

Request for Proposal (RFP)

Supply & Installation of Desktop PC/MFPs/Printers/Scanners/Laptop

INVITATION TO BIDS

Reference Number: IRFC/admn/38/Vol. VII dated 15.01.2018

Indian Railway Finance Corporation Limited

UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road,
New Delhi – 110003.

Indian Railway Finance Corporation Limited

UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road,
New Delhi – 110003.

INVITATION TO BID

Ref. No. IRFC/admn/38/Vol. VII

dated 15/01/2018

1. Indian Railway Finance Corporation Ltd. intends to procure Desktop Computers/MFPs/printers/scanners/Laptops for their Corporate Office situated in Delhi.
2. Interested bidders may obtain further information from the Office of Indian Railway Finance Corporation Limited, UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003.
3. Bids shall be received up to 11.00 hrs. On 06/02/2018 and Techno-commercial bids shall be opened on the same day at 11:30 hrs. (IST). IRFC shall not be responsible for any postal delay whatsoever. The time table for bid process is as follows.

Issue of RFP	15/01/2018
Date of commencement of sale of RFP	15/01/2018
Last Date of Sale of RFP	05/02/ 2018 upto 17.30 hrs.
Last Date & Time for receipt of Bid	06/02/ 2018 upto 11.00 hrs.
Date & Time of Opening of Technical & Commercial Bids	06/02/2018 11.30 hrs.
Place of submission and opening of Bids	Indian Railway Finance Corporation Limited, UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003.
Address for communication	Tel : 011-24369766 Fax : 24369766

4. Bidders/tenderers will have to make payment of Rs.500/- in the form of Banker's Cheque/Demand Draft in favour of "Indian Railway Finance Corporation Ltd." payable at Delhi on account of cost of tender. The demand draft/banker's cheque may please be issued from nationalized/Indian scheduled commercial bank.

Detailed terms and condition and future corrigendum/addendum will be posted on the website of IRFC ([www.irfc.co.in.](http://www.irfc.co.in)) and Central Public Procurement Portal (<https://eprocure.gov.in/cppp/>).

Joint General Manager (Finance)
Indian Railway Finance Corporation Limited

Indian Railway Finance Corporation Limited

**UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road,
New Delhi – 110003.**

Ref. No. IRFC/admn/38/Vol. VII

dated 15/01/2018

Subject: Supply & Installation of Desktop Computers/MFPs/printers/scanners/Laptops.

Dear Sir,

Indian Railway Finance Corporation Ltd. a Govt. of India Undertaking under the Administrative Control of Ministry of Railway invites bids for “Supply & Installation of “Desktop Computers/MFPs/printers/scanners/Laptops” at IRFC Office, UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003.

The following documents are enclosed which need to be submitted duly signed in each and every page in token of acceptance along with Earnest Money Deposit (EMD) of Rs. 32,500/- (Thirty Two Thousand Five Hundred only).

S. No.	Description Tender Documents	
1.	General Purchase Conditions (Section – GPC)	Annexure I
2.	Instruction to Bidders (Section – INB)	Annexure II
3.	Detailed Technical Specifications (Section – DTS) Minimum Specifications Bill of Quantity Bidder’s Data Sheet Preference to Purchase of DMEPs Preference to Purchase from MSEs	Annexure III Annexure III-A,B,C,D Annexure III-E Annexure III-F Annexure III-G Annexure III-H
4.	Schedule – 1 (Qualifying Requirement Data) Schedule – 2 (Technical Deviations) Schedule – 3 (Commercial Deviations)	Annexure – IV
5.	Format for Quoting Rates	Annexure – V
6.	Proforma for Bank Guarantee for Bid Guarantee Proforma for Bank Guarantee for Contract Performance Letter of Authority from OEM – Proforma Acceptance of Terms and Conditions Format for Self Affidavit regarding Domestic Value Addition	Appendix – I Appendix – II Appendix – III Appendix – IV Appendix – V

The bidders are required to submit EMD i.e. Rs. 32,500/- (Thirty Two Thousand Five Hundred only) in the form of Demand Draft/Banker’s Cheque drawn in favour of “Indian Railway Finance Corporation Ltd.” payable at New Delhi. Bidders are required to write their name and full address on the back of Bank Draft/Banker’s Cheque submitted in support of tender document.

OR

The bidders may submit an irrevocable bank guarantee as per Clause 4 of GPC from any Nationalized Indian Bank or reputed commercial bank equivalent to Rs. 32,500/- (Thirty Two Thousand Five Hundred only) in favour of Indian Railway Finance Corporation Ltd. New Delhi in the format furnished in Appendix.

In case no deviation is proposed in any of the clauses of technical or commercial enunciated in tender document the bidders are required to specify NIL categorically in Annexure IV (Schedule 2&3). Non-submission of Annexure IV (Schedule 2&3) will amount to no deviation from tender documents.

Tender Cost (Rs.500/-) and EMD duly sealed in separate envelopes and super scribed as “Tender Cost or EMD respectively for Supply & Installation of Desktop Computers/MFPs/printers/scanners/Laptop”– Due on 06/02/2018 at 11.00 A.M.” and addressed to:

Joint General Manager (Finance)
Indian Railway Finance Corporation Limited
UG-Floor, East Tower, NBCC Place, Bhasham Pitamah Marg, Pragati Vihar, Lodhi Road,
New Delhi – 110003.

Note:

Due Date & Time : 06/02/2018 at 11.00 A.M.
Opening Date & Time : 06/02/2018 at 11.30 A.M.

The above sealed envelope is to be dropped in the tender box, which is placed in the office premises of Indian Railway Finance Corporation Ltd. (Near Reception) before the due date and time as mentioned above.

Thanking you,

Yours faithfully,
Sd/-

Joint General Manager (Finance)
Indian Railway Finance Corporation Limited

**SECTION GPC
GENERAL PURCHASE CONDITIONS**

1.0 DEFINITION OF TERMS

- 1.1 The Contract means the agreement entered into between Owner and Contractor as per the Contract Agreement signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.2 ‘Owner’ shall mean the Indian Railway Finance Corporation Limited., New Delhi, India (A Government of India Undertaking) having its Corporate office at UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003 and shall include their legal representatives, successors and assigns.
- 1.3 ‘Contractor’ or ‘Manufacturer’ shall mean the Bidder whose bid will be accepted by the Owner for the award of the Works and shall include such successful Bidder’s legal representatives, successors and permitted assigns.
- 1.4 ‘Sub-Contractor’ shall mean the person named in the Contract for any part of the Works or any person to whom any part of the Contract has been sublet by the Contractor with the consent in writing of the Engineer and will include the legal representatives, successors and permitted assigns of such person.
- 1.5 ‘Engineer’ shall mean the officer appointed in writing by the Owner to act as Engineer from time to time for the purpose of the Contract by the Owner.
- 1.6 ‘Consulting Engineer’/ ‘Consultant’ shall mean any firm or person duly appointed as such from time to time by the Owner.
- 1.7 The terms ‘Equipment’, ‘Stores’, and ‘Materials’ shall mean and include equipment, stores and materials to be provided by the Contractor under the Contract.
- 1.8 ‘Works’ shall mean and include the furnishing of equipment/materials at site and if required, supervision of unloading, storage, handling at site, erection, testing & commissioning and putting into satisfactory operation as defined in the Contract.
- 1.9 ‘Specifications; shall mean the Specifications and Bidding Document forming a part of the Contract and such other Schedules and drawings as may be mutually agreed upon, from time to time.
- 1.10 ‘Site’ shall mean and include the land and other places on, into or through which the Works and the related facilities are to be erected or installed and any adjacent land, paths,

street or reservoir which may be allocated or used by the Owner or Contractor in the performance of the Contract.

- 1.11 The term 'Contract Price' shall mean the lumpsum price quoted by the Contractor in his bid with additions and/or deletions as may be agreed and incorporated in the Letter of Award, for the entire scope of the works.
- 1.12 'Manufacturer's Works' or 'Contractor's Works' shall mean the place of Works used by the manufacturer, the Contractor, their collaborators/associates or Sub-Contractors for the performance of the Contract.
- 1.13 'Inspector' shall mean the Owner or any person nominated by the Owner from time to time, to inspect the equipment, stores or Works under the Contract and/or the duly authorised representative of the Owner.
- 1.14 'Notice of Award of the Contract' / 'Letter of Award' / 'Telex of Award' shall mean the official notice issued by the Owner notifying the Contractor that his bid has been accepted.
- 1.15 'Date of Contract' shall mean the date on which Notice of Award of Contract/Letter of award has been issued.
- 1.16 'Month' shall mean the calendar month. 'Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of 24 hours each.
A 'Week' shall mean continuous period of 7 (Seven) days.
- 1.17 'Writing' shall include any manuscript, type written or printed statement, under or over signature and/or seal as the case may be.
- 1.18 When the words 'Approved', 'Subject to Approval', 'Satisfactory', 'Equal to'. 'Proper', 'Requested', 'As Directed', 'Where Directed', 'When Directed', 'Determined by', 'Accepted', 'Permitted', or words and phrases of like importance are used the approval, judgment, direction etc., is understood to be a function of the Owner/Engineer.
- 1.19 Test on completion shall mean such tests as prescribed in the Contract to be performed by the Contractor before the work is taken over by the Owner.
- 1.20 Start up shall mean the time period required to bring the equipment covered under the Contract from an inactive condition, when construction is essentially completed, to the state ready for trial operation. The start up period shall include preliminary inspection and checkout of equipment and supporting sub-system, initial operation of the complete equipment covered under the Contract to obtain necessary pre-trial operation data,

perform calibration and corrective action, shut down, inspection and adjustment prior to the trail operation period.

