



Information Technology Department, South Delhi Municipal Corporation

Tender Document for Supply, Installation and Commissioning of 114 Laptops in South Delhi Municipal Corporation.

email: ao-it@mcd.gov.in

Website: www.mcdonline.gov.in

TENDER NOTICE

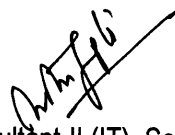
Ref: Advt. No.- DIT/SDMC/2017-18/746

Date 10.11.2017

IT Department, South DMC invites sealed tenders, from reputed parties for Supply, Installation and Commissioning of 114 Laptops in South Delhi Municipal Corporations.

1.	Tender No.	DIT/SDMC/2017-18/746
2.	Date of issue of Tender	10.11.2017
3.	Pre-bid date & time	14.11.2017 at 11.00 AM
3.	Last date for submission of Tender document	24.11.2017 at 03:00 PM
4.	Date and Time of Opening of Technical Bid	24.11.2017 at 03:30 PM
5.	Date and Time of Opening of Financial Bid	To be decided Later
6.	Validity of Tender	120 days
7.	Cost of the tender document (Rs) (non refundable)	Rs.1000.00 (inclusive taxes)

The above tender document can be obtained from IT Department, South DMC or can be downloaded from our web site www.mcdonline.gov.in. Bidder downloading the tender document from the web site need to attach demand draft for the cost of tender document.


Consultant-II (IT), South DMC

Tender Document for purchase of Laptops

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SECTION – I

1. Invitation for Bids

- 1.1 The Information Technology Department South Delhi Municipal Corporation proposes to procure 114 nos. Laptops. The IT department is looking for vendors who have experience in supplying, installation and Commissioning of the above said hardware/ software.
- 1.2 Bidders are advised to study all technical and commercial aspects, instructions, forms terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to the **Admn. Officer, IT Department 24th Floor, Dr. SPM Civic centre, JLN Marg, New Delhi-110002.**
- 1.4 All bids must be accompanied by a bid security of **Rs. 2,50,000/-** in the form of demand draft from any of the Nationalised/ Scheduled Bank in favour of "Commissioner, South Delhi Municipal Corporation" payable at New Delhi. Bid security amount is refundable on completion of the Bid process. Tenders not accompanied by earnest money or incomplete in any respect will be rejected outright.
- 1.5 This tender document is not transferable.
- 1.6 The categories of items and quantity indicated in the tender Document are tentative. South DMC reserves the right to increase or decrease the quantity or delete some or all items depending on the needs of South DMC without assigning any reasons.
- 1.7 The bidders should indicate the price including all taxes and other charges. No additional information will be entertained after due date. South DMC may reject tenders if they do not carry such information separately and specifically quantitatively.
- 1.8 The tender should be submitted in two cover system i.e., a and b. There should be proper indication of the contents on each envelope as indicated in Clause 1.1 on Section II.
- 1.9 The Bid should clearly indicate the delivery period and validity period of the tender.
- 1.10 The Bid should clearly indicate the 03 years Warranty (02 years extended Warranty) total 05 years warranty facilities at New Delhi for items quoted.



- 1.11 Prices can be quoted in Indian currency only.
- 1.12 South DMC reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on the date and the time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 1.14 No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, installation and commissioning.
- 1.15 All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.16 The offer/bid shall be unconditional.
- 1.17 Packing list must be put in all packages.
- 1.18 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the South DMC reserves the right not to accept the delivery in full or in part. The South DMC specifically and in case the order is not executed within the stipulated period, South DMC will be at liberty to make purchase through other sources, and to forfeit the earnest money of the bidder.
- 1.19 Payment of bill will be made through the RTGS on completion of the works. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the IT Department, South DMC to purchase all the items quoted by any particular firm.
- 1.20 Schedule for Invitation to Tender
- a) Address at which the tender is to be submitted:
- The Administrative Officer**
Information Technology Department
24th Floor, Dr. SPM Civic Centre,
JLN Marg, New delhi-110002.
Email: ao-it@mcd.gov.in
Phone: +91 11 23227405
- b) Last time and date for receipt of Tender 24.11.2017 at 03:00 PM



c) Place, Time and Date of opening of Technical bids:

Place: Conference Room of IT Department, 24th Floor Civic Centre.

Time & Date : 03:30 PM, 24.11.2017

Date till which the tender is valid:

120 days from the opening of technical bid.

Supply & Installation of laptops shall be done within 2 weeks after the issuing of work order.

d) IT Department, South DMC shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.



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2). Scope of work :

Supply and installation and commissioning of Hardware/ software as mentioned below:

- 2.1 To deliver the supply of 114 Laptops at IT Department, South DMC as per the specification of items (**refer Annexure -1, Section-III**) including installation and commissioning to the satisfaction of IT department South DMC, with all the feature and functions.
- 2.2 All equipments / materials shall be covered under an on-site warranty of 03 years (02 years extended warranty) total 05 years from the date of final acceptance of the system. The warranty shall include OEM Warranty services also for upgrade, free replacement of the faulty parts. Any firmware / software upgrade to remove bugs or to enhance performance / manageability / security shall be provided free during warranty period.
- 2.3 During the warranty period, the supplier shall maintain an uptime of 99 % or more and provide comprehensive warranty for all supplies for five years.

3). Pre qualification Criteria: Mandatory (Tenders not meeting the criteria will not be considered):-

- 3.1. The vendor should be an IT Company having at least one experience of Rs. 10 Lakhs of supply of computers/ Laptops/ similar items in Government Department in last 3 financial years (Attach Work Orders & Successful installation certificate).
- 3.2. Should submit authorization certificate/Letter from original equipment manufacturer (OEM) or through authorised distributor of OEM stating that they will provide the on-site warranty of 03 years (02 years extended warranty) total 05 years from the date of final acceptance of the system. (attached certificate)
- 3.3. An average annual turnover in similar work for Rs 2 Crore. per year in last three financial years i.e (2014-15, 2015-16 & 2016-17). (Attach audited balance sheet with ITR).
- 3.4 Should not ask for any "end user certificate" from IT Department, South DMC in cases of supply of imported goods / services.
- 3.5 Copy of PAN Card
- 3.6 Copy of Service Tax/GST Registration.
- 3.7 Copy of TAN Number
- 3.8 Bid authorization certificate.



SECTION – II

1. Procedure for submission of bids

- 1.1 It is proposed to have a two cover system for this tender
 - a) Technical Bid in one cover.
 - b) Commercial bid in one cover.
- 1.2 Technical bid of the tender should be covered in a separate sealed cover super scribing the wordings "Technical Bid". It should be put in a single sealed cover super scribing the wordings "Technical Bid"
- 1.3 The commercial bid of the tender should be covered in a separate sealed cover super scribing the wordings "Commercial Bid". It should be put in a single sealed cover super scribing the wordings "Commercial Bid". Commercial Bid should only indicate prices (preferably item-wise).
- 1.4 All the two documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with "Laptop Tender".
- 1.5 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".
- 1.6 The earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the Bid.

2. Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

3. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify IT Department, South DMC in writing at the IT Department's mailing address or by post or in pre-bid meeting but **queries** must be raised before pre-bid meeting. IT Department, South DMC will clarify and reply will be uploaded in MCD website. Prospective bidders are advised to regularly go through SDMC website as corrigendum/amendments/clarification/reply to pre-bid query (if any), will be notified on the official website and no separate advertisement/communication in any other form will be made for this purpose.



4. Amendment of Tender Document

- 4.1 At any time prior to the last date for receipt of bids, SDMC may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- 4.2 The amendment will be notified on website www.mcdonline.gov.in & will be binding on all.
- 4.3 In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Earnest Money deposit (EMD)

The bidder is required to deposit Earnest money deposit of Rs. **2,50,000** (Rupees Two lakh and fifty thousands only) by way of demand draft in favour of Commissioner, South DMC payable at New Delhi along with Part-I (Technical Bid) of the tender. No interest shall be paid on the amount of such deposit. The EMD shall be returned/ refunded to the unsuccessful bidders within 60 days of expiry of bid validity without any interest.

EMD shall be forfeited if:

- i) The bid is revoked during its validity period.
- ii) The bidder indulges himself in any undesirable practice or malpractice at any time, which would include the instance of a bidder after submission of tender and during the tender validity period resilient from his offer or modifies the terms and conditions thereof (in a manner not acceptable to IT Department, South DMC).
- iii) The prices are changed unilaterally during validity of offer by the bidder,
- iv) The successful bidder does not convey his written acceptance within a maximum period of 15 days of the order placed on him by IT Department South DMC.
- v) The bidder withdraws or modifies his tender without consultation & approval of IT Department, South DMC within 120 days from the date of opening or within the extended period for any reason whatsoever,
- vi) The successful bidder does not deposit the Security Deposit within the stipulated period, the successful bidder fails to start the work within the reasonable period or fails to show reasonable progress in execution of the work / contract.
- vii) EMD of successful bidder will be adjusted towards security deposit.



7. Security Deposit (SD) & retention money

- i). The successful bidder shall be required to deposit an amount equivalent to Five (5) per cent of the Total contract value after adjusting the EMD amount towards Security Deposit for the satisfactory performance of the contract, within 15 (fifteen) days from the date of placement of order. SD may be deposited by D.D / Pay Order or in the form of a Bank Guarantee in favour of Commissioner, South DMC payable at New Delhi. In the contract, where payment is made against progressive billing of work executed, 5% of the bill value is retained every time as retention money for work coverage of any rectification of defective work. However, the total of SD and retention money towards performance guarantee shall not exceed 10% of the contract amount.
- ii). The SD and retention money shall be dealt with as below:
 - The SD shall be refunded/returned to the contractor within four (4) weeks of issue of final acceptance certificate and, 'No Dues' certificate from IT Department, South DMC) and after adjustment of dues, penalty etc., if any.
 - Retention money will be refunded to the successful bidder after successful completion of performance guarantee period of 5 years from the date of acceptance by IT Department, South DMC and after adjustment of expenditure if any due to non performance of bidder during performance guarantee period.
 - The Security Deposit shall stand forfeited in favour of Commissioner, South DMC without any further notice to the contractor in the following circumstances:
 - In case of any failure whatsoever on the part of the contractor at any time in the performance of his part of the contract including that during the extended periods of contract, where notice is given and time for rectification allowed.
 - If the contractor indulges at any time in any subletting / subcontracting of any portion of the work without notice and approval from IT Department, South DMC.

8. Document Comprising the Bids

8.1 The Bids prepared by the bidders shall comprise of the following components:-

- a) **Technical bid Format** shall consist of the following:-
 - i) Technical bid furnished as per the format for technical (**Technical bid Format (Annexure-I of Section III)**)
 - ii) Technical literature for each product/service, covering full technical specifications.
 - iii) Certificate of Incorporation/ Registration
 - iv) PAN No. of the company/Firm, TIN No: self attested copies to be attached.
 - v) Proof of Income Tax, Sales Tax, Service Tax/VAT/GST Registration Number (As applicable; Self attested copies to be attached.

- vi) Product profile of the company.
 - vii) Audited balance Sheet and Profit and loss account.
- c) **Commercial bid** consisting of the following:-
- i) Bid prices duly filled, signed and complete as per the format (**Financial bid Format (Annexure-II of Section III)**).

Handwritten signature

SECTION - III

Annexure I

Minimum Technical Specifications for Laptops are as under:-

S. No	Component	Specifications	Compliance	Remarks
1.	Make (OEM)	HP or DELL		
2.	Processor make	Intel		
3.	Processor Generation	7 th Generation		
4.	Processor	Intel Core i5-7200U (UPTO 3.1 GHz , 3 MB Cache 2 Cores)		
5.	Hard disk	1000 GB		
6.	RAM	4 GB		
7.	Operating System	Pre-install Window 10 Professional		
8.	Display size	14 Inch		
9.	Display Resolution	1920 X 1080 pixel		
10.	Battery Backup	5 Hours		
11.	Battery Warranty	1 Year		
12.	Weight	1.5 kg to 2.5 kg		
13.	Warranty of Laptop	3 Years (02 years extended warranty) total 5 years warranty.		
14.	Carry bag	Included		

Technical Terms and Conditions

- 1) The bidder should not have any of their contracts terminated or blacklisted by any State or Central Government/PSU/Private Sector.
- 2) Order shall be placed on the party who quotes over all lowest rate.

SECTION - III

Annexure II

PRICE BID FORMAT

(Forming part of the TENDER DOCUMENT for supply of Laptops)

(This shall be detached and submitted as PRICE BID)

S. No	Particulars	Quantity	Unit Price	Total price in Figures	Total price in words
1.	Laptop:- Intel, 7 th Generation, Intel Core i5-7200U (UPTO 3.1 GHz , 3 MB Cache 2 Cores), 1000GB Hard disk, 4GB RAM, pre-install window 10 professional, 14 inch display size, 1920x1068 Pixel resolution, warranty 3 years warranty (02 years extended warranty) total 05 years warranty with carry bag. Make : HP / DELL	114			
	Applicable taxes				
	Total =				
NOTE	1. In case of confusion of unit rate against total price, unit rate will prevail for evaluation. 2. In case of confusion in word and figures in quoted rate / total price of any item, rate / total price quoted in word will prevail. Similarly in case of confusion in word and figures in overall price, price quoted in words will prevail.				

Amr Singh