



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003

Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC

Website www.recindia.com & www.recindia.nic.in

TENDER NO: REC/IT/93(Empanelment)/2011-12/1

Bid Document

Request for Proposal (RFP)

(ONLY THROUGH E-TENDERING MODE)

For

Supply, Installation, Commissioning and Three Years On-Site Comprehensive Warranty Maintenance of Desktop Computers, Printers, Scanners, UPS and other related items for RECL Corporate Office, New Delhi, Zonal/ Project Offices & its subsidiary companies at various locations in India and empanelment for the same for a period of one year

- | | | | |
|-------|--|---|------------|
| (i) | Last Date for Issue tender
Time: 1430 Hours (IST) | : | 16/01/2012 |
| (ii) | Last Date for Submission of Bids
Time: 1500 Hours (IST) | : | 16/01/2012 |
| (iii) | Date of Opening of Bid
Time: 1530 Hours (IST) | : | 16/01/2012 |

Cost of Bid Document: Rs 1000/-

Earnest Money Deposit (EMD): 2,50,000/- (Rupees Two Lac Fifty Thousand Only)

TABLE OF CONTENTS

Sl. No.	Chapters	Details
1	IMPORTANT NOTICE	
2	Chapter 1	Introduction
3	Chapter 2	Scope of work
4	Chapter 3	Instructions to Bidders
5	Chapter 4	General Terms and Conditions of the Contract
6	Annexures	
	A.	Eligibility Performa
	B.	Technical Bid (Bid Form)
	C.	Undertaking On Compliance Of Technical Specifications And Tender Specifications And Terms & Conditions
	D.	Technical Specifications
	E.	Financial Bid (Bid Form)
	F.	Financial Bid
	G.	Performance Bank Guarantee
	H.	Bidder Help Manual for E-Bidding

IMPORTANT NOTICE

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. In case of a non-compliance the response is liable to be ignored/ summarily rejected.
3. **The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECL Website, viz, <http://www.recindia.gov.in>**

Note:

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

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

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

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

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

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC in advance. Please note that RECL in no way held responsible if the bidder fails to apply due to non possession of Digital Signature & non registration.

CHAPTER 1 INTRODUCTION

1.1 Introduction

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

1.2 Existing IT infrastructure

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

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

1.3 Invitation For the Bids

Sealed online bids in two parts, Part-I : Application Money (if bid downloaded from internet), Earnest Money Deposit (EMD), Documents named as “Eligibility Criteria” & Technical Bid and Part-II : Financial Bid valid for 90 days are invited for Supply, Installation, Commissioning and Three Years On-Site Comprehensive Warranty Maintenance of Desktop Computers, Printers, Scanners, UPS and other related items for RECL Corporate Office, New Delhi, Zonal/ Project Offices & its subsidiary companies at various locations in India and empanelment for the same for a period of one year

1.4 RECL Introduction

Rural Electrification Corporation Ltd. (RECL), was incorporated on July 25, 1969 under the Companies Act 1956. RECL is a wholly owned Government of India Public Sector Enterprise with a ‘AAA’ rating.

1.5 The major components of the work are:

Supply, Installation, Testing, Commissioning, and Three Years On-Site Comprehensive Warranty Maintenance of:

TABLE – I

SI. No.	Items	Initial Approximate Quantities ^{αβ}
1.	Desktop Computer	137
2.	Uninterrupted Power Supply (UPS)- Line Interactive	157
3.	Multi Functional Printer (MFP)	19
4.	Laser Printer	16
5.	Scanners	03
6.	Microsoft Office 2010 Professional	137 (MOLP) Along with above licenses 2 Media to be supplied

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

β : Additionally Approximate 50 numbers of Desktop along with UPS and MS-Office, approx 35 number of printers, approx 10 numbers of MFP and approx 05 UPS etc may be ordered separately by various Zonal/ Project Offices/ CIRE/Sub-Offices of RECL spread across India.

1.5.1 **Note:**

- a. Customization to meet RECL requirements may be done to existing product(s), In case such product(s) meet the scope of work Chapter – 2 and the technical requirements/specifications as specified in Annexure - D.
- b. The bidder should bid for all of the items as listed above, also it is mandatory that all the optional items specified for an item (if any) must be quoted.
- c. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
- d. The Approximate Quantities as indicated above are estimates for the initial immediate order only however RECL and/or its subsidiaries reserves the right to utilize the empanelment for procurement of other requirements during the empanelment and/or extended period as the case may be.

1.6 The major responsibilities of the bidder shall include

- 1.6.1 Supply, Installation, Acceptance Testing, Commissioning and Three years On-Site Comprehensive Warranty Maintenance of various equipments and components as per Table - I clause 1.5 above.
- 1.6.2 Supervision of commissioning and three year on-site comprehensive warranty maintenance of supplied equipments by certified/ qualified and trained engineers/personnel only.

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

1.7 Eligibility Criteria/ Pre-qualification

- 1.7.1 The bidder should have been in IT related operations for a period of at least 3 years as on last date of bid submission.
- 1.7.2 The bidder shall be the single point of contact for RECL and shall be solely responsible for all warranties, upgrades and guarantees etc. offered by the

OEM etc. **Attach an undertaking to this effect for single point of contact. Bidder to also enclose OEM authorization for three year onsite warranty maintenance and authorization for MS-Office MOLP.**

- 1.7.3 The bidder should be either (i) manufacturer (OEM) / authorized distributor/ authorized dealer and also (ii) service provider or system integrator for Desktop computers. **In case of dealer/ distributor being the bidder attach the OEM authorization(s) and service provider proof(s)** issued by the OEM for this tender clearly mentioning the tender number, date and validity (in the name of bidder specifically addressed to the AGM(IT), RECL for the same).
- 1.7.4 Bidders should have desired experience in handling similar contracts as main contractor during the last four financial years of either Rs 80 Lac value of services in single work order or two work orders each of Rs 50 Lac value of services. The contractor must **submit the work order(s)/successful completion certificate from the client.**
- 1.7.5 The bidder's annual sales turnover from sale of computer systems and/or IT solutions should be at least an average value of Rs 1 Cr. (Rupees One Crore Only) during the last four years (2010-11, 2009-10, 2008-09, 2007-08). However if bidder submits turnover for current financial year the same will also be considered. **Attach documentary evidence** (audited balance sheet) for confirmation regarding turnover. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.
- 1.7.6 The bidder should have registered office in Delhi or NCR and have direct or through franchisee/OEM support facility at all of the locations of RECL offices in the country. **Enclose proof for support facility.**

- 1.7.7 The bidder/ OEM should be minimum ISO 9001:2000. **Attach documentary proof.**
- 1.7.8 In case of a downloaded bid document the cost of bid document only is required to be submitted along with the EMD separately in the form of a Demand Draft/ Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any scheduled commercial bank payable at New Delhi.
- 1.7.9 Bid should accompany an earnest money deposit of **Rs 2,50,000/-** (Rupees Two Lac Fifty Thousand Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled commercial bank in the favor of 'RURAL ELECTRIFICATION CORPORATION LTD' payable at New Delhi. Cheques, Money orders, Cash or Bank Guarantee etc. shall not be accepted as EMD. The bidder's are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder.
- 1.7.10 Bidder should submit valid documentary proof of CST, Sales Tax/VAT, Service Tax registration number and the details of income tax registration number (PAN).
- 1.7.11 The bidder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their technical bids. Technical bid of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

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

1.8 Eligibility Criteria Documents, Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and **one hard copy of Eligibility criteria, Technical Bid and EMD Only** should be put in separate envelopes duly sealed. The content on the envelope, TENDER number, bidder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the TENDER number, bidder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE...." Super scribed in the front with the date of opening.

NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY

The bid valid for a period of 90 days from the date of last submission of bids for this tender shall essentially comprise of the following and should be submitted online, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted at the stipulated location on or before the last date of submission on or before the stipulated time :

1. Eligibility Criteria Documents, EMD, Technical Bid along with all annexures and supporting documents to be submitted online as well as hardcopy.
2. The Eligibility, Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.
3. **Price Bid Response Form and Price Schedule as per attached Annexure to be submitted ONLINE ONLY**

Note:

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

1.9 The bids complete in all respects addressed to the AGM, IT, RECL, should be submitted into the tender box kept at the RECL reception at the following address latest by the date & time as specified in last date of submission of the bid. RECL does not own any liability if the bid is submitted somewhere else and not reached to the addressee within due date and time.

RURAL ELECTRIFICATION CORPORATION LTD.,
(IT DIVISION)
CORE-4, SCOPE COMPLEX,
7 LODHI ROAD,
NEW DELHI – 110 003.

1.10 The “Part 1” as specified in clause “Invitation For the Bids” above will be opened in the Corporate office of RECL, Core-4, SCOPE Complex, 7 Lodi Road, New Delhi – 110 003 on the same day i.e. on the last date of submission of the bid in the presence of bidders who choose to be present and whose EMD, bid document amount (if applicable) and Eligibility Criteria Documents are in order.

1.11 Schedule and Critical dates

The RECL reserves the right to amend the proposed schedule shown above.

1.12 RECL will make its purchasing decision based on the technical expertise; supply, delivery, commissioning and on-site warranty maintenance capabilities; past customer references especially multi state government organizations in India and price etc. of the bidder. However, specific criterion used to evaluate bid response is listed in the Chapter – 3: Instructions to bidders.

1.13 The RECL reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all bids at its sole discretion without assigning any reason whatsoever.

**CHAPTER 2
SCOPE OF WORK**

2.1 Scope of the Work

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

TABLE – II

Serial Number	Scope of Work – Description
1.0	Supply, Testing, Installation, Commission and three year on-site comprehensive warranty maintenance of the supplied hardware/equipments i.e. Desktop PCs, Scanners, Printers, Multi Functional Printers, UPS and other related items as per the detailed Technical Specification given in Annexure-D.
2.0	The supply and support for all the equipments should be on site comprehensive warranty / guarantee for a period of three years inclusive of labor, spare parts and Operating System.
3.0	The selected Bidder is expected to provide necessary on-site services in respect of installation and supply of equipments including Desktop Computers, Scanners, Printers, MFP & UPS at RECL & its subsidiaries offices located in New Delhi and across India.
4.0	<p>Apart from installation, supply, installation and configuration, the selected Bidder will have to undertake the following jobs as and when required by RECL including the on-site warranty maintenance period:</p> <ul style="list-style-type: none"> • Transfer of user data/ files from the existing PC to the new PC. • Configuration for Network access, e-Mail account, Internet access etc. as per RECL requirements. • Installation & configuration of Anti Virus Software. • Installation and end user training (beginners working level) of the supplied Microsoft Office Software by the deputed installation / support engineers. • Support for the Supplied Operating System and related software including patch updation etc. • In case of shifting of equipment/ products across RECL offices the bidder will have undertake reconfiguration, reinstallation etc. of the same. However it must be noted that RECL will take care of other logistics of such shifting.
5.0	Supplier will have to enter into a rate contract with REC on the quoted rates valid for a period of one year

2.2 Indicative Schedules

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

TABLE – III: Major Activities

Sr. No	Milestone	Deliverables (Incremental Weeks)
1	Placement of Purchase Order	T1
2	Delivery of Equipments/Products	T1 + 4
3	Installation, Commissioning of Equipments/Products	T1+ 6
4	Acceptance Testing of Supplied Equipments & Products	T1 + 8 = T2
5	Warranty Maintenance of systems	T2 + 156*

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

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

CHAPTER 3

INSTRUCTIONS TO BIDDERS

3.1 Cost of Bidding

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

3.2 The Bidding Documents

3.2.1 The equipments, product and services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for bids the documents include:

- a. Scope of Work – Chapter 2
- b. Instructions to bidders – Chapter 3
- c. General Terms and Conditions of Contract – Chapter 4
- d. Detailed Technical Specifications – Annexure-D
- e. Financial Bid form and price schedule – Annexure E & F
- f. Performance Bank Guarantee - Annexure G

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

3.3 Preparation of Bids

3.3.1 Eligibility Criteria Documents, Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and **one hard copy of Eligibility criteria, Technical Bid and EMD, application money (if any) Only** should be put in separate envelopes duly sealed. The content on the envelope, TENDER number, bidder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in

a single sealed envelope clearly mentioning the TENDER number, bidder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE...." Super scribed in the front with the date of opening.

NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY

The bid valid for a period of 90 days from the date of last submission of bids for this tender shall essentially comprise of the following and should be submitted online, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted at the stipulated location on or before the last date of submission on or before the stipulated time :

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

Note:

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

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

3.3.3 All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder (indicating the acceptance of all terms and conditions), irrespective of the nature of the content of the page in the format : "Current page no./total no. of pages". Unsigned and Unstamped bids shall be summarily rejected.

3.3.4 The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers, in case of a failure the bid may liable to be rejected.

3.4 Earnest Money Deposit (EMD)

- a. Bid should accompany an earnest money deposit of Rs 2,50,000/- (Rupees Two Lac Fifty Thousand Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled Commercial bank in favor of 'THE RURAL ELECTRIFICATION CORPORATION LTD.' payable at New Delhi. Cheques, Money orders, Cash or Bank Guarantee etc. shall not be accepted as EMD. The bidder's are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder. Bid without a valid EMD will be rejected outright.
- b. EMD will be returned to unsuccessful bidders latest after signing of the contract / acceptance of the work order with the successful Bidder. The EMD of the successful bidder shall be returned on receipt of the valid performance bank guarantee towards empanelment.
- c. No interest will be payable by the RECL on the EMD.
- d. The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and/or on submission of false documents/ undertaking.
- e. Adjustment of EMD amount with pending claims/bills, if any, of the bidder will not be allowed.

3.5 Eligibility/ Pre-Qualification Criteria Documents

The eligibility criteria documents as per above clause 1.7 chapter 1 must be submitted along with the Bid. Bid without these documents will be out rightly rejected.

3.6 Technical Bid:

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

- a. Bidder to give address of their website, if available.
- b. Project Management Philosophy with details on progress reporting mechanism (like testing progress, installation, commissioning etc),

problem frequency, problem response time, escalation, knowledge repository etc.

- c. Major milestones as identified by the bidder (testing, installation, commissioning etc).
- d. Product evaluation kit, technical information, white papers etc.
- e. Technical Bid Form – Annexure B
- f. Other Bid forms
 - i. The Bidder's particulars like registered office, management, financial position, employee strength etc. should be furnished in Technical Bid.
 - ii. The Bidder shall enumerate the operational experience in similar order to large clients in The relevant supporting documents for such expertise/experience should be attached.
 - iii. The Bidder should submit the undertaking Annexure - C
- g. Submit the equipment and/or product compatibility sheet as per the specifications clearly mentioning the make, model & part number etc in pursuance to Annexure D.

Note:

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

3.7 Financial Bid:

- a. The financial bid shall comprise of:
 - I. The Financial Bid Form: Annexure - E
 - II. The Price Schedule: Annexure - F

- b. The financial bid shall indicate the Unit prices / slab prices (wherever applicable) for the equipment/ systems/ product and/or services, it proposes to provide under the contract.
- c. Quoted prices should be firm and inclusive of cost of Interface cables, Power cables, related accessories, Documentation of sub assemblies of system and Operating Manuals of the systems, freight, Packing, forwarding, handling, loading, unloading , insurance, any other charges applicable and Installation, commissioning, on-site comprehensive warranty maintenance (three years), commissioning, training etc. charges for all equipments/systems/products and services and all other expenses related with the visits of the Vendor's personnel in connection with the performance of the contractual obligations by the Vendor.
- d. Octroi, road permit tax etc. will be paid on actuals on submission of relevant supporting documents only.
- e. The Bidder has to quote rate for each item in the Price Schedule (Annexure F). The Bidder has also to give total cost wherever applicable. Offers not indicating item-wise rates, wherever applicable, are liable for disqualification.
- f. The bidder must note that RECL will **not** provide Form-'D'/Form-'C' etc.
- g. Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected.
- h. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- i. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price.
- j. During the validity of this bid or during the extended period, if any, if the bidder sells any system or sub-system of the same configuration to any other Department/Organization in India at a price lower than the fixed

price for the Purchases, the bidder shall automatically pass on the benefits to the Purchaser, in case of a failure to pass on the reduced prices to RECL within a maximum period of 30 days of such reduction as offered by the bidder to any other Department/ Organization the empanelment shall be cancelled. Further, the bidder shall be blacklisted by RECL for indefinite or specific period of time at RECL's discretion and the bidder's performance guarantee or any other payments (outstanding or future)/ guarantees shall be forfeited (including those payable/ revocable against any other work) by RECL.

- k. Rates should be valid for a period of 90 days from the date of opening of technical Bids.
- l. As per REC requirements the technically selected bidder(s) may be offered to be empanelled with RECL for a period of 12 (twelve) months from the date of acceptance of empanelment offer by RECL/signing of empanelment/ contract agreement by them, which can be extended for a further period of maximum six months.
- m. The prices shall be for delivery at desired destination/ locations across India including satisfactory installation, commissioning and acceptance testing of the equipments.
- n. The three year on-site comprehensive warranty maintenance period shall be taken into account for the systems/ equipments from the date of successful acceptance of the last equipment against respective purchase/ work order by RECL.
- o. All costs and charges, related to the bid, shall be expressed in Indian Rupees only .
- p. Quoted Rates should be valid for delivery of equipment and services across India.**

3.8 Submission of Bids

3.8.1 Sealing and Marking of Bids

- a. The bids shall be submitted in two separate sealed covers as described in clause 3.3 above.

- b. The outer envelope containing EMD, Eligibility Criteria Document, Technical Bid and Financial Bid shall be addressed to The AGM(IT), RECL, Core 4, Scope Complex Lodi Road, New Delhi – 110 003 mentioning bid no. and date.
- c. All the outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or delayed.
- d. Telex, cable, e-mail, facsimile or unsealed bids etc. shall be rejected outright.

3.8.2 Deadline for Submission of Bids

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

3.8.3 Late and Delayed Bids

Any bid received by RECL after the deadline for submission of bids prescribed by the RECL will be rejected and/or returned unopened to the bidder.

3.9 Bid Opening and Evaluation

RECL will open the bids in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified in **Chapter - I**. The bidders' representatives present there, shall sign a register evidencing their

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

3.10 Opening of EMD

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

3.11 Opening of Eligibility/ Pre-Qualification Criteria Document

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

3.12 Opening of Technical Bids by RECL

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

3.13 Clarification of Bids

- a. During evaluation of the bids, the RECL may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- b. No Bidder shall contact the RECL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to

bring additional information to the notice of the RECL, it should be done in writing.

- c. Any effort by a Bidder to influence the RECL in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and RECL will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of RECL.
- d. RECL reserves the right to revise or alter the scope and/or specifications of the tender before acceptance of any bid but prior to opening of the financial bids. However, in such an eventuality, all the eligible/ per-qualified bidder(s) may be given an opportunity to consider such changes and revise their financial bid accordingly at their discretion, if found necessary. In case the specifications offered deviate from the specifications as described in this tender, the Bidder should describe unambiguously in what respect and to what extent the item offered by him differ from our specifications, even if the deviation is not very material.
- e. RECL reserves the right to call for revised financial bid from the eligible/ pre-qualified and/or technically qualified bidders at any time prior to opening of the financial bids with the original scope of work and/or specifications. The bidder may submit the revised financial bid or may adhere to its original financial bid submitted by him/her with in the RECL stipulated time period. In case of non submission of revised financial the bidder shall be deemed to have opted for adhering to its original financial bid. It may however be noted that in this particular case the revised financial bid if submitted by the bidder as requested by RECL cannot be higher than the original financial bid submitted by the bidder for the total/ sub-total and/or individual line item price. In case of the revised financial bid being higher than the original financial bid the same shall be summarily rejected and shall not be considered for financial evaluation.

3.14 Evaluation of Technical Bid

- a. Detailed technical evaluation will be carried out and RECL will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all

specifications and terms & conditions of the Bidding Documents without material deviations.

- b. A bid determined as not substantially responsive may be rejected by the RECL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- c. The bidders short-listed by RECL based on evaluation of their technical bids and/or compliance to the technical specifications may be called for detailed discussions and/or presentation/ demonstration, the equipments/systems/ products will be subjected to industry standard tests and other currently available procedures/benchmarking and tests as defined in the tender document along with the technical specification of each item separately as specified in Annexure-D by the duly constituted benchmarking/ testing committee at a specified date, time and venue, which may be at vendor's facilities as determined by RECL. The vendor may be asked to bring the equipment/ system along with their own test and measuring equipments and other related software at the specified venue, date and time. The date, time & venue will be informed to the bidder at least 7 days in advance. No request for any change in date, time and/or venue shall be entertained under any circumstances. In case of a failure to offer the equipments/systems for benchmarking within the time frame given by RECL for evaluation, the bid shall be rejected.
- d. Any specific/branded product, as decided by TEC, may be technically evaluated through demonstration/ presentation at RECL/Vendor's premises located anywhere in India on a short notice. If the bidder fails to bring the sample/quoted products for Technical evaluation with in the stipulated time, their bid shall be rejected. RECL at its discretion may decide not to have demonstration/ testing of any or all of the products being evaluated by RECL during the current evaluation.
- e. In their own interest the bidders are advised to ensure that the systems brought for evaluation conforms to all technical parameters and is a tested system.
- f. Essentially, for desktop computers physical verification and/or Burn test (utilizing Industry standard benchmark test tools / procedures for burn test as decided by the TEC) shall be carried out. In case of system /subsystem(s) fails during the

burn test or number of defects are more than 10 numbers, the test would be considered to be failed.

- g. RECL and/or its ZO/PO/ CIRE reserve the right to order any subset /superset of the tendered items.
- h. The technical evaluation committee may at its own discretion decide to carry out surprise inspection of bidder's manufacturing facilities and/or maintenance and support centre(s) to evaluate and ascertain the details as furnished by the bidder in its technical bid, the technical competence to perform the offered services, capabilities, available facilities and resources of the bidder for effective and efficient execution of the project.
- i. For technical evaluation, Bidders have to ensure the availability of appropriate specialist, along with every type of documentation, equipments, software required, from their organization for interacting with TEC & evaluation team. In case a bidder does not make the required specialist along with proper documentation, equipment and software available, then such defaulting bidder shall be taken off the tender evaluation process and that bid will stand rejected.

3.15 Opening of Financial Bids

- a. RECL will open the Financial bids of only those bidders, which have been found to be technically qualified to undertake the job.
- b. The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.
- c. The date and time of opening of financial bids shall be informed to the technically qualified bidder.

3.16 Evaluation and Comparison of Bids

- a. The comparison shall be of all-inclusive price of goods, such price to include all costs as well as duties and taxes paid or payable.
- b. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by

multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price for the purpose of calculation of lowest bidder in case the bidder becomes lowest bidder, the lowest of the two shall be taken as the final price for the items at the time of issuing of Purchase Order.

- c. Bidders shall state their bid price for the payment schedule outlined in the tender Chapter – 4 and as per the format given in Annexure F –“Price Schedule” only. Bids will be **evaluated on the basis of lowest quote (LQ1)** for (Table – I) i.e. “Grand Total” as per the specified formulae which is primarily based on total of all rows of Table I of Annexure F –“Price Schedule”

3.17 Empanelment

- a. LQ1 bidder will have to enter into a rate contract with REC on the quoted rates valid for a period of one year for which LQ1 bidder will have to furnish a Bank Guarantee of Rs 15,000/- (Rupees Fifteen Thousand Only) drawn on a scheduled/ nationalized bank favoring REC Ltd. Valid for a period of 15 months from the date of rate contract towards the performance of the rate contract.
- b. However, keeping in view the RECL- requirements and/or project commitment and/or technical advancement/ obsolescence and/or otherwise, RECL and/or its ZO/PO/CIRE and/or its subsidiaries reserves the right to float a tender separately (new tender) and/or float a tender amongst technically qualified bidders for this tender (snap bidding). All bidders are deemed to be in agreement/ acceptance to the same, any vendor not agreeing to this condition shall not be eligible for further evaluation of their bids. In case of tenders being called only from technically qualified bidders the LQ1 bidder will be exempted from submission of requisite EMD having already furnished Performance Bank Guarantee for Rate Contract. In all other cases LQ1 bidder will have to furnish requisite EMD as a part of his/ her tender.

- c. The initial order as indicated by the approximate quantities in this RFP shall be awarded to the LQ1 bidder.
- d. RECL reserves the right to procure any equipment/ other additional parts/ optional items/ accessories etc. like for upgrade/ update the specifications of supplied systems/ equipments or otherwise including any peripherals etc. from the empanelled vendors on limited/ single quotation basis and/or through other sources at the discretion of RECL. However, If the supplier of the original system/ equipment is not supplying these additional parts/ optional items/ accessories/ peripherals etc. the supplier of the original system/ equipment shall undertake the installation and commissioning of these parts/ optional items/ accessories/ peripherals etc. under and during the period of the on-site comprehensive warranty maintenance of the original system/ equipment at no additional cost along with the supplier of the additional parts/ optional items/ accessories/ peripherals provided that he/she shall not be liable for any defects/ non-functioning/ warranty of these additional items.
- e. The vendor should not assign and/or sublet the empanelment or any part of it to any other agency in any form. Failure to do so shall result in termination of empanelment and forfeiture of security deposit/ performance guarantee etc.
- f. During the validity of the rate contract including the extended period, if any, if the vendor quotes, sells or exhibits written intention to sell any System and/or sub-system of the same or equivalent configuration to any other department/Organization at a price lower than the price fixed for RECL, the vendor shall voluntarily pass on the price difference to RECL. The effective date will be the date of quoting the lower rates in the bid/quote. Similarly, in the event of lowering of government levies subsequent to the finalization of the panel, the vendor shall automatically pass on the benefits to RECL, and in the event of increasing of government levies subsequent to the finalization of the panel; RECL shall automatically pass on the pro-rata benefits to the vendor, if the same have been explicitly given in the financial annexes.
- g. No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid and forfeiture of EMD/Security Deposit.

3.18 **Language of Bids**

All bids and supporting documentation shall be submitted in English and should be clear, free from jargons and ambiguous words or phrases requiring interpretation. Expressions like 'subject to availability', 'subject to acceptance', 'to be provided later' etc. shall not be accepted.

3.19 **Disqualification of bids**

The bid is liable to be disqualified if

- a. Not submitted in accordance with the prescribed forms.
- b. During the validity period, or its extended period, if any, the Bidder increases his quoted prices.
- c. The Bidder qualifies the bid with his own conditions, which are in conflict with the conditions mentioned herein.
- d. Bid received after due date and time.
- e. Bid not accompanied by all requisite forms and supporting documents.
- f. Information submitted in Technical bid is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- g. Price offer is enclosed in the Technical bid envelope.
- h. Awardee of the contract qualifies the letter of acceptance of the contract with his conditions.
- i. Bidders may specifically note that while processing the tender documents, if it comes to our knowledge explicitly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up in the processing of tender, then the Bidders so involved are liable to be disqualified for this contract as well as for other requirements for a further period of two years.
- j. In case any party submits multiple bids or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified.

- k. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
- l. Any other conditions as mentioned elsewhere in the RFP document.

3.20 Period of Bid validity

The Bids shall be valid for a period of 90 days (from the last date for submission of the bid) and for a further period of 30 days as an exigency for any unforeseen delay in evaluation and award of the contract to the successful Bidder. On completion of the validity period (90 days + 30 days), unless the Bidder withdraws his bid in writing, it will be deemed to be valid until such time that the Bidder formally withdraws (in writing) his bid.

3.21 Format and signing of Bid

- a. The bids shall be typed or printed in clear typeface. An accompanying letter is required, signed by an authorized signatory of the Bidder, committing the Bidder to the contents of the response in Annexure B for Technical Bid and Annexure E for Commercial Bid.
- b. Each tender shall be made in the legal name of the Bidder and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder.
- c. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's signature on the bid shall be deemed to imply unqualified acceptance of the General Terms and Conditions.
- d. The prescribed forms of the tender for each item together with the supporting documents should be serially numbered and should bind as one volume of all the related forms and attachments of each bid so as to ensure that no page/s are missing or mixed up.
- e. The Bidder should offer all items covered under this tender.
- f. Bidder should take care to avoid corrections/erasures in the tender offer. Corrections/erasures, if any, made in the tender have to be authenticated by signature or official seal of the tendering firm.
- g. Incomplete tenders, amendments and alterations to the tender received after opening and/or tenders submitted late are liable to be rejected.

- h. Printed terms and conditions, if any, of the Bidder will not be considered as forming part of the tender. In case any terms and conditions stipulated are not acceptable, the Bidder should clearly specify the deviation in his offer. Similarly, if any modifications to the schedule/proforma prescribed by RECL is considered necessary, the Bidder should communicate the same by means of separate sheets and attach the same to the tender.
- i. Individual/s signing the tender or other documents must specify the capacity in which he/she/they are affixing the signature.

3.22 **Correction of Errors**

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

3.23 **Notification of award**

The acceptance of a tender, subject to signing of the contract, will be communicated in writing at the address for correspondence supplied by the successful Bidder in tender response. Any change of address of the Bidder, therefore, should be promptly notified in writing to the AGM(IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110003.

3.24 **Performance Security**

- a. No interest on performance security for rate contract and against specific work orders will be paid by RECL.
- b. The bidder at his own expense, should deposit with AGM(IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110003, within thirty (30) working days of the date of notice of award of the tender, a Performance Bank Guarantee towards as per the format indicated at Annexure – G , for **an amount of Rs. 15000/- (Rupees Fifteen thousand Only) for the due performance of rate contract** and fulfillment of the contract by the selected Bidder valid for 15 months. The EMD for such bidder will be returned on receipt of the aforesaid Performance Guarantee.
- c. The Performance Bank Guarantee should be drawn on a Scheduled Commercial Bank in favor of THE 'RURAL ELECTRIFICATION CORPORATION LTD'., payable in New Delhi.
- d. The Performance Bank Guarantee may be discharged / returned by the RECL after the completion of the contract upon being satisfied that there has been due performance of the obligations of the vendor under the contract.
- e. The Performance Bank Guarantee against respective work orders shall be valid till the end of the warranty period plus three months.
- f. Failure of the Bidder to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be specified by the AGM(IT), RURAL ELECTRIFICATION CORPORATION

- LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110 003, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.
- g. In the event the vendor being unable to provide the services, during the empanelment period, as per the contract for whatever reason, the Performance Guarantee would be revoked by RECL.
 - h. No bank charges/interest shall be payable for the Performance Bank Guarantee/ Performance Security.
 - i. RECL shall also be entitled to make recoveries from the Bidder's bills, from Bank Guarantee, or from any other amount due to him the equivalent value of any payment made to him due to inadvertence, error, collusion, mis-construction or mis-statement.

3.25 **Signing of Contract**

The selected Bidder shall be required to enter into a formal contract with THE RURAL ELECTRIFICATION CORPORATION LTD. within thirty (30) days of the award of the tender or within such extended period, as may be specified by the AGM(IT) RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX, 7 -Lodi Road, New Delhi 110003 on the basis of the Tender document, the letter of intent and such other terms and conditions as may be determined by the RECL to be necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and acceptance thereof, which terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract.

CHAPTER 4

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

4.1 Scope of Work

The scope of work of this contract will include supply of equipments and all the services detailed in Chapter 2 and Annexure D of this Tender..

4.2 Terms of Payment

- a. No advance payment shall be made.
- b. Payments shall be subject to deductions of any amount for which the Vendor is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act,1961 and any other taxes.
- c. All Payments shall be made in Indian Rupees only.
- d. 80 % payment on successful delivery, installation and acceptance testing at the destination/ location as mentioned in the Purchase Order and submission of 10% of the purchase order value as bank guarantee valid for a period of three months after warranty.
- e. Balance 20 % payment after one month of successful performance at places of installation.
- f. All relevant proof of delivery, installation and acceptance testing duly signed by the concerned officer at RECL various offices, Bank Guarantee, Performance Guarantee etc. to be submitted by the Vendor for processing payment.

4.3 PENALTY FOR DELAYS

- a. Time is essence of the contract. The successful bidder must supply, install, and clear the acceptance test of all the equipments as per the specified schedule. Any Failure to supply, install and clear the acceptance test for all or some of the equipment(s) on or before the stipulated date will entail a liquidated damage equal to 2.5% of the value of the defaulted supply/ service per week or part thereof subject to maximum of 10% of total contract value.

Payment of liquidated damages does not affect the successful bidder's liabilities.

- b. In the case of delay in compliance with the order beyond 10 days of the stipulated time period, RECL will have the right to cancel the order & forfeit the EMD/ revoke the performance / any other bank guarantee etc.
- c. In addition the bidder shall also be liable to pay RECL a cancellation charge of 2% of the value of unsupplied items. In case of non-payment of cancellation charges RECL reserves the right to realize the same from the security deposits of the bidder, if any, already available with them, which may be against any other work order. In such a situation, RECL will complete the execution of incomplete orders through alternate sources at the risk and cost of the defaulting vendor.

4.4 **Termination of Contract**

- a. RECL may at any time terminate the contract, if the bidder is unable to provide the services as per the contract. In such cases, if any amount is due to the Bidder on account of the work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions of the contract and after alternate arrangement to complete the work has been made at the Bidder's cost and risk. The selected Bidder will give at least three months notice prior to discontinuing the service
- b. RECL may at any time terminate the Contract by giving written notice to the selected Vendor, without compensation to the selected Vendor, if the selected Vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to RECL.
- c. RECL may by written notice sent to the selected Vendor, terminate the purchase order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for RECL's convenience, the extent to which performance of work under the

- purchase order and /or the Contract is terminated, and the date upon which such termination becomes effective. RECL reserves the right to elect :
- i to have any portion completed at the purchase order and/or the Contract terms and prices; and/or
 - ii to cancel the remainder and pay to the selected Vendor an agreed amount for partially completed Services.
- d. In the event the Vendor's Company or the concerned Division of the company is taken over/bought over by another company, all the obligations under the agreement with RECL , should be passed on the compliance by the new company new Division in the negotiation for their transfer.
- e. RECL at its discretion may terminate the empanelment for any inordinate delay in supply, commissioning and/or maintenance of the equipments/ products.

4.5 **Governing Law and Disputes**

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

4.6 Acceptance Certificate

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

4.7 Inspection and Tests

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

any, shall have to be taken back and replaced by good items forthwith at the cost of the vendor. No payment will be made for rejected items.

4.8 Acceptance Test

The acceptance tests will include physical verification and/or burn test apart from checking the supplied configuration with third party utilities to be made available by the bidder. The delivered systems, in addition to meeting the evaluation tests, should also contain the same subsystems (Brand/Manufacturer) as were given at the time of bidding. Failure to fulfill any of the aforementioned conditions, will entail cancellation of the Purchase Order along with forfeiture of the EMD/Security Deposit. Further RECL can procure same items from alternate sources at the risk and cost of the defaulting vendor.

4.9 Installation and Commissioning

- a. All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination Site, the cartons will be opened only in the presence of RECL representatives and Vendor's representative and the intact position of the Seal for not being tampered with together with actual receipt of the content of the carton in good condition, shall form basis for certifying the receipt in good condition.
- b. A sticker mentioning the service support call centre number of the vendor should be pasted on each system.
- c. For Site Not Ready (SNR) cases, vendor requires to submit certificate signed by End User to RECL. However, regarding readiness of site, the decision of the AGM(IT) will be final. No penalty will be imposed for SNR cases, however, vendor has to install the items within 2 (Two) weeks of receipt of Site Ready notice from AGM(IT)/DGM(IT)/End User else it will attract penalty as per penalty clauses of the RFP, recoverable also from the BG.
- d. During installation at site, if any item is found to be defective or broken, it will be replaced with new one by the vendor at its own costs and risks immediately, and the particular equipment will be treated as rejected and no

- payments for the same will be made till the defect is rectified or new equipment or part thereof is provided. The date of acceptance of such rejected equipment will be the date it is finally accepted and accordingly liquidated damages will be levied.
- e. The systems to be supplied should work under the specified operating systems. It shall be exclusive responsibility of the vendors supplying the Systems to provide appropriate device drivers and solutions with proper media and documentation for these system software platforms for each of the system separately.
 - f. The vendor should provide System manual and User manual along with each System, irrespective of the fact that more than one system may be meant for any location.

4.10 Warranty Maintenance

- a. All Systems (Hardware, System Software & Optional Items) should be under Three Years on-site comprehensive warranty maintenance support from the date of acceptance at the site, including free spare parts, kits etc.
- b. Only UPS battery will be carrying one year on-site comprehensive warranty.
- c. The vendor should fulfill the following conditions during the warranty period:-
 - I. Any failure in the system or a subsystem thereof should be rectified within maximum period of 4 (Four) hours of lodging complaint.
 - II. If any system is down beyond 24 hours, penalty will be charged per day per system at the rate of 0.25% (point 25 percent) of the ordered value of the system.
 - III. Cumulative Penalty amount on the half-yearly basis must be deposited by the vendor to RECL in the form of Bank Draft/Pay Order within 30 (thirty) days of receiving such intimation for recovery from RECL.
 - IV. Any system failing at subsystem level at least three times in three months, displaying chronic system design or manufacturing defects or Quality Control problem will be totally replaced by the vendor at its cost and risk

within 30 (thirty) days from the date of last failure with equivalent new system.

- V. In case of a system (Hard disk) failure, vendor will ensure backing up of data from the hard disk and its restoration, while making the system operational, at the site. Failure to compliance of aforementioned will attract penalty. Quantum of penalty will be decided by the RECL.
- VI. On completion of the warranty period, the Security Deposit without any interest accrued shall be released after satisfying that proper free warranty support has been provided during warranty period of Three years for all the systems. If considered necessary, suitable amount of penalty shall be recovered from the vendor out of either already due payments or from their Security Deposit(s), while releasing the Security Deposit.

4.11 Web Based Support

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

4.12 Award Criteria

The RECL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

4.13 RECL's Right to Accept any Bid and to Reject any or All Bids

RECL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidder's or any obligation to inform the affected Bidder or Bidder's of the grounds for RECL's action.

4.14 Corrupt or Fraudulent Practices

- a. Bidders & Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.

- b. RECL will reject a proposal for award if it determines that the Bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. RECL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

4.15 Indemnity Clause

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

4.16 Force Majeure clause

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

4.17 Miscellaneous

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

- i. RECL reserves the right to allocate the contracted work in a staged or phased manner.
- j. By responding to this tender the potential vendor agrees to take the contractor's role. Where the potential vendor proposes the use of third party services in his proposals, the potential vendor should describe the third party, including their role, and the definition of responsibilities and accountabilities.
- k. The bidder should provide on-site comprehensive warranty maintenance support services for Three years after satisfactory installation and commissioning of the systems.
- l. Responsibilities
- m. The responsibilities of RECL and prospective vendor after empanelment are tabulated below:

RECL Responsibility

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

Vendor Responsibility

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

- n. Potential vendors are requested to provide a detailed activities time schedule and resource allocations and requirements for all the stages which represents the shortest practical time to complete all necessary tasks and meet the

- obligations of the requirements. All significant activities must be indicated, including those associated with the testing, delivery, installation, commissioning and maintenance of systems, key quality assurance and quality certifications.
- o. The system shall be tested completely by the vendor prior to being offered for acceptance testing installed in operational status at RECL.
 - p. The vendor shall define detailed acceptance criteria on conjunction with the RECL and the testing procedures should allow for the functional testing, integration testing and formal acceptance of the system by the RECL.
 - q. Alterations if any in the tender should be attested properly by the vendor, failing which the tender is liable to be rejected.
 - r. The Bids prepared by the Vendor and all correspondence and documents relating to the bids exchanged by the Vendor and RECL, shall be written in the English language, provided that any printed literature furnished by the Vendor may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
 - s. The Vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to RECL.
 - t. The selected Vendor shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Vendor shall always act, in respect of any matter relating to this Contract, as faithful advisors to RECL and shall, at

all times, support and safeguard RECL's legitimate interests in any dealings with Third parties.

- u. RECL reserves the right to inspect the performance of the vendor prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase order, especially methodology, manpower, infrastructure etc. RECL reserves the right to cancel the purchase order assigned to the vendor at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the purchase order is canceled then the costs incurred will be born by the vendor and under no circumstances the vendor shall be eligible for any payment or damages from RECL.
- v. The selected vendor shall not, without RECL's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of RECL in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- w. If the selected vendor is not able to fulfill its obligations under the contract, which includes non completion of the work, the RECL reserves the right to accomplish the work through another vendor and EMD / Security Deposit of vendor will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be born by the selected vendor.
- x. Printed terms and conditions of the Bidders will not be considered as forming part of their Bid. In case terms and conditions of the contract applicable to the Invitation of Bid are not acceptable to any Bidder, he should clearly specify deviation in its bid.
- y. The selected vendor automatically agree with RECL for honoring all aspects of fair trade practices in executing the purchase orders placed by RECL
- z. If the name of the product is changed for describing substantially the same in a renamed form then all techno financial benefits agreed with respect to the

original product, shall be passed on to RECL and the obligations with RECL taken by the Vendor with respect to the product with the old name shall be passed on to the product so renamed.

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

ANNEXURES

ANNEXURE – A

ELIGIBILITY PERFORMA

PERFORMA FOR SUBMISSION OF ELIGIBILITY DETAILS

S.No.	Item Description	Compliance (Yes/No)	Page Numbers	Fill Details
1.	Name of Vendor		NA	
2.	Address		NA	
3.	Mobile and Fax		NA	
4.	E-Mail address		NA	
5.	Proof of IT related operations for a period of at least 3 years as on last date of bid submission			
6.	Undertaking for single point of contact for RECL and solely responsible for all warranties, upgrades and guarantees etc. offered by the OEM etc.			
7.	Proof of OEM authorization for three year onsite warranty maintenance and Microsoft authorization for MS-Office MOLP.			
8.	Proof issued by the OEM for this tender clearly mentioning the tender number, date and validity (in the name of bidder specifically addressed to the AGM(IT), RECL of either: (i) manufacturer (OEM) / authorized distributor/ authorized dealer and also (ii) service provider or system integrator for Desktop computers. In case of dealer/ distributor being the bidder attach the OEM authorization(s) and service provider proof(s)			
9.	Proof of work order(s)/successful completion certificate from the client for desired experience in handling similar contracts as main contractor during the last four financial years of either Rs 80 Lac value of services in single work order or two work orders each of Rs 50 Lac value of services.			
10.	Proof with documentary evidence (audited balance sheet) of year wise annual sales turnover from sale of computer systems and/or IT solutions should be at least an average value of Rs 1 Cr. (Rupees One Crore Only) during the last four years (2010-11, 2009-10, 2008-09, 2007-08). However if bidder submits turnover for current financial year the same will also be considered. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.			
11.	Proof of registered office in Delhi or NCR and have direct or through franchisee/OEM support facility at all of the locations of RECL offices in the country.			
12.	Proof of minimum ISO 9001:2000 Certification of the vendor.			
13.	Demand Draft/ Banker's cheque details in case of a downloaded bid document towards cost of bid document			
14.	Demand Draft/ Banker's cheque details towards			

	Earnest Money Deposit of Rs 2,50,000/- (Rupees Two Lac Fifty Thousand Only)			
15.	Proof for CST			
16.	Proof for Sales Tax/VAT			
17.	Proof for Service Tax registration number			
18.	Proof for Income tax registration number (PAN).			
19.	Enclosed Duly Signed Tender Document Copy towards acceptance of tender terms & conditions without any deviations?		NA	NA

Dated this day of 2011/12

Details of enclosures.

Signature of Bidder
Name

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

Bid Form

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

To

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

Ref: Bid document No

Dated _____

Sir,

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

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

If my/our bid is accepted, I/We will submit a bank guarantee for the sum equivalent to Rs 10,000/- valid for a period of 15 months for the due performance of the rate contract, in the form prescribed by the RECL

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

We agree to abide by this bid for a period of 90 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period formally withdraw my/our bid in writing.

1. I/We declare:

i) that I/We have a team of technically qualified engineers and have state-of-the-art infrastructure.

ii) that my/ our premises are equipped with all the facilities specified in the document.

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

3. I/We enclose herewith the complete Technical Bid as required by you and as specified in Chapter – 3 and in conformance to the checklist provided in the RFP.

4. I/We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to supply, commission and provide three years on-site warranty maintenance support as per these terms and conditions.

5. Certified that the bidder is:

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

or

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

or

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

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

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

Dated this day of 2011/12

Signature of Bidder
Name

Details of enclosures.

Full Address:_____

Telephone No._____

Telegraphic Address:_____

Fax No. _____

E-mail

COMPANY SEAL

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

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

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

I/We hereby undertake that I/We understand that the Chapter – 2 Scope of Work and Requirement of this tender is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by the RECL at their discretion.

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

I/We hereby undertake that we shall comply with the Chapter – 2 Scope of work and requirements and tender terms and conditions completely and there are no deviations of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake to provide uninterrupted and timely support for the supplied systems/sub-systems including spare parts for a period of 3 years (including the warranty period of 3 years). After the warranty maintenance, if RECL decides to go in for maintenance with the vendor then the vendor should ensure supply of the spares to RECL. In case of the item/spare part being not available due to any reason the bidder shall provide an equivalent or latest item/spare part in lieu of the original item/spare part subject to the approval of the RECL.

I/We undertake to be the single point of contact for RECL and shall be solely responsible for all warranties, updated, patches, upgrades, guarantees etc, offered by the OEM, and system integration and three years on-site comprehensive warranty maintenance and for the entire scope of work and requirements as per the service levels defined in the tender document.

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

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

I/We hereby declare and undertake that I/We have submitted all additional undertakings/ oaths etc as applicable to this tender with my/our technical bid.

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

I/We hereby affirm that our response is valid for a period of 90 days from the date of bid opening including additional period of 30 days and till I/We withdraw my/our bid on expiry of the said validity period .

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

Technical Bid – Minimum Specification
OR Better

I) Desktop Computer

S. No	Item	Minimum Specification OR Better	Part No. (if any)	Complied (Yes/No)
Specify Make/Model				
1.	Processors	Intel Core i5-2400 3.0 GHz Processor, 6MB Cache		
2.	Operating Systems	Windows 7 Professional 64 bit preloaded		
3.	Chipset	Intel® Q67 Express Chipset		
4.	Manageability	Intel Standard Manageability		
5.	Memory	4GB expandable Up to 16GB DDR3 1333MHz		
6.	Graphics	Integrated Intel® Graphics HD 2000		
7.	Audio	Integrated HD Audio		
8.	Hard Drives	500 GB SATA 3.0GB/s controller 7200RPM		
9.	Bays	1 internal,1 external		
10.	Networking	Integrated Intel® Gigabit Ethernet LAN 10/100/1000		
11.	Standard I/O Ports	10 External USB 2.0/3.0 ports, 1 Serial; 1 RJ-45; 1 VGA; 1 Display Port; 2 PS/2; 2 Line-in (stereo/microphone), 2 Line-out (headphone/speaker),		
12.	Power Supply	240W upto 90% efficient Internal PC Power Supply Unit		
13.	Keyboard & Mouse	USB keyboard with (additional Hindi stickers to be provided) & 2 button Optical Scroll Mouse		
14.	Monitor	18.5" Wide Flat Panel HD LCD or better		
15.	Optical Devices	8 X DVD+/-RW		
16.	Volume	should not be more than 9L		
17.	Security	Chassis lock slot support, optional Chassis Intrusion switch		
18.	Compliance	Energy Star 5.0, EPEAT Gold Certification		
19.	Warranty	3 year onsite comprehensive warranty maintenance from OEM		

Date:
Place:

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

II) Scanner

S. No.	Item	Minimum Specification OR Better	Part No. (if any)	Complied (Yes/No)
Specify Make/Model:				
1.	Technology	Flatbed		
2.	Resolution	Up to 4500 dpi or better		
3.	Preview Speed (black, A4)	Upto 15 sec or better		
4.	Scan Speed (black, A4)	Upto 30 sec or better		
5.	Connectivity	High Speed USB 2.0		
6.	Power Compliance	Energy Star compliant		
7.	Front panel	Direct buttons for Copy, Scan, Scan to E-mail, Scan to PDF		
8.	Scan file format	for Microsoft OS: PDF, PDF searchable, TIFF, TIFF compressed, JPG, BMP, GIF, RTF, TXT, HTML;		
9.	Media types	A4, Legal, letter		
10.	Scaling/reduce / enlarge settings	25 to 200%		
11.	Warranty	3 Year warranty from OEM of the product, pick & drop by the (if required)		

Date:
Place:

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

III) MFP (Print/Scan/Copy/FAX)

Specify Make/Model _____

S. No.	Item	Minimum Specification OR Better	Part No. (if any)	Complied (Yes/No)
1.	Functions	Black-and-white printing, black-and-white copying, black-and-white faxing, black-and-white and color scanning		
Print System/memory/network				
2.	Print speed (black, A4)	27 ppm or higher		
3.	First page out A4 black	Upto 9 sec or better		
4.	Processor speed	266 MHz or higher		
5.	Print quality (black, normal quality)	1200 x 1200 dpi or higher		
6.	Pages per month	7000 or higher		
7.	RAM/Memory	64 MB or higher		
8.	Network	built-in 10/100 Ethernet connection or higher		
9.	Port Connectivity	Hi-Speed USB 2.0, Ethernet network port both or better		
10.	Toner Cartridge	Toner & Drum should be separate units of the printer		
11.	Media types	A4, Legal, letter, envelopes etc.		
12.	Duplex printing	Automatic		
Copy System				
13.	Copy Speed	25 cpm or higher		
14.	Copy Resolution	600 x 600 dpi or higher		
15.	Copy reduce / enlarge settings	25 to 200%		
Scan System				
16.	Scan type	Flatbed, ADF		
17.	Enhanced Scanning Resolution	1200 dpi or higher		
18.	Scan speed black (normal)	15 ppm or higher		
19.	Duplex ADF scanning	Optional		
Fax System				
20.	Fax Speed	5 sec per page or higher		
21.	Fax Memory	Memory capacity to store up to 300 pages or better		
22.	Power Compliance	Energy Star compliant		
23.	OS compatible	Windows® 7, Windows Vista®, Windows® XP, Windows® Server 2003,2008, Linux, Mac etc.		
24.	Warranty	3 Year Onsite warranty from OEM of the product, pick & drop (if required)		

Date :

Place :

Signature :

Name :

Designation :

Name of the Company :

Seal of the Company :

IV) Laser Printer

S. No.	Item	Minimum Specification OR Better	Part No. (if any)	Complied (Yes/No)
Specify Make/Model :				
1.	Print technology	Monochrome Laser		
2.	Print speed (black, A4)	30 ppm or higher		
3.	Printing Support	Automatic Duplex Printing		
4.	First page out A4 black	Upto 7 sec or better		
5.	Processor speed	266 MHz or higher		
6.	Print quality (black, best quality)	1200 x 1200 dpi or higher		
7.	Pages per month	8000 or higher		
8.	RAM/Memory	8 MB or higher		
9.	Media types	A4, Legal, letter, envelopes etc.		
10.	Connectivity	High Speed USB 2.0		
11.	Power Compliance	Energy Star compliant		
12.	Toner Cartridge	Toner & Drum should be separate units of the printer		
13.	OS compatible	Windows® 7, Windows Vista®, Windows® XP , Windows® Server 2003,2008, Linux , Mac etc.		
14.	Warranty	3 Year Onsite warranty from OEM of the product, pick & drop (if required)		

Date:
Place:

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

V) UPS

S. No.	Item	Minimum Specification OR Better	Part No. (if any)	Complied (Yes/No)
Specify Make/Model :				
1.	Rating	650 VA – UPS		
2.	Technology	Line Interactive topology, True microprocessor controlled design		
3.	Input Voltage	145 - 280V AC		
4.	Output voltage	230V +/- 10%		
5.	Frequency(HZ)	47 - 53 Hz		
6.	Waveform	simulated sine wave		
7.	Battery	Internal 1x7 Ah 12Ah, sealed maintenance free lead acid VRLA type		
8.	Recharging time	6-8 hours to 90%		
9.	Protection	input fuses ,Data line Surge Protection		
10.	Indicators	LED indication for AC mains, Overload, Backup mode		
11.	No. of PC Support with LCD Monitor	Minimum 1		
12.	Weight	less than 6 Kg (including battery)		
13.	Socket	At least 3 Indian type sockets		
14.	Environmental	0-40degree C Operation temperature, 95%RH maximum Operation humidity		
15.	Certification	ISO 9001 and ISO 14001 certification required for OEM		
16.	UPS Warranty	3 Year Onsite warranty from OEM of the product, pick & drop (if required) Battery		
17.	Battery Warranty	Minimum 1 Year Onsite warranty from OEM of the product, pick & drop (if required)		

:

Date:
Place:

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

VI) Additional S/W:

S. No.	Item	Description	Part No. (if any)	Complied (Yes/No)
1	MS Office 2010 Professional (MOLP Licensing)	with media & documentation		
2		without media & documentation		

Date :
Place :

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

Bid Form

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

To

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

Ref: Bid document No

Dated_____

Sir,

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

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

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

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

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

- a. Bid Letter
- b. Price Schedule

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

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

Certified that the bidder is:

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

or

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

or

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

or

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

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

Dated this day of _____ 2011/12

Signature of Bidder
Name

Details of enclosures

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

COMPANY SEAL

(ONLINE ONLY)

Price Schedule

Sr. No.	Item Description	Unit	Quantity^{αβ}	Unit Rate INR (all inclusive)	Total Price in INR (all inclusive)
A	B	C	D	E	F = D x E
1	Cost of Desktop as per technical specifications and three years on-site comprehensive warranty maintenance	Per Desktop	137		
2	Cost of Printer as per technical specifications and three years on-site comprehensive warranty maintenance	Per Printer	16		
3	Cost of Multi Functional Printer as per technical specifications and three years on-site comprehensive warranty maintenance	Per MFP	19		
4	Cost of Scanner as per technical specifications and three years on-site comprehensive warranty maintenance	Per Scanner	03		
5	Cost of UPS as per technical specifications and three years on-site comprehensive warranty maintenance	Per UPS	157		
6	Cost of Microsoft Office 2010 Professional (MOLP) without media	Each	135		
7	Cost of Microsoft Office 2010 Professional (MOLP) with Media	Each	02		
Grand Total:					
(in INR all inclusive) (Sum for Column 'F')					

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

β : Additionally Approximate 50 numbers of Desktop along with UPS and MS-Office, approx 35 number of printers, approx 10 numbers of MFP and approx 05 UPS etc may be ordered separately by various Zonal/ Project Offices/ CIRE/Sub-Offices of RECL spread across India.

(AUTHORISED SIGNATORY)
SEAL

Note:

- a) The no. of equipments indicated in the list is tentative. Payment will be made as per actual on pro rata basis.
- b) All prices to be quoted in Indian Rupees only, considering the above tender T&C and scope of work. No advance payment shall be made.
- c) All items in all the tables must be quoted failing which the bid is liable to be rejected.
- d) Quoted Rates should be valid for delivery of equipment and services across India.

- e) Individual Orders may be split between RECL CO/ZP/PO and its subsidiaries.
- f) The prices to be all inclusive of taxes, duties, levies , charges etc.
- g) REC can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

**M/s Rural Electrification Corporation Ltd.,
Core 4, Scope Complex, 7 Lodhi Road,
New Delhi – 110003 (INDIA)**

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. :

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

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____/Purchase Order No. _____ dated _____ and RECL having agreed that the Supplier shall furnish to RECL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Purchase Order i.e. for _____.

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

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named supplier.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/ Manager
Seal of Bank

Bidder Help Manual for E-Bidding

HELP LINE TO VENDORS

Helpdesk Nos.

Phone : 011-49424365

Sh Nehal (www.tenderwizard.com) 8800991855 / 9560062209

Other Contact Numbers:

1. Sh Mithun Ghosh (www.tenderwizard.com) 8826040002 / 011-49424319
2. Shri Sanjay Choudhary, Deputy Manager(IT) –9873142858
3. Shri Ajit Kotia, Deputy Manager(IT) – 9899364978
4. Shri Pankaj Gupta, Deputy General Manager(IT) – 9899966710
5. Shri P. K. Mukhopadhyay, Additional General Manager(IT) – 9899975187

Step 1

Registration Process



Website address: www.tenderwizard.com/REC

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

STEP 2

Participation

Vendor should login with his USER ID and PASSWORD

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

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

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

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

Note:-

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

STEP 3

Submission

Vendor should prepare the scanned copy of DD (EMD)

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

Reminder:

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

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

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

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

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

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

Attachment of general document to a particular tender

Go to tender Documents screen of that particular tender

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

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

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

NOTE :

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

A) Technical Sheet

B) Cost Sheet or price bid

C) EMD details

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

STEP 4


Acknowledgement

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

STEP 5

OPENING

- After the tender is opened at the stipulated date and time, the award details can be accessed in the OPENED/AWARDED stage.

- To view the opened tenders click on the “**Opened/Awarded**” link then click on edit form  to view your competitors bid sheets who participated with you and who are not disqualified.

Note:

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