- 1.21 'Initial operation' shall mean the first integral operation of the complete equipment covered under the Contract with the sub-system and supporting equipment in service or available for service.
- 1.22 'Trail operation', 'Reliability Test', 'Trail Run', 'Completion test', shall mean the extended period of time after the start up period. During this trail operation period the unit shall be operated over the full load range. The length of Trail Operation shall be as determined by the Engineer, unless otherwise specified elsewhere in the Contract.
- 1.23 'Performance and Guarantee Test' shall mean all operational checks and test required to determine and demonstrate capacity, efficiency, and operating characteristics as specified in the Contract Documents.
- 1.24 The term 'Final Acceptance' shall mean the Owner's written acceptance of the Works performed under the Contract, after successful commissioning/completion of Performance and Guarantee Test. As specified in the accompanying Technical Specifications or otherwise agreed in the Contract.
- 1.25 'Commercial Operation' shall mean the condition of operation in which the complete equipment covered under the Contract is officially declared by the Owner to be available for continuous operation at different loads upto and including rated capacity. Such declaration by the Owner, however, shall not relieve or prejudice the Contractor of any of his obligations under the Contract.
- 1.26 'Warranty Period'/'Maintenance Period' shall mean the period during which the Contractor shall remain liable for repair or replacement of any defective part of the Works performed under the Contract.
- 1.27 'Latent Defects' shall mean such defects caused by faulty design, material or workmanship which cannot be detected during inspection, testing etc. based on the technology available for carrying our such tests.

2.0 SUBMISSION OF BIDS/Sealing and Marking

- 2.1 The complete bid enclosing therewith the documents required including any brochures/specifications relating to items, may be submitted in technical bids in one envelope along with a envelope containing banker's cheque/demand draft on a/c of tender cost fee and EMD. The price bid may be submitted in a separate envelope. Both the envelopes may be placed in one envelope super scribing tender for supply and installation of Desktop Computers/MFPs/printers/scanners/Laptops & their related softwares.

3.0 DEADLINE FOR SUBMISSION OF BIDS

- 3.1 Bids submitted by fax/telegram will not be accepted. No request from any Bidder to the Owner to collect the proposal from airlines, cargo agents etc. shall be entertained by the Owner.
- 3.2 The Owner may, at its discretion, extend this deadline for the submission of bids by amending the Invitation to Bid/RFP, in which case all rights and obligations of the Owner and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended, from time to time.

4.0 EARNEST MONEY DEPOSIT (EMD) / BID GUARANTEE

- 4.1 Each bid shall be accompanied by a Bid Guarantee (EMD) amounting to Rs. 32,500/- (Thirty Two Thousand Five Hundred only) in one of the form listed out herein below:
- 4.2 The bid guarantee (EMD) shall be valid for a period of three calendar months from the date of bid opening which shall be extended from time to time as desired by Purchaser. The successful Bidder shall keep his bid guarantee valid till one month beyond the submission of Contract Performance Guarantee, if required.
- 4.3 The bid guarantee may be submitted in one of the following forms:
- (a) A crossed bank draft in favour of Indian Railway Finance Corporation Ltd. New Delhi, payable at New Delhi from a Nationalized Bank or a reputed commercial bank of the Bidder's country.
- (b) An irrevocable bank guarantee from any Nationalized Indian Bank or reputed commercial bank of the Bidder's country in favour of Indian Railway Finance Corporation Ltd., New Delhi in the proforma enclosed herewith as APPENDIX – I.
- 4.4 Any bid, not accompanied by the bid guarantee is liable to be rejected by the Owner as non-responsive.
- 4.4.1 Bid Guarantee (EMD) of the unsuccessful bidder shall be returned after the acceptance of the Purchase Order by the successful bidder.
- 4.4.2 The bid guarantee of the successful bidder shall be returned after the said bidder submits the contract performance guarantee (10% of the contract price) in specified form and its acceptance, if required.

- 4.4.3 The Bid Guarantee may be forfeited without any notice or proof of damages etc.
- (a) If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid form.
- (b) In the case of a successful Bidder if the Bidder fails.
- (i) To accept Letter of Award/Purchase Order incorporating the agreements reached during pre-award discussion unconditionally.
- 4.4.4 No interest will be payable by the owner on the above bid guarantee.
- 4.4.5 Quotation without EMD & tender fee will out rightly be rejected. SSI/NSIC/MSME industries are exempted from submission of EMD & tender fee and must enclose the SSI/NSIC/MSME registration certificate for the same products/Service in this contract. If the SSI certificate does not contain the item as listed in our NIT and no EMD or tender fee is found enclosed, the offer shall be rejected.

5.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 5.1 No bid may be modified subsequent to the deadline for submission of bids.
- 5.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal/modification of a bid during this interval may result in the forfeiture of bid security.

6.0 INFORMATION REQUIRED WITH THE PROPOSAL

- 6.1 The following information shall be required with technical bid in the form of photocopy/ scanned copies, if required.
- 6.2 The information about model, make and complete specification of Desktop Computers/MFPs/printers/scanners/Laptops shall be submitted/provided by the Bidder in the form of separate sheets, drawing, catalogues, etc.
- 6.3 Oral statements made by the Bidder at any time regarding quality, quantity or arrangement of the equipment or any other matter will not be considered.
- 6.4 Standard catalogue pages and other documents of the Bidder may be used in the bid to provide additional information and data as deemed necessary by the Bidder.
- 6.5 In case the 'Bid Proposal' information contradicts RFP requirements, the RFP requirements will govern, unless otherwise brought out clearly in the technical/commercial deviation schedules.

7.0 OPENING OF BIDS BY THE OWNER

- 7.1 The Bids shall be opened by the Owner on the date as specified in bid documents or in the case any extension has been given thereto, after the extended Bid submission date as notified on the website of Indian Railway Finance Corporation Ltd or Central Public Procurement Portal (CPPP, Govt of India), if any etc.
- 7.2 The Bidder's names, bid prices, modifications, bid withdrawals and the presence or absence of the requisite bid guarantee and such other details as the Owner, at its discretion may consider appropriate, will be announced at the time of opening of bids.
- 7.3 No electronic recording devices will be permitted during bid opening.

8.0 CLARIFICATION OF BIDS

- 8.1 To assist in the examination, evaluation and comparison of bids the Owner may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

9.0 PRELIMINARY EXAMINATION

- 9.1 The Owner will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 9.2 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 total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the errors as above, his Bid will be rejected and the amount of Bid Guarantee forfeited.
- 9.3 The Bidder should ensure that the prices furnished in various price schedules are consistent with each other, in the case of any inconsistency in the prices, furnished in the specified price schedules to be identified in Bid Form for this purpose, the Owner shall be entitled to consider the highest price for the propose of evaluation and for the propose of award of Contract use the lowest of the prices in these schedules.
- 9.4 Prior to the detailed evaluation, the Owner will determine the substantial responsiveness of each bid to the RFP. For the purpose of these Clauses, a substantially responsive bid is

one which conforms to all the terms and conditions of the RFP without material deviations. A material deviation is one which affects in any way the prices, quality, quantity or delivery period or which limits in any way the responsibilities or liabilities of the Bidder of any right of the Owner as required in these RFP documents and specifications. The Owner's determination of a bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

- 9.5 A bid determined as not substantially responsive will be rejected by the Owner and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

10.0 PRICE

- 10.1 The Bidder shall quote Firm prices valid till the complete execution of the order.
- 10.2 The Bidder shall quote on for Destination basis inclusive of packing, forwarding, Transportation, freight, insurance charges, taxes & duties, installation charges, testing and commissioning charges etc. if any.
- 10.3 The Bidder shall quote, item wise unit and lot prices for all the material and services (if any).

11.0 TAXES AND DUTIES

- 11.1 All the Bidders are requested to familiarize themselves with the laws, rules and regulations prevailing in India and consider the same while developing and submitting their Proposal.
- 11.2 All Customs duties, CGST/SGST/IGST and other levies payable by the bidder on goods, equipments, components, Sub-assemblies, raw materials & any other items used for their consumption or dispatched directly to owner by the contractor or their sub-suppliers shall be included in the bid price & any such taxes, duties, levies additionally payable will be to bidder's account & no separate claim on this account will be entertained by the owner.
- 11.3 The Contractor shall be liable and pay all non-Indian taxes, duties, levies, lawfully assessed against the Owner or the Contractor in pursuance of the Contract. Tax liability, if any, on Contractor's personal income & property shall be borne by the Contractor and shall be the responsibility of the Contractor as per Tax Laws of India.
- 11.4 IRFC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Contractor under the contract.
- 11.5 As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, IRFC shall not bear any tax liability, whatsoever, irrespective of the mode of

contracting. The Contractor shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Contractors is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

- 11.6 If any rates of taxes/duties/levies (hereinafter called 'Tax') are increased or decreased, a new Tax is introduced, an existing Tax is abolished or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to fully take in to account any such change by addition to the Contract Price or deduction there from, as the case may be. However, these adjustments would be restricted to direct transactions between the Owner and the Contractor and not on procurement of components/products/services etc. by the Contractor and shall also not be applicable on the bought out items dispatched directly from sub vendor's works to site.

