

**TENDER DOCUMENT
FOR
SUPPLY AND INSTALLATION OF DESKTOP-PC
AT
GGRC**



**Gujarat Green Revolution Company Limited,
Opp. GSFC University, GSFC Fertilizernagar,
Vadodara-391750 (Gujarat)**

**Phone: 0265-2607518-20, 1800-233-2652,
Fax: 0265-2241685,
Website: <https://ggrc.co.in>**

TENDER DOCUMENTS CONSISTING OF:

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E-TENDER NOTICE

1. **GUJARAT GREEN REVOLUTION COMPANY LIMITED** (hereafter referred to as **GGRC**) is working as an Implementing Agency on behalf of Government of Gujarat (GOG) and Government of India (GOI) to bring second Green Revolution in consonance with the Agriculture Policy and Vision of Government of Gujarat so as to save water, fertilizer and energy, besides multiple benefits to improve agricultural productivity and farmer's prosperity at large.
2. **GGRC** is pleased to invite "E-Tenders" through (n) Procure from experienced firm /company /agency for "**SUPPLY AND INSTALLATION OF DESKTOP-PC AT GGRC**".
3. **Important details of E-Tendering**

Tender No.	:	GGRC/SYSD/PC/RFP/2022
Name of Work	:	SUPPLY AND INSTALLATION OF DESKTOP-PC AT GGRC
Earnest Money Deposit (in Rs.)	:	15000/-
Pre-Bid Meeting Date & Time	:	24th June, 2022 15:00 Hrs
Pre-Bid Meeting Venue	:	DISCUSSION ROOM GGRC, FERTILIZERNAGAR, VADODARA.
Last Date of Tender and Submission of Document	:	04nd July, 2022 17:00 Hrs

- 3.1. The financial bid shall be submitted online only at (n) Procure website **www.nprocure.com**. Manual price bids will not be accepted under any circumstances.

Eligibility Criteria:

The eligibility criteria for invitation of bids are mentioned below. Only those Vendors, who satisfy all the eligibility criteria as mentioned herein below, May respond. Document in support of all eligibility criteria are required to be submitted along with technical bid.

- 1 The vendor should be the original Equipment manufacturer (OEM) or authorized highest efficiency partner of OEM
- 2 The bidder should have experience in supply and roll out of minimum 25 Desktop PCs in last three years in a single order.
- 3 The Bidder should have turnover of minimum Rs. 50.0 Lacs per annum for the past 2 financial years
 - I) 2019-2020
 - II) 2020-2021
- 4 The vendor should be firm /company registered in India with minimum Five Years of presence in India.

4. The E-Tender are in **two bid system i.e. Part –I- Technical Bid and Part-II -Financial Bid.**
 - 4.1 The Bidders who are interested in participating in the tender must read and comply with the General Terms and Conditions contained in the tender documents.
 - 4.2 Before quoting the rates, the Bidder should go through the Scope of Work, General Terms and Conditions to Bidder, Other Terms & Conditions and get himself fully conversant with them.
5. Company reserves the right to accept or reject any E-Tender Bid without assigning any reasons whatsoever and decision of the Company will be final and binding on all the Bidders.

PART A - GENERAL TERMS AND CONDITIONS

(A) TECHNICAL BID

1. Bidders have to submit **Technical Bid online as per the Format attached at Part -I Bidder Profile** as well as physically in Separate sealed envelope in **Cover-II: mentioning “Technical Bid”** with following documents:

- 1.1. **Bidder has to pay E.M.D. as mentioned in tender notice. The EMD is payable in favour of Gujarat Green Revolution Company Limited, Vadodara Drawn on any Scheduled Commercial Bank / Nationalized Bank by Demand Draft or Banker's Cheque or Direct deposit with Bank of Baroda Account No. 02090200000334, IFSC Code: BARB0FERTIL only.**

Bidder has to upload PDF copy of **DD / Banker's Cheque / Receipt of Direct deposit with (GGRC Bank Account) online as Annexure –I and also has to submit original DD / Banker's Cheque / Receipt of Direct deposit with (GGRC Bank Account)** of EMD of Rs. 15,000/- in **Cover –I: mentioning “EMD for Tender.** Tenders submitted without Earnest Money Deposit will be rejected without entering in to further correspondence in this regard and no reference will also be made.

