



REQUEST FOR QUOTATIONS

FOR
PROCUREMENT OF LAPTOPS

Dated: **14 June 2019**

Invest India

Room No. 225, , 1st Floor Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi 110012

Contents

<i>SECTION 1: TERMS OF REFERENCE</i>	4
INTRODUCTION	4
DEVICE CONFIGURATION	4
<i>SECTION 2: FINANCIAL QUOTE SUBMISSION & EVALUATION</i>	5
FINANCIAL QUOTE FORMAT	5
SUBMISSION PROCESS	6
AWARD OF CONTRACT	7
PERFORMACE SECURITY	7

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SECTION 1: TERMS OF REFERENCE

INTRODUCTION

Invest India is seeking to procure laptops which would be allocated to Invest India's employees, and other professionals including interns, contractual workers and service provider as deemed appropriate by Invest India to fulfil the business needs as per the mandate of Invest India.

DEVICE CONFIGURATION

Invest India will procure estimated 80 Dell Latitude 7390 and estimated 20 MacBook Pro laptops as per the specification, and additional components mentioned below.

Specification Sheet		
Features	MacBook Pro	Dell Latitude 7390
Processor	i5-7200U	i7-8650U
Screen	13"	13.3"
RAM	8GB - DDR 3	8GB - DDR 4
Hard Disk	128 GB - SSD	512 GB - SSD
Operating System	Mac OS	10 PRO 64 Bit
Warranty	3 Years	3 Years
ADP	3 Years	3 Years
Weight	1.37 KG	1.31 KG
Accessory	USB 3.1 Type C Multiport HDMI HUB	N/A

Purchase Order(s) will be issued out periodic basis (Monthly and/or Quarterly) of specific quantity as desired by Invest India starting from June, 2019 to March, 2020.

SECTION 2: FINANCIAL QUOTE SUBMISSION & EVALUATION

FINANCIAL QUOTE FORMAT

(On Bidder's Letter Head)

Specification Sheet		
Features	MacBook Pro	Dell Latitude 7390
Processor	i5-7200U	i7-8650U
Screen	13"	13.3"
RAM	8GB - DDR 3	8GB - DDR 4
Hard Disk	128 GB - SSD	512 GB - SSD
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Warranty	3 Years	3 Years
ADP	3 Years	3 Years
Weight	1.37 KG	1.31 KG
Accessory	USB 3.1 Type C Multiport HDMI HUB	N/A
Total Cost	INR XXX,XXX	INR XXX,XXX

Authorized Signature

Name & Title of Signatory

Name of the Firm:

Address:

E-mail

Telephone

Fax

(Name and seal of the Applicant/Member in Charge)

Break-up of costs for each of the items of work listed in the Specification Sheet (Device, Warranty, ADP, Accessory(ies)) are to be submitted on a separate sheet of paper. Such break-up of individual costs will, however, **not** be considered for financial evaluation.

The bidder shall quote the bid price exclusive of any taxes. Taxes as applicable will be paid on actuals.

ELIGIBILITY CRITERIA

Sr. No.	Criteria	Documentary evidence
1.	The Firm/Agency should be a registered entity and must have been in operation for a minimum period of 5 years as on 31st March 2019 with at least 3 years' experience in providing services in IT equipment supplies.	<ol style="list-style-type: none"> 1. Certificate of Incorporation/Registration 2. Pan Card 3. Service Tax Registration 4. Certificate of CA for a minimum 5 years of operation with at least 3 years' experience in providing services in IT equipment as on 31st March 2019
2.	The Firm/Agency should be a highly reputable agency with a minimum cumulative turnover of INR 2.5 Cr. during the last financial year and total of at least INR 7.5 Cr. in the last 3 financial years.	Certificate of CA to be submitted
3.	The Firm/Agency shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/agencies/ministries or PSUs and should not have been black listed at the time of submission of bid.	Self-certification on company's letterhead signed by an authorized representative as per format in Annexure - 1
4.	The Firm / Agency should have a full-fledged establishment within India and an office with a dedicated team in Delhi/NCR. In case, the agency, presently has no office in Delhi/NCR, it must provide a dedicated team based in Delhi to service the account of Invest India within 30 days from the date of award of contract	An undertaking to this effect and clearly indicating details of the team members who will work on Invest India's account, should be submitted on the agency's letterhead, duly stamped and signed by the authorized representative of the agency

Bids are deemed to be disqualified in case any one of the above criteria is not met.

SUBMISSION PROCESS

The original quotations shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the quotations must initial such corrections. The signed Financial Quotations shall be marked "ORIGINAL".

The Financial Quotations shall be submitted to following in a sealed envelope titled – "Financial Quotation by <company name>"

Vikas Sachdev
Invest India
110, Vigyan Bhavan Annexe,
001, Maulana Azad Rd,
New Delhi, Delhi 110001

Last date to submit quotations – **05th July, 2019 by 11:00 AM**

For any query please write to vikas.sachdev@investindia.org.in with subject line "RfQ for Procurement of Laptops – Query from <Company Name>"

AWARD OF CONTRACT

Sealed Financial Quotations will be opened on 05th July, 2019 at 12:00 PM. Representative from bidder is mandatory to be present for opening of Financial Quotations.

The bidder with lowest quotations price in each of the device specification will be empanelled to provide Laptops at the quotation price to Invest India for FY 2019-20. For example, Bidder A provides L1 (lowest) quotations for Dell Latitude Laptop while Bidder B provides L1 (lowest) quotations for Apple Mac Pro, then both Bidder A and Bidder B will be empanelled at respective L1 rates.

Contract will only be awarded to bidders satisfying Eligibility Criteria as mention in this document.

PERFORMANCE SECURITY

For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the contract which shall not be later than 30 (thirty) days from the issue of the Letter of Award, furnish to Invest India a performance security in the form of an irrevocable Bank Guarantee for an amount equal to INR 250,000 (Two Lacs).

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Annexure - 1

Declaration of ineligibility for corrupt or fraudulent practices

—————(To be provided on “Company letter head”) —————

Vikas Sachdev

Manager, Invest India, Vigyan
Bhawan Annexe, Maulana Azad
Road, New Delhi - 110001

Subject:- Declaration of ineligibility for corrupt or fraudulent practices.

Sir,

This has reference to Invest India’s RFP No.....dated for Appointment of Agency for Social Media Management.

In this context, I/We, as a representative(s) of company, declare that presently our Company/firm has an unblemished record and is not declared ineligible for corrupt & fraudulent practices, is not blacklisted either indefinitely or for a particular period of time, nor has had work withdrawn, by any State/ Central Government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorised Signatory:

Seal:

Date:

End of Document.