12.0 INSURANCE

- 12.1 The seller at his cost shall arrange, secure and maintain all insurance as may be pertinent and obligatory in terms of law to protect his interest and interests of the Owner against all perils. The responsibility to maintain adequate insurance coverage at all times till the equipment/materials "Taken Over" by the Owner shall be of Seller alone. The insurance covers to be taken by the seller shall be in the name of Owner. The seller shall however be authorized to deal directly with the insurance company.
- 12.2 Any loss or damage to the equipment/material during handling, transportation, Installation & testing, till sixty (60) days after the equipment/material under the contract reach Purchaser's warehouse shall be to the account of seller. The insurance policy to be taken by seller should be on warehouse to warehouse basis valid for a period of sixty days beyond the receipt of material by the Purchaser's consignee as stipulated in the Purchase Order. The seller shall be responsible for preference of all claims and make good for the damages or loss by way repairs and/or replacement of the material damaged or lost. The transfer of title shall not in any way relieve the seller of the above responsibilities during the period of Contract.
- 12.3 The insurance required to be taken by seller shall cover all risks including war, strike, riots and civil commotion, if any etc. The scope of such insurance shall be adequate to cover the replacement/re-installment cost of the materials delivered at site. Notwithstanding the extent of insurance cover the amount of claim available from the underwriters and the time at which claim is available from the underwriters, the seller shall be liable to make good the full availability as per Owner's requirements.

13.0 BID CURRENCIES

13.1 Prices shall be quoted in Indian Rupees only.

14.0 PERIOD OF VALIDITY OF BIDS

14.1 Bids shall remain valid and open for acceptance for a period of 4 months after the date set for Bid opening.

15.0 BID OPENING

15.1 The Purchaser will examine all other Bids to determine whether they are complete, whether the requisite Bid Guarantees and tender cost have been furnished, whether the documents have been properly submitted, and whether the Bids are generally in order.

16.0 PROCESS TO BE CONFIDENTIAL

16.1 Any effort by a bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of Bids, and in decisions concerning the award of Contract, may result in the rejection of his Bid.

17.0 CORRECTION OF ERRORS

17.1 Bids determined to be sub-sequentially responsive will be checked by the Purchaser for any arithmetic errors in computation and summation, Errors will be corrected by the Purchaser as follows:

- (a) Where there is discrepancy between amounts in figures and in words, the amount in words will govern.
- (b) Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.

17.2 The amount stated in the Bid Form will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and the Bid Guarantee forfeited.

18.0 TIME SCHEDULE

18.1 The basic consideration and the essence of the Contract shall be the strict adherence to the time schedule specified in the bidding documents and incorporated in the Contract for supplies and services.

19.0 EVALUATION AND COMPARISON OF BIDS

19.1 The Purchaser will evaluate and compare the Bids previously determined to be substantially responsive to the requirements of the bidding documents, pursuant to Clause 9.0 above.

19.2 In evaluating Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

- (a) Making any corrections for errors pursuant to Clause 17.0
- (b) Excluding provisional sums
- (c) Making an appropriate adjustment for any other acceptable quantifiable deviations subject to responsiveness test at Clause 9.2

19.3 Bidder shall state their Bid price for the payment schedules outlined in the specifications.

19.4 The purchaser reserves the right to accept or reject any variation, deviations or alternative offered. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the Purchaser shall not be taken into account in Bid evaluation.

19.5 CGST/SGST/IGST and other levies legally payable on the transaction between the Purchaser, the bidder & sub-supplier shall be taken into account for Bid evaluation.

19.6 Preference to purchase of domestically manufactured electronic products and related evaluation has been detailed out at Annexure III-G of these tender documents.

19.7 Preference to purchase from MSEs and related evaluation has been detailed out at Annexure III-H of these tender documents.

20.0 AWARD CRITERIA

20.1 The Purchaser will award the Contract to the bidder whose Bid has been determined to be substantially responsive to the bidding documents and has been determined as the lowest evaluated bid pursuant to Clause 19 above.

21.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

21.1 The Purchaser reserves the right to accept or reject any Bid and to annual to bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders or bidders of the grounds for the Purchaser's action.

22.0 NOTIFICATION OF AWARD

22.1 Prior to the expiry of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful bidder by Cable, confirmed in writing by registered letter, that his Bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'Notification of Award'/ 'Letter of Award') shall name the sum which the Purchaser will pay to the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the 'Contract Price'). Within 5 days or receipt of the 'Notification of Award'/ 'Letter of Award' the successful bidder shall sign and return a copy of the same to the Purchaser as acknowledgement of receipt of the same.

22.2 The Notification of Award will constitute the formation of the Contract.

23.0 DELIVERY / SHIPMENT TERMS

23.1 All the equipment/materials shall be dispatched to destination on FOR destination basis within the delivery period as stipulated in the DTS/Purchase Order/LOA.

24.0 SECURITY DEPOSIT / PERFORMANCE GAURANTEE :

24.1 In case of bidders who had submitted an unconditional and irrevocable bank guarantee in support of EMD, the awardee is required to furnish DD amounting to Rs. 1,62,500/- (One Lakh Sixty Two Thousand Five Hundred Only) on a/c of Security Deposit/Performance Gaurantee along with acceptance of the contract within 10 days from the date of receipt of Work Order.

24.2 The Bank Guarantee shall be issued from (a) a Public Sector Bank or (b) a Scheduled Indian Bank.

24.3 Failure of the successful bidder to comply with the requirements of Clause 22.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Guarantee, in which case the Purchaser may make the award to the next lowest evaluated bidder or call for new Bids.

25.0 LOCAL CONDITIONS

25.1 It will be imperative on each bidder to fully inform himself of all local conditions and factors which may have any effect on the performance of the Contract covered under these specifications and documents.

26.0 PAYMENT TERMS

26.1 100% of the ex-works price, plus packing, forwarding, Transportation, freight and insurance charges, if any, taxes and duties shall be payable to the supplier, for the indigenous equipment, within 15 days of receipt, installation, testing, commissioning and Taking Over the equipment/materials at the desired premises of the consignee in satisfactory working condition. The payment will be released only after verification of the bill by the Indenting Unit.

27.0 INSPECTION – CHECKING – TESTING

All materials/equipment manufactured by the supplier himself and/or by his sub-vendor against the purchase order shall be subject to inspection, check and/or test by the purchaser or his authorized representative at all stages and places, before, during and after his manufacturing.

Inspection by the Purchaser and/or his authorized representative or failure by the Purchaser and/or his authorized representative to inspect the material/equipment shall not relieve the supplier of any responsibility or liability.

28.0 ACCESS TO SUPPLIERS PREMISES

The Owner and/or his authorized representative shall be provided access to Vendor's and/or his sub-Vendors premises, at any time during the pendency of the order for expediting. Inspection, checking etc. of the progress of the work.

29.0 REMOVAL OF REJECTED GOODS AND REPLACEMENT

If upon delivery, whether inspected and approved earlier or otherwise the material/equipment is not in conformity with the specifications the same shall be rejected by the Purchaser or his duly authorized representative and notification to this effect will be issued to the Vendor normally within 30 days from the date of receipt of the material at the work/site/office.

The Supplier shall arrange removal of the rejected items within 15 days of the notice of rejection falling which the owner shall be at liberty to dispose off such rejected items in any manner as he may think fit. All expenses incurred by the Owner in disposing off the

rejected items including money paid to the Supplier shall be recoverable from the Supplier.

30.0 SOURCE OF SUPPLY

The Vendor will ensure that the indigenous capacity is utilized to the fullest extent possible in execution of this order. Where imports are unavoidable, all such items shall be imported by the Vendor in good time against his own import license without affecting the contractual delivery date/delivery schedule & Price.

31.0 PACKING AND MARKING

31.1 All goods shall be securely packed in cases, bundles, crates etc. suitable for rail/road/sea/air transport. All exposed services/ connections/protrusions shall be properly protected.

31.2 All exposed parts shall be packaged with due care and the packages should bear the words "WITH CARE". The packing of the goods to be transported by rail/road/sea shall be as per the conditions laid down by the appropriate authorities and the Vendor shall obtain clean railway/goods receipt/Bill of lading/Air way Bill in favour of the consignee without any qualifying remarks. All packages and unpackaged materials shall be marked on at least two places indicating the name of the Purchaser, Consignee, Purchase Order number, Gross and net weights and dimension with indelible paint in English, in case of bundles, metallic plates marked with the above details shall be tagged to such bundles.

31.3 All goods should be dispatched as per the relevant terms of the Purchase Order. In case any other mode of transport has to be resorted to other than that mentioned in the Purchase Order, the same shall be done only after obtaining prior approval in writing from the Purchaser. All movements, sanctions, loading permission etc. from the Railway Authority shall be obtained by the Vendor.

31.4 The Vendor shall communicate the relevant dispatch particulars immediately on dispatch by FAX/Telex/Telegrams to the consignee as specified in the Purchase Order. The vendor shall also forward original and copies of dispatch documents to the concerned authorities as required in the Purchase Order within two days from the date of dispatch failing which the vendor shall be responsible for any delay in payments for that consignment for want of documents and consequent demurrage, and wharfage and detention charges etc.

32.0 WARRANTY

As explained in detail vides Clause 11.0 of Detailed Technical Specifications (Annexure-III).

33.0 LIQUIDATED DAMAGES FOR DELAY IN COMPLETION

- 33.1 In case of any delay in execution of the order beyond stipulated date of delivery work schedule, including any extension permitted in writing, the Owner reserves the right to recover from the vendor a sum equivalent to ½ (half percent) of the value of delayed material/equipment or unperformed services for each week of the delay and part thereof subject to a maximum of 5% of the total value of the order.
- 33.2 Alternatively, the Purchaser reserves the right to purchase the materials/equipment from elsewhere at the risk and cost of the vendor and recover all such extra cost incurred by the purchaser in procuring the material by the above procedure.
- 33.3 Alternatively, the Purchaser may cancel the order completely without prejudice to his right under the alternatives mentioned above.

34.0 DEMURRAGE, WHARFAGE ETC.

Any demurrage, wharfage or other expenses incurred after the consignment reaches the destination (railway godown or port or airport of CWC warehouse) due to delayed negotiations of dispatch documents or for any reason attributable to the seller shall be to the account of the seller/settler's Indian Agent.