The EMD of unsuccessful/successful Bidder will be refunded preferably in 30 days of finalization of the contract. Such deposits shall not bear any interest. It will not be open to the Bidder to withdraw the tender.

If any Bidder withdraws or fails to accept the contract when awarded, the EMD shall be liable to be forfeited.

- 1.2. Certificate of Registration / Partnership deed or firm registration certificate / Shop and Establishment Certificate. **(Annexure –II)**
- 1.3. Bank Account No. and IFSC Code with copy of Bank Cheque. **(Annexure- III)**
- 1.4. EPF Number Allotment Letter (If Applicable) **(Annexure - IV)**
- 1.5. GST Registration **(Annexure- V)**
- 1.6. PAN Card **(Annexure-VI)**
- 1.7. Copy of Work Orders from Previous Clients / Current clients **(Annexure –VII)**
- 1.8. The certified copy of balance sheet for last two years duly audited / certified by Chartered Accountant along with CA certificate for turn over & Net worth and a copy of Un-Audited Balance Sheet for the Current Financial Year to be submitted in physical in Technical bid cover. Last two years Financial Turnover in the Format attached at **Annexure-VIII.** GGRC may at its discretion reduce the minimum turn over limit.
- 1.9. The bidders have to sign undertaking in regard to Stop Deal / Black List Thereof in **(Annexure-IX).** This should be submitted with the technical bid.

The Bidder shall submit all the evidences, documents, attested copies of work orders & work completion certificates etc. as a proof with EMD and also provide the requisite details for meeting the prequalification requirements. GGRC will verify the experience, performance, capability & strength of Bidders, independently for awarding the service contract.

GGRC reserves the right to accept/cancel/reject any/all Bids without assigning any reason thereof. The tenders of qualified Bidder / Bidders shall only be considered for further evaluation.

2. The Bidders have to submit original DD / **Banker's Cheque** / Receipt of Direct Bank Deposit (GGRC Bank Account) of **EMD” in Cover –I** and **“Technical Bid”- in Cover –II** with necessary documents mention above in point no.1 in one sealed envelope super scribed **“SUPPLY AND INSTALLATION OF DESKTOP-PC AT GGRC”** on or before the closing date and time of Tender to the following address:

Manager (Technical & MIS)
Gujarat Green Revolution Company Limited,
Fertilizernagar Township, P.O. Fertilizernagar, Dist: Vadodara, 391750

3. Tender documents will be accepted by RPAD / Speed Post / Courier or in Person only otherwise Tender will be rejected.
4. All the certificates/documents required for qualifying criteria should be submitted with Technical Bid for deciding of the opening of financial Bid.
5. GGRC reserves Rights to extend the due date for submission of Tender by issuing an amendment.
6. Tender, if not supported by required documents as mention above will not be considered and the Bidder would be construed as disqualified.
7. The Bidders submitting Tender without EMD or EMD for lesser amount would be construed as disqualified.
8. Any cost incurred in relation with the submission of bid will not be reimbursed by GGRC.
9. **The Bidder must have to submit all required technical documents physically as well as upload online before last date of e-Tender**

(B) FINANCIAL BID

1. The Bidder have to submit **Financial Bid online only as per the attached format given in Part-II** through the web portal of n-procure at **<https://www.nprocure.com>** of this Tender document and no other format is acceptable.
2. GST if applicable shall be paid extra at actual by GGRC as per prevailing rates as declared by Central / State Government on submission of documentary evidence.
3. The Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
4. The GGRC may on its discretion extend the last date for submission of the bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be informed through (n) Procure portal.
5. **Financial bid must be submitted online only; if it is found in technical bid physical/online, straightaway bidder will be disqualified.**

(C) MODIFICATION AND WITHDRAWAL OF BIDS:

1. The Bidder may modify or withdraw the bid prior to the last date prescribed for submission of bids.
2. No Bid shall be modified subsequent to the deadline for submission of Bids.
3. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity.

