

Request for Proposal (RFP)

For

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF COMPUTERS
WITH PRELOADED OPERATING SYSTEM FOR GIPL, Head Office,
GANDHINAGAR.**

E- TENDER NUMBER: GIPL/HO_HW/17-18/01

From

Guj Info Petro Limited

2NDFloor, Block No: 15, UdyogBhavan,

Sector - 11, Gandhinagar - 382011.

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www.gipl.in, www.gipl.net

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Schedule Tender Notice

E-TENDER NUMBER: GIPL/HO_HW/17-18/01

Item Description	Supply, installation, testing, commissioning of COMPUTERS with preloaded OPERATING SYSTEM for GIPL, Head Office - Gandhinagar.
Location	Guj Info Petro Ltd, 2 nd Floor, Block-15, Udhyog Bhavan, Gandhinagar
Tender Fee (Non Refundable)	Rs. 2,000/- (Rupees Two Thousand only) in the form of Demand Draft (DD) issued in favor of "Guj Info Petro Limited" payable at Gandhinagar.
Contract Period	3 Years Warranty period
Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft (DD) issued in favor of "Guj Info Petro Limited" payable at Gandhinagar.
E – Tendering website details:	https://www.nprocure.com
Online Tender Floating Date	4 th May, 2017
Online Pre-Bid Meeting:	8 th May, 2017 11:30 Hrs. to 12:30 Hrs.
Last Date & Time of online submission of Bid.	18 th May, 2017 18:00 Hrs.
Last Date & Time of physical Submission of Tender Fee, EMD & all necessary tender documents by Regd. / Speed Post only.	Between 19 th May, 2017 to 22 nd May, 2017 before 17.00 Hrs. at GIPL, 2 nd Floor, Block-15, Udhyog Bhavan, Gandhinagar

Date & Time for opening of Bid	22 nd May , 2017 17:15 Hrs. at GIPL, 2 nd Floor, Block-15, Udhog Bhavan, Gandhinagar
Date & Time for opening of Financial Bid	Will be informed later
Bid Validity	180 days
Joint Venture / Consortium	Not allowed including work order & work experience.
Required number of offer	<p>Technical offer</p> <p>1 Technical bid and other forms</p> <p>2 Physical bid along with Tender Fees & EMD (1 Original & 1 Duplicate)</p> <p>Financial offer (online only at https://www.nprocure.com)</p>
<ul style="list-style-type: none"> • GIPL reserves its right to reject any or all tenders without assigning any reason thereof. • GIPL will evaluate and compare the bids determined to be substantially responsive. Each Tender will be evaluated using the criteria outlined in this RFP document. 	

Definition

Request for Proposal (RFP) – Formal procurement document in which a service or need is identified, but no specific method to achieve it has been chosen.

Addendum – An addendum is issued when supplemental information has been added to the RFP since its original posting.

Corrigendum/Amendment – An amendment is issued when information in the RFP has been changed since its original posting.

Bid – A formal offer submitted in response to this RFP.

Bidder – Company submitting a proposal in order to attain a contract with GIPL. No Joint venture is allowed.

Contract Price – Total price payable (inclusive taxes and duties) under the contract including any addition/deductions made thereafter.

Contractor – Company whose proposal has been accepted by GIPL and is awarded a fully executed, written contract.

GIPL/Client - Guj Info Petro Limited

Letter of Intent – The letter issued by GIPL issued to the successful bidder intimating the acceptance of bidder's bid and intimating desire of the GIPL to award work order to that bidder.

MAF – Manufacturer Authorization Form

OEM – Original Equipment Manufacturer

Proposal – A formal offer submitted in response to this solicitation.

Service-level Agreement (SLA) – A service contract where the level of service is formally defined.

SOR – Schedule of Rates

Change in Tax Law - shall mean any of the following events, which become effective after the date for submission of the price bid for the Contract

- enactment of any new tax law in India;
- Modification or repeal of any taxes in India.

- any change in the interpretation or enforcement of any tax laws by Government of India or State Government or local authority via issuance of circulars/ clarifications by Governmental Authority
- increase or decrease in the rate of taxes in force on the date of the bid submission;
- Change in the basis of computation of taxes in force on the date of the bid submission

PRE-QUALIFICATIONCRITERIA

Sr. No.	Eligibility Criteria	Supporting document (should be notary certified true copy/ self-attested)
1	The Bidder shall be either Original Equipment Manufacturer or shall be Authorized System Integrator Partner having direct purchase and support agreement with the OEM for Desktops quoted in this tender.	Certificate/Authorization letter specific to this tender must be enclosed by Authorized representative of the OEM with technical bid. In case the bidder is System Integrator Partner, MAF and declaration from the OEM that products quoted is not end of life and it shall support spares, patches for the quoted Products shall be available for next 3 years from date of submission of bid (format provided in Annexure III).
2	Bidder's Annual Net Turnover (After deducting Service tax, VAT, etc.) during each of the last 3 financial years ending on 31.03.16 shall be at least of Rs. 15 Lacs. Note: The annual turnover is taken for last three financial years ending on 31.03.16. i.e. FY 2013-14, 2014-15 and 2015 -16.	Copy of the last three financial years (i.e. FY 2013-14, FY 2014-15 and FY 2015-16) audited statements / Audited Balance Sheet along with mandatory CA Certificate to be submitted.
3	Bidder having experience in successful execution of at least 1 single order having Minimum value of Rs. 10 lacs for supply of desktops for the Government/Semi-Government/Banking Sector in last 3 years at the time of bidding.	Copy of work order & work completion certificate of the Project to be submitted by the bidder.
4	Bidder shall not be blacklisted/ banned / disqualified / put on holiday list / declared ineligible / declared having dissatisfactory performance by any government / quasi-government authority in India for supply of materials/ carrying out operations and maintenance work.	An undertaking by an authorized signatory of the company needs to be submitted in this regard.