35.0 FORCE MAJEURE

35.1 Definition of Force Majeure

Force Majeure means any circumstances beyond the control of the parties, including but not limited to:

- (a) war and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;
- (b) ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components thereof.
- (c) rebellion, revolution, insurrection, military or usurped power and civil war;
- (d) riot, commotion or disorder, except where solely restricted to employees of the Contractor.

36.0 SPECIFICATIONS, DRAWINGS & DATA

All drawings, data & documentation in respect of the ordered items are an integral part of the Purchase Order. The Vendor will furnish all such drawings, data and documentation to the Purchaser. The schedule for submission of these documents by the vendor and the required no. of the copies shall be specified by the Purchaser. The Vendor shall ensure strict compliance with the schedule. The data sheet at Annexure – III A,B,C,D for offered model of Desktop PC/MFPs/Printer/Scanner/Laptop & their related softwares must be filled and submitted by the bidder.

37.0 ADDITIONS/ALTERATIONS/MODIFICATIONS

The Owner reserves the right to make the additions/alterations/modifications to the quantity of the items in the Purchase Order to the extent of $\pm 25\%$ of the value of the Purchase Order. Such an option shall be exercised by the Owner before completion of supplies under purchase order. The vendor shall supply such quantities also, at the same rate as originally agreed to and incorporated in the Purchase Order. If, however the additional work is at variance in design, size and specifications & is not already covered by the Purchase Order of the amendments therein, the rates for such additional work shall be negotiated & mutually agreed upon.

38.0 SUB-LETTING

The Vendor shall not sub-let, transfer or assign any part of this order without the prior written consent of the Purchaser. Copies of sub-contract shall be forwarded to the Purchaser.

39.0 INFORMATION PROVIDED BY THE PURCHASER

All drawings data & documentation that are given to the Vendor by the Purchaser for the execution of the order shall be the property of the Purchaser. The Vendor shall not make use of any of the above documents for any other purpose at any time except for the purpose of executing the order to the Purchaser. The Vendor shall not disclose above information to any person, firm corporate body and/or authority and shall use all endeavours to ensure that the above information is kept confidential.

40.0 PATENT RIGHTS

Royalties and fees for patents covering material/equipment or process used in executing the work shall be to the account of the Vendor. The vendor shall satisfy all demands that may be made any time for such royalties and fees and he alone shall be liable for damages, infringement and shall keep the purchase indemnified in that regard. In the event, any equipment/material or part hereof supplied by the Vendor is involved in any

suit or other proceedings held to constitute infringements, and its use is enjoyed, the Vendor, shall at his own expenses, either procure for the purchaser the right to continue the use of such equipment/material or replace it with a non-infringing material/equipment/or modify it so that it becomes non-fringing.

41.0 COMPLIANCE OF REGULATIONS

The Vendor shall warrant that all goods and services covered by the Purchase Order have been produced, sold, dispatched, delivered, tested and installed and are in strict compliance with all applicable laws, regulations including industries (development and regulations) Act 1951 and technical codes and requirements as applicable from time to time.

The Vendor should execute and deliver such documents as may be needed by the Purchaser in evidence of compliance. All laws and regulations required to be incorporated by the Purchase Order are hereby deemed to be incorporated by this reference. Any liability arising out of contravention of any of the laws in executing the order shall be the sole responsibility of the Vendor.

42.0 CONTRACTOR'S DEFAULT

42.1 Notice of Default

If the Contractor is not executing the Works in accordance with the Contract or is neglecting to perform his obligations there under so as to seriously affect the programme for carrying out of the Works, the Purchaser may give notice to the Contractor requiring him to make good such failure or neglect.

42.2 Nature of Contractor's Default

If the Contractor:

- (a) has failed to comply within a reasonable time with a notice under sub-clause 42.1, or
- (b) assigns the Contract or sub-contracts the whole of the Works without the Employer's written consent or
- (c) becomes bankrupt or insolvent and has a receiving order made against him or compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors or goes into liquidation.

The purchaser may, after giving 15 days notice to the Contractor terminate the Contract and expel the Contractor from this Site.

Any such expulsion and termination shall be without prejudice to any other rights to powers of the Purchaser, or the Contractor under the Contract.

The Purchaser may upon such termination complete the works himself or by any other Contractor. The Purchaser or such other Contractor may use for such completion any of the Contractor's equipment which is at the Site as he or they may think proper, and the Purchaser shall allow the Contractor a fair price for such use.

42.3 Valuation of Date of Termination

The Purchaser shall, as soon as possible after such termination, certify the value of the works and all sums then due to the Contractor as on the date of termination.

42.4 Payment after Termination

The Purchaser shall not be liable to make any further payments to the Contractor until the Works have been completed. When the Works are so complete, the Purchaser shall be entitled to recover from the Contractor the extra costs, if any, of completing the Works after allowing for any sum due to the Contractor under Sub-clause 45.3. If there is no such extra cost the Purchaser shall pay any balance due to the Contractor.

42.5 Effect on Liability for Delay

The Contractor's liability under clause 30 shall immediately cease when the Purchaser expels him from the Site without prejudice to any liability there under that may have already occurred.

43.0 SALE CONDITIONS

The order would constitute an entire agreement between the two parties thereto. With the Vendor's acceptance of the provisions of the Purchase Order, he waives and considers as cancelled any of this general/special sales conditions.

44.0 CANCELLATION

The Owner reserves the right to cancel the order in part or in full by giving one week advance notice thereby if:

- (a) The Vendor fails to comply with any of the terms of the order.
- (b) The Vendor becomes bankrupt or goes into liquidation.
- (c) The Vendor makes general assignment for the benefit of the creditor; and
- (d) Any receiver is appointed for the property owned by the Vendor.

45.0 DISPUTES AND ARBITRATION

45.1 The Purchaser & Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

45.2 If after thirty (30) days from the commencement of such internal negotiations, the Purchaser & Supplier have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution to the formal mechanism specified below:

45.3 The dispute resolution mechanism to be applied shall be as follows:

(a) In the case of dispute between the Purchaser and bidder the dispute shall be referred to adjudication/arbitration in accordance with Indian Laws.

45.4 The award given by the Arbitrator(s) shall be speaking award.

45.5 Work to Continue

Performance of the contract shall continue during arbitration proceedings unless the Purchaser shall order suspension. If any such suspension is ordered the reasonable costs incurred by the Contractor and occasioned thereby shall be added to the Contract Price.

45.6 No, payments due or payable by the purchaser shall be withheld on account of pending reference to arbitration.

46.0 LAW AND PROCEDURE

46.1 Applicable Law

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

46.2 ACCEPTANCE OF TERMS AND CONDITIONS

The Bidder must confirm his acceptance of the terms and conditions mentioned hereinabove and the enclosed documents. In case any clause is not acceptable to the Bidder, the same should be specifically brought out in deviation schedule given in the Bid Proposal Sheets with categorical confirmation that all other clauses are acceptable to the Bidder. If no mention is made in this regard, it shall be presumed that all clauses mentioned hereinabove are acceptable to the Bidder.

47.0 SIGNATURE OF BIDS

- 47.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 47.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 47.3 Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person or persons authorized to bid on behalf of such Corporation/Company in the matter.
- 47.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- 47.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.

SECTION – B
INSTRUCTION TO BIDDERS

1.0 GENERAL INSTRUCTIONS

- 1.1 Indian Railway Finance Corporation Limited. (hereinafter called Owner) invites Bids in respect of Supply & Installation of Desktop Computers/MFPs/printers/scanners/Laptops at Regd. Office at UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003. All Bids shall be prepared and submitted strictly in accordance with these instructions.
- 1.2 The Owner reserves the right to itself to accept any Bid or reject any or all Bids or cancel/withdraw invitation to Bid without assigning any reason for such decisions. Such decisions by the Owner shall bear no liability whatsoever consequent upon such a decision.

2.0 QUALIFYING REQUIREMENTS FOR BIDDERS

- 2.1 Minimum Qualifying Requirements: The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

- (i) Bidder shall be an Indian Company / firm engaged in Supply & Installation of Desktop Computers/MFPs/printers/scanners/Laptops & their related softwares for last three years and having its sales & maintenance branch office in Delhi/NCR (copy of proof to be enclosed);
- (ii) Bidder should be an Authorised dealer/representative of Original Equipment Manufacture (OEM) and they are required to enclose the supporting document to this effect from OEM as per format at Appendix-III along with the proposal;
- (iii) Bidder must have executed at least 3 (three) work orders of similar work (as specified in clause 2 (i) above) among which bidder should have meeting any of the following criteria during last 3 Financial years (i.e. 2014-2015, 2015-2016 and 2016-2017) and up to bid submission date:
 - 1. Three similar completed works and each costing not less than Rs. 5 Lakhs each.

(OR)
 - 2. Two similar completed works and each costing not less than Rs. 8 Lakhs each.

(OR)
 - 3. One similar completed works costing not less than Rs. 14 Lakhs.

Documents to this effect i.e. Completion Certificate Or Copy of Purchase Order (PO) along with any other supporting document (like confirming supply of material and installation report or release of 90% payment by purchaser towards invoice etc.) must be submitted with technical bid.

“Similar work” means that the bidder has successfully executed supply, installation of computers/printer/scanner & their related softwares to corporate sector/ PSU as a System integrator.

- (iv) Bidder should have minimum average annual turnover of Rs. 30 Lakhs (Rupees Thirty lakhs only) during last three financial years and is a profit making company during last three accounting years. In support of this firm shall submit financial statement, profit and loss account statement etc.
- (v) Bidder should have valid Registration No. of **GST /GSTIN**, whichever is applicable;
- (vi) Bidder should have copy of PAN No. (Copy of proof may be enclosed);
- (vii) Owner reserves the right to carry out capability assessment of the Bidders and Owner’s decision shall be final in this regard; and

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.