(D) PRE – BID MEETING

1. For the purpose of clarifications of doubts of the Bidders on issues related to the Tender, GGRC intends to hold a Pre-bid meeting. The date and venue of pre-bid meeting is mentioned in the E-Tender Notice.
2. No Individual correspondence will be accepted in this regards.
3. Only authorized representatives of Bidder who can participate and take on the spot decision of the deliberation will be allowed to attend the Pre-bid meeting. A letter to this effect must be carried by the person representing the Bidder at the time of pre bid Meeting.
4. Not more than 3 Representatives would be permitted from each Bidder at the time of the pre bid meeting.

(E) OPENING OF TECHNICAL AND FINANCIAL BID

1. Online Bids (complete in all respect) as well as physically in separate sealed envelope received along with DD / Banker's Cheque / Receipt of Direct Deposit (GGRC Bank Account) of EMD (Physically) on or before closing date and time of tender will be opened. **Bid received without EMD and after due date will be rejected straightaway.**
2. The Technical bid should be complete in all respects, except prices, contain all information asked for and most importantly comply with the technically. The documentary proof in support of all Eligibility Criteria should be submitted along with technical Bid.
3. Incomplete bid or bids not confirming to the terms and conditions are liable for rejection by GGRC. Any Technical Bid, submitted with incorrect information will be liable for rejection. Further, if any Bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the tendering processes.
4. A duly constituted **Tender Evaluation Committee** will evaluate eligibility criteria of bidders. Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated.
5. It shall be noted that required documents submitted in separate sealed envelope along with the Technical bid will be perused/examined and in case of any deficiency, the Technical Bid will be rejected and Financial Bid will not be opened.
6. **Preliminary Examination:**
 - 6.1. The Company will examine the Bids for any computational errors, for sureties furnished by bidder, for authentication of documents submitted and completeness of the Bids.
 - 6.2. Arithmetical errors or any discrepancy will be rectified & will be binding to the bidders.
7. **The successful bidder (L-1) shall be decided only after successive tendering procedure by the Tender Evaluation.**
 - 7.1. GGRC will award the Contract to that bidder whose quotation has been determined to be substantially responsive and evaluated as the lowest quotation in conformity with the requirements of the specifications and documents contained herein, provided further that the bidder is determined and evaluated to be qualified to perform the contract satisfactorily.
 - 7.2. The successful bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier or registered mail.
 - 7.3. GGRC reserves the right to seek clarification or call for supporting documents from any of the Bidders, for which the concerned Bidder needs to submit the documentary evidence(s) as required by GGRC.
 - 7.4. GGRC reserves the right to resort to re-tendering without providing any reason whatsoever. GGRC shall not incur any liability on account of such rejection.
 - 7.5. This Tender is non transferable. The incomplete and conditional tenders will be summarily rejected;
 - 7.6. No Bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited;

8. Validity of Bids

- 8.1. **Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.**
- 8.2. The GGRC reserves right to extend for another period of 60 days in addition to 90 days without giving any reasons thereof.
- 8.3. In case, GGRC calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

9. Right of Acceptance

- 9.1. The GGRC reserve all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific bids. The decision of the GGRC in this regard shall be final and binding.
- 9.2. Any failure on the part of the bidder to observe the prescribed procedure the bidder's bid is liable for rejection.
- 9.3. Any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 9.4. The GGRC reserves the right to award any or part or full Contract to any successful Contractor at its sole discretion and this will be binding on the bidders.
- 9.5. In case of failure to comply with the provisions of the terms and conditions mentioned by the Contractor that has been awarded the Contract, the GGRC reserves the right to award the work to the next higher bidder or any other Contractor and the difference of price shall be recovered from the Contractor, which has been awarded the initial Contract and this will be binding on the bidders. Security Deposit is also forfeited.
- 9.6. **GGRC may terminate the Contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings / Private / Limited Companies.**
- 9.7. The Company reserves the right to amend/ modify the Bidding documents at any time prior to the deadline for submission of Bids, either at its own discretion or in response to the clarification requested by a prospective Bidder. In such case, the Company may in its discretion extend the deadline for submission of Bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their Bids.

