



RURAL ELECTRIFICATION CORPORATION LIMITED
Core-4, SCOPE Complex
7 Lodhi Road, New Delhi – 110003

TENDER NO: REC/IT/COMPUR(Laptop-Policy)/93/2011/3

(ONLY THROUGH E-PROCUREMENT MODE)

Request for Proposal (RFP)
For
Supply , Installation and Commissioning of Laptops with Three Years On-Site Comprehensive
Warranty for RECL officials across India.

- | | | | |
|-------|---------------------------------------|---|--|
| (i) | Date of Release of Tender | : | 15/10/2011 |
| (i) | Last Date of Submission of Bids | : | 04/11/2011 Time: 1215 Hours (IST) |
| (ii) | Date of Pre-bid discussion | : | 20/10/2011 Time: 1100 Hours (IST) |
| (iii) | Date of Opening of PQC/Technical Bids | : | 04/11/2011 Time: 1230 Hours (IST) |

Application Money / Cost of Bid Document: Rs 10000/-

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Chapter-I

TENDER SUBMISSION DETAIL

1.Name of the bidder :

2. Address :
.....
.....
.....

2. Name of the Authorized Signatory(ies):

(a) Important Notice:

1. The bidder has to apply online through RECL e-procurement site www.tenderwizard.com/REC or the link available at <http://www.recindia.gov.in> or <http://www.recindia.nic.in>
2. The Bidder should carefully read all the instructions, E-bidding guidelines, forms/formats on above mentioned websites, terms and conditions, specifications and various forms that are provided in the Tender Document.
3. Opening of the tenders and evaluations will be online. Please read the instructions/help manuals available in the website www.tenderwizard.com/REC. For any assistance/clarification you may contact at the address and contract number provided under contact us link or the following:
 - a. Sh Mithun Ghosh 8826040002 / 011-49424319
 - b. Sh Nehal 8800991855 / 9560062209
 - c. Ms Navita Dubal 9899754442
 - d. Sh Ajit Kotia 9899364978
4. To participate in the E-procurement tender process, it is mandatory for the bidders to have Digital Signature with valid user ID & password. The bidder may obtain digital signature from Tender Wizard by logging into the RECL e-procurement site website www.tenderwizard.com/REC.
5. The bidder has to register at the RECL e-procurement site www.tenderwizard.com/REC for submission of bid.
6. Bidder is required to have digital signature for secured login to the site and submitting the bid
7. Bidders to download the bid document from RECL web site viz. <http://www.recindia.gov.in> or www.tenderwizard.com/REC. The cost of bid document viz. Rs 10000/- is required to be submitted along with the EMD separately in the form of a Demand Draft/ Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any Scheduled Commercial bank payable at New Delhi.
8. Detail procedure on Tender wizard operation is given at Annexure – G.

CHAPTER 2 INTRODUCTION

1.1 Introduction

Rural Electrification Corporation Ltd. (RECL) has implemented Oracle based (EBiz suite) ERP since 2009. RECL has its Corporate Office at Core-4, SCOPE Complex, 7 Lodi Road, New Delhi 110003, India and at Palika Bhavan annex at R K Puram. RECL has also 18 Zonal / Project Offices through-out India and one Training institute viz, Central Institute of Rural Electrification (CIRE) at Hyderabad. The detail office addresses can be had from the REC's web site.

1.2 Existing IT infrastructure

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

- i) Establishment of a state-of-the art ISO certified Tier-III plus Data Centre (DC).
- ii) Establish a MPLS-VPN based WAN connecting all the offices of the Corporation (CO/ZO/PO).
- iii) Establish Local Area Network at all offices (CO/ZO/PO/CIRE). The REC Data Centre has been certified ISO/IEC 27001:2005 global security certification.
- iv) Implement adequate security at all levels including gateway, perimeter etc to ensure secure transaction of the application.
- v) An automated Tape Library at Data Centre for taking backup of application, Data etc.
- vi) Established a fully functional helpdesk to address any complaint related to IT infrastructure across the Corporation.
- vii) The ICT infrastructure, in addition to enabling ERP operation also carry out other operation like mailing services, internet services, application of other legacy system etc.

1.3 Invitation For the Bids

Online bids in two parts, Part-I : Application Money (if bid downloaded from internet), Earnest Money Deposit (EMD), Documents named as "Eligibility Criteria" & Technical Bid and Part-II : Financial Bid are invited for Purchase, Installation and commissioning of Laptops with Three Years On-Site Comprehensive Warranty for RECL Corporate Office, New Delhi across India. The detail Technical specifications are given in Annexure-E. The laptops will primarily be used for operation on ORACLE 11i E- Business Suite.

Note: if the last date of submission and opening of the tender happens to be a holiday, the tender shall be submitted and opened on the next working date.

1.4 REC presence

The corporation has pan India presence through a network of field offices which comprise of 5 Zonal Offices and 13 Project Offices mainly at State capitals and 2 sub-offices (the list of offices and their address is given in RECL website www.recindia.gov.in (under 'Contact Us' in Home Page). This is in addition to the Corporate Office (at Delhi), Corporate Office annex (at Palika Bhawan, Delhi), REC PDCL at Nehru Place and Central Institute of Rural Electrification, a training centre (CIRE at Hyderabad).

1.5 The major components of the work are:

1. Supply, Installation and commissioning of Laptops along with software as per technical Specification at Corporate Office, CO Office annex, REC subsidiary at Nehru Place, Delhi, CIRE (REC training centre, Hyderabad), 18 Zonal / Project Offices .
2. The vendor has to down load and install 'MS Hindi Indic Input II' in all laptops.
3. Download and install Microsoft security Essential Antivirus and antispyware in all laptops.
4. Provide Three (3) Years on-site Comprehensive Warranty of laptops.

Note: The major responsibilities as specified in clause 1.5 above are indicative only and are not exhaustive in any manner.

1.6 Eligibility Criteria/ Pre-qualification

- 1.6.1 The bidder shall be the single point of contact for RECL and shall be solely responsible for all warranties, upgrades and guarantees etc. offered by the OEM etc. Attach an undertaking to this effect.
- 1.6.2 a. The bidder should be the manufacturer (OEM) or authorized channel partner (Firm/Company) of OEM for the Laptop quoted. In case of channel partner, attach the OEM authorizations/ tender specific Authorization from OEM specifically addressed to the AGM (IT), RECL for the same issued by the OEM for this tender clearly mentioning the tender number, date and validity.
b Attach OEM certificate specifically addressed to the AGM (IT), RECL clearly mentioning the tender number, date and validity and authorization for three years onsite comprehensive warranty maintenance support.
- 1.6.3. The bidder should have registered office in Delhi or NCR and have direct or through franchisee/OEM support facility at all of the locations of RECL offices in the country. Enclose proof for support facility.
- 1.6.4 Bidders must have at least 3 years of experience in supply, installation, commissioning and maintenance of laptops. The bidder should give details of at least 1 project successfully executed by them involving supply, installation, commissioning and on site warranty of IT Equipments (which includes laptop also) for at least a value of Rs 2 Crores (Rupees Two Crores only) in the last 3 years (from 2008-09 onwards) either in a single order or minimum 1 Crore each in 2 orders . Attach documentary proof.
- 1.6.5 The bidder's (in case of OEM bidding) annual sales turnover from sale of IT Equipments (which includes laptop also) should be at least an average value of Rs 500 Crores (Rupees Five hundred Crores Only) during the last three years (2008-09, 2009-10, 2010-11). However in the event of the bidder being the channel partner, the average turnover of the bidder sale/purchase of IT Equipments (which includes laptop also) should be at least 25 Crores for the last three years (2008-09, 2009-10, 2010-11) (attach documentary evidence). In case of the bidder is not OEM, separate documentary evidence for the bidder and OEM annual sales

turnover from sale of IT Equipments (which includes laptop also) should be at least an average value of Rs 500 Crores (Rupees Five hundred Crores Only) during the last three years (2008-09,2009-10, 2010-11) shall be enclosed failing which the bid shall be summarily rejected. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.