3.0 COST OF BIDDING

- 3.1 All the costs and expenses incidental to preparation and submission of the proposals, discussions including pre-award discussions with the successful Bidder etc. shall be to the account of the Bidders and the Owner shall not be responsible in any way whatsoever, and shall bear no liability whatsoever, on such costs and expenses, regardless of the conduct or outcome of the Bidding process.

4.0 INSPECTION OF SITE

- 4.1 The Bidders are at liberty to visit the site for inspection.

5.0 DOCUMENT COMPRISING THE BID

- 5.1 The Bidder shall complete all the Bid Forms inclusive of Price Schedules, Schedule of Requirements etc. furnished in the RFP, indicating, for the products to be supplied and services to be rendered, a brief description of products and services, quantities and prices.

5.2 The Bidder shall also submit documentary evidence to establish that the Bidder meets the Qualifications Requirements as detailed in clause 2.0 above.

5.3 Scope of the Proposal

5.3.1 The scope of the proposal shall be on the basis of a sole responsibility of the bidder, completely covering all the materials and services specified under the accompanying RFP documents.

6.0 The bidder should also submit the under mentioned information:

a.	Name of the firm, address, telephone and fax nos.		
b.	E-mail Address		
c.	Name of the Contract Person Telephone/Mobile No.		
d.	Name of the Bank (with full Address)		
e.	Bank Account No. (Enclose an unsigned cheque duly cancelled)		
f.	PAN No.		
g.	GSTIN No.		
h.	Details of Earnest Money Deposit Name of the Bank Banker's Cheque No. & Date		

7.0 FORMAT AND SIGNING OF BID

7.1 The Bidder shall complete all the procedure and format of the bid.

7.2 Bids not confirming to the above requirements of Clause 7.0 may be disqualified.

8.0 BID PRICES

8.1 The Bidder shall indicate, in line with the price schedule enclosed in Bid proposal sheets. All rates and amount shall be written both in figures and words and shall be indicated in Indian rupees only.

9.0 BID SECURITY / EMD

9.1 A Bid security i.e. EMD i.e. Rs. 32,500/- (Thirty Two Thousand Five Hundred only) in the form of Demand Draft/Banker's Cheque drawn in favour of "Indian Railway Finance Corporation Limited" payable at New Delhi and whose validity should be at least 3 months and further extendable as desired by owner from the date of opening of bids. Bidders are required to write their name and full address on the back of Bank Draft/Banker's Cheque submitted in support of tender document.

Or

The bidders may submit an irrevocable bank guarantee as per Clause 4 of GPC from any Nationalized Indian Bank or reputed commercial bank equivalent to Rs. 32,500/- (Thirty Two Thousand Five Hundred only) in favour of Indian Railway Finance Corporation Limited, New Delhi in the format furnished in Appendix.

9.2 The Bid Security shall be made payable to the Owner without any condition. The Bank guarantee (towards Bid Security) shall be valid for a period of 3 (three) calendar months from the date of opening of Bids which shall be extended from time to time as desired by the Purchaser.

9.3 The Bid security is required to protect the Owner against the risk of Bidders conduct which would warrant the security forfeiture pursuant to sub clause 9.4 Section INB.

9.4 If the successful Bidder fails to accept letter of award/purchase order, the Bid security amount shall be forfeited. Bid security amount may also be forfeited if a Bidder withdraws his Bid during the period of Bid validity.

9.5 The Bid security of all the Bidders except that of the successful Bidder will be returned within thirty (30) days after the Award of Contract or 15 days after the expiration of the period of Bid validity whichever is earlier.

9.6 Any Bid not accompanied by a Bid security in accordance with above provisions will be treated as non-responsive and will be rejected by the Owner.

9.7 No interest or any other cost will be payable by the Owner on the Bid security.

10.0 PERIOD OF VALIDITY OF BIDS

10.1 Bids shall be kept for acceptance for a period of 4 (four) calendar months from the date of opening of Bids. A Bid valid for a shorter period may be rejected by the Owner as non-responsive.

11.0 SUBMISSION OF BIDS TO THE OWNER

11.1 The Bidder shall submit the bid in two parts i.e. Technical and Price bid. The technical bid should have all the technical details along with demand drafts on account of tender cost and EMD. Price bid should have only price details. If price schedule or any details of price bid is disclosed in technical bid, the bid will be out-rightly rejected.

11.2 Any Bid received by the Owner after the deadline for submission of Bids prescribed by the Owner, in the invitation to Bid shall be automatically rejected.

12.0 WITHDRAWAL OF BIDS

12.1 No Bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of Bid validity, Withdrawal of a Bid during this interval shall result in the forfeiture of Bid Security of the Bidder pursuant to clause 9.4 Section INB.

13.0 OPENING OF THE BIDS BY THE OWNER

13.1 The Bids shall be opened by the Owner on scheduled bid opening date and time as specified in invitation of Bids or in the case any extension has been given thereto, after the extended Bid submission date notified to all Bidders.

14.0 PRELIMINARY EXAMINATION

14.1 The Owner will examine the Bids to determine whether they are complete, whether required Bid security has been furnished, whether Bidder fulfills the qualifying requirements and whether the Bids are generally in order.

14.2 Prior to detailed evaluation, the Owner will determine the substantial responsiveness of each Bid with reference to the Bidding documents. A substantial responsive Bid is one which confirms to all the terms and conditions of the Bidding documents without material deviation. The Owner's determination of Bids responsiveness will be based on the contents of the Bid itself.

14.3 A Bid determined as not substantially responsive will be rejected by the Owner and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

14.4 The Owner may waive any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation. The decision of the Owner with regards to the deviation being material or not shall be final and binding.

15.0 EVALUATION OF BIDS

15.1 The Owner will evaluate and compare the Bids previously determined to be substantially responsive pursuant to Clause 14.0.

15.2 The Bids submitted by the Bidders which do not meet the qualifying requirements as per Clause 2.0 Section INB will be treated as non-responsive and will be rejected.

15.3 The Bids shall be compared on the basis of total prices quoted by the Bidder for the entire Scope of Work defined in the Detailed Technical Specifications and lowest price in price bid shall be taken.

15.4 Preference to purchase of domestically manufactured electronic products and their evaluation has been detailed out at Annexure III-G of these tender documents.

15.5 Preference to purchase from MSEs and their evaluation has been detailed out at Annexure III-H of these tender documents.

16.0 AWARD OF WORK

16.1 Notification of Award of Contract will be made in writing by registered post or by hand to the successful Bidder by the Owner. The notification of award shall constitute the formation of Contract.

16.2 Owner reserves the right to split the Scope of work and may award separate Contracts to two or more Bidders.

16.3 The Owner reserves the right, to accept any Bid (not necessarily the Bid having lowest Bid prices) or to reject any or all Bids or to cancel/withdraw the invitation to Bid or to annual the Bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Owner shall not be subject to question by any Bidder and the Owner shall bear no liability whatsoever consequent upon such a decision nor shall he have any obligation to inform the affected Bidder or Bidders of the grounds for the Owner's action.

17.0 CONTRACT PERFORMANCE GAURANTEE

Within 15 days of notification of award of the contract, as a Contract Performance Security, the successful bidder, to whom the work is awarded, shall be required to furnish a contract performance guarantee from (a) a Public Sector Bank or (b) a scheduled Bank, in favor of owner in the prescribed proforma. The guarantee amount shall be equal to 10% of the total contract price and it shall guarantee the faithful performance of the contract in accordance with the terms and conditions specified in these documents and specifications. The guarantee shall be valid up to three months beyond completion of warranty period.

SECTION DTS
TECHNICAL SPECIFICATIONS FOR
Desktop Computers/MFPs/printers/scanners/Laptops

1.0 GENERAL REQUIREMENTS

- 1.1 In order to cater to new requirements in its corporate office, IRFC intends to procure Desktop Computers/MFPs/printers/scanners/Laptops & their related softwares.
- 1.2 In case of any discrepancy between the provisions of this section and provisions of other section of tender documents, the provisions of this section shall prevail.
- 1.3 The Equipment provided under these specifications shall be complete with all power cables & if any etc.
- 1.4 The Equipment to be supplied by Supplier shall be the industry proven products and not the R&D models. The equipment shall confirm to the requirements of relevant Indian & International Standards.
- 1.5 All the components of the computer system like Computer Desktops, Keyboard and Mouse shall be from the same Original Equipment Manufacturer (OEM) i.e. make of the computer. The internally used sub-components like Hard Disk, DVD Drives, LAN card, Memory cards etc. shall bear the OEM part no only under exceptional circumstances of non-availability of spare of the same part no, of the manufacturer of the computer. In case during the warranty of the computer system any of these components or sub-components require replacement the same shall be replaced by the brand new spare parts bearing the same OEM part no, the compatible spare having different OEM part no. may be accepted. However in such cases the spare part to be supplied against the defective part shall be brand new and shall bear part no from the OEM.

2.0 SCOPE OF WORK:

- (a) Supply, Inland transportation, loading and unloading, Transit Insurance, Delivery at site, Installation, Cabling, Testing, Commissioning, Documentation, Warranty and Service support of all Systems, Operating System, Security software, and other Software components as per Technical Specifications given at Annexure – IIIA,B,C,D and Bill of Quantities as per Annexure – III E to this documents.
- (b) The Owner reserves the right to split the order in part amongst the Bidders or to reduce quantity/delete items should the circumstances warrant so.

- (c) Only such bidders who have quoted their prices for the complete scope in all respect shall be considered.
- (d) The BOQ as estimated by IRFC is not exhaustive. Any additional items/components as required for the successful completion of the work under taken may be assessed by the party and the same may be incorporated in the offer. The BOQ as assessed by the party as above should be clearly indicated in the offer. Even at the time of execution, if any additional items/components are required to complete the system, notwithstanding the BOQ as identified by the party as above, the same shall be provided free of cost by the firm.

3.0 VENDORS RESPONSIBILITY:

Vendor's responsibility shall include the following:

- 3.1 Supply and installation of all the hardware and software items as per the scope detailed in clause 2.0 above and as per detailed technical specifications. All these equipment/accessories will be warranted and must operate at or above the guarantee values with regard to availability.
- 3.2 The system spare parts, as and when required and complete maintenance support of the system in future shall be back to back guaranteed from OEM for a period of 5 years from the date of successful taking over of the system by the owner from the vendor.
- 3.3 One copy of Hardware and Software documentation shall be provided along with the supply of equipment. The vendor shall provide services as detailed in this specification.
- 3.4 The vendor shall arrange for all tools, tackles, testing instruments etc. as required during all operations such as transportations, installation, testing and commissioning etc. for completing the scope of work as per this specification. These tools and tackles and testing instruments etc. shall be allowed to be taken back by the vendor. The vendor shall undertake all testing and commissioning activities and shall provide assistance during inspection and acceptance testing by the owner.
- 3.5 Vendor shall provide all required equipment and services, whether explicitly mentioned in these specifications or not, to fulfill the intent of the specification and to ensure completeness, operability and maintainability of the system at no extra cost to the owner.
- 3.6 Vendor shall furnish the part No./Product identification Number for all products as provided by the original manufacturer.
- 3.7 Vendor shall provide a clear and explicit activity wise action plan and schedule of completion of the above work.

4.0 BID DATA:

- 4.1 The Bidder must furnish complete information asked in this specification. Incomplete information may lead to the rejection of the Bid. Bidder has to quote for the total scope of supply and other works. Bidder offering incomplete scope of supply and other works are liable to be rejected. Amongst other things, the Bidder must supply the details/specifications regarding the following items along with his bid:
- (a) Hardware: Comprehensive write-up on features of H/W Systems.
 - (b) Software: Comprehensive write-up on features of Operating System, Utilities and other packages including version details.
 - (c) Site Preparation, Supervision and Installation.
 - (d) Special requirements, if any, of operating parameters like the range of temperature, humidity, dust level and power requirement.
- 4.2 Printed Brochures/Pamphlet/Leaflet illustrating Technical details/specifications etc. for all the items/materials quoted should be enclosed with bid.
- 4.3 The Bidder must address all the above aspects in the same order and must indicate very specifically any deviation taken by him on account of make/configuration/technical and other particulars in a separate schedule included in the bid documents. Unless specifically brought out in the specific schedule as mentioned above, the bid shall be deemed to be in line with the technical and other particulars mentioned in the tender specifications.

5.0 DOCUMENTATION:

The documentation in original shall include the followings:

- 5.1 **HARDWARE:** The necessary Operating Manuals for all the H/W systems/sub systems, peripherals being supplied. The extent of documentation to be furnished shall be to the satisfaction of the Owner.
- 5.2 **SOFTWARE:** User and reference manuals related to complete software being supplied. The documentation shall be to the satisfaction of the owner.

6.0 TESTING & ACCEPTANCE BY IRFC

- 6.1 All the Computers and peripherals along with their respective components like Hard Disk drive, DVD Drives etc. will be tested by IRFC to confirm that all computer system are working satisfactorily.

- 6.2 All the Desktop Computers/MFPs/printers/scanners/Laptops & their related softwares will be tested in the Local Area Network to confirm the integrated operation of the computer system supplied under the supply order with other with other similar computer systems already installed in IRFC.
- 6.3 Any other test(s), as IRFC may deem fit so as to confirm the performance or to establish the technical specifications of either individual hardware item or for the integrated operation of network, shall be done by Supplier at the Site. Should the results of these tests show any deficiency from the corresponding specifications or operation is not upto the desired level of performance, Supplier shall do the necessary replacement so as to make the Hardware items to function at the desired level of performance. All costs for such replacements shall be borne by Supplier.
- 6.4 After satisfactory completion of acceptance tests and installation of the equipment/systems/software by the Vendor, the acceptance certificate will be issued by the IRFC in writing after which the Equipment shall be handed over to IRFC.
- 6.5 Acceptance or waiver of tests will not relieve the Vendor from the responsibility to furnish material in accordance with the specifications.
- 6.6 IRFC also reserves the right to conduct any testing/benchmarking of previously approved materials at any stage before taking over of the system and if the same reveal noncompliance to the specifications, the Vendor shall take necessary action so that the material/system/software conforms to the specifications to the satisfaction of the owner.

7.0 WORK SCHEDULE:

The hardware and software shall be delivered, installed and commissioned in full at the sites within four (4) weeks from the date of order. Thereafter the hardware and software shall be handed over to the owner as per the relevant clauses above. Partial delivery and installation, if necessary shall be allowed only with prior approval of the owner.

8.0 QUANTITY VARIATION:

During the execution of the contract, Owner reserves the right to increase or decrease the quantities of items under the contract but without any change in Unit price or other terms and conditions. Such variation shall be subject to limit of Plus or Minus 25% of the total contract price, however, quantity of individual item may vary up to any extent.

9.0 REPEAT ORDER OPTION:

Owner reserves the right to award additionally any of the hardware/software items covered under this contract to the extent of 50% of the total award value at the same rates, terms & conditions within three months from the date of order.

10.0 PAYMENT TERMS:

Full payment shall be released after successful installation of all the desk-top computers /Printers/Scanners/Laptop at the owner's site.

11.0 WARRANTY:

11.1 Vendor shall provide on-site comprehensive back to back warranty from OEM for trouble free operation of hardware and software, supplied under this contract, for a minimum period of 5 calendar years after commissioning and successful testing and taking over. Documentary proof from OEM confirming 5 years on-site comprehensive warranty should be enclosed with the bid offer. During this period, it will be the responsibility of the vendor to maintain and support the hardware and software fully and ensure availability of the same. The Vendor shall be responsible for providing, free of cost, all supplies, spares, software problems if any etc and services necessary for maintenance during warranty. The vendor shall arrange for standby equipment, if the faulty equipment is not rectified within two working days or machines are taken out of IRFC premises for servicing/repair. Mechanical breakages are not included in the warranty.

11.2 The Vendor shall provide periodic preventive maintenance during the warranty including cleaning or periodic inspection. The preventive maintenance schedule recommended shall be furnished by the vendor and shall be finalized in consultation with the Owner.

11.3 The detailed scope of services to be provided by vendor during Warranty period, shall include to the following:

(a) Vendor shall provide comprehensive maintenance support for satisfactory performance of all Hardware supplied under this contract, Computers including support for Operating System.

(b) In case of any failure/non-operation of above items the same shall be attended by the vendor within 24 hours of lodging the complaint by IRFC, excluding intervening holidays. Vendor should also provide details of appropriate escalation levels in case of non-satisfactory service support.

(c) Once complaint is lodged with the service center for repair/maintenance, the problem must be attended to within 24 hours as mentioned above and records for the

repair/maintenance carried out, should be maintained. A call report sheet giving the details of problem attended, duly signed by the concerned end user shall be maintained.

12.0 WEB BASED SUPPORT

All the device drivers released till the date and their future updates, for the components/sub-components like Computer, display, sound, network interface, CD/DVD-ROM/CD/DVD-writer, keyboard, mouse etc. and for all the peripherals shall be available on OEM's website for a minimum period of 5 years from the date of delivery of Desktop Computers/MFPs/printers/scanners/Laptops. Drivers/updates for different operating systems such as Windows 10 Pro, MS Office if any etc., should also be freely available on OEM's web site. To verify this aspects, the OEM's website shall be seen to ascertain that the device drivers for the computer models introduced by OEM in last 5 years are available on their website.

13.0 DATA SHEET

The data sheet given with this specification is to be enclosed in Annexure – III F duly filled by the bidder along with the offer. Bids found without filled in data sheets shall be treated as non-responsive and rejected.

MINIMUM SPECIFICATIONS FOR DESKTOP PC SYSTEM

A) Specification for Desktop :

SI No.	Item	Specification
1	Make of Desktop	HP/Dell etc.,
2	Chipset	Intel (Min. Intel 250/270 series Chipset & equivalent)
3	Motherboard (Original & Genuine)	Intel Original and Win 10 Pro 64 Bit Compliance
		Min. 04+01 PCI Express Slots
		Integrated LAN, USB & Multimedia provisions.
		HDMI Ports & VGA Ports.
4	Graphics	Integrated Intel HD Graphics 630 series or above
	Dedicated Graphics	Min. 2GB Dedicated Graphics (Nvidia or Intel)
5	Processor (Original & Genuine)	Intel 7 th Generation Intel Core Processors (I7-7700 series) or equivalent. CPU – 3.6GHz to 4.2GHz Cache – 8MB, Cores – 4, 64 Bit and Win 10 Pro compliance.
6	Monitor (Make – HP/Dell/Samsung etc.,)	IPS LED Backlit Monitor (21”) – FHD or equivalent.
7	Hard Disk	1 TB SATA 7200rpm
8	RAM (Genuine)	8GB DDR4 – (Speed - 2400) or equivalent.
9	Networking	Integrated Latest Ethernet LAN (High Speed compliance – All standards) and RJ-45 Ethernet LAN.
10	Audio/Speakers	Integrated In-built Audio speakers & extended ports
11	Optical Drive (Original-Brand)	DVD RW + Drive
12	Bluetooth	Yes (4.0)
13	Wi-Fi	Wi-Fi Connectivity (Latest) – Integrated wireless
14	CPU Cabinet :	
	➤ SMPS :	Min 450 watts or equivalent. (Voltage & current protection)
	➤ Safety Standards :	As per statutory compliance.
	➤ Feature :	Cabinet with Handle support (Tower Model)
		Front & Rear Provisions of USB, Multimedia ports.
	USB Connectors :	Front – 2 no (USB 3.0) , 2 no (USB 2.0) Rear - 4 no (USB 3.0) , 2 no (USB 2.0) Internal – 3 to 4 no USB provisions.
15	Security and System Management	Intel v Pro Technology and TPM 1.2 Embedded Security, if any (latest standards) etc.,
16	Compliance	ROHS, EPEAT, IPv6, if any (latest standards) etc.,
17	Key Board & Mouse	Min. 2.4GHz or above - Wireless (Both)
18	Energy Efficiency	Energy Star certified Min. 85% Power Efficiency