(F) NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

1. After determining the successful bidder after evaluation, the GGRC shall issue a Letter of Acceptance (LOA) in duplicate, which will return one copy to GGRC duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidders.
2. The issuance of the Letter of Acceptance to the bidder shall constitute an integral part of the Agreement and it will be binding to the Contractor.

(G) PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

(H) SUBMISSION OF BIDS

1. The Bidders shall have a valid Class-III digital signature certificate for participation in the online tender. Without Digital Signature online tender process is not possible. The cost of digital signatures, if any, will be borne by respective Bidders. For the same all may contact to following address:

E PROCUREMENT SUPPPORT

(n) Code solutions

A division of Gujarat Narmada Valley Fertilizers Compnay Ltd.

301, GNFC Info Tower, Bodakdev, Ahmedabad-380054

Ph. 079-26857316/17/18,079-4007501/02/515/525 Fax-079-26857321.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

(I) ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to **Shri Jignesh Patel (0265 – 2607518) or in person by visiting the GGRC during working hours (08.30 to 17.00) by taking prior appointment.**
2. Any queries relating to the process of online bid submission or queries relating to (n) procure Portal in general may be directed to Portal Helpdesk. The contact number for the helpdesk is **TOLL FREE NUMBER: 1800-419-4632.**

PART B- OTHER TERMS AND CONDITIONS

1. **The Rates quoted by bidder shall remain FIRM throughout the Contract period and shall not be subjected to any Price variation whatsoever in nature.**
2. The Contractor will deploy manpower for satisfactory execution of the Jobs under the Proposed Contract. The manpower engaged by you will work effectively and be responsible for completion of the Jobs assigned to them by Company's Authorized Person or Contractor.
3. **Security Deposit**
 - 3.1 The successful Bidder have to submit 5% Security Deposit Amount of Total Work order value in favour of "M/s Gujarat Green Revolution Company Limited" payable at Vadodara from any Public Sector Bank or schedule Private Sector Bank to GGRC within 30 days of receiving the Work Order.
 - 3.2 Security Deposit will be released six (6) months after the Supply of materials at GGRC.
 - 3.3 GGRC reserves right to forfeit full Security Deposit amount to cover expenses / damages on non-performance of the contract by the Contractor and / or non-completion of the full period of contract awarded to the Contractor. The decision of GGRC in this regards shall be construed as final and binding.

4. TIMELINES & PENALTY

Sr. No	Key Activities	Time Lines
1	Delivery	The delivery time shall be maximum of 06 weeks from the date of Purchase Order.
2	Supply, installation, configuration of the PC's.	Maximum 02 weeks from the date of delivery.

4.1 The Bidder is required to provide a detailed strategy to GGRC; the activities mentioned above are indicative but the timelines for delivery should be maintained.

4.2 Any delay in the above timelines may attract delivery penalties as stated below:

- a. In the event of delayed delivery i.e. delivery after the expiry of 06 weeks from the date of purchase order, the vendor shall be liable to pay a penalty for the respective delayed hardware, subject to a maximum of 1% (one percent) of the price relating to hardware as detailed below.
 - 0.1% for the first week;
 - 0.5% for the second week;
 - 1% for the third week and above;

For the purpose of this clause, part of the week is considered as a full week.

4.3 After the delivery is made, if it is discovered that the items supplied are not according to our specification, such supply would be rejected at the supplier's cost.

4.4 In the event of delayed installation/ commissioning after 02 weeks from the date of delivery, the vendor shall be liable to pay a penalty at a percentage on the order value of the solution for a particular location, subject to a maximum of 5%(five percent)of the price relating to hardware as detailed below.

- 1% for the first week;
- 2.5% for the second week;
- 5% for the third week and above

For the purpose of this clause, part of the week is considered as a full week.

4.5 The GGRC reserves the right to impose / waive any such penalty.

5. SUB-LETTING

The contractor shall not sublet the whole or part of the work, except where otherwise provided by the contract. The Contractor shall not sublet any part of the work without the written consent of the concerned Unit OR Department Head and such consent if given shall not relieve the contractor from any liability or obligation under the contract and shall be responsible for the acts, defaults and neglects of any sub-contractor, neglects of the contractor, his agent, servants, or Employee.

6. ASSIGNMENT OR TRANSFER

You will not assign or transfer whole or part of the contract awarded to you hereunder or whole or part of your work, services, obligations, responsibilities, liabilities, and rights, hereunder or give a sub-contract for carrying out all or any of your works, services, obligations, responsibilities, liabilities, and rights hereunder to any other person or party without our prior written consent.

7. PAYMENT TERMS:

Amount payable would be as per the RFP quoted price and subject to negotiation by GGRC which will be reflected in Work Order.

Bidder will raise an invoice (hard copy) on after Supply and installation of materials with required configuration. Payment will be done within 30 days after receiving an invoice.

All the Payments will be made, based on work order with supporting documents / Evidence etc., Applicable Income Tax will be deducted from the payment.

8. TERMINATION OF CONTRACT

GGRC reserves the right to cancel the order placed on the selected Bidder by providing one months notice and recover expenditure incurred by GGRC on the following circumstances:

- 8.1 The selected Bidder commits a breach of any of the terms and conditions of the bid.
- 8.2 The progress regarding execution of the order accepted, made by the selected Bidder is found to be unsatisfactory.
- 8.3 In addition to the cancellation of work order, GGRC reserves the right to appropriate the damages through encashment of Performance Guarantee given by the Bidder.
- 8.4 The bidder shall not assign or sublet his scope of work or any part thereof; any breach of this condition shall entitle the GGRC to terminate contract and selected Bidder liable for payment to the GGRC in respect of any loss or damage arising or ensuing from such termination.

9. LANGUAGE OF THE TENDER:

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify a bid. In the event of any discrepancy in meaning, the English language copy of all documents shall govern. Notarized copy of certificate / documents provided in Hindi / Gujarati will be accepted.

10. AMENDMENT OF TENDER

At any time prior to the deadline for submission of Tender, GGRC, Vadodara for any reason, whether at its own initiative or in response to the clarifications requested by prospective interested bidders, may modify the Tender document by amendment.

The same amendment will be notified in leading newspaper and on GGRC website (<https://ggrc.co.in>) and changed modification will be binding on them. In order to allow prospective Agencies a reasonable time to take the amendment into account in preparing their Tender document, GGRC, Vadodara, at its discretion, may extend the deadline for the submission of Tender.

11. REJECTION OF TENDER:

The Bidder is expected to examine all instructions, terms, conditions, schedules and other details called for in this specification and keep himself fully informed about all which may, in any way, affect the work, or cost thereof. Failure to furnish the required information or submission of tender not as per the specification will be at the Bidder's risk and may result in rejection.

The offer may be rejected in case the bidding schedules / annexure are not filled/ partially filled and if particulars are not given in format prescribed in the tender documents.

12. INTELLECUAL PROPERTY

GGRC retains all rights to its pre-existing intellectual property and any intellectual property it creates in connection with the agreement; and the Bidder assigns to organization all rights in any work product developed.

Bidder pursuant to the agreement shall be deemed to be owned by the organization. If the Bidder will not agree to an assignment, then the Bidder should, at a minimum, grant organization a perpetual, irrevocable, worldwide, royalty-free license to use the work product developed pursuant to the agreement.

13. FORCE MAJEURE

13.1 Force majeure is herein defined as any cause, which is beyond the control of the selected Bidder or GGRC as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance, such as:

- a. Natural phenomenon, including but not limited to floods, droughts, earthquakes, epidemics, etc.
- b. Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, etc
- c. Terrorist attacks, public unrest in work area, etc.

13.2 If a Force Majeure situation arises, either party (GGRC & Bidder) shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or GGRC shall not be liable for delay in performing his / her obligations resulting from any Force Majeure cause as referred to and / or defined above.

In case of forced circumstances, the contractor may be informed by the Company one Day in advance pertaining to stoppage of full or part of the job work as per the **Scope of Work** explained to you and bill will be paid on the basis of total amount of work performed by the Contractor. For resumption of the work, the contractor will be informed one day in advance.