5	The Bidder should be registered for VAT& Service Tax.	Copy of the registration should be submitted with this bid.
6	The Bidder should have sales / service office in Gujarat & should be operational at least for last 3 years at the time of bidding.	Valid Office address Proof documents (like telephone bill / Electricity Bill / rent agreement etc.) should be submitted with this bid confirming office presence in Gujarat in last 3 years at the time of bidding.
7	OEM should have sales / service office in India should be operational at least for last 3 years at the time of bidding.	Valid Office address Proof documents (like telephone bill / Electricity Bill / rent agreement etc.) should be submitted with this bid confirming office presence in Gujarat in last 3 years at the time of bidding.

A bidder must qualify on all of the above criteria of the serial Nos. as mentioned above to be eligible for financial bid opening.

Remarks:

Instructions to bidder:

- ❖ All above mentioned documents for pre-qualification criteria of bid must be notarized.
- ❖ Provide the copy of work order mentioning against which point it should be considered for evaluation.
- ❖ The above mentioned eligibility criteria should be necessarily met, and adequate documentary proof be submitted for verification. If any of the bidders fails to produce the supporting documents required for qualification then their technical bid will not be considered.
- ❖ Bidders are requested to submit all the supporting documents required.

- ❖ Physical bid document must be submitted by registered ad, or speed post only. Any other mode is not allowed.
- ❖ Only Standalone Financial statement shall be consider for evaluation.
- ❖ No consortium or joint bids are allowed
- ❖ Bid must be spirally bound only without it bid will be straight way rejected. In case bid/document size is big than bidder can divide it into the parts. Each part of bid should have proper indexing and page number mentioned and all pages of RFP must be signed and sealed.

INTRODUCTION

Tender Documents, Technical Bid along with "Price Bid" invited on line by E-Tendering from Contractors.

SECTION 1: INVITATION FOR BIDS & INSTRUCTIONS TO BIDDERS

1. Invitation for bids to bind the OEM/SI

This invitation for bids is for Supply, Installation and Maintenance of Desktops at GIPL. At the time of submission of the bid document, the bidder has to submit the bid amount as a **nonrefundable fee of Rs. 2,000/- (Rupees Two Thousand only) & refundable EMD of Rs.50,000/- (Rupees Fifty Thousand only)** both in the form of Demand drafts issued in favor of **"Guj Info Petro Limited"** payable at **Gandhinagar**. Failure to furnish the above mentioned demand draft would result in rejection of the bid.

1.1. Reserve Rights of GIPL

GIPL may for any reasons; add/ modify/ amend/ relax/ cancel any terms/ conditions/ criteria of the tender document during any stage of the tendering process and such amendments shall be binding on all the bidders. GIPL at its own discretion reserves the right to reject any Proposal, modify or scrap the whole tender at any time, without assigning any reason or incurring any liability. To assist in the evaluation, comparison and an examination of bids, GIPL, may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates etc. The request for clarification and the response shall be in writing. If the response to the clarification is not received within the prescribed timeframe, GIPL reserves the right to make own reasonable assumptions and take appropriate decision. GIPL reserves the right to modify/ change the dates of Bid opening/ submission/technical presentation at its own discretion and these changes shall be binding on the bidders.

1.2. Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid must be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. GIPL shall at its

sole discretion be entitled to determine the adequacy/ sufficiency of the information provided by the Bidder.

1.3. Cost of Bidding

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

2. Guidelines / Preparations of Bids

2.1. Language of bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and GIPL shall be written in English language only.

2.2 Qualification of the Bidder

Pre - qualification criteria— bidder has to upload all documents only on E-Tendering website <https://www.nprocure.com> and submit all supporting documents in a separate envelop along with Tender fee and EMD clearly describing “**E- TENDER NUMBER: GIPL/HO HW/17-18/01**” at the Office of Guj Info Petro Limited 3rdFloor, Block No: 15, Udyog Bhavan, Sector - 11, Gandhinagar - 382010. The bidder shall submit an undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical Specifications of the Bidding Document since no deviation will be acceptable to GIPL.

- ✓ In case the Bidder fails to submit the entire relevant documentary evidences, his bid is liable for rejection by GIPL without assigning any reason thereof.

2.2.

2.3. **Technical Specifications and approved make of major items of works are tabulated below.**

Sr. No.	Component	Minimum configuration	Compliance
1	CPU	Intel Core i5-6500 (3.2 GHz, 6 MB Cache, 4 Cores) or its higher version	
2	Bus Architecture	3 PCI (PCI/ PCI Express) or more	
3	Memory	4 GB DDR4 RAM	
4	Hard Disk Drive	500 GB 7200 rpm or higher	
5	Monitor	47 cm (19.5 inch) larger LED/ TFT Digital Colour Monitor TCO- 05 certified	
6	Keyboard	104 keys	
7	Mouse	Optical with USB interface	
8	Bays	2 Nos. or above	
9	Ports headphone	6 USB Ports or more (at least 2 USB with 3.0), 1 Display port//VGA port, audio ports for microphone and in front	
10	Cabinet	Tower/Mini Tower	
11	Networking facility	10/100/1000 on board integrated Network Port with	

		remote booting facility remote system installation, remote wake up, TPM enabled 1.2 chip using any standard management software	
12	Operating System	Windows 10 Professional preloaded 64 bit	
13	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge Protected	
14	Approved Make	HP, DELL, LENOVO	

Note:

- ❖ Above Bill of material is tentative & it may vary depending upon the actual requirement & billing will be done on actual supply.

3. Financial Bid Evaluation

Only the technically qualified bidder's financial bids submitted online shall be evaluated based on the total bid value submitted by the bidders.

4. Overview of Evaluation Process

All evaluation will be carried out by GIPL as detailed below. The decision of GIPL at every stage will be final in this regard.

i) Preliminary Scrutiny

The technical proposals will be opened on the mentioned date in this Bid Document at GIPL's Office. The bidders not submitting tender fees & EMD shall be straight away rejected for further tender evaluation.

ii) Pre-qualification Criteria Scrutiny

The tenders which do not conform to meet any / partial / all the pre-qualification criteria mentioned in tender shall be straight away rejected. All eligible tenders will be considered for further evaluation

iii) Technical Evaluation

The Technical Bid will be examined on the basis of responsiveness to the Evaluation Methodology and the Scope of work and other details as mentioned herein the document. Methodology & their compliance to all the terms and conditions of the tender will be prepared.

iv) Evaluation of Commercial bids

The Commercial bids will be opened for the technically qualified bidders only. The bidder who has offered the lowest price in commercial **(Least Cost Based Selection (LCBS or L1))** may be awarded the contract.

v) Final Negotiations & Award of Contract

GIPL may enter into negotiations with the selected Bidder to identify any needed revisions to the proposal, both technical and commercial. GIPL reserves the right to award the contract, based on initial offers received or otherwise, without discussion and without

conducting any further negotiations. Further, the selected Bidder shall not assign the award made as the result of this bid under any circumstances.

5. Documents Constituting the Bid

The bid prepared by the Bidder shall comprise of the following components. The bids not conforming to the requirements shall be summarily rejected.

i) Technical Bid

Technical Bid shall comprise Covering Letter, Technical Proposal and other required documents such as brochures, product details etc. Refer **Annexure I** for the Technical Bid contents and formats. Please note that no price schedule shall be indicated / submitted in / as a part of the Technical Bid and it shall only be quoted in the online Financial Bid format only. The technical bid shall be submitted online at <http://www.nprocure.com> and in case of any discrepancy the bid submitted online will be considered final. The hard copy of the bid is for reference purposes only.

Bidders are requested to note the following:

- Bidders shall include the Compliance Statement as a separate section in the Technical Bid clearly mentioning technical specifications of each & every products quoted to satisfy detailed technical requirements.

ii) Financial Bid

The bidder shall strictly adhere to the format of the Financial Bid as specified in **Annexure II** of the bid document. The Financial bid shall be submitted online only at <https://www.nprocure.com>. The financial bid submitted in any other form and format shall not be considered valid and is liable for rejection.

iii) Tender Fees

The bidders must submit, along with their Bids, **non-refundable tender fees of Rs. 2,000/- (Rupees Two Thousand only)**, in the form of Demand Draft (DD) issued in favor of “Guj Info Petro Ltd” payable at Gandhinagar.

iv) Earnest Money Deposit (EMD)

The bidders must submit, along with their Bids, **EMD of Rs.50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft (DD) in favor of “Guj Info Petro Limited” payable at Gandhinagar and shall be valid till 60 days beyond the bid validity period. The EMD shall be furnished in Indian Rupees (INR).

- **Refund of EMD to Unsuccessful Bidder**

Unsuccessful Bidder's EMD shall be refunded within 60 days after the issuing LOI/work order to the successful Bidder.

- **Refund of EMD to Successful Bidder**

The successful Bidder's EMD will be refunded against the submission of Performance Guarantee/ Security Deposit by the Bidder on signing the Contract.

- **Forfeiture of EMD**

The EMD can be forfeited if a Bidder

- Withdraws his bid during the period of bid validity specified by the Bidder on the Bid Form or Does not accept the correction or errors or due to any reason whatsoever or

In case the successful Bidder fails

- To sign the Contract within the specified time or
- To furnish performance guarantee / Security Deposit within the specified time
- If bidder adopts unfair practices to influence the outcome of the Bid process

v) **Undertaking**

An undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical Specifications of the Bidding Document will be required since no deviation will be acceptable to GIPL.

6. Bid Price

6.1 Prices in the Price Schedule

The Bidder shall quote price in clear terms. Price Break up shall be provided in the Format for Financial Bid described in Annexure II. The rates quoted shall be exclusive of Service Tax, Swachh Bharat Cess, Krishi KalyanCess and VAT. The quoted amounts shall be deemed to be inclusive of any other taxes/duty applicable other than the above mentioned taxes.

In the event of any increase or decrease of tax rates/ duty/ subsequent to award of work, which results in change in Contract Value, the Contractor shall be covered for any such variation, i.e. neither bear additional tax/ cess/ duty burden nor will be beneficiary of

reduction in tax/ cess/ duty etc., subject to the production of documentary proof to the satisfaction of GIPL to the extent which is attributable to such change as mentioned above.

6.2 Fixed Price

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances for the duration of the contract. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

6.3 Separation of Price Components

The price components furnished by the Bidder shall be solely for the purpose of facilitating the comparison of bids by GIPL and shall not in any way limit GIPL's right to contract on any of the items offered.

7. Period of Validity of Bids

Bids shall remain valid for **180 days** after the date of bid opening prescribed by the GIPL. GIPL reserves the rights to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence. Bid validity may be extended by mutual agreement between GIPL and bidders. In such situation, bid security shall also be extended for a corresponding period.

8. Format and Signing of Bid

i) Number of Copies of Bid

The Bidder **shall submit Technical Bid online only at <https://www.nprocure.com> and shall also submit two copies (one original and one duplicate) of technical bid in physical form** in sealed cover separately. Financial bid to be submitted online only. No financial bid submission in physical form. In the event of any discrepancy between them, the original bid submitted online shall govern. The bid shall be submitted at the below address:

**Guj Info Petro Limited
2nd Floor, Block No: 15, UdhyogBhavan, Sector - 11,
Gandhinagar - 382011.**

ii) Authentication of Bid

The original and all copies of the Bid Document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped **Power-of-Attorney** accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made. All the pages of the proposal should be serially numbered.

iii) Validation of interlineations in Bid

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

9. Sealing and Marking of Bids

i) Enclosing of Bid

The hard copy of the all the Technical Bid along with brochures/ specifications / other documents shall be placed in sealed envelopes clearly marking "**Technical Bid**". The Bidder shall submit the Technical Bids, Tender fees and EMD, sealed in separate covers, shall be placed in one big cover clearly marked as "**Supply, Installation and testing of Desktops for GIPL**". All the pages of the technical bid shall be **signed and stamped by the authorized signatory** of the prime bidder, except published materials such as brochures, product catalogues etc.

ii) Responsibility of Bidder

If the outer envelope is not sealed and marked as required, GIPL will assume no responsibility for the Bid's misplacement or premature opening.

iii) Rejection of Bid

Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all and such bid shall be rejected. The Technical Bid and the Commercial Document shall be submitted in the prescribed format and uploaded online only through **<https://www.nprocure.com>** along with physical submission of technical & Pre-qualifications documents. Bids submitted by Telex, fax or email will not be entertained. Any bid not authenticated or not secured, will be rejected straightaway by GIPL without any further correspondence, as non-responsive. A bid that does not meet all pre-qualification criteria or is not responsive or not fulfilling technical evaluation will be rejected by GIPL, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the Bidder. **Any bid**

which is not spiral bound & numbered, will be rejected straightaway by GIPL without any further correspondence.

10. Modification and Withdrawal of Bids

i) Written Notice

The Bidder may modify or withdraw its bid after the bid's submission, provided that GIPL receives written notice of the modification or withdrawal, before the expiration of deadline stipulated for submission of bids.

ii) Signing and Marking of Notice

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of tender. A duly signed withdrawal notice may also be sent by fax or post so as to reach the designated office before the expiration of deadline for submission of bids.

iii) Last Date for Notice

No bid shall be modified subsequent to the deadline for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval shall result in forfeiture of the bid security paid by the bidder.

11. Deadline for Submission of Bids

i) Last date for Submission

In the event of the specified date for the submission of physical Bid being declared a holiday for the GIPL, the physical Bid will be received up to the appointed time on the next working day.

ii) Extension for Last date for Submission

GIPL may, at their own discretion; extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the GIPL and Bidders who have submitted the bids shall remain same.

12. Early or late submission of physical bid or before last date of online submission

Any bid received by the GIPL after the deadline for submission of bids stipulated by the GIPL, shall be summarily rejected and returned unopened to the Bidder. GIPL shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No correspondence for this shall be entertained.

13. Opening of Bids

i) Opening of Technical and Commercial Bids

GIPL will open all Technical Bids at GIPL's office along with bidders' representatives who wish to remain present as per date mentioned in the tender document. Commercial Bids will also be opened at GIPL's office in the presence of technically qualified successful bidders' representatives who wish to remain present as per date mentioned in the tender document.

ii) Bids Not Considered For Evaluation

Bids that are rejected during the Preliminary / Pre – qualification / technical evaluation process shall not be considered for further evaluation, irrespective of the circumstances.

14. Preliminary Examination

i) Completeness of Bids

All the necessary documents required for the bid submission should be strictly complied. No documents/papers that are found essential as a part of bid submission/evaluation shall be accepted after the bid submission closing time. If any required document is missing as a part of bid submission, then that bid may be liable for rejection straightaway.

ii) Rectification of Errors

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 there is a discrepancy between the rates in words and figures, the rate in words will govern. If the supplier does not accept the correction of errors, his bid will be rejected and his EMD may be forfeited.

15. WARRANTY Period

The warranty period is comprehensive (spare-parts) in nature, it shall be the responsibility of the Bidder to replace any defective parts without any additional cost. The defective part so replaced shall be the property of the Bidder. Bidder shall keep enough spares (if required) at the GIPL location during warranty period. The warranty period shall be 36 months from date of completion of the Project.

Project Execution, Handover and Support Service

The Bidder is expected to transfer the knowledge to the GIPL and shall commit own technical personnel for handholding.

The following requirements shall be satisfied by the bidder:

1. Training – Operator and Officer training shall be taken up while handing over the installation.
2. Handover Documentation – The handover document should include and not be limited to Operator Manual.

The bidder should submit valid letter from the OEMs confirming the following:

- **Authorization for bidder**
- **Confirm that the products quoted are not “End of life Products”**
- **Undertake that the support including spares, patches for the quoted Products and/or Upgraded version shall be available for 3 years from the date of completion of the project.**

16. Project Schedule

The Contractor shall deliver, install and commission the project within **30 Working Days** from the date of award of contract. The implementation schedule specified in the agreement shall be strictly adhered to.

17. Project Management

Successful bidder shall nominate one technically engineer as a Project Manager who will be single point of contact from the service provider's end during the contract period.

18. Notification of Award

i) Notification to Bidder

The Bidder whose bid has been accepted shall be notified of the award by GIPL prior to the expiration of the period of validity of the proposal by registered letter / E-mail / Fax. This letter (hereinafter called the "Letter of Intent") shall state the sum that GIPL shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter called the "Contract Value") in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Intent and shall send his acceptance to enter into the Contract within five (5) clear working days from the receipt of the Letter of Intent.

ii) Work Order/Purchase Order

GIPL shall issue firm Work order/Purchase order mentioning the sum that GIPL shall pay the Bidder in consideration for supply of good/services in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Work request and shall send his acceptance within five (5) clear working days from the receipt of the Work order/Purchase order otherwise will consider as acceptance of Work order/Purchase order. After the acceptance of the Work order/Purchase order the bidder shall initiate the execution of the work.

iii) Signing of agreement

GIPL may require to execute a formal Agreement to bind the bidder to the contract on stamp paper of Rs. 100 which shall be borne by bidder.

iv) Expenses for the agreement

The incidental expenses of execution of agreement / contract shall be borne by the successful bidder.

19. Performance Guarantee / Security Deposit

Within Seven(7) working days of the receipt of Letter of Intent (LOI) from the GIPL, the successful Bidder shall deposit the Security Deposit at a rate of **10% for the Total Value of the contract** for the due and faithful performance of the contract. The Security Deposit is to be submitted in the form of a Bank Guarantee or Demand Draft / Bankers' Cheque from a nationalized bank including IDBI Bank / Private Banks – Axis Bank, ICICI bank & HDFC Bank only drawn in favor of “**GUJ INFO PETRO LTD, Gandhinagar**” payable at Gandhinagar. **The Performance Guarantee must be having validity of 40 months (01 Months execution period + 36 Months of warranty + 3 months of claim period after completion of the contract) from the date of the submission. However if project is delayed, bidder shall extend the PBG / SD for the corresponding period**

If the bidder fails to deposit this amount of Security Deposit/ Submit the Performance bank guarantee within the stipulated time which shall include any extension granted by GIPL at its own discretion, **any payment thereafter will be held**. GIPL shall reserve in such an event, the right to accept any tender which is considered suitable. The Security Deposit furnished by the bidder shall carry no interest. The EMD submitted earlier by the successful Bidder shall be refunded against the submission of Performance Guarantee / Security Deposit.

The Security Deposit shall remain at the entire disposal of GIPL [define in definition section] as the security for the satisfactory execution and completion of the work in accordance with the terms and conditions of the Contract. GIPL shall be at liberty to deduct and appropriate from the Security Deposit such losses, damages, penalties and dues as may be payable by the bidder under the contract and the amount by which the Security Deposit is reduced by such appropriation shall be made good by further deduction from the bidder's subsequent interim bills until the Security Deposit is restored to its full as limit as mentioned in clause above. On satisfactory performance and completion of the contract, in all respects, and upon return in good condition of any property belonging to GIPL, which may have been issued to the bidder, the Security Deposit shall be returned to the bidder after **completion of 3 (Three) years Contract period**.

20. Annulment of Award

Failure of the contractor to comply with pre-qualification criteria and other terms and conditions set out in the RFP Document shall constitute sufficient ground for the

annulment of the award of Contract and forfeiture of the EMD, in which event GIPL, may make the award to the next lowest evaluated Bidder after negotiations.

21. Payment Terms, Schedule of Payment

The Bidder's request(s) for payment shall be made to the GIPL in writing accompanied by the details of work executed, supported with evidence of accomplishment of the item wise work.

Milestone	Payment	Cumulative Payment
On delivery of hardware at site and its verification and acceptance by client.	80%	80%
On successful completion of Supply, installation, testing, commissioning of desktops at GIPL and acceptance and installation completion reports signed by client.	10%	90%
After 1 year from the date of successful commissioning or Completion of the above milestones plus submission of the bank guarantee of equivalent amount of issued by Nationalized Banks including IDBI Bank / Private Banks – Axis Bank, HDFC Bank & ICICI Bank only.	10%	100%

No Payment shall be made for the three years i.e. during Warranty Period.

22. TAXES & DUTIES

- The bidder shall bear and pay all taxes, duties, levies, cess and charges assessed on the Bidder, its Subcontractor or their employees by all municipal, state or national government authorities in connection with the contract in and outside of the country where the Site is located and no adjustment or variation will be allowed for changes thereof.
- For the payment of service tax, the Bidder shall be required to charge service tax at the rate as applicable on the value of services, However, if there is changes in tax rates / application of new tax on direct transaction between GIPL and bidder, such increase shall be reimbursed by GIPL or in case of reduction, such benefit shall be passed on to GIPL.
- For the purpose of the Contract, it is agreed that the Contract Price specified in Letter of Acceptance/ Purchase Order / Contract Agreement is based on the taxes, duties, levies and charges prevailing on the date of bid submission in India and Gujarat where the Site is located (unless otherwise revised by mutual consent).
- Contract Price shall be deemed to be firm and valid for the entire duration of the Contract till the completion of scope of work under this Contract unless varied due to reasons specified in the RFP.
- The Contract Price may be varied due to situations giving rise to Change in Tax Law arising between the date of bid submission and the contractual date of supply of the Goods and/or performance of the Services under the contract. The Indirect Taxes that shall be considered for Change in Tax Law shall be limited to the following taxes leviable on the direct transaction between the Contractor and the Owner unless specified otherwise:
 - Central Sales Tax/VAT
 - Service Tax
- Further, such variation shall be made only in respect of taxes (both nature and quantum) originally factored by the bidder in their initial bid offer, unless the tax sought to be recovered is a new tax arising on account of Change in Tax Law which was not in force on the date of bid submission.
- No variation shall be allowed on account of any taxes applicable outside India.
- All taxes and duties forming part of the Contract Price shall be reimbursed by the GIPL.
- The Bidder shall issue proper invoice as stipulated under the service tax legislation and such other legislations as may be relevant from time to time.
- Each party hereto, agrees to indemnify and keep indemnified and saved harmless at all times the other party against any loss, cost, expenses or damage suffered or incurred by it, by reason of its failure to pay taxes, duties, etc. which it is obliged to pay pursuant to the provisions of this clause and/ or arising out of its failure to comply with its obligations under this clause.

- Form - C shall not be issued by the GIPL.
- All payments to the Bidder shall be subject to applicable withholding (whether applicable as of the date of this Contract or imposed /required by any municipal, local, state or national government authorities or any other Government Instrumentality at any time during the subsistence of the Contract) or statutory deductions as required in respect of income tax as well as any other Taxes (including but not limited to Building and Other Construction Workers' Welfare Cess). The GIPL shall issue necessary tax deduction/withholding certificates to the Bidder. If the Bidder obtains appropriate lower withholding orders (as per GIPL's satisfaction), withholding may be carried out at such lower rates.
- The risk of all tax positions taken by Bidder shall be borne solely by the Bidder.

23. Liquidated Damages

The bidder acknowledges that time is the essence of the Contract and in case of any delay in completion of the Project, the said delay shall cause substantial damage to GIPL. The successful bidder hereby agrees without prejudice to any other right or remedy available to the GIPL under the Contract, to pay liquidated damages at rates mentioned herein.

Successful Bidder and GIPL agrees that the amount fixed as liquidated damages herein are reasonable and are a genuine pre-estimate of the minimum loss and damage that the GIPL would suffer due to delay in completion and the Bidder shall not question the rate of liquidated damages in court of law or raise any question otherwise.

Bidder guarantees that it will complete the Project within the time specified in Clause 16 or within such extended time as specified by the Owner. Failure to achieve Completion of the Project as per time schedule shall lead to application of liquidated damages at the rate of 2.5% of the Total Contract Value per week or part there of subject to a maximum of 10% of the Total Contract Value. Once the Maximum is reached, the Owner shall have the right to terminate the Contract, pursuant to Clause 28. However, the payment of liquidated damages shall not in any way relieve the Contractor from any of its obligations, duties, and responsibilities to complete the Facilities or from any other obligations and liabilities of the Contractor under the Contract”.

24. Service Level Agreement

The successful bidder has to maintain the service response time during entire contract period. The Service response time & subsequent penalty applicable (in case of failure of

maintaining the service response time) is as mentioned below:

- ✓ The Maximum Time To Repair (i.e. time required for successful bidder's maintenance engineer to report at the site after a request call/e-mail/fax is made or letter is written by GIPL) shall not exceed 12hours.
- ✓ The Replacement Time: In case of failure of any Hardware, the successful bidder will be liable to replace the damaged / faulty Parts within 48 working Hours after fault detection. In case of shipment of hardware to OEM Service centre for repair / replacement purpose, the total period taken from dismantling of the hardware from site, shipment to OEM service center & reinstallation of the repaired / replaced hardware at site should not exceed 15 working days.