1.6.6 The bid document is to be downloaded from the site. The cost of bid document viz. Rs 10000/- only is required to be submitted along with the EMD separately in the form of a Demand Draft / Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any scheduled commercial bank payable at New Delhi.

1.6.7 The bidder can bid for one or more categories as detailed in technical specifications and price schedule accordingly he/ she is required to submit EMD as per following details:

- a. EMD(Earnest Money Deposit) is to be submitted Category wise
 - i. Rs 1,00,000/- (Rupees One Lakh Only) for Category-I
 - ii. Rs 2,50,000/- (Rupees Two Lakhs and fifty thousand Only) for Category-II
 - iii. Rs 10,000/- (Rupees Ten thousand Only) for Category-III
- b. Bidder should submit separate EMD for each category for which it is submitting bid.
- c. The EMD should be in the form of Demand Draft/Banker's cheque/ Bank Guarantee (as per Annexure-F) drawn on a Scheduled Commercial Bank in favor of 'RURAL ELECTRIFICATION CORPORATION LTD' payable at New Delhi. Cheques, Money orders and Cash shall not be accepted as EMD. The Banker cheque/DD etc should not be stale. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder.

1.6.8 Bidder should submit valid documentary proof of Sales Tax/VAT, Service Tax registration number and the details of income tax registration number (PAN).

1.6.9 The bidder must bid for all the items for the category, it is bidding for.

1.6.10 The bidder must attach valid documentary proof for all and each of the clauses and/or sub-clauses/ embedded clauses of the above eligibility/ pre-qualification criteria and separate undertaking each for above as per Checklist at Annexure B1, failing which the bid shall be summarily rejected.

1.6.11 The bidder shall note that the valid documentary proof to be enclosed should belong to and should be applicable to the bidder only and not to its sister concern/ subsidiary company and/or parent company etc. failing which the bid shall be summarily rejected.

1.6.12 The bidder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their technical bids. Technical bid of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above shall be summarily rejected. Undertaking for

subsequent submission of any of the above documents will not be entertained under any circumstances.

1.6.13 RECL reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECL shall result in summarily rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the RECL on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.

1.6.14 No clarifications will be entertained after Prebid.

1.7 Preparation of Bids

Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and **one hard copy of Technical Bid Only** along with application money and EMD amount should be put in separate envelopes duly sealed. The content on 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.

NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY

The bid valid for a period of 9 months 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 :

1. Technical Bid Response Form, masked price bid, Undertaking and Supporting Documents including all Annexures to be submitted online as well as hardcopy
2. The Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.
- 3. Price Bid Response Form and Price Schedule as per attached Annexure to be submitted ONLINE ONLY**

Note:

1) The bidder should note that the hard copy should not have any pricing details, In case of a default the sealed financial bid will be returned to the bidder unopened at the time of opening of bids and in case the financial bid is unsealed etc the bid shall be summarily rejected.

1.8 Submission and Opening of Bids

- a) The bids complete in all respects should be submitted online and hard copy addressed to the AGM(IT), REC, should be submitted into the TENDER box kept at the REC main reception at entrance at the following address latest by 1215 hours (IST) on 04th

November 2011. REC does not own any liability if the response is submitted somewhere else and not reached to the addressee within due date and time.

AGM(IT)
Rural Electrification Corporation Ltd.,
Core-IV, Scope Complex,
7 Lodi Road,
New Delhi – 110 003

- b) The responses will be opened at REC, Core-IV, Scope Complex, 7 Lodi Road, New Delhi – 110 003 on the same day (last date of submission of the bid) at 1230 hours in presence of bidders who choose to be present.
- 1.9 REC reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all responses at its sole discretion without assigning any reason whatsoever.
- 1.10 REC is not bound to procure and provide the hardware/ networking/ software/ infrastructure equipments/ other products as suggested and/or specified by the bidder in their proposed solution.
- 1.11 The bidder shall bear all costs associated with the preparation and submission of its response, and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Tender process.
- 1.12 Any subsequent corrigendum/ addendum etc to this tender shall be ipso facto applicable to this tender.

CHAPTER 2 SCOPE OF WORK

2.1 Scope of the Work

The scope of work for the supply of laptop, testing, installation, commissioning and 3 year on-site comprehensive warranty support is broadly as follows **(detailed technical specifications are provided in Annexure-E):**

TABLE – I

Serial Number	Scope of Work – Description
1.0	Supply, Installation and commissioning of Laptops along with software as indicated in technical Specification of the laptop at Corporate Office, Corporate Office annex, REC subsidiaries, CIRE (Hyderabad), all Zonal Offices and all Project Offices .
2.0	<ul style="list-style-type: none"> • The vendor has to down load and install ‘MS Hindi Indic Input II’ in the laptops. • Download and install Microsoft security Essential Antivirus and antispysware in the laptops. • Provide MOLP (Paper Licenses) of the software as indicated in the Technical Specifications.
3.0	Provide Three (3) Years Comprehensive On-Site Warranty of laptops.
4.0	<ol style="list-style-type: none"> 1. The initial requirement of Laptop of different categories is indicated in the price schedule. The price quoted by the successful bidder should remain firm for six months from the date of issue of first Purchase order for which bidder will sign a rate contract (RC) with RECL. For any subsequent purchase after the initial order the bidder has to provide a certificate that the price of the laptop in the market for equivalent configuration at the time of any subsequent purchase to be made from for each category is not lower than as per the RC. 2. During RC Period REC may place purchase order for any additional requirement Laptop during the year for any one or multiple location out of all locations.
5.0	The selected Bidder should provide necessary on-site services in respect of installation and supply of equipments at RECL offices located across India.
6.0	<p>The selected Bidder will have to undertake the following jobs as and when required by RECL including the comprehensive On-Site warranty period: The functional scope includes all activities but not limited to the following:</p> <ol style="list-style-type: none"> a. Inventory & Configuration verification against Ordered Specifications. b. Partitioning (wherever required and asked for). c. Installation of Software packages provided by REC (like MS Office, Adobe Acrobat Reader, Java Runtime etc.).

Serial Number	Scope of Work – Description
	<ul style="list-style-type: none"> d. To prepare recovery DVDs for the laptops after loading all required software (including the software mentioned above). e. Installation of latest OS Service Pack & security patches at the time of delivery. f. Network configuration, if any. g. Printer driver installation and configuration, subject to availability of drivers, if any. h. Email client configuration, if any. i. Internet configuration, if any j. Installation & configuration of Anti Virus Software. k. Installation of the supplied Microsoft Office Software l. Support for the Hardware and Supplied Operating System and related software

2.2 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	T1
1	Acceptance of Purchase Order	T1 + 1
2	Delivery of Equipments/Products	T1 + 6
3	Installation, Commissioning of Equipments/Products	T1+ 8(=T2)
4	Comprehensive On-Site Warranty of systems	T2+ 156

2.3 The detailed technical specifications of the equipments/ systems are specified in Annexure-E.

CHAPTER 3

INSTRUCTIONS TO BIDDERS

3.1 Cost of Bidding

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

b) Small Scale Units: The following facilities are extended to Small Scale Units registered with National Small Industries Corporation:-

- i) Issue of Tender Sets free of cost
- ii) Exemption from payment of Earnest Money
- iii) Waiver of Security Deposit upto the monetary limit for which the unit is registered; and
- iv) Price preference upto 15% over the quotation of large scale units

3.2 The Tender Document

The bidder is deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding. Failure to furnish 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 the bid.

3.3 Preparation of Bids

3.3.1 The bids are to be submitted online through E-Procurement mode only

a. Part-1::

i.EMD (along with bid document cost, if applicable) sealed separately (separate EMD for each category clearly indicating the category on the envelope) and super scribed/ marked with words "EMD" / Bid Cost on the envelope to be submitted physically. EMD / Bid cost DD/ Payorder should be scanned and attached in the website be submitting the tender.

ii.Eligibility/ Pre-Qualification Criteria Document Should be scanned and uploaded in the website during tender submission. Hard copy of the same should also be physically submitted in separate sealed envelope mentioning "Eligibility/ Pre-Qualification Criteria Document".

iii.Technical Bid Should be filled and uploaded in the website. Hard copy of the same should also be physically submitted in separate sealed envelope mentioning "Technical Bid"

a. Part -2:

Financial Bid should be submitted online through e-procurement mode only.

Envelope-“Documents in Physical Form”:

The following original documents, in physical form, sealed in an envelope and marked in accordance with marking instructions in clause 1.7 and 3.3 to be submitted to RECL as per clause 1.8:

- a) EMD/Bid Security
- b) Bid Document Fee
- c) Eligibility/ Pre-Qualification Criteria Document
- d) Technical Bid
- e) Masked Financial Bid Document

However, the scanned copies of these (same) documents to be uploaded during submission of e-bid on the e-procurement website www.tenderwizard.com/REC .

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

3.3.3 All pages of the scanned bid to be submitted online 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.

3.3.4 It is to be noted that all the items supplied in the bid and subsequent supplies are genuine licensed and complying all IPR and other related statutory guidelines. **All the items supplied are to be IPv6 ready. A separate undertaking in this regard is to be submitted in the technical bid.**

3.4 Earnest Money Deposit (EMD)

- a. Bid should accompany an earnest money deposit as per clause 1.6.7 in the form of a Bank Guarantee (format given at Annexure-F)/Demand Draft/Banker's cheque drawn on a Scheduled Commercial bank in favor of 'THE RURAL ELECTRIFICATION CORPORATION LTD.' payable at New Delhi. Cheques, Money orders, Cash etc. shall not be accepted as EMD. The bidder's are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder. Bid without a valid EMD will be rejected outright.
- b. EMD will be returned to unsuccessful bidders, after signing of the contract with the successful Bidder. The EMD of the successful bidder shall be returned on receipt of the valid performance bank guarantee equivalent to the amount of EMD.
- c. No interest will be payable by the REC on the EMD.
- d. The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and/or on submission of false documents/ undertaking.

3.5 Eligibility/ Pre-Qualification Criteria Documents

The eligibility criteria documents as per clause 1.6 chapter 2 must be submitted along with the Bid. Bid without these documents will be out rightly rejected.

3.6 Technical Bid:

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

- a. Product evaluation kit, technical information, white papers etc.

- b. List of important installation sites.
- c. Technical Bid Form – Annexure- A
- d. The Bidder should submit the undertaking Annexure - B
- e. Submit the equipment and/or product compatibility sheet as per the specifications in pursuance to Annexure- E.
- f. **The bidder must submit Masked price Bid Annexure -H. The masked price bid is a copy of financial bid wherein figures are masked/crossed.**

Note:

- a. The bidder should submit self/company attested photocopies of the documents wherever required.
- b. Make and model of all laptops 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.

3.7 Financial Bid:

- a. The financial bid shall comprise of:
 - I. The Financial Bid Form: Annexure - C
 - II. The Price Schedule: Annexure - D
- b. The financial bid shall indicate the Unit prices for the equipment/ systems/ product and/or services, it proposes to provide under the contract.
- c. 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(3 years), etc. charges for all equipments/systems/products and services and all other expenses related with the visits of the Vendor's personnel in connection with the performance of the contractual obligations by the Vendor.
- d. Octroi, road permit tax etc. will be paid on actual on submission of relevant supporting documents only.
- e. **There are three categories of laptop viz Category I, category-II, Category-III. The bidders are free to quote for one or more categories, but the bidder has to quote for all the line items for the category(s) bidding for. Separate LI will be decided for each of the three categories.**
- f. The bidder must note that RECL will **not** provide Form-'D'/Form-'C' etc.
- g. Prices quoted by the bidder shall be fixed during the bidders performance of the contract 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.
- h. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- i. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price, However the purchase/ ordering shall be carried out on the lower of the two prices.
- j. During the validity of this bid or during the extended period, if any, if the bidder sells any system or sub-system of the same configuration to any other Department/Organization in India at a price lower than the fixed price for the Purchases, the bidder shall automatically pass on the benefits to the Purchaser, in case of a failure to pass on the reduced prices to RECL within a maximum

period of 30 days of such reduction as offered by the bidder to any other Department/ Organization the empanelment shall be cancelled. Further, the bidder shall be blacklisted by RECL for indefinite or specific period of time at RECL's discretion and the bidder's performance guarantee or any other payments (outstanding or future)/ guarantees shall be forfeited (including those payable/ revocable against any other work) by RECL.

- k. Rates should be valid for a period of 90 days from the date of opening of technical Bids subject to the condition that the bids shall be deemed to be valid after 83 days from the date of opening of technical Bids till the bidder gives a minimum seven working days (as per REC/ Government of India notified official calendar) advance notice in writing through registered post for his bid withdrawal and if during the notice period the tender is finalized/ awarded the bidder shall be deemed to be a willful party to that and in case of a default EMD shall be forfeited and the bidder may be blacklisted from participating in and and/or all tenders of REC for such a period as decided by REC at its sole discretion.
- l. The prices shall be for delivery at desired destination/ locations across India including satisfactory installation and commissioning of the equipments.
- m. The three year On-Site comprehensive period shall be taken into account, for the systems/ equipments from the date of successful installation/commissioning and acceptance by RECL after the successful supply of products at RECL desired destinations by the bidder.
- n. All costs and charges, related to the bid, shall be expressed in Indian Rupees only .
- o. The prices must be directly filled online in the Excel sheet provided at the e-procurement website. The Financial bid submission form duly filled in and e-signed on each page must be uploaded**

3.8 Deadline for Submission of Bids

- a. Bids must be received by RECL at the address given in **Chapter - 2** 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 RECL, the bids will be received upto the appointed time on the next working day.
- b. The RECL may, at his discretion extend this deadline for submission of bids by amending the tender document, in which case all rights and obligations of the RECL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- c. Amendments to the Tender Document may be issued by REC at any time, prior to the deadline for submission of bids.
- d. From the date of issue, amendments to Tender Document shall be deemed to form an integral part of the Tender Document.

3.9 Late and Delayed Bids

Any bid received by RECL after the deadline for submission of bids will be rejected by the system automatically.

3.10 Bid Opening and Evaluation

RECL will open the bids [through e-procurement mode](#) in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified in **Chapter - 2** 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 the RECL, the bids shall be opened at the appointed time and location on the next working day.

3.11 Opening of Bids

RECL will open the EMD envelope (and bid document cost, if applicable) and same will be verified in the website, Eligibility Criteria document and Technical Bid respectively and 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 evaluated whose EMD (and bid document cost, if applicable) and Eligibility Criteria Documents are found in order.

3.12 Clarification of Bids

- a. During evaluation of the bids, the RECL may at its discretion, ask the Bidder for clarification of its bid and the same has to be provided within the time period minimum One day as specified by RECL and in case of a default it will be deemed that bidder has no clarification to submit and the bid is liable to be evaluated and/or rejected accordingly. The request for clarification and the response shall be in writing and no change in clarification submission date, price or substance of the bid shall be sought, offered or permitted.
- b. No Bidder shall contact the RECL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the RECL, it should be done in writing.
- c. Any effort by a Bidder to influence the RECL in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and RECL will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of RECL.
- d. RECL 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/ per-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 our specifications, even if the deviation is not very material.
- e. RECL 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 with in the RECL 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 RECL 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 further financial evaluation.

3.13 Evaluation of Technical Bid

- a. RECL will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all specifications & terms and conditions of the Bidding Documents without material deviations.

- b. A bid determined as not substantially responsive may be rejected by the RECL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- c. The technical evaluation committee may at its own discretion decide to carry out surprise inspection of bidder's manufacturing 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.
- d. For technical evaluation including demo of the product quoted, presentations and/or testing/ benchmarking, Bidders have to ensure the availability of appropriate specialist, along with every type of documentation, equipments, software required, from their organization for interacting with TEC & evaluation team. In case a bidder does not make the required specialist along with proper documentation, equipment and software available, then such defaulting bidder shall be taken off the tender evaluation process and that bid will stand rejected.

3.14 Opening of Financial Bids

- a. RECL will open the Financial bids of only those bidders, which have been found to be technically qualified to undertake the job.
- b. The Financial Bids of the 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 and time of opening of financial bids shall be informed only to the technically qualified bidder.

3.15 Evaluation and Comparison of 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. 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 supplier 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, but for the purpose of calculation of lowest bidder in case the bidder becomes lowest bidder, the lowest of the two shall be taken as the final price for the items at the time of issuing of Purchase Order.
- c. Bidders shall state their bid price for the payment schedule outlined in the tender Chapter – 5: clause 4.2 **and as per the format given in Annexure D –“Price Schedule” only** and in case any changes/ amendments / addendums/ modifications are made by the bidder in the specified format given in Annexure – D – “ Price Schedule) the bid shall be outright and summarily rejected.
- d. **The bidder shall submit the financial bid On-line only as per procedure and format mentioned in the tender. It is responsibility of the bidder to ensure that correct prices have been uploaded during the uploading process. The prices which will be shown by e-tendering application at the time of opening of financial bid will be treated as authentic final prices of the bidder.**
- e. **While deciding L1 for each category, On-Site comprehensive warranty for laptops for a period of 3 years will be considered.**
- f. **As indicated in Financial Bid there are three categories of laptop viz Category I, Category-II, Category-III. The bidders are free to quote for any one or more categories. L1 will be decided category wise by the figure quoted in column (E).**

- g. The bidder has to quote compulsorily for all the columns in the category bidder is bidding. If any column is left blank, then the highest amount quoted for the line item by the other bidders will be taken for that line item for the purpose of evaluation of bid of that bidder but at the time of giving the order in case the bidder becomes L1 for a category, the least amount quoted by other bidder for the line item will be mentioned in the purchase order.**
- h. No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid and forfeiture of EMD/Security Deposit.**

3.16 Language of Bids

All bids and supporting documentation shall be submitted in English 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' etc. shall not be accepted.

- a. 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 procurement firm.
- b. Incomplete tenders, amendments and alterations to the tender received after opening and/or tenders submitted late are liable to be rejected.
- c. 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 modifications to the schedule / proforma prescribed by REC is considered necessary, the Bidder should communicate the same by means of separate sheets and attach the same to the tender.

3.17 Performance Bank Guarantee

- a. The successful Bidder shall, at his own expense, deposit with AGM(IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110003, within thirty (30) working days of the date of notice of award of the tender, a Performance Bank Guarantee as per the format given by RECL , for an amount equivalent to 10 % of the order value for the due performance and fulfillment of the contract by the selected Bidder valid for 39 months. The EMD for successful bidder will be returned on receipt of the aforesaid Performance Bank Guarantee.
- b. The Performance Bank Guarantee should be drawn on a Scheduled Commercial Bank in favor of THE 'RURAL ELECTRIFICATION CORPORATION LTD'., payable in New Delhi.
- c. The Performance Bank Guarantee may be discharged / returned by the REC after the completion of the contract upon being satisfied that there has been due performance of the obligations of the vendor under the contract. The Performance Bank Guarantee shall be valid till the end of the On-Site comprehensive warranty period plus three months.
- d. Failure of the Bidder to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be specified by the AGM (IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110 003, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

- e. **In the event the vendor being unable to provide the services, during the warranty period, as per the contract for whatever reason, REC may at its discretion impose suitable liquidated damages or the Performance Guarantee would be revoked by REC.**
- f. No bank charges/interest shall be payable for the Performance Bank Guarantee.
- g. REC shall also be entitled to make recoveries from the Bidder's bills, from Bank Guarantee, or from any other amount due to him the equivalent value of any payment made to him due to inadvertence, error, collusion, mis-construction or mis-statement and failures on the Vendor's part to complete its obligation under the contract.

CHAPTER 4

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

4.1 Scope of Work

The scope of work of this contract will include supply of equipments and all the services detailed in Chapter 3

4.2 Terms Of Payment for Laptops

- a. No advance payment shall be made.
- b. Payments shall be subject to deductions of any amount for which the Vendor is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the prevailing income- Tax Act and any other taxes as on the date of invoice submission and/or payment date, whichever is higher.
- c. All Payments shall be made in Indian Rupees only.
- d. 70 % payment on successful delivery at the destination/ location as mentioned in the Purchase Order and certification of authorized REC Official of certified, and submission of 10% of the purchase order value as Performance bank guarantee valid for a period of three months after warranty.
- e. Balance 30 % payment after successful installation and commissioning certified by authorized RECL official.
- f. All relevant proof of delivery duly signed by the authorized official at RECL various offices,
- g. Bank Guarantee, etc. to be submitted by the Vendor for processing payment.

4.3 Liquidated Damages FOR DELAYS in Supply

- a. Time is essence of the contract. The successful bidder must supply, install, test and commission all the equipment specified in Schedule I within 6 weeks of entrustment of the order. Failure to supply or commission all or some of the equipment(s) on or before the stipulated date will entail a penalty equal to 2% of the value of pending order value per week or part thereof subject to maximum of 10% of pending order value. The penalty amount is predetermined and pre-estimated agreed to between the parties. Payment of liquidated damages does not affect the successful bidder's liabilities.
- b. Penalty clause will be applicable for both delivery and installation simultaneously.
- c. In the case of delay in compliance with the order beyond 4 weeks of the stipulated time period, REC will have the right to cancel the order & forfeit the EMD/ revoke the performance / any other bank guarantee etc.
- d. In addition the bidder shall also be liable to pay RECL a cancellation charge of 2% of the value of unsupplied items in addition to the penalty as per 4.3(a) above. In case of non-payment of cancellation charges RECL reserves the right to realize the same from the security deposits of the bidder, if any, already available with them. In such a situation, RECL will complete the execution of incomplete orders through alternate sources at the risk and cost of the defaulting vendor.

4.4 Termination of Contract

- a. REC may at any time terminate the contract, if the bidder is unable to provide the services as per the contract. 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 contract and after alternate arrangement to

- complete the work has been made at the Bidder's cost and risk. The selected Bidder will give at least three months notice prior to discontinuing the service
- b. RECL may at any time terminate the Contract by giving written notice to the selected Vendor, without compensation to the selected Vendor, if the selected Vendor 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 RECL.
 - c. RECL may by written notice sent to the selected Vendor, terminate the purchase order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for RECL's convenience, the extent to which performance of work under the purchase order and /or the Contract is terminated, and the date upon which such termination becomes effective. RECL reserves the right to elect :
 - i to have any portion completed at the purchase order and/or the Contract terms and prices; and/or
 - ii to cancel the remainder and pay to the selected Vendor an agreed amount for partially completed Services.
 - d. In the event the Vendor's Company or the concerned Division of the company is taken over/bought over by another company, all the obligations under the agreement with RECL , should be passed on the compliance by the new company new Division in the negotiation for their transfer.
 - e. RECL at its discretion may terminate the empanelment for any inordinate delay in supply, commissioning and/or maintenance of the equipments/ products.

4.5 Governing Law and Disputes

- a. The parties hereby agree that the Courts at New Delhi shall have exclusive jurisdiction in all matters relating to or arising out under these documents.
- b. The bids and any contract resulting there-from shall be governed by and construed according to the Indian Laws.
- c. All disputes or differences whatsoever arising between the parties (ie. the REC and the Bidder) out of or in relation to the construction, meaning and operation or effect of this Tender Document or breach thereof, shall be settled amicably. If, however, the parties as above are not able to resolve them amicably, the same shall be settled by arbitration by appointing the Sole Arbitrator by CMD, RECL, in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrator shall give a reasoned and speaking award. The venue of arbitration shall be New Delhi. The fees and other expenses of the arbitrator shall be equally borne by the parties.
- d. The successful Bidder shall continue work under the contract during the arbitration proceedings unless otherwise directed in writing by the REC.
- e. The venue of the arbitration shall be New Delhi and shall be governed by Arbitration and Conciliation Act, 1996 and its amendments from time to time..

4.6 Delivery, Installation and Commissioning

- a. All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination Site, the cartons will be opened only in the presence of RECL representatives and Vendor'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.

4.7 Warranty Maintenance

- a. All Systems (Hardware, System Software & Optional Items) should be under three years On-Site comprehensive warranty from the date of acceptance at the site
- b. On completion of the warranty period, the PBG without any interest accrued shall be released after satisfying that proper free warranty support has been provided during warranty period of for all the systems. In case of any lapse as detailed due suitable amount of penalty shall be recovered from the vendor out of either already due payments or from their Security Deposit(s), while releasing the Security Deposit.

4.8 Corrupt or Fraudulent Practices

- a. Bidders & Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.
- b. RECL 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 contract in question.
- c. RECL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract 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 contract.

4.9 Indemnity Clause

- a. The firm should sign an indemnity bond to safeguard against any pirated software, equipment, design etc being supplied to the RECL.
- b. The selected vendor shall indemnify RECL 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.

4.10 Force Majeure clause

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 72 hours from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

4.11 Miscellaneous

- a. RECL 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 RECL, 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 equipments/systems should be based on the requirements and specifications given in Annexure E.
- c. RECL reserves the right to allocate the contracted work in a staggered/ staged or phased manner.
- d. The bidder should provide On-Site comprehensive for Three years after satisfactory installation and commissioning of the systems.
- e. Deviations if any, from the tender terms and clause should be submitted in a separate section along with proper justification.
- f. The Bids prepared by the Vendor and all correspondence and documents relating to the bids exchanged by the Vendor and RECL, shall be written in the English language, provided that any printed literature furnished by the Vendor 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.
- g. The Vendor shall be entirely responsible for all taxes, duties, octroi, 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 RECL.
- h. The selected Vendor 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 Vendor shall always act, in respect of any matter relating to this Contract, as faithful advisors to RECL and shall, at all times, support and safeguard RECL's legitimate interests in any dealings with Third parties.
- i. RECL reserves the right to inspect the performance of the vendor prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase order, especially methodology, manpower, infrastructure etc. RECL reserves the right to cancel the purchase order assigned to the vendor 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 canceled then the costs incurred will be at the risk of the vendor and shall be born by the vendor and under no circumstances the vendor shall be eligible for any payment or damages from RECL.
- j. The selected vendor shall not, without RECL's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of RECL in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- k. If the selected vendor is not able to fulfill its obligations under the contract, which includes non completion of the work, the RECL reserves the right to accomplish the work through another vendor and EMD / Security Deposit of vendor will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be born by the selected vendor.
- l. Printed terms and conditions of the Bidders 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 should clearly specify deviation in its bid.
- m. The selected vendor automatically agree with RECL for honoring all aspects of fair trade practices in executing the purchase orders placed by RECL
- n. 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 RECL and the obligations with RECL taken by the Vendor with respect to the product with the old name shall be passed on to the product so renamed.
- o. REC reserves the right at their discretion to employ this tender for ordering/ procurement etc.
- p. The laptops must be IPV6 ready.
- q. Variation in quantities :REC reserves the right at the time of award of the contract to vary the quantities of the supplies and services specified in the schedule of requirements without any change in unit price of the ordered quantity.
- r. REC reserves the right to annul the bidding process at any time prior to award of Contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of REC's action.

4.12 Empanelment

- a. Initial order will be given to L1 Bidder(s).
- b. There will be Rate Contract (RC) with the L1 Bidder(s) for a period of 6 months. Any new requirement during the RC period will be met by placing order to L1 Bidder(s) subject to the undertaking for the lowest price for the item as indicated in Scope of Work.
- c. There will be empanelment of all technically qualified bidders for each category for a period of 2 years after RC period of 6 months with L1 Bidder(s).
- d. Any Procurement after 6 months will be done through Limited tendering within empanelled vendors twice a year during the empanelled period. REC reserves the right to change the specification / model in case specification/model is advance / obsolete.
- e. REC reserves the right to procure the items in this tender from any source other than the empanelled vendors without assigning any reason for the same.

4.13 ETHICAL STANDARD

Bidders are expected to observe the highest standard of ethics during the procurement and execution of this Contract. In pursuit of this policy, the Purchaser will reject a proposal for award if it finds out that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract. For the purposes of this provision, the terms set forth below are defined as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Contract execution; and
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process including collusive practices designed to establish bid prices at artificial, non-competitive levels to deprive the Purchaser of the benefits of competition;

By signing the Bid Forwarding Letter, the Bidder represents that for the software it supplies, it is the owner of the Intellectual Property Rights in the software. Wilful misrepresentation of these facts shall be considered a fraudulent practice without prejudice to other remedies that the Purchaser may take.

ANNEXURES

Bid Form

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

To

The AGM (IT),
Rural electrification Corporation Limited,
Core 4, Scope Complex,
Lodi Road,
New Delhi 110 003

Ref: Bid document No

Dated _____

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, I/We, the undersigned, hereby submit the financial bid for supply of equipments, products and services as per the schedule of requirements and in conformity with the said bidding documents.

I/We undertake, if my/our bid is accepted, to deliver and commission the equipments/ products in accordance with the delivery schedule specified in the bidding documents.

If my/our bid is accepted, I/We will submit a bank guarantee for the sum equivalent to 10% of the Purchase Order Price valid for a period of 39 months for the due performance of the Contract, in the form prescribed by the Rural Electrification Corporation Limited.

I/We agree to abide by this bid for a period of Ninety 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 validity period formally withdraw my/our bid in writing with a minimum notice period 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.

1. I/We declare:

2. I/We hereby offer to supply the Equipments, Products and Services at the prices and rates mentioned in the Financial Bid.

3. I/We have carefully read and understood and abide by 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, commission and provide three years On-Site Comprehensive warranty support as per these terms and conditions.

4. Certified that the bidder is:

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

or

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

or

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

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

6. 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 and / or award shall constitute a binding contract between us.

Dated this day of 2011

Signature of Bidder
Name

Details of enclosures.

Full Address:_____

Telephone No._____

Telegraphic Address:_____

Fax No. _____

E-mail

COMPANY SEAL

Pre-qualification Criteria Check List

SM O	Clause	Documentary proof	Attached[y/n]	Page no of bid document
1	1.6.1 The bidder shall be the single point of contact for RECL and shall be solely responsible for all warranties, upgrades and guarantees etc. offered by the OEM etc.	Attach an undertaking to this effect		
2	<p>a. The bidder should be the manufacturer (OEM) or authorized channel partner (Firm/Company) of OEM for the Laptop quoted. In case of channel partner, attach the OEM authorizations/ tender specific Authorization from OEM specifically addressed to the AGM (IT), RECL for the same issued by the OEM for this tender clearly mentioning the tender number, date and validity.</p> <p>b Attach OEM certificate specifically addressed to the AGM (IT), RECL clearly mentioning the tender number, date and validity and authorization for three years onsite comprehensive warranty maintenance support.</p>	<p>a. Attach under taking in this regard for OEM. In case of channel partner, attach the OEM authorizations/ tender specific Authorization from OEM specifically addressed to the AGM (IT), RECL for the same issued by the OEM for this tender clearly mentioning the tender number, date and validity.</p> <p>b. Attach copy of OEM Certificate in this regard</p>		
3	1.6.3. The bidder should have registered office in Delhi or NCR and have direct or through franchisee/OEM support facility at all of the locations of RECL offices in the country. Enclose proof for support facility	Enclose proof		
4	1.6.4 Bidders must have at least 3 years of experience in supply, installation, commissioning and maintenance of laptops. The bidder should give details of at least 1 project successfully executed by them involving supply, installation, commissioning and warranty of IT Equipments (which includes	Attach documentary proof.		

	laptop also) for at least a value of Rs 3 Crores (Rupees Three crores only) in the last 3 years (from 2008-09 onwards) either in a single order or minimum 1.5 crores each in 2 orders .			
5	<p>1.6.5 The bidder's (in case of OEM bidding) annual sales turnover from sale of IT Equipments (which includes laptop also) should be at least an average value of Rs 500 Crores (Rupees Five hundred Crores Only) during the last three years (2008-09,2009-10, 2010-11). However in the event of the bidder being the channel partner, the average turnover of the bidder sale/purchase of IT Equipments (which includes laptop also) should be at least 25 Crores for the last three years (2008-09,2009-10, 2010-11) (attach documentary evidence). In case of the bidder is not OEM, separate documentary evidence for the bidder and OEM shall be enclosed failing which the bid shall be summarily rejected. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.</p> <p>The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.</p>	<p>Attach documentary evidence (audited balance sheet) for confirmation regarding turnover for past three years. (Bidder)</p> <p>Attach documentary evidence (audited balance sheet) for confirmation regarding turnover of OEM during past three years</p>		
6	1.6.6 The bid document is to be downloaded from the site. The cost of bid document viz. Rs 10000/- only is required to be submitted along with the EMD separately in the form of a Demand Draft / Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any scheduled commercial bank payable at New Delhi.	Enclose Original Demand Draft / Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any scheduled commercial bank payable at New Delhi		
7	<p>1.6.7</p> <p>The bidder can bid for one or more categories as detailed in technical specifications and price schedule accordingly he/ she is required to submit EMD as per following details:</p> <p>a. EMD(Earnest Money Deposit) is to be submitted Category wise</p> <p>i. Rs 1,00,000/- (Rupees One Lakh Only) for Category-I</p>	Enclose original EMD in the form of a Demand Draft/ Banker's cheque/ BG drawn on a Scheduled commercial bank in the favor of 'RURAL ELECTRIFICATION CORPORATION LTD' payable at New Delhi. Cheques,		

	<p>ii. Rs 2,50,000/- (Rupees Two Lakhs and fifty thousand Only) for Category-II</p> <p>iii. Rs 10,000/- (Rupees Ten thousand Only) for Category-III</p> <p>b. Bidder should submit separate EMD for each category for which it is submitting bid.</p> <p>c. The EMD should be in the form of Demand Draft/Banker's cheque/ Bank Guarantee (as per Annexure-F) drawn on a Scheduled Commercial Bank in favor of 'RURAL ELECTRIFICATION CORPORATION LTD' payable at New Delhi. Cheques, Money orders and Cash shall not be accepted as EMD. The cheque/DD etc should not be stale. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder.</p>			
8	1.6.8 Bidder should submit valid documentary proof of Sales Tax/VAT, Service Tax registration number and the details of income tax registration number (PAN).	<p>Enclose self attested Sales tax /VAT certificate</p> <p>Copy of Pan card</p> <p>Copy of TIN card</p>		

**UNDERTAKING ON COMPLIANCE OF TECHNICAL SPECIFICATIONS AND TENDER
SPECIFICATIONS and TERMS & CONDITIONS**

(To be submitted on the bidder's letter head duly signed by the authorized signatory)

I/We hereby undertake that I/we have examined/ perused, studied and understood the RFP/ bid document No. _____ dated ____ and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our bid in pursuance and without any material and/or other deviations to the said documents.

I/We hereby undertake that I/We understand that the Chapter – 3 Scope of Work and Requirement of this tender is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by the RECL at their discretion.

I/We hereby undertake that I/we have included and attached/ enclosed the requisite OEM authorization as required and/or asked for by the RECL.

I/We hereby undertake that we shall comply with the Chapter – 3 Scope of work and requirements and tender terms and conditions completely and there are no deviations of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake to provide uninterrupted and timely support for the supplied Laptop systems/sub-systems including spare parts during the warranty period). After the warranty , if RECL decides to go in for maintenance with the vendor then the vendor should ensure supply of the spares to RECL. In case of the item/spare part being not available due to any reason the bidder shall provide an equivalent or latest item/spare part in lieu of the original item/spare part subject to the approval of the RECL.

I/We undertake to be the single point of contact for RECL and shall be solely responsible for all warranties, updated, patches, upgrades, guarantees etc, offered by the OEM, and system integration and three years on-site comprehensive warranty and for the entire scope of work and requirements as per the service levels defined in the 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 RECL. 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 RFP/tender/Bid document and I/We shall be not having any claim of any sort/kind/form on the same.

I/We hereby declare that our company has not been banned or disqualified by any Government or any Government agencies or PSUs for a period of last five years.

I/We hereby attach the duly signed and stamped bid document as an acceptance of tender specifications and terms & conditions with the technical bid.

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

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

Bid Form

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

To

The AGM (IT),
Rural electrification Corporation Limited,
Core 4, Scope Complex,
Lodi Road,
New Delhi 110 003

Ref: Bid document No

Dated_____

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, I/We, the undersigned, hereby submit the financial bid for supply of equipments, products and services as per the schedule of requirements and in conformity with the said bidding documents.

I/We hereby offer to supply the Equipments, Products and Services at the prices and rates mentioned in the Commercial Bid.

I/We do hereby undertake, that, in the event of acceptance of my/ our bid, the supply, installation, commissioning and three years on-site comprehensive warranty of the Equipments, Products and other related items shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

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

I/We enclose herewith the complete Financial Bid as required by you. This includes:

- a. Bid Letter
- b. Price Schedule

I/We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time and any extended period provided that I/We have not withdrawn in writing my/our bid after the expiry of 120 days.

I/We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply, install, commission and provide three years on-site comprehensive warranty as per these terms and conditions. There are no Financial Deviations from my/our side.

Certified that the bidder is:

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

or

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

or

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

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

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

Dated this day of _____ 2011

Signature of Bidder
Name

Details of enclosures

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

Date:
Place:

Signature of Authorised Signatory
Name :
Company Seal :

Price Schedule

Category - I				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	249	In Figures: In Words:
			Grand Total (as per (a) above) (Category-I)	In Figures: In Words:
b	Laptop as per technical specifications and scope of work with warranty for 1 years	In Figures: In Words:	249	In Figures: In Words:

Category - II				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	408	In Figures: In Words:
			Grand Total (as per (a) above) (Category-II)	In Figures: In Words:
b	Laptop as per technical specifications and scope of work with warranty for 1 years	In Figures: In Words:	408	In Figures: In Words:

Category - III				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	8	In Figures: In Words:
b	MS Office professional INDIC 2010 (OLP Licensing) with media & documentation	In Figures: In Words:	8	In Figures: In Words:
c	Trend Micro Anti virus S/w single user licenses with 3 years	In Figures: In Words:	8	In Figures: In Words:
			Grand Total = (a) + (b) + (c) above (Category-III)	In Figures: In Words:

*** Above quantities are tentative and indicative only and REC reserves the right to order super-set and/or sub-set of the quantities as per REC's requirements.**

Note :

1. The price indicated in the price bid shall be FOR destination i.e. upto site of the company. Prices shall include Excise Duty, Sales Tax, VAT, WCT, Service Tax, octroi & road permit and other taxes, Transit Insurance and freight etc. The prices quoted by the bidder shall remain firm during the entire period of the Contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the REC) will be treated as non-responsive and rejected.
2. It is bidders responsibility to deliver the goods at final destination. RECL may assist if required
3. Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
4. Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
5. Prices should be indicated in Indian Rupees only and in the respective units indicated at each row.
6. Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row. Furnishing of any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.
7. In case of a difference/ discrepancy between prices quoted in Words and/or Figures the higher of the two shall prevail.
8. The prices indicated by the bidder should be inclusive all expenses in terms of three years comprehensive warranty maintenance.
9. Costs for all items must be quoted in the category the bidder is bidding otherwise the bid shall be rejected outright.
10. The details for column no. 'B' above are provided in chapter – 3: Scope of Work and Technical Specification Annexure – E and prices shall be deemed to have been quoted by the bidder taking into consideration these details and other clauses as specified in the tender document and as per tender terms and conditions and without any deviations of any form/sort/kind etc.
11. RECL shall carry out recalculation/ verification of the prices, Total (against each item) based on the prices/ cost quoted by the bidder for unit price, applicable taxes (as applicable), post warranty AMC cost (as applicable) based on indicated initial approximate quantities and the final calculations as arrived by the RECL shall be binding on the bidder.
12. In case of any part/ sub-component/ sub-assembly/ software/ peripherals etc. not being quoted / included by the bidder for the effective and efficient performance of the equipment/ product in pursuance to 7 above and/or any hiding/ false/ forging etc. of information/ quoted prices in the price schedule then the same shall be at the bidder's risk and cost and in the event of failure to comply shall result in summary rejection of bid and revocation of appropriate tender clauses and blacklisting of the bidder, at the discretion of the RECL, and in such an event RECL reserves the right to carry out financial evaluation of the rest of the bids as per the tender terms and conditions.
13. The bidder shall be deemed to have noted and agreed to as specified in the tender that REC will NOT provide "Form C/D".
14. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.

Technical Specifications

Laptop Type- Category-I

Specify make/Model _____

S.NO.	PARAMETER	SPECIFICATION	Complied (Yes/No)
1	Processor/CPU	Intel Core i3 Processor Second generation processor 2310M minimum 2.1 GHz with 3 MB L3 cache or higher	
2	RAM	Minimum 2 GB DDR3 SDRAM 1333 MHz upgradeable to at least 8 GB	
3	Internal HDD	320 GB 5400 RPM SATA or higher	
4	Optical Drive	Integrated 8x DVD RW or higher	
5	Display Size	14" WXGA color LED-backlit display, anti-glare with atleast 1.3 MP Camera/720P HD camera/Motion Eye/VGA camera	
6	Graphics	On board graphics	
7	Audio	Integrated High Definition audio with integrated stereo speakers and volume control	
8	Network Interface	1 Number 10/100/1000 Base-T or more	
9	Wireless Interface	Wireless LAN 802.11 b/g/n and Bluetooth	
10	External Ports	At least 2 nos. USB, 1no. VGA, stereo microphone in, stereo headphone/lineout, HDMI,RJ45	
11	Keyboard and Mouse	USB Optical Mouse and gesture supported Touchpad Standard keyboard	
12	Battery	Minimum 6-cell Lithium-ion rechargeable battery capable of providing 3.5 hours or more backup in standard business environment. With Charger and Adapter of OEM	
13	Carry Bag	Carry Bag From OEM	
14	Operating System	Genuine MS Windows7 Home Basic or higher with latest Service Pack (English Version) Pre-loaded	
15	Additional Software (To be installed by vendor)	Microsoft Office 2010 Starter [MOLP] MS INDIC Input –II	
16	Weight	2.4 kg or less with battery	
17	Warranty	3 year On-Site Comprehensive warranty	
18	Certification	Energy Star 5.0 compliant	
		OS Certification from Microsoft	
		For OEM : ISO 9001:2008	
		ERTL / FCC compliance	

		Latest version of IEC-60950-1 / IS 13252 / UL-60950	
		EPEAT Silver compliant or higher	
		RoHS compliant	
19	Antivirus (To be installed by vendor)	Microsoft Security essential or any other Licensed Antivirus Software with 3 years support	
20	Manageability Feature	1.Disk Protection mechanism/Pre failure Disk alert	
		2.System Recovery/Restore CD	
		3.Diagonostic Tool	

Signature :
Place :

Name :
Designation :
Name of the Company :
Seal of the Company :

Technical Bid – Specifications

Laptop Category-II

Specify make/Model _____

S.NO.	PARAMETER	SPECIFICATION	Complied (Yes/No)
1	Processor/CPU	Intel Core i5 Processor Second generation processor 2410M or higher	
2	RAM	Minimum 4 GB DDR3 SDRAM 1333 MHz upgradeable to at least 8 GB with 2 DIMM Slot	
3	Internal HDD	500 GB 5400 RPM SATA or higher	
4	Optical Drive	Integrated 8x DVD RW or higher	
5	Display Size	14" TFT WXGA color LED-backlit display, anti-glare with atleast 1.3 MP Camera/720P HD camera/Moving Eye	
6	Graphics	Graphics with at least 512 MB dedicated video memory	
7	Audio	Integrated High Definition audio with integrated stereo speakers and volume control and internal microphone	
8	Network Interface	1 Number 10/100/1000Base-T or more	
9	Wireless Interface	Wireless LAN 802.11 b/g/n and Bluetooth	
10	External Ports	Atleast 3 nos. USB [atleast one USB 3.0]. VGA, stereo microphone in, stereo headphone/lineout, HDMI,RJ45	
11	Keyboard and Mouse	Wireless Mouse and gesture supported Touchpad Standard keyboard	
12	Battery	Lithium-ion rechargeable battery capable of providing 6 hours or more backup in standard business environment With Charger and Adapter of OEM	
13	Carry Bag	Carry Bag From OEM	
14	Operating System	Genuine MS Windows 7 Home Premium – 64 bit (English Version) preloaded	
15	Additional Software	Microsoft Office 2010 Standard with Hindi Support [MOLP] MS INDIC Input –II	
16	Weight	2.4 kg or less with battery	
17	Warranty	3 year Comprehensive warranty	
18	Certification	Energy Star 5.0 compliant	
		OS Certification from Microsoft	
		For OEM : ISO 9001:2008	
		FCC compliance	
		Latest version of IEC-60950-1 / IS 13252 / UL-60950	

		EPEAT Silver compliant or higher	
		RoHS compliant	
19	Antivirus (To be installed by vendor)	Microsoft Security essential or any other Licensed Antivirus Software with 3 years support.	
20	Manageability Feature	1.Disk Protection mechanism/Pre failure Disk alert	
		2.System Recovery/Restore CD	
		3.Diagonostic Tool	

Signature :
Place :

Name :
Designation :
Name of the Company :
Seal of the Company :

Technical Bid – Specifications

Laptop Category-III

Specify make/Model _____

S.No.	DESCRIPTION	SPECIFICATIONS	Complied (Yes/No)
1	Processor Type	Intel Core i7 Processor Second generation processor 2620 or higher	
2	RAM	Minimum 8 GB DDR3 SDRAM 1333 MHz	
3	Internal hard disk drive	750 GB with atleast 5400 RPM SATA or higher	
4	Optical drives	Integrated 8x DVD RW or higher	
5	Display size	14" TFT WXGA color LED-backlit display, anti-glare with atleast 1.3 MP Camera/720P HD camera/Moving Eye	
6	Graphics	Graphics with at least 512MB dedicated video memory	
7	Audio	Integrated High Definition audio with integrated stereo speakers and volume control and internal microphone	
8	Wireless technologies	Wireless LAN 802.11 a/b/g/n or intel centrino wireless N1030, Bluetooth 3.0	
9	Network interface	Gigabit Ethernet Integrated Controller (1000 MBPS NIC)	
10	External I/O ports	atleast 3 nos. USB [atleast one USB 3.0]., 1no. VGA, stereo microphone in, stereo headphone/lineout, HDMI,RJ45 and atleast one eSATA port and docking port	
11	Keyboard	Wireless Mouse and gesture supported Touchpad Standard keyboard	
12	Battery	Lithium-ion rechargeable battery capable of providing 6 hours or more backup in standard business environment With Charger and Adapter of OEM	
13	Carry Bag	Carry Bag From OEM	
14	Warranty	3 years On-site comprehensive warranty	
15	Operating System	Genuine Windows 7 Professional 64 bit with latest service pack, Restore / Recovery CD & with OS media CD with each laptop.	
16	Weight	2.2 kg or less with battery	
17	Certification	Energy Star 5.0 compliant	
		OS Certification from Microsoft	
		For OEM : ISO 9001:2008	
		FCC compliance	
		Latest version of IEC-60950-1 / IS 13252 / UL-60950	

		EPEAT Silver compliant or higher	
		RoHS compliant	
18	Manageability Feature	1.Disk Protection mechanism/Pre failure Disk alert	
		2.System Recovery/Restore CD	
		3.Diagonostic Tool	

Signature :
Place :

Name :
Designation :
Name of the Company :
Seal of the Company :

BID BANK GURANTEE (EARNEST MONEY)

This deed of Guarantee made this _____ day of _____ 2000 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 Rural Electrification Corporation Ltd. (A Govt. of India Enterprise) registered under the Companies Act, 1956, having its office at _____ (hereinafter called "REC") which expression shall include its successors and assigns.

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

AND WHEREAS,

we _____ **(Name of the Bank)** have at the request of the tenderer agree to give REC 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 REC during the period of validity as mentioned in the Tender or any extension thereof as REC 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 REC, New Delhi on demand without demur to the extent of Rs. _____ (Rupees _____ Only).

We further agree as follows:-

01. That REC 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 REC and the Tenderer AND the said Bank shall not be released from its liability under these presents by an exercise by REC 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 REC or any indulgence by REC to the said Tenderer or any other matter or thing whatsoever.
02. 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 REC in terms thereof.

03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of REC in writing and agree that any change 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. upto _____ all rights under this 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.

Bidder e-Procurement Manual**CONTACT:**

Helpdesk Nos.

Phone : 011-49424365


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 REC 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

Section 1.02

Section 1.03 particular tender

Attachment of general document to a

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 be 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.

Masked Price Bid

Price Schedule

Category - I				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	249	In Figures: In Words:
			Grand Total (as per (a) above) (Category-I)	In Figures: In Words:
b	Laptop as per technical specifications and scope of work with warranty for 1 years	In Figures: In Words:	249	In Figures: In Words:

Category - II				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	408	In Figures: In Words:
			Grand Total (as per (a) above) (Category-II)	In Figures: In Words:
b	Laptop as per technical specifications and scope of work with warranty for 1 years	In Figures: In Words:	408	In Figures: In Words:

Category - III				
Item Code	Item Description	Unit Price including taxes	Initial Appx Qty*	Total Price including taxes (E=C*D)
(A)	(B)	(C)	(D)	(E)
a	Laptop as per technical specifications and scope of work with warranty for 3 years	In Figures: In Words:	8	In Figures: In Words:
b	MS Office professional INDIC 2010 (OLP Licensing) with media & documentation	In Figures: In Words:	8	In Figures: In Words:
c	Trend Micro Anti virus S/w single user licenses with 3 years	In Figures: In Words:	8	In Figures: In Words:
			Grand Total = (a) + (b) + (c) above (Category-III)	In Figures: In Words:

*** Above quantities are tentative and indicative only and REC reserves the right to order super-set and/or sub-set of the quantities as per REC's requirements.**

Note :

1. The price indicated in the price bid shall be FOR destination i.e. upto site of the company. Prices shall include Excise Duty, Sales Tax, VAT, WCT, Service Tax, octroi & road permit and other taxes, Transit Insurance and freight etc. The prices quoted by the bidder shall remain firm during the entire period of the Contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the REC) will be treated as non-responsive and rejected.
2. It is bidders responsibility to deliver the goods at final destination. RECL may assist if required
3. Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
4. Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
5. Prices should be indicated in Indian Rupees only and in the respective units indicated at each row.
6. Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row. Furnishing of any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.
7. In case of a difference/ discrepancy between prices quoted in Words and/or Figures the higher of the two shall prevail.
8. The prices indicated by the bidder should be inclusive all expenses in terms of three years comprehensive warranty maintenance.
9. Costs for all items must be quoted in the category the bidder is bidding otherwise the bid shall be rejected outright.
10. The details for column no. 'B' above are provided in chapter – 3: Scope of Work and Technical Specification Annexure – E and prices shall be deemed to have been quoted by the bidder taking into consideration these details and other clauses as specified in the tender document and as per tender terms and conditions and without any deviations of any form/sort/kind etc.
11. RECL shall carry out recalculation/ verification of the prices, Total (against each item) based on the prices/ cost quoted by the bidder for unit price, applicable taxes (as applicable), post warranty AMC cost (as applicable) based on indicated initial approximate quantities and the final calculations as arrived by the RECL shall be binding on the bidder.
12. In case of any part/ sub-component/ sub-assembly/ software/ peripherals etc. not being quoted / included by the bidder for the effective and efficient performance of the equipment/ product in pursuance to 7 above and/or any hiding/ false/ forging etc. of information/ quoted prices in the price schedule then the same shall be at the bidder's risk and cost and in the event of failure to comply shall result in summary rejection of bid and revocation of appropriate tender clauses and blacklisting of the bidder, at the discretion of the RECL, and in such an event RECL reserves the right to carry out financial evaluation of the rest of the bids as per the tender terms and conditions.
13. The bidder shall be deemed to have noted and agreed to as specified in the tender that REC will NOT provide "Form C/D".
14. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

M/s Rural Electrification Corporation Ltd.,
Core 4, Scope Complex, Lodhi Road,
New Delhi – 110003 (INDIA)
(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. :

In consideration of Rural Electrification Corporation Ltd., having its office at _____ (hereinafter referred to as "REC" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Purchase Order No. _____ dated _____ with/on _____ M/s _____ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____/Purchase Order No. _____ dated _____ and REC having agreed that the Supplier shall furnish to REC 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 Purchase 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 favour for account of _____ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay upto 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 Supplier having failed to perform the Agreement and despite any contestation on the part of above named supplier.

This Letter of Guarantee will expire on _____ including 30 days 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