14. DISCIPLINE

14.1 No information about GGRC can be used by the Bidder in whatsoever circumstances for any purpose. Breach of this will legally be filed as per the Govt. of India IT Act 2008. Permission of GGRC will be required before Bidder uses GGRC's name for any referrals.

14.2 Since the personnel of the Bidder have to work in GGRC, they shall adhere to all administrative and safety requirements of GGRC.

15. SETTLEMENT OF DISPUTES AND ARBITRATION

In case any dispute or difference whatsoever arises between the parties hereto in respect of or relating to or touching this tender and Contract from the tender, then the parties shall try to settle every such dispute or differences amicably. Any such dispute or differences, which the parties cannot resolve in an amicable manner, shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996 and Rules framed there under. The decision of Arbitrator shall be final and binding on the parties. Arbitration proceedings shall be conducted in Vadodara and the language of Arbitration shall be English. Notwithstanding the existence of any such dispute or difference or any reference thereon, the liabilities and obligations under this contract will continue to be fulfilled by the parties hereto during the arbitration proceedings.

16. JURISDICTION OF COURTS:

This shall be construed and governed by the laws of Republic of India and the parties hereby submit to the exclusive jurisdiction of the Vadodara Courts of Law.

PART C - SCOPE OF WORK

1.1 Scope of work:-

- Supply, installation, configuration of the PC's. This include Preloaded/Installation of Windows 11 Professional Operating system, configuration of IP Address, configuration of peripheral devices such as printers and scanners, installation of Antivirus agent and Browser configuration for applications including GGRC Software with the support and guidance from System department Guidance.
- Desktop PC should be supplied as per the specification mentioned in Technical Bid.
- Bidder should have to supply Business grade Desktop-PC.
- Installation and configuration of the new system with all necessary drivers/Software and patches.
- Warranty offered must be 3-3-3 onsite support by OEM.
- Other Necessary software will be provided by GGRC. (e.g. M S Office, Acrobat reader, Antivirus etc.)
- Bidder should copy user data from existing PC to new PC's Hard disk and should erase the data by formatting the existing Desktop's Hard disk .The bidder should ensure that all data have been copied to the new PC(s); this will be subject to confirmation by the users.
- All necessary connecting cables (Except network and printer cables) and other accessories need to be provided by the bidder at their own cost.
- During the installation the bidder shall check physical availability of items as per the packing list. If any of the items are not delivered/not as per the specification/are damaged etc., the bidder or their engineer/s at the site shall take immediate steps and ensure all the items are delivered so that the installation is not hampered.
- The Bidder shall be fully responsible for Delivery, Installation and Maintenance of the ordered Hardware Items.
- The Successful bidders should ensure to resolve the problem as the resolution/response time mentioned in the RFP. Co-ordination with the OEMs in this regard will be the responsibility of the bidders. Violation of resolution/response shall attract penalty as mentioned in this RFP.
- All the items would be covered under comprehensive warranty except consumables. If there is any gap between GGRC requirement and OEM warranty then it will be the responsibility of bidder to fill up the gap.
- Successful bidder will be responsible for affixing asset tags and complete inventory details of each hardware equipment supplied to the GGRC. The Asset Tags so printed by the successful bidder must have the bidder's logo along with other details like warranty validity. The asset tag details for the Hardware would be mutually decided by the GGRC and the successful bidder.

Bidders Profile

Performa for Bidders Profile to be uploaded online in PDF format as well as submitted physically with required documents mentioned at "General Terms and Conditions" specified at Sr. No.1.

BASIC INFORMATION OF BIDDER

1. Name of the Organization :
 2. Contact Person :
 - *3. Official Address :
.....
.....
.....
 4. Mobile No. :
 5. Telephone No. :
 6. Fax No. :
 7. Email Address :
 8. Details of DD/Banker' Cheque /
Direct Deposit in Bank of EMD
(as **Annexure-I**) :
- * Documentary proof of address shall be attested with this Form.