19	Softwares :	
	➤ Operating System	Windows 10 Pro 64 Bit with Genuine Key & Licence (with Installation) –With DVD
	➤ MS-Office	Ms-Office Professional with Key & Licence (Min.2016 yr & above) - (with Installation) – With DVD
	➤ Anti-Virus (03 yrs Licence on each computer system)	Norton or Quick Heal (Complete Security i.e.,Internet & PC security , if any etc.,)
	➤ Motherboard & CPU Softwares	Original DVD software with Licence and Key (with Installation) - Drivers
20	LAN Card – 01 No.	Network Interface internal LAN Card (Make D-Link) – Latest Standards
21	Wi-Fi Card – 01 No.	Network Interface internal Wi-Fi card (Make D-Link) - Latest Standards
22	USB Card – 01 No.	Network Interface internal USB card (02 ports) (Make D-Link) - Latest Standards
23	Warranty & Guarantee	05 years
24	Installation & Testing	All software's, Drivers, Hardware etc.,

Warranty & Support:

All the above Computer Systems should include:

* Onsite comprehensive back to back warranty support from OEM for 5 years and to this effect, confirmation letter from OEM should be submitted along with the tender.

* Web based comprehensive support should be available on OEM website for the software/drivers/updates/patches etc. for a minimum period of 5 years from the date of delivery of computer system. Drivers/updates for different operating systems such as Windows 10 pro 64-bit/Linux should also be freely available on OEM's web site. To verify this aspect, the OEM's website shall be seen to ascertain that the device drivers for the computer system models introduced by OEM in last 5 years are available on their website.

Annexure-III B

B. Specification for MFPs / Printers:

Sl. No.	Item	Specification
1.	Make and model	HP M477FDW (Colour) – Equivalent and Preferably Black in Model.
	Warranty	05 years (onsite & off-site)

Sl. No.	Item	Specification
2.	Make and model	HP M226DW (B & W) – Equivalent and Preferably Black in Model.
	Warranty	05 years (onsite & off-site)

Sl. No.	Item	Specification
3.	Make and model	HP 3015DN
	Warranty	05 years (onsite & off-site)

C. Specification for Scanner:

Sl. No.	Item	Specification
1.	Scanner /make and model.	HP Scan jet enterprise 7500 flat bed scanner
	Warranty	05 years (onsite & off-site)

D. Laptop

Sl. No.	Item	Specification
1.	Make and model.	HP or Dell. Core I5 – 7 th Generation, RAM-8GB DDR4, Screen-15.6”, Dedicated Graphics – 2GB, Integrated Graphics, Win 10 Home, DVD Writer, HD - 01TB, HDMI Port & VGA Port, etc.,
	Warranty	05 years (onsite & off-site)

BOQ FOR Desktop PC/MFPs/Printers/Scanners/Laptop

S. No.	Description of Item	Qty.
1	Desktop PC Systems with Intel Core i7-7700 series (7 th Generation) Processor as per specifications given at Annexure – III A	14 No.
2	MFPs Colour (HP M477FDW or equivalent) Annexure – III B	02 No.
3	MFPs (B&W) (HP M226DW or equivalent) Annexure – III B	03 No.
4	Laser Printer as per specifications given at Annexure – III B (HP 3015DN)	02 No.
5	Scanner as per specifications given at Annexure – III C (HP Scan jet enterprise 7500 flat bed scanner)	02 No.
6	Laptop - HP or Dell. Core I5 – 7 th Generation, RAM-8GB DDR4, Screen-15.6”, Dedicated Graphics – 2GB, Integrated Graphics, Win 10 Home, DVD Writer, HD – 01 TB, HDMI Port & VGA Port etc., Annexure – III D	01 No.

**Bidder's Technical Data Sheet for Desktop PC, Printers, Scanners & Laptop
(To be filled by the bidders)**

Desktop PCs

1.	(a) Make/Model (b) Chipset (c) Processor Generation		_____ _____ _____
2.	Processor i. Type ii. Speed		_____ _____
3.	Installed RAM i. Type ii. Capacity iii. Speed		_____ _____ _____
4.	Hard Drive i. Capacity ii. Type iii. RPM iv. SSHD		_____ _____ _____ _____
5.	Optical Drive i. Type ii. Speed		_____ _____
6.	Integrated Intel HD Graphic (Y/N) & Dedicated Graphics (Y/N)		_____ _____
7.	Display		_____
8.	Integrated Audio		_____
9.	In-built Speaker		_____
10.	In built webcam (Y/N)		_____

11.	Network Controller i. Speed		_____
12.	Wireless Connectivity		_____

13.	I/O interface i. No. of USB Ports (USB 3.0) (Front & Rear) ii. Headphone/ Microphone Jack iii, If any ports(VGA,HDMI etc)		_____ _____ _____
14.	USB Wired Keyboard & Mouse (Y/N) and Wireless (Y/N)		_____
15.	Ergonomic Features		_____
16.	Operating system i. Type/Name ii. Version		_____ _____
17.	Key Board i. Type ii. No. of Keys		_____ _____
18.	Mouse i. Type ii. Scroll Wheel (Y/N)		_____ _____
19.	Security & System Management Integrated vPro technology and TPM 1.2 embedded security (Y/N)		_____ _____ _____
20.	Compliance (ROHS, EPEAT, IPv6)		_____
21.	Energy Efficiency Compliance i. Energy Star Certified		_____

	min 85% power efficiency		_____
22.	Card reader		_____
23.	HDMI & Display Port		
24.	Wi Fi Connectivity		

25.	Power Supply		
26.	Whether all components/sub-system bears OEM part no. (Please inciate Y/N) : _____		
27.	Whether installation DVD/Restore DVD containing all the device drivers software will be provided with each of the Desktop PCs (Y/N) : _____		
28.	Whether OS DVD with Windows 10 64-bit Professional, MS office & Antivirus will be provided with each of the Desktop PCs (Y/N) : _____		
29.	Whether Comprehensive web support with all the device driver software/upgrades are available on OEM web site (Y/N) : _____		
30.	URL address of the OEM's website where the device driver software for the components/sub-components of the Desktop PCs proposed to be supplied and are available at: _____		
31.	(a) Whether Desktop PCs Carry 5 years on-site comprehensive back-to-back warranty from OEM covering parts, labor and on-site repair as per the terms and conditions of IRFC tender documents. (Y/N) : _____ (b) Documentary proof for the above from OEM is enclosed. (Y/N) : _____		
32.	Whether OEM of the Desktop PCs has the policy to replace the defective parts brand new spare parts bring the same OEM part number as that of the defective part. (Y/N) : _____		
33.	Whether bidder agrees to replace the defective parts with brand new parts of being the same OEM parts no. as that of defective parts. (Y/N) : _____		
34.	Whether online drivers and associated application software available on the OEM website (Y/N) : _____		
35.	Whether last 5 years availability of drivers of the OEM Website (Y/N) : _____		

36.	MFP(colour) Printer i. Make/Model		
	MFP(B&W) Printer i. Make/Model		
	Printer (HP 3015DN) i. Make/Model		
37.	Scanner Make and model		
38	Laptop Make and Model As per above Specification		
39.	Whether Desktop PCs carry 5 years warranty from OEM _____		
40.	Whether Printers carry 5 years warranty from OEM _____		
41.	Whether Scanners carry 5 years warranty from OEM _____		
42.	Whether Laptop carry 5 years warranty from OEM _____		

Preference to purchase of domestically manufacture electronic products

1. Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronic and Information Technology (DeitY) Notification No. 33(3)/2013-IPHW dated 23-12-2013 with other guidelines issued thereunder. Purchase preference for domestic manufacturer shall be operated are as follows:
 - (a) The quantity of procurement for which preference will be provided to domestic manufactures shall be 50% of the total tendered quantity.
 - (b) Percentage of domestic value addition which qualifies the electronic product i.e. 30% to be classified as domestically manufactured.
 - (c) The preference to DMEP shall be subject to meeting technical specifications and matching lowest price.
2. Domestic manufacturers are required to indicate the domestic value addition in terms of BoM for the quoted product duly certified by STQC. A domestic value addition below 30% will not qualify the product as domestically manufacture product and hence will not be considered as domestically manufacture product.
3. Procedure for award of contacts involving procurement from domestic manufacturers:

“Among all technically qualified bids, if the lowest final price L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order. If L1 bid is not from a domestic manufacturer, thereafter, the lowest bidder among the domestic manufacturers, whether L2, L3, L4 or higher, will be invited to match the L1 bid in order to secure the procurement value of the order earmarked for the domestic manufacturer. In case first eligible bidder (i.e. domestic manufacturer) fails to match L1 bid, the bidder (i.e. domestic manufacturer) with next higher bid will be invited to match L1 bid and so on. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value. Only those domestic manufacturers whose bids are within 20% of the L1 bid would be allowed an opportunity to match L1 bid.
4. Detailed technical specifications described in Annexure – III are mandatory requirement and will not be relaxed for domestically manufactured goods.

Preference to purchase from MSEs

1. Purchaser reserves the right for providing preference to SSI/NSIC/MSME Industries in terms of “Public Procurement Policy for Micro and Small Enterprises (SMEs) Order 2012”. Purchase preference for these SMEs will operate as follows:
 - (a) This Public Procurement policy shall apply to Micro and Small Enterprises registered with District Industries Centers or Khadi and village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - (b)
 - 1) If the L – 1 Agency is MSE vendor, than complete order will be awarded to this agency only.
 - 2) In this tender participating MSEs who quote within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise will be allowed to supply up to 20% of total tendered value. 20% of this 20% MSE tendered value (i.e. 4%), will be allowed to be supplied by SC/ST entrepreneur if they ready to match the L-1 price.
 - 3) In case of more than one such MSEs, the supply shall be shared proportionately (to tendered qty.).
 - 4) In case none of the MSEs qualified in above, complete order will be placed on L-1 agency.
2. Detailed technical specifications described in Annexure-III are mandatory requirement and will not be relaxed for any reason.
3. Above preferences shall be applicable to only those vendors, whose SSI/NSIC/MSME certificate contains the item(s) as listed in this tender.

(PRICE BID) (Through procurement)**Desktop PC/MFPs/Printers/Scanners/Laptop**

S. No.	Item Description	Qty. (Nos.)	Net Unit Price (Rs.)	Applicable Taxes Per unit @ _____% (Rs.)	Net Unit Price (Inclusive of taxes, if any etc) (Rs.)	Total amount in figure for the total quantity. (Rs.)
1	Desktop PC System with Intel 7 th Generation Core i7 base frequency processor 3.6 GHz to 4.2Ghz Intel Q250/Q270 chipset or above and as per specifications given at Annexure-III A.	14				
2.	MFP(Colour) as per specifications given at Annexure – III B	02				
3	MFP(B&W)) as per specifications given at Annexure – III B	03				
4	Printers HP3015DN Annexure – III B	02				
5	Scanner as per specifications given at Annexure – III C	02				
6	Laptop Annexure – III D	01				

Note:

1. Please indicate the total amount payable for Desktop PC/MFPs/Printers/Scanners/Laptop & thin words also.
2. All above items would be as per specification given at Annexure-III/III-AB,C,D, and complying with the requirement of tender document.

3. Bidder has to quote the rate as well as total amount for each individual item above along with Taxes. "If a firm quotes Nil charges/Consideration, the bid shall be treated as unresponsive and will not be considered."

Name of the contact person _____

Tel./Mobile No. _____

E-mail ID _____

Date:

Place

Signature with Seal

**BID SECURITY FORM
BANK GUARANTEE**

PROFORMA FOR BANK GUARANTEE FOR BID GUARANTEE

(To be stamped in accordance with Stamp Act)

M/s Indian Railway Finance Corporation
UG-Floor, East Tower,
NBCC Place, Bhisham Pitamah Marg,
Pragati Vihar, Lodhi Road,
New Delhi- 110 003

Dear Sir,

In accordance with your Tender Specification

No. _____ M/s _____

having its Registered / Head Office at _____

(hereinafter called the "Bidder") wish to participate in the said bid for

_____ valid for _____

months from the date of bid opening is required to be submitted by the Bidder as a condition precedent for participation in the said bid which amount is liable to be forfeited on the happening of any contingencies mentioned in the Bid Documents.

We, the _____ Bank at _____ having our Head Office at _____ Guarantee and undertake to pay immediately on demand by Indian Railway Finance Corporation Limited (IRFC), the amount _____

(in figures & words)

without any reservation, protest, demur and recourse. Any such demand made by said Corporation shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain valid upto

_____ if any further extension of this guarantee is required the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/s _____ on whose behalf the guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this _____ day of _____ 20_____ at

_____.

Signature & Stamp of Bank

Appendix - II

PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE
(To Be Stamped In Accordance With Stamp Act)
(Reference Clause of Contract)

(The non-judicial stamp paper should be in the name of issuing bank)

Ref. NoBank Guarantee No
Date.....

To,
Indian Railway Finance Corporation Ltd.
UG- Floor, East Tower, NBCC Place,
Bhisham Pitamah Marg,
Pragati Vihar, Lodhi Road,
New Delhi — 110003

Dear Sirs,

In consideration of the Indian Railway Finance Corporation Ltd. (hereinafter referred to as the 'Owner' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head Office at.....(hereinafter referred to as the Contractor or Vendor which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) a Contract by issue of Owner's Letter of Award No..... dated.....and the same having been unequivocally accepted by the Contractor/Vendor resulting into a contract valued at..... for.....(Scope of Contract) and the Contractor/ Vendor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract, equivalent to..... % (Per cent) of the said value of the contract to the Owner. We..... (name and address), having its Head Office at.....(hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context or meaning thereof, include its

successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the Contractor/ Vendor to the extent ofas aforesaid at any time up to.....(Days/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor/ Vendor.

Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Contractor/ Vendor or any dispute pending before any court, tribunal or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor/ Vendor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any Powers vested in them or of any right which they might have against the Contractor/ Vendor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor/ Vendor or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence shown by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor/ Vendor and notwithstanding any security or other guarantee that the Owner may have in relation to the Contractor/ Vendor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to.....and it shall remain in force up to and including.....and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.....whose behalf this guarantee has been given.

Dated thisDay of (Year)at

Witness

(Authorized Signatories of the Bank)

1

.....
(Signature).....

.....
(Signature).....

(Name).....

(Name).....

(Official
address).....

(Designation with Bank Stamp)
Attorney as per Power No.....

Power of Attorney

No.....Date.....

.....
2.

(Signature).....

(Name).....

(Official address).....

- Note: 1. This sum shall be ten percent (10%) of the total lump-sum Contract Price_
2. The date shall be 90 days after the end of one year .
3. The stamp paper of appropriate value shall be in the name of Bank issuing the guarantee.

APPENDIX – III

LETTER OF AUTHORITY FROM ORIGINAL EQUIPMENT MANUFACTURER – PROFORMA
(To be furnished in Original on the Manufacturer's Letter head)

To,
Indian Railway Finance Corporation Ltd.
UG- Floor, East Tower, NBCC Place,
Bhisham Pitamah Marg,
Pragati Vihar, Lodhi Road,
New Delhi — 110003

Dear Sir,

Ref.: Specification No

In continuation with your above captioned invitation to Bid M/s,

.....

(Name and Full Address)

(Telephone and Fax)

Will act as our authorized dealer/representative/agent. We hereby confirm that any other/commitments made by them including prices, technical specifications and delivery schedules shall be binding on us.

This authority shall remain valid and binding until revoked with notice to you.

Any commitment made by the above agency before revocation of the authority shall be binding on us.

Yours faithfully,

For and on behalf of

Name

Designation

Common Seal

LETTER OF ACCEPTANCE
To be furnished on the Tenderer's Letter head

Indian Railway Finance Corporation Ltd.
UG- Floor, East Tower, NBCC Place,
Bhisham Pitamah Marg,
Pragati Vihar, Lodhi Road,
New Delhi — 110003

Subject: Supply & Installation of Desktop PC/MFPs/Printers/Scanners/Laptop.

Dear Sir,

With reference to your Bid Reference No. IRFC/admn/38/Vol. VII dated / / 2017 for "Supply & Installation of Desktop PC/MFPs/Printers/Scanners/Laptop, we hereby confirm that we have read the provisions of the bid documents and further confirm to accept all the terms and conditions contained in the bid documents except those against which we have taken deviation in the respective schedules.

Thanking You,

Yours faithfully,

For and on behalf of

Name

Designation

Common Seal

Format for Affidavit of Self Certification regarding Domestic Value Addition in an Electronic Product to be provided on Rs. 100/- Stamp Paper

Date :

I _____ S/o, D/o, W/o, _____
resident of _____ do hereby
solemnly affirm and declare as under :

That I will agree to abide by the terms and conditions of the policy of Government of India Issued vide Notification No:8(78)/2010-IPHW dated 10.02.2012.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority so nominated by the Department of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition.

That the domestic value addition for all inputs which constitute the said electronic prouct has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated by the Department of Electronics and Information Technology. Government of India for the purpose of assessing the domestic value-addition, I will be disqualified from any Government tender for a period of 36 months. In addition, I will bear all costs of such an assessment.

That I have complied with all conditions referred to in the Notification No., wherein preference to domestically manufactured electronic products in Government procurement is provided and that the procuring authority is hereby authorized to forfeit and adjust my EMD and other security amount towards such assessment cost and I undertake to pay the balance, if any forthwith.

I agree to maintain the following information in the company's record for a period of 8 years and shall make this available for verification to any statutory authorities.

- i. Name and details of the Domestic Manufacturer(Registered Office, Manufacturing Unit location, Nature of Legal entity).
- ii. Date on which this certificate is issued.
- iii. Electronic Product for which the certificate is produced.
- iv. Procuring agency to whom the certificate is furnished.
- v. Percentage of domestic value addition claimed.
- vi. Name and contact details of the unit of the manufacturer.

- vii. Sale Price of the product.
- viii. Ex-Factory Price of the product.
- ix. Freight, insurance and handling.
- x. Total Bill of Material.
- xi. List and total cost of inputs used for manufacturing of the electronic product.
- xii. List and total cost of inputs which are domestically sourced. Please attach certificates from suppliers, if the input is not in-house.
- xiii. List and cost of inputs which are imported, directly or indirectly.

For and on behalf of _____ **(Name of Firm/entity)**

Authorized Signatory (To be duly authorized by the Board of Directors)
(Insert Name, Designation, and Contact No)