid Meeting Address: RECPDCL, Corporate office, Noida	21.05.2019 at 12:00 hrs.
Last date of submission of Tender	29.05.2019 up to 15:00 hrs.
Date of Opening of Technical bid (s)	29.05.2019 at 16:00 hrs.
Date of Opening of Financial bid (s)	To be intimated later

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

-Sd-
(Sh. Bhupender Gupta)
Addl. C.E.O

[This document is meant for the exclusive purpose of Agencies against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.]

TABLE OF CONTENTS

S.NO.	SECTION	PARTICULARS	PAGE NO.
1.	SECTION-I	IMPORTANT INFORMATION	3
2.	SECTION-II	INSTRUCTIONS TO BIDDERS	5
3.	SECTION-III	INTRODUCTION	9
4.	SECTION-IV	SCOPE OF WORK	10
5.	SECTION-V	ELIGIBILITY/PRE-QUALIFICATION CRITERIA	11
6.	SECTION-VI	BID EVALUATION METHODOLOGY	13
7.	SECTION-VII	GENERAL TERMS & CONDITIONS OF THE CONTRACT	20
8.	SECTION- VII ANNEXURES		
9.	ANNEXURE-A	BID FORM	27
10.	ANNEXURE-B	LETTER FOR SUBMISSION OF BID	29
11.	ANNEXURE-C	UNDERTAKING	30
12.	ANNEXURE-D	ELIGIBILITY CRITERIA COMPLIANCE FORM	32
13.	ANNEXURE-E	DETAILED TECHNICAL SPECIFICATIONS	34
14.	ANNEXURE-F	FINANCIAL BID	36
15.	ANNEXURE-G	REGULATORY COMPLIANCE	37
16.	ANNEXURE-H	FORMAT FOR NO-DEVIATION CERTIFICATE	39
17.	ANNEXURE-I	BID BANK GUARANTEE (EARNEST MONEY)	40
18.	ANNEXURE-J	PERFORMANCE BANK GUARANTEE	42
19.	ANNEXURE-K	E-BIDDING HELP MANUAL TO BIDDER	43

SECTION-I

IMPORTANT INFORMATION

Name of the assignment: Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL.

S. No.	Event	Information to the agencies
1.	Date of Release of Tender	14.05.2019
2.	Last date of Pre Bid meeting /queries/ seeking Clarification	21.05.2019 up to 11:30 hrs.
3.	Pre Bid Meeting	21.05.2019 at 12:00 hrs.
4.	Last Date & Time for online Submission of Bid	29.05.2019 up to 15:00 hrs.
5.	Date of Opening of Technical Bid	29.05.2019 at 16:00 hrs.
6.	Date of Opening of Financial Bid	To be intimated later
7.	Tender Document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) www.recindia.com (or) www.tenderwizard.com/REC (or) www.eprocure.gov.in
8.	EMD #	Rs.50,000/- (Rupees Fifty Thousand Only)
9.	Bid Validity	180 days from last Date of Bid submission
10.	Address for Bid submission/EMD/PBG	Shri. Bhupender Gupta, Addl. Chief Executive Officer REC Power Distribution Company Limited, 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301 Contact No.: 0120-4383783; Email- co@recpdcl.in
11.	Contact Person	Shri. A R Krishna Kumar, Sr. Executive (IT) REC Power Distribution Company Limited (RECPDCL) 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301 Contact No.: 0120-4383783; Email-co@recpdcl.in
12.	Support Team Contact Details:	E – Tenderwizard: Help desk No - 011-49424365, twhelpdesk680@gmail.com Sh. Harsh- 9999297644, twhelpdesk948@gmail.com Sh. Krishna – 8800900127, twhelpdesk551@gmail.com

The **EMD (Earnest Money Deposit)** is to be submitted by all the participating bidders of an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of irrevocable Bank Guarantee (BG) from a Nationalized/Scheduled Bank as per Earnest Money Performa or Bank Demand Draft drawn in favour of REC Power Distribution Company Limited payable at New Delhi. The EMD of unsuccessful bidder/s will be returned within 90 days from the award of contract and EMD of successful bidder will also be returned after acceptance of work order and submission of PBG (Performance Bank Guarantee) of requisite value.

Note:

- The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.

- The bidder's claiming to be MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications/ instructions/guidelines issued from time to time and as adopted/allowed by REC are allowed to same subject to submission and production of requisite documents/proofs etc.

SECTION-II

INSTRUCTIONS TO BIDDERS

A. Submission of Bid

- 1) Bidders shall submit their responses online through e-tendering website www.tenderwizard.com/REC.
- 2) **The submission and opening of Bids will be through e-tendering process.** Bidder can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or www.recindia.nic.in or www.eprocure.gov.in and REC's e-tendering portal i.e. www.tenderwizard.com/REC.

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

3) Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link '**Register Me**'
- (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**

(Note- Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take 24 hours' subject to the submission of all requisite documents required in the process. It is sole responsibility of the bidder to register in advance.).

4) Steps for getting Digital Signature from Tender Wizard:

- (i) Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.
- (ii) Bid to be submitted through online mode on website <http://www.tenderwizard.com/REC> in the prescribed form.

- 5) **Cost of Bidding:** - The bidder shall bear all costs associated with the preparation and submission of its bid, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

6) The Bidding/ tender Documents: -

- (i) The equipment, product and services required, bidding procedures and contract terms are prescribed in the bidding/ tender document. In addition to the invitation for bids the bidding/ tender document include:
 - a) Instructions to bidders – SECTION-II
 - b) Scope of Work – SECTION-IV
 - c) General Terms and Conditions of Contract – SECTION-VII
 - d) Detailed Technical Specifications – ANNEXURE- E
 - e) Financial Bid– ANNEXURE- F
 - f) Performance Bank Guarantee – ANNEXURE-J
- (ii) The bidder is expected and deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms and specifications etc. in the bidding/ tender document while bidding. Failure to furnish any and/or all information required and/or False/Incorrect information and/or ambiguous/ irrelevant information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

B. Preparation of Bids

- 1) The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers. Eligibility Criteria Documents, Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and one hard copy of Eligibility criteria, Technical Bid and EMD, application money (if any) only should be put in separate envelopes duly sealed. The content of the envelope, TENDER number, bidder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the TENDER number, bidder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE...." Super scribed in the front with the date of opening.

NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY

- 2) The bid valid for a period of 180 days from the last date of submission of bids for this tender shall essentially comprise of the following and should be submitted online, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted at the stipulated location on or before the last date of submission on or before the stipulated time:
 - a. Eligibility Criteria Documents, EMD, Technical Bid along with all annexures and supporting documents to be submitted online as well as hardcopy.
 - b. The Eligibility/ Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.
 - c. Financial Bid as per attached ANNEXURE-F to be submitted ONLINE ONLY.

Note: -The bidder should note that the hard copy and technical bid (both online and hardcopy) should not have any pricing details, in case of a default the bid shall be summarily rejected.

- 3) All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder (indicating the acceptance of all terms and conditions), irrespective of the nature of the content of the page in the format: "Current page no, /total no. of pages". Unsigned and Unstamped bids shall be summarily rejected.
- 4) The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.
- 5) **The Agency Qualifying/Eligibility criteria mentioned in SECTION-V should upload Bid document with duly signed scanned soft copy of the documents given below for the prequalifying response:**
- 6) **Pre- Qualifying/Eligibility Criteria Documents/Technical Bid:** The Technical bid prepared by the bidder shall comprise of the following:
 - (i) Detailed Technical Specifications compliance – ANNEXURE-E.
 - (ii) Bidder to give address of their website, if available.
 - (iii) Product evaluation kit, technical information, white papers, datasheet etc.
 - (iv) Bid Forms/Documents as per the Eligibility Criteria under ANNEXURE-D
 - (v) Submit the equipment and/or product compatibility sheet as per the specifications clearly mentioning the make, model & part number etc. in pursuance to ANNEXURE-E.
 - (vi) Duly signed scanned soft copy of ANNEXURE-E (Detailed Technical Specification) document (Make & Model to be Specified)
 - (vii) ANNEXURE –A: Bid Form
 - (viii) ANNEXURE-B: Letter for submission of bid
 - (ix) ANNEXURE –C: Undertaking
 - (x) ANNEXURE –D: Eligibility Criteria Compliance Form
 - (xi) ANNEXURE –E: Detailed Technical Specification Compliance Form
 - (xii) ANNEXURE –G: Regulatory Compliance
 - (xiii) ANNEXURE –H: No Deviation Certificate
 - (xiv) Submit all technical related documents of the offered device

Note:

- a. The bidder should submit self/company attested photocopies of the documents wherever required.
- b. Make and model of all systems, sub-systems and optional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write ups.

- 7) EMD of Rs. 50,000/- in form of Bank Guarantee ("Annexure-I") or DD may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.
- 8) The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.
- 9) The bidder's claiming to be MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications/ instructions/guidelines issued from time to time and as adopted/allowed by REC are allowed to same subject to submission and production of requisite documents/proofs etc.

10) Financial Bid

- (i) ANNEXURE -F-----Financial Bid (**to be submitted through online mode only as per specific format in this tender document**)
- (ii) Financial bid to be submitted 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 through digital signature.

C) Submission of Bids

(i) Sealing and Marking of Bids

- a) The bids shall be submitted in sealed covers.
- b) All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or delayed. All the document should be addressed to:

**Addl. Chief Executive Officer
REC Power Distribution Company Ltd.,
4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301**

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

- (ii) The "Invitation for the Bids" above will be opened in the Corporate office of RECPDCL, 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301 on the same day i.e. on the last date of bid submission in the presence of bidders who choose to be present and whose EMD and Eligibility Criteria Documents are in order.

D) Schedule and Critical dates:

RECPDCL reserves the right to amend the schedule proposed in the tender document and RECPDCL reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all bids at its sole discretion without assigning any reason whatsoever.

E) Pre-Bid Conference:

- (i) A Pre-Bid Conference will be held on date and time mentioned on cover page at RECPDCL, Corporate office, 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301. All clarifications received up to one day prior to the pre-bid conference at following e-mail addresses will be deliberated upon. The prospective bidders can also seek clarifications, if any, during Pre-Bid Conference by submitting the same in writing via email to RECPDCL email id: co@recpdcl.in.
- (ii) Relevant Clarifications up to Pre-Bid Conference will be deliberated by RECPDCL, at its discretion. No clarification can be sought and/or entertained by RECPDCL after the pre-bid conference in any sort/ manner/ kind.

- (iii) Any clarifications/ Corrigendum/ Addendums etc. subsequent to pre-bid conference will be posted on RECPDCL website viz. <http://www.recpdcl.in> and no individual communication will be sent. Posting on the website shall be deemed to have been communicated to all prospective bidders.
- (iv) The clarifications/ Corrigendum/ Addendums etc. thus communicated will form an integral part of the RFP and succeed the relevant clauses for future reference.
- (v) Any irrelevant/ ambiguous/ mischievous clarification as determined by RECDPCL at its sole discretion will not be entertained and may not be clarified and/or deliberated.

INTRODUCTION

REC Power Distribution Company Limited (RECPDCL), registered office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi- 110003 an ISO 9001:2008,14001:2004 certified & OSHAS 18001:2007, a wholly owned subsidiary of Rural Electrification Corporation Ltd (REC), a “Navratna CPSE” under the Ministry of Power, Govt. of India 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’s power schemes for power utilities across the country and various regulatory assignments with SERCs. It includes the project works under Rural Electrification (RGGVY), PMC works of RGGVY/DDUGJY, DPR preparation for R-APDRP/ RGGVY/NEF/DDUGJY/IPDS and other power projects scheme, Third Party Inspection, Feeder Renovation Program, Feeder separation, HVDS program, Lender’s Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, system study, MRI based billing and Cost Book Data Preparation as per the need of the power utilities, Regulatory Commission across the country.

The Major Responsibilities of the bidder shall include:

- a) Supply, Installation, Acceptance Testing, Commissioning and Three Years On-Site Comprehensive Warranty Maintenance of item (s) as per Table - I below

TABLE-I:

Item	Quantities*
Laptop (s) as per the detailed technical specification in Annexure- E	77

****Quantities are tentative; payment will be made as per actual Purchase Order on pro-rata basis.***

Note:

- I. Delivery of the Goods & onsite Services purchased is done by the bidder at RECPDCL corporate office. Accordingly, bidder has to quote the price in FINANCIAL BID-ANNEXURE-F.
- II. Customization to meet RECPDCL requirements may be done to existing product(s), In case such product(s) meet the scope of work Section-IV and the technical requirements/specifications as specified in ANNEXURE -E.
- III. The bidder should bid for all of the items as listed above, also it is mandatory that all necessary items specified for an item (if any) must be quoted.
- IV. In case all the items inclusive of onsite comprehensive warranty and maintenance are not quoted then the bid shall be summarily rejected.
- V. The Approximate Quantities as indicated above are estimates for the initial immediate order only however RECPDCL reserves the right to order varied quantities of individual line items.
- VI. Supervision of commissioning and three-year OEM On-site comprehensive warranty maintenance of supplied equipment by certified/ qualified and trained engineers/personnel only.
- VII. The major responsibilities as specified above are indicative only and are not Exhaustive in any manner.

SCOPE OF WORK

1. The scope of work for the Supply, Installation, Acceptance Testing, Commissioning and Three Years On-Site Comprehensive Warranty Maintenance of Laptops is broadly as follows (detailed technical specifications are provided in ANNEXURE -E):

TABLE – I

Serial Number	Scope of Work – Description
1.0	Supply, Installation, Acceptance Testing, Commissioning and Three Years On-Site Comprehensive Warranty Maintenance of Laptops, as per the detailed Technical Specification given in ANNEXURE -E.
2.0	Selected Bidder is expected to provide necessary on-site services in respect of installation and supply of equipment's at RECPDCL.
3.0	Support/ Maintenance for all the equipment/ 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 the on-site comprehensive warranty maintenance period:</p> <ul style="list-style-type: none"> • 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. • 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. **Indicative Schedules:** The bidder is required to stick to the agreed upon time-schedule given below.

TABLE – II: 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=T2
3	Installation and Commissioning of Equipment's/Products	
4	Acceptance Testing of Supplied Equipment's/ Products	
5	OEM Onsite Warranty Maintenance of systems	T2+156* (3 Years from the date of acceptance)

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

***Note:** Responsibility of the bidder for all Permit/Entry form/Taxes etc. for Supply, Installation, Testing, commissioning of all the equipment at said location for successful completion of the project and no additional payment will be done by RECPDCL.*

3. **Detailed Technical Specifications:** The detailed technical specifications of the equipment/ systems are specified in ANNEXURE -E.

SECTION- V

ELIGIBILITY/PRE-QUALIFICATION CRITERIA

The following are the Pre-Qualification/ Eligibility criteria. Any bid not fulfilling any of the prequalification/ eligibility criteria shall be summarily rejected. The said Criteria as detailed along with documents which need to be submitted in proof of compliance to each of the criterions is detailed below:

S.No.	Minimum Qualification Criteria	Documents required
1.	The bidder should be a private/public company incorporated under Companies Act as per Government of India and should have been in IT related operations for a period of at least 3 years as on last date of bid submission.	Copy of the following documents needs to be submitted along with the bid: <ul style="list-style-type: none">• Certificate of incorporation/Registration Certificate• PAN Card &• GST Certificate
2.	The Bidder should be either Original Equipment Manufacturer (OEM) or their Authorized Distributor/ Partner/ Dealer/ Retailer/ Service provider or system integrator for Desktop computers /Laptops etc.	Copy of specific Authorization Certificate from OEMs against this tender for all the quoted goods & services)
3.	Bidders should have desired experience in handling similar contracts as main, during the last three financial years of either of the following: <ul style="list-style-type: none">a) Single work order of Rs 24 Lakh value from supply/ services orb) Two work orders each of Rs 15 Lakh value from supply/ services orc) Three work orders each of Rs. 12 Lakh value from supply/ services.	Bidder should submit <ul style="list-style-type: none">(i) Copy of Work order (mandatory) & Any document out of the following: <ul style="list-style-type: none">(ii) Payment receipts(iii) Proof of release of performance security after completion of the contract(iv) Proof of settlement/release of final payment against the contract(v) Certificate for successful completion of work/Performance report by the client.
4.	The Bidder's average annual financial turnover should be at least Rs.21.0 Lacs (Rupees Twenty-One Lacs Only) during the last 3 years, ending 31st March of the previous financial year i.e. FY: 2018-19, 2017-18 & 2016-17 and in case of non-availability of audited balance sheet for FY-2018-19, audited balance sheet of FY-2017-18, 2016-17 & 2015-16 shall also be considered. The turnover refers to the individual Bidder and not the composite turnover of its affiliates, subsidiaries / sister concerns or parent company(ies) etc.	Copy of CA certified Audited Balance Sheet for confirmation regarding turnover, to be submitted by the bidder.
6.	The bidder/ OEM should be minimum ISO 9001:2000 or latest version.	Attach valid documentary proof
7.	The Bidder and the OEM of the product offered by the bidder must not have been blacklisted by any Government Department/CPSU/SPSU/ Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid.	A self-undertaking in this respect.

8.	The bidder shall be the single point of contact for REC PDCL and shall be solely responsible for providing goods & services, support, warranties etc.	A self-undertaking in this respect.
9.	The bidder shall submit the Product information and datasheet for the quoted product.	Detailed Data-Sheets for the quoted product with make & model
10.	Bid Offer should accompany an Earnest Money Deposit (EMD) of Rs 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft drawn in favor of 'REC Power Distribution Company Limited, New Delhi' on a scheduled/ nationalized bank payable at New Delhi.	EMD/BG as mentioned

Note:

- The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.
- The bidder's claiming to be MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications/ instructions/guidelines issued from time to time and as adopted/allowed by REC are allowed to same subject to submission and production of requisite documents/proofs etc.

BID EVALUATION METHODOLOGY

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

2. The Bidding/ tender Documents

A. The equipment, product and services required, bidding procedures and contract terms are prescribed in the bidding/ tender document. In addition to the invitation for bids the bidding/ tender document include:

- a) Scope of Work – Section- IV
- b) Instructions to bidders – Section- II
- c) General Terms and Conditions of Contract – Section-VII
- d) Detailed Technical Specifications – Annexure-E
- e) Financial Bid – Annexure- F
- f) Performance Bank Guarantee – Annexure-J

B. The bidder is expected and deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms and specifications etc. in the bidding/ tender document while bidding. Failure to furnish any and/or all information required and/or False/Incorrect information and/or ambiguous/ irrelevant information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

3. Preparation of Bids

A. The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers. Eligibility Criteria Documents, Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and one hard copy of Eligibility criteria, Technical Bid and EMD, application money (if any) Only should be put in separate envelopes duly sealed. The content of the envelope, TENDER number, bidder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the TENDER number, bidder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE...." Super scribed in the front with the date of opening.

B. NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY.

C. The bid valid for a period of 180 days from the date of last submission of bids for this tender shall essentially comprise of the following and should be submitted online, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted at the stipulated location on or before the last date of submission on or before the stipulated time:

- I. Eligibility Criteria Documents, EMD, Technical Bid along with all annexures and supporting documents to be submitted online as well as hardcopy.
- II. The Eligibility/ Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.
- III. Price Schedule as per attached Annexure-F to be submitted **ONLINE ONLY**.

Note: The bidder should note that the hard copy and technical bid (both online and hardcopy) should not have any pricing details, in case of a default the bid shall be summarily rejected.

D. The content on the envelope, tender number, bidder's name & address should be clearly marked on the top of the sealed envelopes.

- I. All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder (indicating the acceptance of all terms and conditions), irrespective of the nature of the content of the page in the format: "Current page no, /total no. of pages". Unsigned and Unstamped bids shall be summarily rejected.
- II. The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.

E. Earnest Money Deposit (EMD)

- I. EMD of Rs. 50,000 /- in form of Bank Guarantee ("Annexure-I") or DD may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.
- II. The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.
- III. The bidder's claiming to be MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications/ instructions/guidelines issued from time to time and as adopted/allowed by REC are allowed to same subject to submission and production of requisite documents/proofs etc.
- IV. EMD will be returned to unsuccessful bidders 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.
- V. No interest will be payable by RECPDCL on the EMD/ Performance Bank Guarantee.
- VI. 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.
- VII. Adjustment of EMD amount with pending claims/bills, if any, of the bidder will not be allowed.

F. Eligibility/ Pre-Qualification Criteria Documents: The eligibility criteria documents as per ANNEXURE-D must be submitted along with the Bid. Bid without these documents will be summarily rejected.

G. Technical Bid: The Technical bid prepared by the bidder shall comprise of the following:

- a) Detailed Technical Specifications Compliance – ANNEXURE-E.
- b) Bidder to give address of their website, if available.
- c) Product evaluation kit, technical information, white papers etc.
- d) Submit the equipment and/or product compatibility sheet as per the specifications clearly mentioning the make, model & part number etc. in pursuance to ANNEXURE-E.

Note:

- a. The bidder should submit self/company attested photocopies of the documents wherever required.

- b. Make and model of all systems, sub-systems and optional items (if any) should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write ups.

H. Financial Bid (THROUGH ONLINE MODE ONLY):

- a) The financial bid shall comprise of: The Financial Bid Form: ANNEXURE-F.
- 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) The bidder has to quote rate for each item in the Price Schedule (ANNEXURE-F). The bidder should also give total cost wherever applicable. Offers not indicating item-wise rates, wherever applicable, are liable for disqualification.
- f) The bidder must note that RECPDCL will not provide Form- 'D'/Form- 'C' etc.
- g) 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.

4. Submission of Bids

A. Sealing and Marking of Bids

- I. The bids shall be submitted in sealed covers.
- II. The envelope containing EMD, Eligibility Criteria Document, Technical Bid shall be addressed to The Addl. Chief Executive Officer, RECPDCL, Corporate office, 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301. mentioning bid no. and date.
- III. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or delayed.
- IV. Telex, cable, e-mail, facsimile or unsealed bids etc. shall be rejected outright.

B. Deadline for Submission of Bids

- I. Bids must be received by RECPDCL at the address given in above **clause 4** not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for RECPDCL, the bids will be received up to the appointed time on the next working day.
- II. The RECPDCL may, at his discretion extend the deadline for submission of bids by amending the tender document, in which case all rights and obligations of the RECPDCL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- III. Amendments, corrigendum, clarifications etc. to the Tender Document may be issued by RECPDCL at any time, prior to the deadline for submission of bids.
- IV. From the date of issue, amendments, corrigendum, clarifications etc. to Tender Document shall be deemed to form an integral part of the Tender Document.

C. Late and Delayed Bids: Any bid received by RECPDCL after the deadline for submission of bids prescribed by the RECPDCL will be summarily rejected and/or returned unopened to the bidder.

D. Bid Opening and Evaluation

RECPDCL will open the bids in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place as specified. The bidders' representatives present there, shall sign a register

evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for RECPDCL, the bids shall be opened at the appointed time and location on the next working day.

5. Opening of EMD

RECPDCL will open the EMD envelope first. In case the EMD (and bid document/ application money cost, if applicable) is not found in order the bid shall be summarily rejected. Eligibility/ Pre-Qualification Criteria Document envelope of only those bidders will be opened and/or evaluated whose EMD (and bid document/ application money cost, if applicable) is found in order.

6. Opening of Eligibility/ Pre-Qualification Criteria Document

RECPDCL will open the Eligibility Criteria document in case the Eligibility/ Pre-Qualification Criteria Document(s) is/ are not found in order the bid shall be summarily rejected. Technical bid of only those bidders will be opened and/or evaluated whose EMD (and bid document cost, if applicable) and Eligibility Criteria Documents are found in order.

7. Opening of Technical Bids by RECPDCL

RECPDCL will open and/or evaluate the technical bid only if the EMD (if applicable) and Eligibility Criteria Requirement are submitted as per requirement in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified.

8. Clarification of Bids

- a. During evaluation of the bids, RECPDCL may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- b. No Bidder shall contact RECPDCL on any matter relating to its bid, from the time of the bid opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of RECPDCL, it should be done in writing.
- c. Any effort by a Bidder to influence RECPDCL in its decisions on bid evaluation, bid comparison or award decisions may result in rejection of the Bidder's bid and RECPDCL will declare the bidder ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of RECPDCL.
- d. RECPDCL reserves the right to revise or alter the scope and/or specifications of the tender before acceptance of any bid but prior to opening of the financial bids. However, in such an eventuality, all the eligible/ pre-qualified bidder(s) may be given an opportunity to consider such changes and revise their financial bid accordingly at their discretion, if found necessary. In case the specifications offered deviate from the specifications as described in this tender, the Bidder should describe unambiguously in what respect and to what extent the item offered by him differ from tendered specifications, even if the deviation is not very material.
- e. RECPDCL reserves the right to call for revised financial bid from the eligible/ pre-qualified and/or technically qualified bidders at any time prior to opening of the financial bids with the original scope of work and/or specifications. The bidder may submit the revised financial bid or may adhere to its original financial bid submitted by him/her within the RECPDCL stipulated time period. In case of non-submission of revised financial the bidder shall be deemed to have opted for adhering to its original financial bid. It may however be noted that in this particular case the revised financial bid if submitted by the bidder as requested by RECPDCL cannot be higher than the original financial bid submitted by the bidder for the total/ sub-total and/or individual line item price. In case of the revised financial bid being higher than the original financial bid the same shall be summarily rejected and shall not be considered for financial evaluation.

9. Evaluation of Technical Bid

- a. Detailed technical evaluation will be carried out and RECPDCL will determine the substantial responsiveness of each bid to the bidding/ tender document. For purpose of these clauses, a substantially responsive bid is one, which conforms to all specifications and terms & conditions of the bidding/ tender document without material deviations.
- b. The bidders short-listed by RECPDCL based on evaluation of their technical bids and/or compliance to the technical specifications may be called for detailed discussions and/or presentation/ demonstration. The bidder may be asked to bring the equipment/ system and related software at the specified venue, date and time. The date, time & venue will be informed to the bidder at least 7 days in advance. No request for any change in date, time and/or venue shall be entertained under any circumstances.
- c. In their own interest the bidders are advised to ensure that the systems brought for evaluation conforms to all technical parameters and is a tested system.
- d. The technical evaluation committee may at its own discretion may decide to carry out surprise inspection of bidder's facilities and/or maintenance and support Centre(s) to evaluate and ascertain the details as furnished by the bidder in its technical bid, the technical competence to perform the offered services, capabilities, available facilities and resources of the bidder for effective and efficient execution of the project.

10. Opening of Financial Bids

- a. RECPDCL will open the financial bids of only those bidders, who have been found to be eligible/prequalified as well as technically qualified to undertake the work.
- b. The Financial Bids of the eligible/prequalified technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue.
- c. The date, time and venue of opening of financial bids shall be informed to the technically qualified bidder only.

11. Evaluation and Comparison of Financial Bids

- a. The comparison shall be of all-inclusive price of goods, such price to include all costs as well as duties and taxes paid or payable.
- b. Bidder should quote for all the items failing which the bid will be rejected.
- c. Arithmetical errors will be rectified on the following basis: 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 shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price for the purpose of calculation of lowest bidder and in case the said bidder becomes lowest quote bidder, the lowest of the two prices shall be taken as the final price for the items at the time of issuing of Purchase/Work Order.
- d. Bidders shall state their bid price for the payment schedule/Terms of Payment outlined in the tender document and as per the format given in ANNEXURE-F – “FINANCIAL BID” only. Bids will be evaluated on the basis of lowest quote (LQ1) for row viz. “Grand Total” as per the specified formulae which is primarily based on total of Column 'I' of ANNEXURE-F – “FINANCIAL BID”.

12. Language of Bids: All bids and supporting documentation shall be submitted in English language and should be clear, free from jargons and ambiguous words or phrases requiring interpretation. Expressions like ‘subject to availability’, ‘subject to acceptance’, ‘to be provided later’, ‘as per OEM's standard warranty’ etc. shall not be accepted.

13. Disqualification of bids: The bid is liable to be disqualified if

- a. Not submitted in accordance with the prescribed forms and/or compliances.
- b. During the validity period, or its extended period, if any, the Bidder increases his quoted prices.
- c. The Bidder qualifies the bid with his own conditions, which are in conflict with the conditions mentioned herein.

- d. Bid received after due date and time.
- e. Bid not accompanied by all requisite forms and supporting documents.
- f. Information submitted in Technical bid is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- g. Price offer is enclosed/ Price is disclosed in the Technical bid.
- h. Awardee of the work qualifies the letter of acceptance of the work with his conditions.
- i. Bidders may specifically note that while processing the tender documents, if it comes to knowledge of RECPDCL explicitly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up in the processing of tender, then the bidders so involved are liable to be disqualified for this contract/ work order/ tender as well as for all other requirements of RECPDCL for a further period of two years.
- j. In case any party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified.
- k. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
- l. Any other conditions as mentioned elsewhere in the RFP document.

14. Period of Bid validity

The Bids shall be valid for a period of 180 days (from the last date for submission of the bid). On completion of the validity period (180 days), unless the Bidder withdraws his bid in writing, it will be deemed to be valid until such time that the Bidder formally withdraws (in writing) his bid. In case of quoted model becomes obsolete/not-available after award of work the bidder will have to supply a higher model/ specification and submit appropriate documents unambiguously qualifying the obsolescence/ non-availability and proof of supplying/ having supplied higher model/ higher specifications as per prevailing industry standards along with invoice/ bills being submitted to RECPDCL for payment, in case of a failure to submit required documents RECPDCL may hold the payment till appropriate clarifications/ approvals are obtained at bidder's risk. Further, in such cases on request of the selected bidder RECPDCL may consider grace/ extension in time schedules on case-to-case basis after obtaining approval of competent authority. However, any such anomaly along with required appropriate documents shall be brought to the notice of RECPDCL within two weeks from the date of letter of award/ purchase/ work order failing which no grace/ extension in time schedule will be considered in any case by RECPDCL and liquidated damages as per specified time schedules will be levied.

15. Format and signing of Bid

- a. The bids shall be typed or printed in clear typeface. An accompanying letter is required, signed by an authorized signatory of the bidder, committing the bidder to the contents of the response in ANNEXURE-E for technical Bid and ANNEXURE-F for financial Bid.
- b. Each tender shall be made in the legal name of the bidder and shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder.
- c. The bidder must stamp and initial all pages and sign all forms at the end. The bidder's signature on the bid shall be deemed to imply unqualified acceptance of the tender terms and conditions.
- d. The prescribed forms of the tender for each item together with the supporting documents should be serially numbered and should bind as one volume of all the related forms and attachments of each bid so as to ensure that no page/s are missing or mixed up.
- e. The bidder should offer all items covered under this tender.
- f. Bidder should take care to avoid corrections/erasures in the tender offer. Corrections/erasures, if any, made in the tender have to be authenticated by signature or official seal of the tendering firm.
- g. Incomplete tenders, amendments and alterations to the tender received after opening and/or tenders submitted late are liable to be rejected.
- h. Printed terms and conditions, if any, of the Bidder will not be considered as forming part of the tender. In case any terms and conditions stipulated are not acceptable, the bidder should clearly specify the

deviation in his offer. Similarly, if any modification to the schedule/proforma prescribed by RECPDCL is considered necessary, the bidder should communicate the same by means of separate sheets and attach the same to the tender.

- i. Individual/s signing the tender or other documents must specify the capacity in which he/she/they are affixing the signature.

16. Correction of Errors

- a. Bidders are advised to exercise extreme care in entering the rates in their commercial bids. No excuse that mistakes have been made or requests for rates to be corrected will be entertained, after the quotations/ price offers are opened. Corrections, if any, have to be initialed by the person signing the tender forms, before submission, failing which the rates for such items may not be considered. Arithmetic errors in bids will be corrected as follows:
 - I. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate will govern.
 - II. Where there is a discrepancy between the amount mentioned in the line item total and the total bid amount resulting from the addition of the line item totals, the rate indicated in the line item will govern.
- b. In case, the bidder has not quoted for all the line items as mentioned in the price bid, the highest figure quoted for that line item by any bidder will be taken for evaluation/ comparison and at the time issuing purchase order, in case the bidder becomes Lowest bidder, the lowest figure quoted in the line item by any bidder will be mentioned in the PO.
- c. In case, compliance of any clause is not specifically mentioned, the same will be treated as deemed compliance.

17. Notification of award / Work Orders

- a. The acceptance of a tender/ placement of purchase/ work order will be communicated in writing at the address for correspondence supplied by the successful Bidder in tender response. Any change of address of the Bidder, therefore, should be promptly notified in writing to the Addl. Chief Executive Officer, RECPDCL, 4th Floor, Kribhco Bhawan, A-10, Sector- 1, Noida (U.P.)-201301.
- b. RECPDCL reserve the right to order any subset /superset of the tendered items.
- c. The initial order shall be awarded to the LQ1 bidder in compliance with clause 11 (d) above.

18. Performance Security

- a. The Performance Bank Guarantee should be submitted by successful bidders in form of Demand Draft(DD)/ Bank Guarantee after the award of work as per prescribed format enclosed as "Annexure-J" issued in favor of REC Power Distribution Company Ltd. and Payable at New Delhi.
- b. On award of assignment, 10% PBG of the respective contract value (i.e. as per the Grand total of financial sheet) has to be submitted valid for a period of three months (90 days) after onsite comprehensive warranty period or such extended period. The performance bank guarantee shall be returned to the agency without any interest upon completion of all items of work as defined in scope of work, submission of final report and acceptance of the same by REC/RECPDCL and in case of any failures/non-performance of the contract, PBG shall be forfeited/encashed.
- c. No bank charges/interest shall be payable for the Performance Bank Guarantee and/or Performance Security.
- d. 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.

SECTION-VII

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. The scope of work covers Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL (Detailed technical specification is provided in ANNEXURE-E).

2. Terms of Payment:

The payment to the bidder for the performance of the works under the contract will be made by RECPDCL as per the guidelines and conditions specified herein. The final payment will be made on successful Supply, Installation, Testing and Commissioning of all equipment's by the agency under the contract obligations subject to acceptance by RECPDCL.

The payment will be made to successful Bidder after the award of work, in the following manner: -

- a) No advance payment shall be made.
- b) 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.
- c) All Payments shall be made in Indian Rupees only.
- d) 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 same from the respective issuing bank.
- e) All relevant proof of delivery, installation and acceptance duly signed by the concerned officer at various RECPDCL offices, Performance Bank Guarantee etc. to be submitted by the successful bidder for processing payment.

3. 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). 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 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 designated officer of RECPDCL else it will attract liquidated damages.
- g. Liquidated Damages can be recovered from any dues of the successful bidder.

4. Termination/ Cancellation of Purchase/ Work Order

- a. RECPDCL may at any time terminate/ cancel the purchase/ work order, if the bidder is unable to provide the services as per the same. In such cases, if any amount is due to the Bidder on account of the work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions of the tender document and after alternate arrangement to complete the work has been made at the selected bidder's cost and risk. The selected bidder will give at least three-month notice prior to discontinuing the service.
- b. RECPDCL may at any time terminate/cancel the purchase/ work order by giving written notice to the selected bidder, without compensation to the selected bidder, if the selected bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to RECPDCL.
- c. RECPDCL may by written notice sent to the selected bidder, terminate/cancel the purchase/ work order in whole or in part at any time of its convenience. The notice of termination/cancellation shall specify that termination/cancellation is for RECPDCL's convenience, the extent to which performance of work under the purchase/ work is terminated/ cancelled, and the date upon which such termination/cancellation becomes effective. RECPDCL reserves the right to elect:
 - I. To have any portion completed at the purchase/ work order terms and prices; and/or
 - II. To cancel the remainder and pay to the selected bidder an agreed amount for partially completed services.
- d. In the event the bidder's firm/company/organization or the concerned division of the firm/company/organization is taken over/bought over by another firm/company/organization, all the obligations under the agreement with RECPDCL, should be passed on the compliance by the new firm/company/organization and/or new division in the negotiation for their transfer.
- e. RECPDCL at its discretion may terminate/cancel the purchase/ work order for any inordinate delay in supply, installation and/or maintenance of the equipment/ products.

5. Governing Law and Disputes

- a. If any dispute (s) or differences (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to have amicable resolution and settlement through a committee appointed by Chairman, RECPDCL. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Chairman, RECPDCL. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time. The venue of the arbitration shall be New Delhi, India.
- b. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent lite interest during arbitration proceedings. Notwithstanding any references to Arbitration, the parties shall continue to perform their respective work/obligation under the contract.

6. Acceptance Certificate

On successful completion of acceptance test, receipt of deliverables, installation, etc., and after RECPDCL is satisfied with the working and performance of the equipment(s)/product(s), the acceptance certificate signed by the representative of the RECPDCL and representative of the selected bidder will be issued. The date on which such certificate is signed shall be deemed to be the date of successful acceptance of the equipment/product(s).

7. Inspection and Tests

- a) The equipment/ products/ systems must be supplied in full as per ordered configuration for acceptance. No equipment/ product/ system with short supply or with different technical specifications shall be taken up for conduct of acceptance testing under any circumstances.
- b) The selected bidder within the quoted price may offer the item with minimum or higher technical specifications as detailed in Annexure-E, subject to the acceptance of the product at sole discretion of RECPDCL.
- c) Should any inspected or tested equipment/ product/ system solution fail to conform to the specification, RECPDCL may reject them and the selected bidder shall make all alterations necessary to meet specification requirements free of cost to RECPDCL within the time schedule as specified by RECPDCL.
- d) During on-site comprehensive warranty period, on subassembly level if any item's specifications / model changes and becomes non available due to obsolescence of technology, selected bidder within already approved cost may offer the item with equivalent or having better features in terms of performance and specifications. The items so offered will be evaluated by RECPDCL for its acceptance.
- e) It will be the responsibility of the successful bidder to get the acceptance testing done by RECPDCL designated officials.
- f) RECPDCL shall decide the location of testing at its discretion. Normally, testing and acceptance of the systems will be done at its premises, in such a case the RECPDCL shall only provide space and power connection and any other items/ software etc. required for conducting the test(s) shall be arranged by the selected bidder at his/her cost and risk. RECPDCL reserves the right to reject any item, if found unsuitable and/or not conforming to the approved specifications. The rejected items, if any, shall have to be taken back and replaced with new and good items forthwith at the cost of the vendor. No payment will be made for rejected items.

8. Acceptance Test

- a) The acceptance tests will include physical verification and/or checking the supplied configuration with third party utilities to be made available by the bidder. The delivered systems, in addition to meeting the evaluation tests, should also contain the same (Brand/Manufacturer) and same or higher technical specifications as were given at the time of bidding. Failure to fulfill any of the aforementioned conditions, will entail cancellation of the purchase/ work order along with forfeiture of the performance security Deposit. Further RECPDCL can procure same items from alternate sources at the risk and cost of the defaulting selected bidder.
- b) The selected bidder within the quoted price may offer the item with minimum or higher technical specifications as detailed in Annexure-E, subject to the acceptance of the product at sole discretion of RECPDCL.

9. 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) The selected bidder within the quoted price may offer the item with minimum or higher technical specifications as detailed in Annexure-E, subject to the acceptance of the product at sole discretion of RECPDCL.

- c) A sticker mentioning the service support call center number of the selected bidder/ franchisee/ OEM should be pasted on each system.
- d) 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.
- e) 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.

10. Warranty Maintenance

- a) All equipment/products/ systems (including hardware, system software & optional items) should be under three years on-site comprehensive warranty maintenance support from the date of acceptance at the site, including free spare parts, kits etc.
- b) The selected bidder should fulfill the following conditions during the on-site comprehensive warranty maintenance period: -
 - I. Any failure in the equipment/ product/system or a subsystem thereof should be rectified within maximum period of 24 (Twenty-Four) hours of lodging complaint.
 - II. Any equipment/ product/ system failing at subsystem level at least three times in three months, displaying chronic system design or manufacturing defects or quality control problem will be totally replaced by the selected bidder at its cost and risk within 30 (thirty) days from the date of last failure with equivalent new equipment/ product/ system.
 - III. In case of a Hard disk failure, selected bidder will make all efforts to restore existing data, if possible, while making the equipment/ product/ system operational, at the site.
 - IV. Failure to compliance of aforementioned will attract liquidated damages. Quantum of liquidated damages will be decided by the RECPDCL. The quantum of liquidated damages as decided by Addl. CEO, RECPDCL shall be final and binding on the selected bidder and the same cannot be arbitrated upon by the selected bidder. However, the maximum amount of liquidated damages 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.
- c) 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.

11. 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.

12. Award Criteria

The RECPDCL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive, prequalified, technically qualified and has been determined as the lowest evaluated bid provided further that the bidder is determined to be qualified to perform the work/ services satisfactorily.

13. RECPDCL's Right to Accept any Bid and to Reject any or All Bids

RECPDCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of work, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for RECPDCL's action.

14. Corrupt or Fraudulent Practices

- a) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- b) RECPDCL will reject a proposal for award if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the work in question.
- c) RECPDCL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a work if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this bid, or in executing the work.

15. Indemnity Clause

The selected vendor shall indemnify RECPDCL against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/hardware/manpower etc. and related services or any part thereof.

16. Force Majeure clause

- In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely RECPDCL and the Selected Bidder.
- Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, RECPDCL shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part.
- Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

17. Miscellaneous

- a) 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.
- b) Proposed equipment/ products/ systems should be based on the requirements and specifications given in Annexure- E.
- c) 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.
- d) The bidder shall be deemed to have included proven state-of-the-art components and techniques while performance of the contract.
- e) 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.
- f) RECPDCL reserves the right to allocate the tendered work in a staggered/staged and/or phased manner.
- g) 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.
- h) The bidder should provide on-site comprehensive warranty maintenance support services for three years after satisfactory installation and commissioning of the equipment/ products/ systems.
- i) **Responsibilities:**

The responsibilities of RECPDCL and prospective vendor are tabulated below:

RECPDCL's Responsibility	
Sr. No.	Activity
1	Placement of Purchase Order
2	Issue Acceptance Certificate
3	Payment to Vendor

Vendor's Responsibility	
Sr. No.	Activity
1	Supply, Installation & Commissioning of systems at RECPDCL.
2	Submission of Invoice with proper relevant documents.
3	Onsite Comprehensive Warranty Maintenance for 3 years

- j) 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.
- k) The equipment/ products/ system shall be tested completely by the bidder prior to being offered for acceptance testing installed in operational status at RECPDCL.
- l) 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.
- m) Alterations if any in the bid should be attested properly by the bidder, failing which the bid is liable to be rejected.
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) The selected bidder shall note, 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.

- s) 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.
- t) 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.
- u) The selected bidder automatically agrees with RECPDCL for honoring all aspects of fair trade practices in executing the purchase/ work orders placed by RECPDCL
- v) 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.
- w) **The bidders are advised to obtain digital signature (Level 3/ Class- III) 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.**

**BID FORM
(BOTH - ONLINE and HARDCOPY)**

(To be submitted on the firm's letter head and signed by an authorized person - Documentary proof authorizing the person by the bidder to be attached)

To

The Addl. CEO,
REC Power Distribution Company Limited,
A10 Kribhco Bhawan 4th Floor
Sector- 1, Noida
Uttar Pradesh- 201301

Ref: Bid Document No.

Dated:

Sir/ Ma'am,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I/Me/ We, the undersigned is deemed to have accepted without any violations and/or deviations etc. pertaining to the tender scope, validity of quoted rates in line & pursuance to the schedule of requirements & all terms & conditions of the tender and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the tender/IFB/RFQ/RFP etc. documents.

If our bid is accepted, we will submit a Performance Bank Guarantee (PBG), in the form prescribed by RECPDCL as per the tender terms and conditions.

The same will also be treated as security deposit in case of defaults like non-delivery, cancellation, liquidated damages, penalties etc. valid during entire period of contract plus three months. The EMD will be retained by RECPDCL till PBG is submitted.

We agree to abide by this bid for a period of 180 Days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. I/We undertake that on completion of the validity period, unless the I/We withdraw my/our bid in writing by giving a notice of seven working days, it will be deemed to be valid until such time that I/we formally withdraw my/our bid.

Herein, we declare:

1. That we have a team of technically qualified officials and have state-of-the-art infrastructure, and that our premises are equipped with all the facilities specified in the document.
2. We hereby offer to supply the Goods and Services at the prices and rates mentioned by us in the Financial Bid format/Schedule.
3. We have satisfied itself as to the correctness and sufficiency of the Contract Price cover all its obligations under the Contract.
4. We enclose herewith the complete Eligibility Criteria Bid as required by you.

5. We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to supply as per these terms and conditions.
6. Certified that the bidder is a company and the person signing the document is the constituted attorney.
7. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of 20__

Signature of Authorized Signatory of Bidder

Official Address: _____

Telephone No.

Telegraphic Address:

Fax No.

E-mail

Contact Person Name:

Contact Person Mobile No:

Contact Person email:

LETTER FOR SUBMISSION OF BID

To,

Addl. Chief Executive Officer
RECPDCL,
4th Floor, Kribhco Bhawan,
A-10, Sector-1, Noida (UP)-201301.

Sub.: Engagement of Agency for Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL.

Sir,

1. With reference to your Bid No. _____ dated _____ for Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL.

Further, I hereby certify that-

2. I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
3. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECPDCL.
4. Our bid shall remain valid for period of 180 days from the last date of bid submission.

Date:
Place:

Signature:
Full Name:

Designation:
Address:

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

UNDERTAKING (BOTH - ONLINE and HARDCOPY)

UNDERTAKING ON COMPLIANCE OF TENDER REQUIREMENTS Along with TERMS & CONDITIONS

I/We hereby undertake that I/we have examined/ perused, studied and understood the tender no. _____ dated _____ and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our bid in pursuance to the said documents.

I/We hereby undertake that I/We understand that the Scope of Work and Requirement of this Tender is indicative only and not exhaustive in any manner. I/We understand that the scope of work may undergo minor changes as per prevailing RECPDCL requirements at the time of signing of contract.

I/We hereby undertake that we shall comply with the Scope of work and requirements and tender terms and conditions completely and there are no deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake to provide the further requisite OEM authorization as and when required and/or asked for by RECPDCL, as per the solution and/or requirements, as decided by RECPDCL at their discretion.

I/We hereby undertake that I/We understand that the RECPDCL reserves the right to float a separate tender for the scope of work and requirements as mentioned in this tender irrespective of the outcome of this tender. I/We understand that in such a case I/We shall bid separately for that tender and in no case our bid to this tender shall be deemed as a bid for the said tender.

I/We hereby undertake to provide the services and undertake to be the single point of contact for RECPDCL for all services, terms and conditions and for the entire scope of work and requirements as defined in this tender document.

I/We hereby undertake that I/We do understand that my/our bid should be as per the tender document and should be accordingly submitted to the RECPDCL. In case of a failure to comply and/or a variation the RECL has got sole discretion to consider or disqualify my/our bid for the aforementioned tender and I/We shall be not having any claim of any sort/kind/form on the same.

I/We agree to bind by this bid for a period of 180 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the bid validity period formally withdraw my/our response in writing with a notice period of seven working days and associated terms and conditions and as specified in the tender document and in all such cases my/our bid shall be deemed to be valid.

I/We hereby attach the duly signed and stamped tender document as an acceptance and compliance of tender specifications and terms & conditions with the technical response without any deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.

I/We understand that mentioning of any pre-requisites, presumptions, assumptions, hiding/ twisting/ deletion/ reduction/ manipulation/ disguising of scope of work and/or application features and/or infrastructure and/or project deliverables etc. in any form and/or by any means and/or under any head shall not be constituted as a part of the bid and in case of award of the tender the same should not be claimed by me/us while award and/or subsequent execution of work. The decision of RECPDCL on such issues shall be binding on me/us and the same cannot be arbitrated upon by me/us.

I/We hereby undertake that we abide by all the terms and conditions mentioned in the tender along with corrigendum, if any

I/We hereby undertake that I/We shall meet all business requirements of RECPDCL and shall provide the same solution as proposed in the bid document during contract period. In case of a default RECPDCL can levy liquidated damages on myself/ ourselves as per tender terms and conditions.

I/We hereby declare that our company/ organization has not been black listed, debarred, banned or disqualified by any Government or any Government agencies including PSUs during a period of last five years.

I/We understand that at any stage during the tenure of the contract if it is found that any statement or document submitted by I/We is false/forged/invalid, RECPDCL has discretion to terminate the contract and get the work done through third party as per the risk purchase clause mentioned in this tender.

I/We hereby affirm that our bid is valid for the period including the deemed period as specified in the tender document.

Signature of Authorized Signatory
Name of the Signatory
Date
Place
Company Name
Company Seal

**ELIGIBILITY CRITERIA COMPLIANCE FORM
(BOTH - ONLINE and HARDCOPY)**

S.No.	Minimum Qualification Criteria	Documents required	Compliance (Yes/No)	Page Number
1.	The bidder should be a private/public company incorporated under Companies Act as per Government of India and should have been in IT related operations for a period of at least 3 years as on last date of bid submission.	Copy of the following documents needs to be submitted along with the bid: <ul style="list-style-type: none"> • Certificate of incorporation/Registration Certificate • PAN Card & • GST Certificate 		
2.	The Bidder should be either Original Equipment Manufacturer (OEM) or their Authorized Distributor/ Partner/ Dealer/ Retailer/ Service provider or system integrator for Desktop computers /Laptops etc.	Copy of specific Authorization Certificate from OEMs against this tender for all the quoted goods & services)		
3.	Bidders should have desired experience in handling similar contracts as main, during the last three financial years of either of the following: <p>d) Single work order of Rs 24 Lakh value of supply/ services or</p> <p>e) Two work orders each of Rs 15 Lakh value from supply/ services or</p> <p>f) Three work orders each of Rs. 12 Lakh value from supply/ services.</p>	Bidder should submit <p>(i) Copy of Work order (mandatory) &</p> <p>Any document out of the following:</p> <p>(ii) Payment receipts</p> <p>(iii) Proof of release of performance security after completion of the contract</p> <p>(iv) Proof of settlement/release of final payment against the contract</p> <p>(v) Certificate for successful completion of work/Performance report by the client.</p>		
4.	The Bidder's average annual financial turnover should be at least Rs.21.0 Lacs (Rupees Twenty-One Lacs Only) during the last 3 years, ending 31st March of the previous financial year i.e. FY: 2018-19, 2017-18 & 2016-17 and in case of non-availability of audited balance sheet for FY-2018-19, audited balance sheet of FY-2017-18, 2016-17 & 2015-16 shall also be considered. <p>The turnover refers to the individual Bidder and not the composite turnover</p>	Copy of CA certified Audited Balance Sheet for confirmation regarding turnover, to be submitted by the bidder.		

	of its affiliates, subsidiaries / sister concerns or parent company(ies) etc.			
6.	The bidder/ OEM should be minimum ISO 9001:2000 or latest version.	Attach valid documentary proof		
7.	The Bidder and the OEM of the product offered by the bidder must not have been blacklisted by any Government Department/CPSU/SPSU/Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid.	A self-undertaking in this respect.		
8.	The bidder shall be the single point of contact for REC PDCL and shall be solely responsible for providing goods & services, support, warranties etc.	A self-undertaking in this respect.		
9.	The bidder shall submit the Product information and datasheet for the quoted product.	Detailed Data-Sheets for the quoted product with make & model		
10.	Bid Offer should accompany an Earnest Money Deposit (EMD) of Rs 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft drawn in favor of 'REC Power Distribution Company Limited, New Delhi' on a scheduled/ nationalized bank payable at New Delhi.	EMD/BG as mentioned		

Note: -

- The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.
- The bidder's claiming to be MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications/ instructions/guidelines issued from time to time and as adopted/allowed by REC are allowed to same subject to submission and production of requisite documents/proofs etc.

Signature of Authorized Signatory

Name of the Signatory

Date

Place

Company Name

Company Seal

DETAILED TECHNICAL SPECIFICATIONS**(BOTH - ONLINE and HARDCOPY)**

Note: Selected Bidder will be responsible for providing OEM's onsite guaranty/ warranty/ upgrade etc. during the specified guaranty/ warranty period, therefore bidder is advised to offer/quote best quality product.

Name of the bidder (Please fill)			
S.No.	Item	Minimum Specification or better	Complied (Yes/No)
Please specify Make & Model of quote laptops			
1	Processor	Intel Core i3 7th Generation (2.3 Ghz, 3 MB cache, 2 cores) or higher	
2	Graphics	Integrated Graphics	
3	Memory	Type of RAM: DDR4	
		RAM Size (GB): 4 or higher	
		RAM Expandable up to (GB): 16 or higher	
		RAM Speed (MHz): 2133 or higher	
4	Storage	HHD Type: SATA	
		Size: 1000 GB or higher	
		Speed: 5400 RPM or higher	
5	Operating System	Pre-loaded Window 10 Professional	
6	Ports	USB Ports: Minimum 3 nos. (USB 3.0: 2 nos. & USB 2.0: 1 no.)	
		VGA Port: 1 no.	
		HDMI Port: 1 no.	
7	Connectivity	Network connectivity: Ethernet Gigabit 10/100/1000	
		Wi-Fi Connectivity: 802.11 a/b/g/n/ac	
		Bluetooth Version: 4.0	
8	Display	Size (Inch): 14	
9	Certification	BEE/ Energy Star Certification	
10	Warranty	1 Year Battery Warranty	
		3 Year Onsite OEM Product warranty	
11	Battery	Battery: Built-In/ Integrated	
		Battery Backup (Hours): 4	
12	Miscellaneous	Integrated Optical Drive: 8X DVD RW	
		Keyboard: Standard	
		Weight (With Battery) (Kg): Maximum 2.5 Kg or lower	
		Carry Case: Included	
13	Additional Feature	Integrated Webcam	
		Internal Mic & Speaker	

Date:
Place:

Signature:
Name:
Designation:
Name of the Company:

Seal of the Company:

ANNEXURE-F**FINANCIAL BID**
(THROUGH ONLINE MODE ONLY)

Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL.

TABLE-I

Sr. No.	Item Description (Minimum or higher)	Unit	Quantity^a	Unit Rate Rs.	Total Price Excluding Taxes in Rs.	GST %	Total GST in Rs.	Total Price in Rs. (all inclusive)
A	B	C	D	E	F=D*E	G	H=F*G	I=F+H
1	Cost of Laptop as per The detailed technical specifications (Annexure-E), with three years on-site comprehensive warranty maintenance from OEM	Per Laptop	77	<i>submit through online only</i>	<i>submit through online only</i>	<i>submit through online only</i>	<i>submit through online only</i>	<i>submit through online only</i>
Grand Total: (in INR all inclusive) (Sum for Column 'I')								<i>submit through online only</i>

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

Note:

- The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- No advance payment shall be made.
- All items in all the tables must be quoted failing which the bid is liable to be rejected.
- Quoted rates/prices should be valid for delivery of equipment and services across India.
- The quoted rates/prices to be all inclusive of taxes, duties, levies, charges etc.
- RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

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

ANNEXURE-G

REGULATORY COMPLIANCE

In Compliance to Ministry of Communications & Information Technology, Department of Electronics & Information Technology notification number 33(1)/2017-IPHW dated 14th September 2017 with regards to preference to domestically manufactured electronic products, 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 Trackpoint, an integrated display unit, integrated battery and should be able to operate independently.

NAME OF BIDDER (Please fill): - _____

S.No.	Main inputs 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 (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 and components	
4.	Cabinet + Motherboard + Power Module	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) subject to the conditions that: (i) value of domestically manufactured parts and components used in the assembly of "Motherboard + Power Module" will be minimum 20% (of the total value of parts and components used in the manufacture of "Motherboard + Power Module") and (ii) Cabinet shall be domestically manufactured	
5.	Semiconductors (i.e. the Semiconductor Chips and Modules on Motherboard)	The value of only those Semiconductor Chips and Modules (including Processor and Memory) of the Motherboard less the value of their indigenous design (for which	

		IP is resident in India), on which ATMP operations are carried out domestically, will be taken as domestic BOM	
6.	Bare PCB	Domestically manufactured	
7.	Power Adapter	Domestic assembly and testing from imported / indigenously manufactured parts and components subject to the condition that the value of domestically manufactured parts and components used in the assembly of “Power Adapter” will be minimum 40% (of the total value of parts and components used in the manufacture of “Power Adapter”)	
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	

ANNEXURE- H

FORMAT FOR NO-DEVIATION CERTIFICATE

Unless specifically mentioned in this schedule, the tender: Supply, Installation, Commissioning and Three Year's OEM On-Site Comprehensive Warranty Maintenance of Laptops for RECPDCL, shall be deemed to confirm the RECPDCL's specifications:

S. No.	Clause No.	Details of deviation with justifications

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Company:

Signature

Name

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

ANNEXURE-I

BID BANK GUARANTEE (EARNEST MONEY)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day of _____ 2019 by

(Name of the Bank)

having one of its branch at _____ acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd., registered under the Companies Act, 1956, having its office at _____ (hereinafter called "RECPDCL") which expression shall include its successors and assigns.

WHEREAS RECPDCL has invited tender vide their Tender Notice No. _____ Dated _____ to be opened on _____ AND _____ WHEREAS M/s _____

(Name of Tenderer)

having its office at _____ (hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job _____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs. _____ (Rupees _____ Only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____

(Name of Bank)

have at the request of the tenderer agree to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi on demand without demur to the extent of Rs. _____ Rupees _____ only

We further agree as follows:-

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions

contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tender AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.

2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.
3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writhing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. _____ (Rupees _____ only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to _____ all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Note: - The date shall be thirty (30) days after the last date for which the bid is valid.

PERFORMANCE BANK GUARANTEE

M/s REC Power Distribution Company Ltd.,
4th Floor, Kribhco Bhawan,
A-10, Sector-1, Noida (UP)-201301.

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE NO.: _____

In consideration of REC Power Distribution Company Ltd., having its office at _____ (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having issued BID/Work Order No. _____ dated _____ with/on M/s _____ (hereinafter referred to as "The Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions given in the BID/Work Order No. _____ dated _____ and RECPDCL having agreed that the Agency shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the BID/Work Order i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favor for account of _____ (The Agency) in cover of performance guarantee in accordance with the terms and conditions of the BID/Work Order.

Hereby, we undertake to pay up to but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Agency having failed to perform the BID/Work Order and despite any contestation on the part of above named-agency.

This letter of Guarantee will expire on _____ including 90 day of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized signature
Chief Manager/ Manager
Seal of Bank

Note: The date shall be 90 days after the date of completion of contract.

E-BIDDING HELP MANUAL TO BIDDER

Helpdesk Nos.

Phone : 011-49424365

Other Contact Numbers:

1. Shri Harsh Jain (www.tenderwizard.com) 9999297644
2. Shri Krishna (www.tenderwizard.com) 8800900127

Step 1

Registration Process



Website address: www.tenderwizard.com/REC

- Click on “**TenderFreeView**” to see (view and download) all the tender notifications and corrigendum’s.
- Click on “**Register Me**” Hyperlink and get your User Id and Password.
- (Certain special chars like ~ ` ' # \$ % & * ! () ; \ / ? " : < > + - { } [] are not allowed in the company id or any key attributes).
- Once you fill all the details asked by “**Register Me**” form and obtain your password, contact the Office of RECPDCL to enable your User ID.
- After this, vendor can key in their User Id and Password and get successful entry in to the application.

STEP 2

Participation

Vendor should login with his USER ID and PASSWORD

- After Successful entry into the application click on hyperlink “**UnApplied**”.
- By clicking on hyperlink “**UnApplied**” you can see the latest tenders which are floated and other details relevant to tender.
- On this screen (**UnApplied**) you will find various gif’s on the left hand side. Click on  “**Edit form**” gif and see all the documents attached. Please download these documents and go through them.
- Once you have gone through the entire tender document and you wish to participate in the tender click on  “**Request Tender Form**” gif. And Then click on “Submit”.

- Now once you have requested for tender documents click on “**In Progress**” stage. You can see the status as “**REQUESTED**”.

Note: - will send you forms (Electronic Financial bid & Technical bid sheets) .

- You will get two excel files “**Technical Sheet.xls**” and “**Cost Sheet.xls**” along with other documents. Firstly, you need to download this document by clicking on hyperlink “**Click here to Download Empty Document.**” Then Save the file with the same file name

Note:-

- 1) You should not change the file name of any Excel file.
- 2) You should only key in the values in blue cells only.

STEP 3

Submission

Vendor should prepare the scanned copy of DD (EMD)

- **EMD Submission:** Click on “**Click here to enter EMD Details and Attach Scanned Copy of EMD.**” Fill all the fields provided in that sheet and press on “**Scan**” button to attach the scanned copy of the EMD.
- Vendor should fill values in blue cells only, provided in these sheets. These can be uploaded by clicking on “**Click here to Upload filled File.**”

Reminder:

Technical Sheet and **Cost Sheet** should be uploaded by using “**Click here to Upload filled File** “. All other supporting documents could be uploaded using “**Click here to Attach General Documents**” link provided below.

- Please don’t change the name of the file as system will not accept any other file name.

Steps for uploading the additional documents (supporting documents) to your account.

1. In the left hand menu click on General Document, general document page will appear
2. Click on upload new file Button for uploading new document, upload sheet will appear
3. Select the file to be uploaded, enter the description and attachment name.
4. Click on Upload file
5. Repeat step 2 and 3 for uploading new files

To change the description and attachment name for the uploaded file use Update existing file button

Note: This is for altering the description and attachment name only

Attachment of general document to a particular tender

Go to tender Documents screen of that particular tender

1. Go to [Click here to Attach General Documents](#) –Additional documents can be optionally Uploaded General Document Summary sheet will appear.
2. In General Document Summary screen select the file you want to attach and make necessary changes for Tender Stage and click Attach file button.
3. If you need to attach any new files for the tender follow Steps for uploading the Additional documents.

Other details could be scanned and uploaded but ensure that it is smaller in size (i.e. < 1MB for Fast Uploading of Document). (only.doc, .jpg,.gif,.xls, .bmp, .pdf.)

- The server time will be displayed at the right hand side of the page please follow this time, and all the actions i.e;(Requesting, Submitting, Opening etc.,) takes place according to this time only.

NOTE :

✓ You will see all the red colored links changing to black color, when you have uploaded.

A) **Technical Sheet**

B) **Cost Sheet or price bid**

C) **EMD details**

- i) Once you fill the above documents only then you will able to submit the tender by clicking on the “**Submit the Tender Form**” button before the tender closing date and time.


STEP 4

Acknowledgement

Once you submit the tender you will get the submitted token number, submitted date and submitted time. Take the print of that sheet then click on “OK”. Then the status will change to submitted.

STEP 5

OPENING

- After the tender is opened at the stipulated date and time, the award details can be accessed in the OPENED/AWARDED stage.
- To view the opened tenders click on the “**Opened/Awarded**” link then click on edit form  to view your competitors bid sheets who participated with you and who are not disqualified.

Note:

- If you do not get the submitted status and token number, contact tendering authority well in advance. L is not responsible for tender's not eived or submitted properly. Vendors are requested to undergo training and get their doubts clarified well in advance.
- If any queries please contact L Office and if required, personal training would be given. Please feel free to contact if you have any clarifications regarding E-Tendering.