Description	Time period passed above The MTTR/ Replacement Time	Penalty
Response Timedelay	Up to 1 Day	Minimum of Rs. 500/-
	From 2 days to 4 days	Rs. 1,000/-
	From 4 days to 10 days	Rs. 5,000/-
	More than 10 days	Rs. 5,000/- per day then after

25. Additional Work / Change in work order

If there is an increase in the quantity of materials during the course of the implementation / Post Implementation, the bidder shall be given the additional work on a pro-rata basis depending on the quoted rate. The quoted rate of all items will be valid for period of 180 days from the date of LOI / PO issued by GIPL to the successful bidder. Similarly in case of decrease in quantities contract value shall be reduce on pro-rata basis.

26. Modification of Scope of Work

In case of modification of Scope of Work, GIPL shall be liable to pay higher or lower than the contract price as is mutually decided between GIPL and the Bidder at the time of modification.

27. Suspension

GIPL may, by written notice to the successful bidder, suspend all payments if failed to perform any of its obligations under this Contract including carrying out of the services, provided that such notice of suspension

(a) Shall specify the nature of failure.

(b) Shall request the Bidder to remedy such failure within a period not exceeding thirty (30) days after receipt of such notice of failure.

28. Termination of Contract

28.1. Termination for Default

Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of the GIPL against the Successful bidder or otherwise GIPL shall be entitled to terminate the Project by written notice at any time during currency on or after the occurrence of any one or more of the following events/contingencies, without paying any compensation in lieu thereof, namely:

Default or failure by the Successful bidder of any of the obligations under contract, including but not limited to:

- Management reserves the right to terminate the contract and / or get the balance work completed at the risk and cost of the Successful bidder.
- Negligence in carrying out the works and not following the GIPL instructions for execution of work or carrying out any work found to be unsatisfactory by GIPL.
- Abandonment of the works or any part thereof.
- Substantial suspension of the works or any part thereof for a period of 30 days or more without the authority of the GIPL representative.
- Breach of any of the terms, conditions or provisions of the Project on the part of successful bidder.

- Failure to deposit the initial performance security/ SD within 15 (Fifteen) days of receipt of Letter of Intent / Work Order.
- If the Successful bidder is/are incapable of carrying out the work and / or failure to achieve the laid down targets.
- If there is any change in the constitution of the Successful bidder, or in the circumstances or organization of the Successful bidder, which is detrimental to the interests of the GIPL.
- Distress, execution or other legal process being levied on or upon any of the successful bidder' s goods and assets;
- If the Successful bidder or any person employed by him shall make or offer for any purpose connected with the contract any gift, gratuity, royalty, commission ,gratification or other inducement (whether money or in any other form) to any employee or agent of the GIPL.
- If the Successful bidder shall assign or attempt to assign his interest or any part thereof in the contract without GIPL' s prior consent in writing.

The notice of termination shall set forth in addition to a statement of the reason or reasons for terminating of the contract, the time(s) and place(s) for conducting a survey and measurement of the work performed under the contract up to the date of termination for the purpose of determining the final amount(s) if due to the Successful bidder therefore. The reason (s) for the termination stated in notice of termination shall be final and binding upon the successful bidder.

28.2. Termination for Insolvency, Dissolution etc.

GIPL shall at any time terminate the contract by giving written notice to the successful Bidder without compensation to the successful Bidder, if the successful Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination shall not prejudice or effect any right of action or remedy which has accrued thereafter to the GIPL.

28.3. Termination for Convenience

GIPL reserves the right to terminate by prior written notice, the whole or part of the contract without compensation to the bidder. The notice of termination shall specify that termination for GIPL's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

28.4. No Claim Certificate

The qualified Bidder shall not be entitled to make any claim, whatsoever, against GIPL under or by virtue of or arising out of this contract nor shall the GIPL entertain or consider any such claim after Bidder shall have signed a "no claim" certificate in favor of the GIPL in such forms as shall be required by the GIPL after the works are finally accepted.

29. Rights to Data

GIPL shall retain all right, title and interest in and to any and all data, entered or generated by the Contractor for GIPL pursuant to this agreement and any modifications thereto or works derived there from.

30. Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of client and contractor or of principal and agent as between GIPL and Bidder. The Bidder subject to this contract has complete charge of personnel, if any, performing the services under this Project from time to time. The Bidder shall be fully responsible for the services performed by them or on their behalf hereunder.

31. Standards of Performance

The contractor awarded with the contract shall perform the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The contractor shall always act in respect of any matter relating to this contract as faithful advisor to GIPL and shall always support and safeguard the legitimate interests of GIPL, in any dealings with the third party. The contractor shall abide by all the provisions/Acts/Rules etc. of compliance prevalent in the country. The bidder shall conform to the standards laid down in Bid Document in totality.

32. Delivery and Documents

The Contractor shall submit all the deliverables on due date as per schedule. In case of termination of the Contract, the entire document used by contractor in the execution of project shall become property of GIPL.

33. Confidentiality

The contractor and its personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the GIPL's business or operations without the prior written consent of GIPL.

34. Governing Law, Jurisdiction and Arbitration

The contract shall be governed in accordance with the laws of India. Any dispute between the parties arising out of the Contract shall be referred for determination by arbitration proceedings to be conducted in accordance with Fast Track Arbitration Procedure prescribed in the Arbitration & Conciliation Act, 1996 as amended from time to time. The Arbitration Tribunal shall consist of a Sole Arbitrator to be appointed by GIPL. The Arbitration shall be conducted in English language and the venue of the arbitration shall be Ahmedabad, Gujarat. Subject to the arbitration agreement as mentioned above, the Parties submit to exclusive jurisdiction of courts at Ahmedabad in relation to any matter arising out of this Agreement.

35. Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing.

36. Miscellaneous

- All intermediate products and end product of the work assignment carried out by the Bidder, in any form, will be the sole property of GIPL.
- In the event the Bidder Company or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with GIPL, should be passed on the compliance by the new company/ new division in the negotiation for their transfer.
- Bidder has to submit the certificate to the effect that Company's Director/ Individual is not related to any Employees working in the GIPL.

37. Force Majeure

Force Majeure means such of the following factors which substantially affect the performance of the contract, such as: natural phenomena, including but not limited to floods, draughts, earthquakes and Epidemics; acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, quarantines, embargoes; illegal strikes and legal lockouts in respect of scope of work provided;

Either party shall within fifteen (15) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder shall not be liable for delays in performing their obligations resulting from any Force Majeure cause as referred to and/or defined above.

However if such an event lasts for a period of 90 days or more then either party shall have an option to terminate the Agreement forthwith without any liability after intimating the other party of the same. Bidder shall however be entitled to receive payments for all the services rendered by it under this Agreement prior to termination of contract.

38. Inspection

The Bidder shall:

- Facilitate the GIPL or its nominated/delegated authority to inspect, supervise assess including without limitation to Revenue Authorities and Certifying Authorities, the System installed at the premises and other arrangements to ensure the effectiveness, after giving prior notice of 7 days in writing or by way of surprise check if any malfunctioning or deficient operation is reported then the successful bidder has to do the needful remedial work as per suggestion without any cost implication.
- Facilitate and provide all assistance to GIPL or its nominated/delegated authorities.
- Allow at Bidder's cost and facilitate examination by GIPL or its nominated/delegated authority the operations pertaining to the System at intervals as mutually decided between GIPL and the Bidder.

39. Fraud and Corruption

In pursuit (pursuance) of this policy, GIPL,

- i. Defines, for the purposes of this provision, the terms set forth as follows:

a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of GIPL or its official by any personnel of Bidder in procurement process or in contract execution.

b. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of GIPL, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the GIPL, of the benefits of free and open competition;

c. "Unfair trade practices" means supply of goods or services different from what is ordered on.

d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

ii. GIPL will reject a proposal for award or terminate the contract, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.

iii. GIPL shall declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract and will terminate the contract.

40. Negotiation

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. GIPL, however, shall have the discretion to choose to enter into any price negotiations or not. GIPL will not bound to accept any, or the lowest tender in any case.

41. Award of Contract

GIPL reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time before the contract award, without thereby incurring any liability to the affected Bidder or Bidders.

42. Contact Details

All inquiries concerning this procurement shall be addressed to the following:

Guj Info Petro Limited (GIPL)

2ndFloor, Block No: 15, UdyogBhavan, Sector – 11, Gandhinagar – 382011.

E-mail: projects@gipl.net

Prospective Bidders are specifically directed NOT to contact any other person apart from the one mentioned above in this Bid Document for meetings, conferences or technical discussions that are related to the Bid Document. Unauthorized contact shall be cause for immediate rejection of the Bidder's Bid Document response. Substantive questions shall be dealt with in writing.

43. Intellectual Property Rights and Rights to Integrated Application System

GIPL shall retain all right, title and interest in and to any and all software, firmware and hardware designed and developed for GIPL by the contractor pursuant to this agreement, and any modifications thereto or works derived there from : Contractor shall have no right, title or interest in or to such designs, programs, modifications for any purpose, except the right to use, modify, enhance and operate such designs, programs, modifications in order to perform services hereunder, and as may be expressly set forth herein or in a separate written agreement executed between the parties.

The terms software, software programs and programs shall include specifications, documentation, and technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to GIPL by the contractor pursuant to this agreement. The terms firmware and hardware shall include the designs, drawings, specifications, custom designed electronic devices, documentation and technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to GIPL by the contractor pursuant to this agreement.

44. Insurance

i) General – Not applicable

The Bidder shall at his own expense arrange, secure and maintain with reputable insurance companies to the satisfaction of the Owner as follows. The Bidder at its cost shall arrange, secure and maintain insurance as may be necessary and to its full value

for all such amounts to protect the works progress from time to time and the interest of the Owner against all risks as detailed herein. The form and other limit of such insurance, as defined herein together with the under works thereof in each case shall be as acceptable to the Owner. However, irrespective of acceptance of the works, the responsibility to maintain adequate insurance coverage at all times **during the period of contract (i.e. till the date of the commissioning & acceptance by the GIPL) remains with the successful bidder/contractor.** However, it is the responsibility of the GIPL to provide adequate security to the onsite materials once delivered by the contractor at the respective sites. The Bidder's failure in this regard shall not relieve of any of his responsibilities and obligations under this contract. All costs on account of insurance liabilities covered under contract shall be Bidder's account and shall be included in the contract price.

ii) Compliance of Labor / Employee related Acts:

The bidder shall be liable to adhere strictly all rules & regulations related to employees / Labor laws such as Provident Fund, Employee State Insurance, and Professional Tax etc.

iii) Any other insurance

The Bidder shall also carry any and all other insurance, which he may be required under any law or regulation from time to time without any extra cost to the GIPL.

iv) Accident or injury to workmen

GIPL shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequences of any accident or injury to any workmen or other person engaged by the Bidder or Technology Partner or any sub-Bidder or Technology Partner.

v) Transit insurance

In respect of all items are to be transported by the Bidder to the site of work, the cost of transit insurance shall be borne by the Bidder and the quoted price shall be inclusive of this cost.

45. Third Party Inspection

The Bidder shall facilitate at its own cost, GIPL or its nominated/delegated authority to inspect, supervise, and assess all the equipment installed at the premises and other infrastructure arrangements.

SECTION 3: SCOPE OF WORK

THE SITE: - GIPL Head Office, Gandhinagar.

THE SCOPE:

- i. The scope for the bidder is for Supply, Installation Testing, Commissioning Desktops at GIPL. GIPL will approve the installation work of the bidder and if there are any comments on the installation, the bidder has to rectify it immediately as required by GIPL and GIPL without any extra charges.
- ii. The supply item rates are inclusive of all charges like VAT, service tax, transportation, loading, unloading, insurance, packing, forwarding, etc. all inclusive charges what so ever, weather it is mentioned in the BOQ or not. No extra charges will be paid to the bidder for any item in this matter.
- iii. Bidder who is awarded the work should visit site immediately within (15) fifteen days of the LOI and survey the site in accordance with the Display unite to be carried out and if he found any discrepancy in the BOQ and at site, if there is any requirement of extra items or major excess in the quantity, he should immediately brought in the notice of the GIPL officials so that GIPL can take necessary action in time, otherwise the bidder will not get any extra payment or time limit for such items. However if GIPL authority suggest any work which is not included in the tender and to be executed as an extra item / excess item, **agency has to carry out the work as per tender terms and conditions and agency cannot deny to execute the same.**
- iv. The Bidder should submit his final report for the approval as per his make specifications, which he is going to be installing at site along with the final estimated modifications to be required. Bidder can start his ordering and installation only after this approval from GIPL.
- v. The bidder has to carry out the installation work as per the bills of quantities and the specifications enclosed herewith. The model & make of hardware should be as per the approved make given at the end of Demo at the GIPL location. Deviations in specifications and in the approved make will not be acceptable at all in any case.

- vi. The time is critical for the contract. It is compulsory for the bidder to complete all his installation work **within 30 working days**. No single unite Installation is to be left after this time period and after the same all software related work – configuration work should be carried out. In any case the bidder does not complete his physical installation work at site within **30 working days**. The bidder will be panelized for the same as per the Liquidated Damages clause.
- vii. Agency is bound to provide all operating system (OS) or any system software support which is part of this bid/tender without any additional cost.
- viii. The bidder shall be responsible for providing repairs/replacement of the faulty items during the Warranty periods.
- ix. On site space to be provided by GIPL as may be required for delivery of material from time to time.

ANNEXURE- I TECHNICAL SPECIFICATIONS

Sr. No.	Component	Minimum configuration	Compliance
1	CPU	Intel Core i5-6500 (3.2 GHz, 6 MB Cache, 4 Cores) or its higher version	
2	Bus Architecture	3 PCI (PCI/ PCI Express) or more	
3	Memory	4 GB DDR4 RAM	
4	Hard Disk Drive	500 GB 7200 rpm or higher	
5	Monitor	47 cm (19.5 inch) larger LED/ TFT Digital Colour Monitor TCO- 05 certified	
6	Keyboard	104 keys	
7	Mouse	Optical with USB interface	
8	Bays	2 Nos. or above	
9	Ports headphone	6 USB Ports or more (at least 2 USB with 3.0), 1 Display port//VGA port, audio ports for microphone and in front	
10	Cabinet	Tower/Mini Tower	
11	Networking facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, TPM	

		enabled 1.2 chip using any standard management software	
12	Operating System	Windows 10 Professional preloaded 64 bit	
13	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge Protected	
14	Approved Make	HP, DELL, LENOVO	

Note: Quoted Desktops needs to be tested at GIPL on Live environment and verify with the technical bid parameter before opening of Commercial Bid.

Experience Details

Sr. No.	Name of the customer with address of Installation	Scope of Work	Technical details / Specifications (Equivalent to the specification requested in the RFP)	Value of the Project in INR
1				
2				
3				
4				

Please add additional lines if required.

Name and signature (of the authorized person) with company seal.

.....

Make and Model List (To be entered in online form only)

Sr. No.	Name of the Item	Make	Model	Page no. of Physical Bid for Supporting Document
1				
2				
3				

Please add additional lines if required.

Name and signature (of the authorized person) with company seal.

.....

ANNEXURE II – COMMERCIAL BID (To be uploaded online only)

Commercial Bid Submission Format (Prices in Indian Rupees – INR)								
Sr.	Particulars	Supply, Installation, Testing, Commissioning and Maintenance						
	Description	UoM	Qty	Unit Rate (In Rs)	TOTAL Amt. Without taxes	Taxes %	Tax AMT	TOTAL Amt. With Taxes
	(A)		(B)	(C)	(D) =(B x C)	(E)	(F)= D x E /100	(G) = (D + F)
1	Desktops as per specifications mentioned above	No.	31					

Notes:

- Bidder needs to quote taxes.
- Bidder need to quote CST at full rate. GIPL shall not provide C-Form.
- Any changes in Govt. Taxes / Duties would be applicable as on actual at the time of invoice processing.
- L1 will be finalized on the Total Amount inclusive of all taxes.

Name and signature (of the authorized person) with company seal.

.....

Annexure – III: MANUFACTURER’S AUTHORIZATION FORMAT

(To be executed on OEM Letter Head by OEM for Desktops)

OEM Ref No:-

Dated:- XXXX

To,
CEO,
Guj Info Petro Ltd.
Gandhinagar, Gujarat.

Subject: - Authorization to System Integrator for supply & support.

Tender Name: (E- TENDER NUMBER: GIPL/HO_HW/17-18/01) issued for “SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF COMPUTERS FOR GIPL, AHMEDABAD”

Dear Sir,

This is with reference to referenced tender & subject. We certify that **(Bidder Name)**, having their registered office at **(Bidder Address)** is an authorized partner to bid against your tender enquiry referred above on behalf of us.

Also, we, as OEM assure that the products quoted are not **End of Life** and we shall support spares, patches for the quoted products and they would be available for next 4years.

Thanking you,
(Seal & Stamp with Date)

Annexure – IV: BIDDER INFORMATION SHEET & UNDERTAKING

About the Company

Name of the Company:	
Postal Address (Regd. Office):	
Postal Address (Local Office):	
Constitution, Registration No./Date:	

About the Authorized Signatory:

Name:		Designation:	
Office Address:		Email:	
Tel./Fax Nos.:		Cell No.:	

Undertaking

On behalf of M/s..... (Name of the Bidder), I, the undersigned, state that all the information stated above as well as in other parts of our bid is true. I do hereby affirm and undertake to abide by all the terms and conditions mentioned in the Bid Document. I also do hereby affirm and comply with the all the technical specifications of all the products given in the Bid Document while performing the contractual obligations relating to the GIPL, Gandhinagar for desktop project. Also, I do affirm and assure that the product proposed by us is complete and total meeting all the functional requirements of GIPL, Gandhinagar as stated in the Bid Document.

Yours faithfully,
 (Authorized Signatory)
 Name, Signature & Seal of the Bidder
 Place:
 Date: