

GeM BID No: GEM/2022/B/2475279 Dated 26.08.2022

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI,
PUNARWAS BHAWAN, I.P. ESTATE,
NEW DELHI- 110002**

**REQUEST FOR QUOTATION (RFQ)
FOR
PROCUREMENT OF HP DESKTOP, MICROTEK UPS AND
HP MID RANGE ADF SCANNERS**

**FROM
DY. DIRECTOR (SYSTEM)
PUNARWAS BHAWAN,
I. P. ESTATE,
NEW DELHI-110002**

**Delhi Urban Shelter Improvement Board,
Govt. of NCT of Delhi,
Punarawas Bhawan,
I.P. Estate, New Delhi-110002.**

INVITATION TO BID


To,

Sub: Request for inviting bid from agencies for Procurement of HP Desktop, Microtek UPS and HP Mid-Range ADF Scanners.

- 1.** Quotations are invited from the firms who have expertise in Supplying and Installation of Desktops and Accessories through GEM and their office should be located in Delhi/NCR. The last date of submission of the **quotation is as per GEM Portal date and time and thereafter the Technical & Commercial Bid will be opened.** You are requested to submit your Technical & Commercial Bid as per the tender Conditions given herein.

- 2.** CEO, DUSIB reserves the right to accept the tender in part or reject any or all the quotations without assigning any reason thereof.

Yours faithfully


Dy. Director(IT)

Scope of Work :


Supply and Installation of 32 Nos. HP Desktops, 32 Nos. Microtek UPS and 08 Nos HP Mid Level ADF Scanners at different Engg. offices all over DELHI and in DUSIB HQ, Delhi at their own cost. All hardware shall carry OEM warranty.

Buyer Added Bid Specific Terms and Conditions

1. Service & Support Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service centre is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.
2. Generic Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Certificates Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
4. Service & Support Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
5. Service & Support Escalation Matrix For Service Support : Bidder / OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
6. Certificates ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
7. Generic Malicious Code Certificate: The seller should upload following certificate in the bid:- 4 / 6 (a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :- (i) Inhibit the desires and designed function of the equipment. (ii) Cause physical damage to the user or equipment during the exploitation. (iii) Tap information resident or transient in the equipment/network. (b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software. The certificate should be self attested.
8. Scope of Supply (Bid price to include all cost components): Supply Installation Testing and Commissioning of Goods.

9. Generic Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
10. Buyer Added Bid Specific ATC Buyer Added text based ATC clauses
 - a) OEM Logo/Trademark : Motherboard , keyboard , Mouse and monitor must be from the same OEM as computer and have OEM Logo / Trademark embossed on them (No Sticker). The bidder shall also upload self attested certificate that the product offered by him comply with our hardware specification (BOQ Specification).
 - b) Financial standing through audited (Balance Sheet and profit and loss account) & Annual Turnover Report of last 03 years (2018-19, 2019-20, 2020-21). Balance Sheet and Annual Turnover Report pertaining to sale of Computer Hardware and accessories and should be certified by the Chartered Accountant.
11. **GENERIC OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
12. The vendor should be a Registered Firm and registered with GST Deptt, & Income Tax Deptt. The vendor shall provide the PAN No. /GST (Self attested copy be enclosed).
13. The vendor should not be blacklisted by any Govt./ Authority / Department. (enclosed a undertaking).
14. (a) **The Vendor shall submit a self attested copy of at least three work order of any Government Departments / PSU / Local Body / Private Organization in Delhi-NCR. The bidder shall submit a self attested copy of the invoice or delivery challan or installation report of the aforementioned work orders submitted, as a proof of completion of the work/supply order.**
 - (b) All the certificates of Buyer Added Bid Specific Terms and Conditions to be uploaded shall be self attested.
15. The Shortlisted shall supply and install Desktops and accessories within 10(Ten) working days from the date of issue of work order, failing which a penalty of Rs. 500/- per desktop, UPS, Scanner will be levied per day.
16. DUSIB has the right to cancel the work order at any point of time by giving Short notice of 10 days to the vendor.

17. **Validity of Rate :** The rate submitted by the vendor shall be valid for a period of two months from the date of opening of tender.
18. **Earnest Money:** Earnest Money Deposit (EMD) of amount of Rs. 0/- (Rupees Zero only) as per the government guidelines due to Covid-19. **The bidder shall fillup bid securing declaration on his Letter-head and submit along-with Technical bid. (Annexure-II).**
19. **Arbitration:** Any dispute, differences or questions arising at any time between the parties in respect of this agreement or concerning provision herein contained shall be referred within 30 days of such dispute to sole Arbitration of a person appointed by CEO(DUSIB) and the award of the arbitrator shall be final and binding on both the parties.
- 20. Rate :**
- a) The vendor should quote for commercial bid as per the GeM financial bid format provided on GeM portal.
 - b) Amount should be quoted in Indian rupees.
- 21. Payment Terms:**
- (a) The Department will make 100% payment after the delivery and successful installation of the Computer Hardware and accessories.
 - (b) Any increase or decrease in taxes, duties or prices of component, etc. will not affect the contract rates during the entire period of contract. However, GST which will be prevalent during the currency of the contract shall be payable by the Department.
 - (c) CEO(DUSIB) reserves the right to accept or reject any or all quotations without assigning any reason.


C. Ashu Joseph
Dy. Dir. (System)
Dy. Director (System)

The bidder should fill up the form of Bid-Securing Declaration on his letterhead and submit along with technical bid

Form of Bid-Securing Declaration

Annexure-II

Date:.....

Tender No.:

To: [insert complete name of Bank]

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with DUSIB for the period of time of 3 years starting on Sept, 2021, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) Have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) Having been notified of the acceptance of our Bid by the Bank during the period of bid validity, (i) or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with T&C of the Tender.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed; [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]