ORGANISATION DETAILS

1. Constitution
(whether Sole Proprietorship /
Partnership / Private Ltd / Public Ltd. /
Public Sector :
2. Names of Proprietor/ Partners /
Directors / CEO :
3. Registration Certificate / Partnership
deed / Shop establishment
certificate(as **Annexure
II**) :
4. Bank Details :
Bank Name with branch :
Account No. :
IFSC Code :
(Bank Cheque as **Annexure-III**)

REGISTRATION WITH STATUTORY AUTHORITIES

1. EPF Registration (if applicable, as
Annexure-IV) :

2. GST No.: (as **Annexure-V**) :
3. PAN No.: (as **Annexure-VI**) :

DETAILS OF LAST TWO YEARS FINANCIAL YEARS

1. Last two years Financial Turnover in the Format attached at **Annexure-VIII**

STATUS OF COMPANY

1. Whether your company was black listed by any company or organization Yes / No (To be submitted online as well as physically as per the Format attached at **Annexure- IX** with “Technical bid cover.”) :

Signature of Bidder: Name : Designation:		
Date:	Place:	Company's Round Seal

Annexure –I

DD/ Banker's Cheque of EMD

Original DD / **Banker's Cheque** / **Receipt of Direct deposit with Bank** for EMD of Rs. 15,000/- to be submitted online as well as physically in **cover –I**.

Annexure –II

Copy of Registration Certificate / Partnership deed / Shop Establishment Certificate should be **submitted** online as well as physically as **annexure-II** in Technical bid cover- II.

Annexure –III

Copy of Bank Cheque should be submitted online as well as physically as **annexure-III** in Technical bid cover- II

Annexure –IV

Self Attested Copy of EPF no. allotment letter if Applicable should be submitted online as well as physically as **annexure-IV** in Technical bid cover- II

Annexure –V

Self Attested Copy of GST Certificate should be submitted online as well as physically as **annexure-V** in Technical bid cover

Annexure –VI

Self Attested Copy of PAN Card should be submitted online as well as physically as **annexure-VI** in Technical bid cover- II

Annexure –VII

Copy of Work Orders from Previous Clients should be submitted online as well as physically as **annexure-VII** in Technical bid cover- II

ANNEXURE –VIII

FORMAT FOR FINANCIAL TURNOVER (CAPACITY)
(To be submitted online as well as physically in Technical bid cover- II)

CERTIFICATE

This is to certify that M/s. _____ having its office at

has achieved the following turnover during the last Two Financial year.

FINANCIAL YEARS	ANNUAL TURNOVER (In Rs. CR)
2019-2020	
2020-2021	

The above figure has been verified from the documents produced and it is true and correct to the best of our knowledge and belief.

Signature of the Chartered Accountant

Name of Chartered Accountant/ Firm : _____
Reg. No : _____

Date : _____

Place : _____

Note: It is mandatory to certify by Chartered Accountant (Company Auditor) with name and signature. The certified copy of balance sheet for last two years duly audited / certified by Chartered Accountant along with CA certificate for turn over & Net worth and a copy of Un-Audited Balance Sheet for the Current Financial Year to be submitted in physical in Technical bid cover along with this annexure.

UNDERTAKING IN REGARD TO STOP DEAL / BLACK LIST THEREOF
(To be filled by bidder and submitted online as well as physically in Technical bid cover- II)

Sub: Undertaking in regard to Stop Deal / Black List thereof.

Ref: TENDER NOTICE NO. GGRC/SYSD/PC/RFP/2022

I / We _____ authorized signatory of M/S _____ hereby declare that M/S _____ is not stop deal/blacklisted by GGRC/ GSFC or its subsidiary companies or by any Central/State Government PSU / Govt. Company or by any Central/State Government Department in India.

Note: Bidders has to reproduce above declaration in the text box area with filling of all blanks

Above furnished is true and correct to best of my knowledge.

Signature of Bidder: Name : Designation	
Place:	Company's Round Seal:

Bidder Eligibility Criteria

Sr. No	Criteria	Compliance (YES/NO)	Proof to be submitted
1	The vendor should be the original Equipment manufacturer (OEM) or authorized highest efficiency partner of OEM		Documentary proof to be submitted of OEM or Documentary proof of authorized Highest efficiency partner letter issued by OEM authorizing partner for valid period of Quotation
2	The bidder should have experience in supply and roll out of minimum 25 Desktop PCs in last three years in a single order.		Submit any document proof
3	The Bidder should have turnover of minimum Rs. 50.00 Lacs per annum for the past 2 financial years. I)2019-2020 II)2020-2021		last two years duly audited / certified by Chartered Accountant along with CA certificate
4	The vendor should be firm /company registered in India with minimum Five Years of presence in India.		Certificate of Incorporation to be provided. Proof of orders of similar nature over a period of last five years

PART-I Technical Bid

Sr. No.	Items		Compliance (YES/NO)	Remarks
1	Make	Dell/HP/Lenovo		
2	Form Factor/Chassis	Tower/Mini-Tower with tool-less entry for easy maintenance		
3	Processor	Intel Core i3-12100-12 th Generation or Higher		
4	Motherboard	Compatible Intel Chipset with respect to the processor quoted or equivalent to OEM motherboard		
5	Memory	Minimum 8 GB DDR4 (1 X 8GB) 2666MHz ECC RDIMM expandable up to 32 GB		
6	HDD	3.5" 500 GB SATA 7200RPM HDD or Higher		
7	SSD	Solid State Drive (SSD) 256 GB PCIe NVMe or higher		
8	Storage Controller	Integrated SATA controller or better		
9	Graphic Card	Intel Integrated Graphics		
10	Gigabit Network Port	Intel Gigabit Ethernet controllers or better		
11	Connectivity	Front : Minimum 2 USB ports (1 USB 3.0) Rear: Minimum 4 USB ports (USB 3.0), 1 RJ45, Microphone, Headphone 1 Serial (Optional), 1 PS2 (Optional),HDMI, VGA (Optional)		
12	Monitor	19.5" or higher wide screen LED Backlit based TFTs from Same OEM (min. resolution 1920x1080) with HDMI slot		
13	Operating System	Pre-loaded Microsoft Windows 11 Professional (64bit) licensed software with latest updates and Restore/ Recovery CD/ Self Mechanism		
14	Speaker			
15	Key Board	USB 104 Keys or higher OEM make		
16	Mouse	2 button USB optical scroll mouse OEM make		
17	Warranty	Warranty should be of 3-3-3 Years		

PART-II- Financial Bid
(To be submitted online only)

Sr. No	Item Description	Make	Model	Qty. (A)	Unit Price (Excluding Taxes) (B)	Total (AxB) (Excluding Taxes) (C)
1.	Desktop PC			25		

*** Taxes extra as applicable.**

CHECKLIST

(TO BE SUBMITTED ONLINE AS WELL AS PHYSICALLY FORM IN SEAL COVER OF “EMD COVER DOCUMENTS” AS WELL AS “TECHNICAL BID COVER DOCUMENTS”)

SR NO	NAME OF DOCUMENT	SUBMITTED YES / NO
1.	Technical Bid (Part-I) Bidders Profile	
2.	Original DD / Banker's Cheque / Receipt of Direct deposit with Bank (GGRC Bank Account) of EMD of Rs. 15,000/- Physically in cover –I	
3.	Registration Certificate / Partnership deed / Shop Establishment Certificate. (Annexure –II)	
4.	Copy of Bank Cheque (Annexure –III)	
5.	Self Attested Copy of EPF no. allotment letter if Applicable (Annexure –IV)	
6.	Self Attested Copy of GST Certificate (Annexure –V)	
7.	Self Attested Copy of PAN Card (Annexure –VI)	
8.	Copy of Work Orders from Previous Clients / Current clients (Annexure –VII)	
9.	Format for financial turnover (capacity) Annexure –VIII and Attested Copy of the Audited Balance Sheets for the completed two Financial Years physically along with Annexure –VIII.	
10.	Undertaking in regard to Stop Deal / Black List (Annexure-IX)	
11.	Eligibility Criteria	
12.	PART -I- Technical Bid	
13.	PART-II-Financial Bid (To be submitted online only)	

Signature of Bidder: Name : Designation	
Place:	Company's Round Seal: