



**GUJARAT INFORMATICS LIMITED**

Block No: 1, 8<sup>th</sup> Floor, Udhyog Bhavan,  
Sector-11, Gandhinagar: 382 010  
Phone No: 23256022, Fax No: 23238925

**Bid for Purchase of Desktops & other peripherals  
for various offices within the State of Gujarat  
under Revenue Department, Gandhinagar**

**Tender No. HWTog0118479**

Pre-bid meeting : 16.01.2018 on 1500 hours

Last Date of Submission of Bid : 25.01.2018 till 1500 hours

Last Date of Submission of Bid Processing Fees & EMD: 25.01.2018 till 1500 hours

Date of Opening of Bid : 25.01.2018 at 1700 hours

**Bid Processing Fee: Rs. 17,700**

Gujarat Informatics Limited (hereinafter referred to as "GIL"), intend to invite offers through e-Tendering route for supply, installation, commissioning and maintenance of Desktops & other peripherals for various offices within the State of Gujarat under Revenue Department, Gandhinagar. (Tender no. HWT090118479).

**Eligibility Criteria for the bidder:**

**1. Financial Turnover**

- a. **For quoting bid for Desktop:** The bidder should have average turnover of **Rs. 10 Crore** (Minimum) during the last three financial years. The copies of Audited Annual Accounts for last three years shall be uploaded along with the bid. **(Form no. E-1)**
- b. **For quoting bid for Printer & Scanner:** The bidder should have average turnover of **Rs. 6 Crore** (Minimum) during the last three financial years. The copies of Audited Annual Accounts for last three years shall be uploaded along with the bid. **(Form no. E-1)**

2. The bidder must have one office in Gujarat. Please upload the copy of any two of the following: Property tax bill/Electricity Bill/Telephone Bill/VAT/CST Registration/Lease agreement. **(Form no. E-2). In case, bidder do not have office in Gujarat, bidder should give undertaking to open office in Gujarat within 45 days from the date of empanelment.**

**3. Experience**

**(a) For Desktop PC:** The bidder must have at least 25 reference sites each of minimum 50 machine (computer) installations in India in last 5 years. Customer references & Purchase orders must be attached along with the bid. **(Form No. E-3)**

**(b) For (Scanners & Printers):** The bidder must have experience of supply & install of more than **950** printers and scanners (Combined) installations in India in last 5 years. Customer references & Purchase orders must be attached along with the bid. **(Form No. E-3)**

4. The bidder should be authorized by its OEM for Desktop & Scanner & Printers etc. to quote the bid **(Form no. E-4).**

5. The Manufacturer of the product (OEM) should be ISO 9001:2008 Process Certified for manufacturing. **(Form No. E-5)**

**Note:** Bidders who wish to participate in this bid will have to register on <https://gil.nprocure.com>. Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

**The terms and conditions are as follows:**

- 1 The last date of submission of bid on the website <https://gil.nprocure.com> is 1500 Hrs. 25.01.2018. **No physical bids will be accepted under normal circumstances.** However, GIL reserves the right to ask the bidders to submit the bid and/or any other documents in physical form.
- 2 The bid is non-transferable.
- 3 **The Bidder may quote only one option (i.e. only one product can be quoted) against each item.** Bidders are required to mention make & Model of the product (Do not write "OEM" against items as bidders are expected to give make & model of the product).
- 4 Bidder may either quote Desktop PC OR Scanner OR Printer (A4 size Duplex Mono Laser Printer & Multifunctional Laser Printer) OR quote for more than one item. EMD has to be paid Item wise. Incomplete bids will be treated as non-responsive and will be rejected.
- 5 The bidder will have to supply, install, commissioning & maintain and provide operational training for supplied hardware, operating software and peripherals and carry out necessary integration at end user office.
- 6 In case the quoted Item is not available in the market, the bidder will have to supply Higher Version/replacement of that Item in the quoted cost in the same time duration with prior approval of GIL. No "End of Life" product should be quoted to minimize such instances. (Make & Model quoted by the bidder should be available till the bid validity, duly supported for spares/OEM support for warranty period).
- 7 The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GIL will in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 8 The bidder has to upload the compliance letter on its letter head duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
- 9 The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- 10 Amendment of Bidding Documents (Corrigendum)
  - 10.1 At any time prior to the deadline for submission of bids, GIL may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
  - 10.2 The corrigendum will be published on website <https://gil.nprocure.com> & [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in)
  - 10.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GIL, at its discretion, may extend the deadline for the submission of bids.
- 11 Bid Currency – Prices shall be quoted in Indian Rupees only.

12 The Bidder will have to submit Nonrefundable Bid Processing Fees of **Rs. 17,700/-** and & Earnest Money Deposit (E.M.D.) of

- **Rs. 10,50,000/- for Item no. – 1 (Desktop PC)**
- **Rs. 2,70,000/- for Item no. - 2 (A4 Legal Size High End Scanner with ADF).**
- **Rs. 3,00,000/- for Item no. – 3 & 4 (A4 size Duplex Mono Laser printer & Multifunctional Laser Printer (Print, Scan, Copy, Fax))**

(Refundable) in a sealed cover at GIL office with the heading "Bid Processing fees & EMD for the e-Tender No. HWT090118479 for supply, installation, commissioning and maintenance of Desktops & Other peripherals for various offices within the State of Gujarat under Revenue Department, Gandhinagar."

- ✓ Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Informatics Ltd." payable at Gandhinagar along with the covering letter. Please affix the stamp of your company on the overleaf of demand draft.
- ✓ EMD shall be submitted in the form of **Demand Draft OR** in the form of an **unconditional Bank Guarantee (which should be valid for 9 months from the last date of bid submission)** of All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time in the name of "Gujarat Informatics Ltd." payable at Gandhinagar (as per prescribed format given at **as per prescribed format given at Annexure A**) and must be submitted along with the covering letter.

**Note:** Failing to submit physical covers of EMD and bid processing fees at GIL on or before 25.01.2018 up to 1500 hours may lead to the rejection of the bid.

13 In case of non-receipt of Bid Processing fees & EMD as mentioned above within prescribed time the bid will be rejected by GIL as non-responsive.

14 Unsuccessful/disqualified bidder's E.M.D. will be returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value as prescribed by GIL, whichever is earlier.

15 In exceptional circumstances, GIL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its E.M.D. A Bidder granting the request will not be permitted to modify its bid.

16 The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of Purchase order (for warranty period + extra 3 months) All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time (The draft of Performance Bank Guarantee is attached herewith).

17 Successful bidders will have to sign the contract upon receiving the Purchase order with the purchaser(s) within 15 working days from the date of Purchase order. (The draft of the Contract form is attached herewith)

- 18 The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value, offer of inspection of the ordered material and after completion of bid validity whichever is later.
- 19 If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists."
- 20 The E.M.D. may be forfeited:  
(a) if a Bidder withdraws its bid during the period of bid validity  
(b) In case of a successful Bidder, if the Bidder fails:  
(i) To sign the Contract as mentioned above or  
(ii) To furnish performance bank guarantee as mentioned above or  
(iii) If the bidder is found to be involved in fraudulent practices.  
(iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.  
(v) If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.
- 21 Termination for Default  
21.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder (after providing notice/cure period of 30 days), terminate the Contract in whole or part:  
a) if the bidder fails to deliver any or all of the Goods within 45 working days from the date of purchase order, or within any extension thereof granted by the Purchaser or  
b) if the Bidder fails to perform any obligation(s) under the Contract/Purchase order.  
c) If the Bidder, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- For the purpose of this clause:  
  
"Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value of influence the action of a public official in the procurement process or in contract execution.  
  
"fraudulent practice : a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;"
- 21.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 20.1 above, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Bidder shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Bidder shall continue the performance of the Contract to the extent not terminated.
- 22 Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
- 23 Prices shall be in Indian Rupees. The prices shall strictly be submitted in the given format. The tax components GST as applicable shall be mentioned separately in the respective columns.
- 24 Late Bids – The bidder will not be able to submit the bid after final submission date and time.

- 25 Modification and Withdrawal of Bids
- 25.1 No bids will be allowed to be modified subsequent to the final submission of bids.
- 25.2 No bid will allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.
- 26 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register/attendance sheet evidencing their attendance. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process. In the absence of the bidder(s), the tender committee may choose to open the bids as per the prescribed schedule.
- 27 The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant E.M.D. and such other details as GIL/GOG officer(s) at their discretion, may consider appropriate, will be announced at the opening.
- 28 **Evaluation of the bids:** After the closing time of bid submission, GIL committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next. If required, purchasing Department may ask technically qualified bidders to arrange demo of the quoted products and after successful demonstration of qualified products, the financial bid of those technically qualified bidders will be opened and Successful bidder will be decided based on the item wise lowest quoted rates without tax as mentioned in the financial bid section and then called for further negotiations if required.
- 29 As per the provision in Electronics & IT/ITeS Start-up Policy Resolution No. ITS/10/2015/5284/IT dated 6th June, 2016 issued by Department of Science & Technology; in e-Governance project undertaken by Government Departments or its Boards, Corporations or parastatal bodies getting grants from the Government, the chosen solution provider or system integrator will pass on job work or will outsource part of the work of a value ranging between 5% to 10% of the contract value to the eligible start-ups and to students of shortlisted Technical Colleges in Gujarat. In such arrangements, the responsibility of meeting SLAs (Service Level Agreements) will continue to belong to the solution provider or the system integrator.
- 30 The bidder will have to offer the inspection in the manner as decided by GIL before delivering to the respective sites or at customer sites. The cost of the same has to be borne by the supplier. Any deviation found in the specification of the produced goods or delivered goods after inspection from the tender specifications will lead to the cancellation of the order, forfeiture of EMD/PBG and prohibition in the participation in the future purchase of Government of Gujarat. GIL/GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit.
- 31 At the time of inspection, bidder is required to produce OEM's confirmation on OEM's Letter head with Sr. nos. of Equipment, Software supplied for back to back warranty support as per tender terms & conditions.
- 32 Successful bidder has to paste non-removable sticker on each line item of price bid with details of Tender no., bidder's name, address, contact detail, service centre/ help line number and warranty expiry date.

33 The indenter's right to inspect, test and, where necessary, reject the Goods after the Goods arrival at Customer Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.

34 **Delivery & installation:**

- Within 45 working days from the date of purchase order at respective site/ locations.
- For Cartridge: Within 7 working days from the date of purchase order at respective site/locations.

**Note:** For Repeat purchase order of Cartridge if the bidder fails to deliver Cartridge within 7 working days from the issue of the purchase order at respective site/locations, then a sum equivalent to one percent (1 %) of the order value shall be deducted from the payment for each calendar week of delay or part thereof. The amount of penalty for delay in delivery of Cartridge shall be subject to a maximum limit of 10% of the order value.

**Delivery & installation locations:**

- **For Revenue Department:** Revenue Department-Gandhinagar, District Collector Offices, Superintendent Land Record Offices, IGR Offices, Taluka e-Dhara Centers within the state of Gujarat.

35 In case of successful bidder is found in breach of any condition(s) of bid or supply order/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the empanelled bidder and EMD/PBG shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided by Govt., for further dealings with GoG.

36 Bids shall be valid for **90 days** after the date of financial bid opening. A bid valid for a shorter period shall be rejected as non-responsive. If required, GIL may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.

37 Bidders are required to quote all items including optional add-ons as well. Incomplete bids will be treated as non-responsive and will be rejected.

38 The Bidder/System Integrator will be required to co-ordinate with software vendor and/or do liaisoning with other service provider to achieve the end-to-end connectivity. This also includes OS configuration with respect to LAN/WAN technologies implementation.

39 Bidder must ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipments within 48 hrs. Bidder is required to provide the name & address & contact details of the firm for providing warranty support & repairing cum replacement service up to delivery locations.

40 **Penalty Clause for delay in delivery & installation**

- 40.1 If the bidder fails to deliver and install the requisite hardware and software within the time limit as mentioned in the bid, then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
- 40.2 The amount of penalty for delay in delivery & installation shall be subject to a maximum limit of 10% of the total contract value.
- 40.3 Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.



40.4 In case, the selected bidder does not supply the ordered items for any reason, the bidder will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department has to pay to the next or other selected bidder for purpose of the said items.

#### 41 **Warranty**

- 41.1 **Warranty:** Comprehensive onsite warranty for 3 years from the date of installation for all line items.
- 41.2 If any equipment becomes faulty more than 3 times in one month during the warranty period, the bidder shall replace the same with new equipment of same or higher capability without any additional cost to the purchaser.
- 41.3 Maintenance service: Free maintenance services shall be provided by the Bidder during **the period of warranty.**
- 41.4 In case, bidder does not provide satisfactory support & doing unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the bidder.
- 41.5 For Printer Cartridge used for printing, the good quality of cartridge is required to be supply. In case of cartridge will not good or have some issue/problem, then bidder will have to replace the same by supplying new cartridge at free of cost.

#### 42 **Operational/Warranty period Penalty:**

- 42.1 During warranty period, if the complaint is not resolved within 48 hrs the penalty of Rs. 300 per day for Desktops, Scanners, Printers and within 72 hours the penalty of Rs. 200 per day for other peripherals will be levied. However, if the complaints are not resolved within 7 days then from 8th day to 14th day, the penalty would be levied @ 150% and from 15th day onwards penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- 42.2 The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 5% of the total contract value.

#### **Note:**

- Successful bidder should submit the Performance Bank Guarantee @ 5% of total order value for the duration of (for warranty period + extra 3 months) as per bid requirements. In any case, bidder is required to maintain 5% PBG at all time during the period of contract. In case of any penalty claimed from the submitted PBG during the contract period, the successful bidder is required to submit the additional PBG of the amount equal to the penalty claimed for the duration up to the validity of original Bank Guarantee.

For example, for 3 years warranty "X" amount of penalty will be claimed during the 5th month of contract period (for, then bidder is required to submit the additional PBG of "X" amount for the period of 34 months i.e. 39 months - 5 months.

43 **Payment:** Payment for Goods and Services shall be made by the indenting department in Indian Rupees as follows:

- 43.1 No advance payment will be made.
- 43.2 90% payment after successful inspection and delivery of the ordered goods. The inspection will be done as decided by GIL.
- 43.3 10% payment will be done after successful installation of the ordered goods.



**For Cartridge, 100% payment will be made after delivery of goods.**

- 44 GIL reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
- 45 GIL's Right to accept any Bid and to reject any or all Bids – GIL reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to awarding the Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for such decision.
- 46 **Scope of Work for printers:**
- During the warranty period of printer, Purchasing may place purchase order for commercial cartridge quoted under this bid & successful bidder will have to supply ordered commercial cartridge for printer. (Bidder will have to submit undertaking for the same at the time of quoting in the bid)
- 47 The quantity mentioned in this Bid is as per indents received by GIL. During the validity of Bid, any Govt. Dept can place purchase order for any item at finalized rates under this bid, hence successful vendor will have to accept purchase orders during the validity of Bid period.
- 48 The tendered quantities are estimated based on the receipt of the requirement from various Government offices. The quantities may decrease up to 50% of the bid quantity or increase up to 30% of the bid quantity at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.
- 49 All correction/addition/deletion shall require authorized countersign.
- 50 **Limitation of Vendor's Liability:** Selected agency's cumulative liability for its obligations under the contract shall not exceed the value of the charges payable by the GIL within the remaining duration of the contract term from the day claim is raised and selected agency shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.
- 51 Force Majeure Shall mean and be limited to the following:
- War / hostilities
  - Riot or Civil commotion
  - Earthquake, flood, tempest, lightening or other natural physical disaster.
  - Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the BIDDER.

The BIDDER shall advise GIL by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, GIL reserves the right to cancel the order.

Completion period may be extended to circumstances relating to Force Majeure by the GIL. Bidder shall not claim any further extension for completion of work. GIL/GoG shall not be liable to pay extra costs under any conditions.

The BIDDER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the BIDDER shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the BIDDER without being subject to price reduction for delayed delivered, as stated elsewhere.

It will be prerogative of GIL/GoG to take the decision on force major conditions and GIL/GoG decision will be binding to the bidder.

- 52 The Clarifications must be submitted in writing to GIL at least 3 days before the pre-bid meeting date. Thereafter the clarifications received from the bidders will not be entertained.

The bid should be submitted on the website <https://gil.nprocure.com> on or before 1500 Hrs., 25.01.2018.

Please address all queries and correspondence to

**Shri Vivek Upadhyay, DGM (Tech.),**  
Gujarat Informatics Limited  
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Gandhinagar – 382010  
Phone No. 079-23259239, Fax No. 079-23238925  
E-mail: [viveku@gujarat.gov.in](mailto:viveku@gujarat.gov.in)

Fax/email should be followed by the post confirmation copy

**SECTION I**

**Bid Processing Fees & Earnest Money Deposit Details**

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

**ELIGIBILITY CRITERIA**

**Form no. E1 Financial strength of the bidder**

Financial Year	Turnover (Rs. In Crores)	Audited Accounts submitted? (Yes/No)

**Note:** Please fill this form and upload the audited Annual Accounts for the last three financial years.

**Form no. E2 Office in GUJARAT**

Sr. No.	Address	Contact Person	Contact nos.	Type of supporting document uploaded
1				
2				

**Note:** You may mention more than one office (if applicable) by adding multiple rows

**Form No. E3 Experience Details (Customer References)**

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of implementation	No. of Installations	Type of Supporting Document uploaded

**Note:** Please fill this form and submit the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the bid.

**Form no. E4 Authorization Letters**

Item	Make & Model	Name of OEM	Authorization letter uploaded? (Yes/No)
Desktop PC			
A4 Legal Size High End Scanner			

with ADF			
A4 size Duplex Mono Laser printer			
Multifunctional Laser Printer (Print, Scan, Copy, Fax)			

**Form no. E5: ISO 9001:2008 certification for Manufacturing**

Sr. No.	Item	Make & Model	Name of OEM	ISO certification valid up to	ISO certification submitted? (Yes/No)
	Desktop PC				
	A4 size Duplex Mono Laser printer				
	Multifunctional Laser Printer (Print, Scan, Copy, Fax)				

**Note: You may quote only one option against any item.**

**SECTION II**

**Make & Model List**

<b>Item</b>	<b>Make &amp; Model</b>	<b>Supporting Document uploaded? (Yes/No)</b>
Desktop PC		
A4 Legal Size High End Scanner with ADF		
A4 size Duplex Mono Laser printer		
Multifunctional Laser Printer (Print, Scan, Copy, Fax)		

**Note: You may quote only one option against any item.**

**Form no. T2 (TECHNICAL MINIMUM SPECIFICATIONS)**

Sr. No.	Item	Matched/ Not Matched	Deviation/ Remarks (If any)
<b>Desktop PC</b>			
1	Form Factor	Tower Cabinet / SFF	
	CPU	6 <sup>th</sup> Generation Intel® Core™ i5 (6M Cache, 3.00 GHz) or higher	
	Motherboard	For (Intel H110 chipset or better)	
	Bus Architecture	Integrated onboard graphics, Total 2 no.s of PCI/PCIe slots, Integrated Audio	
	Memory	Min. 4 GB DDR3 @ 1600 MHz/DDR4 @ 1866 MHz RAM (Single Module Should be supplied) with 1 DIMM slot free.	
	Hard disk	500 GB or higher SATA hard disk with 7200 rpm	
	Keyboard	USB or Ps/2 104 Keys keyboard	
	Mouse	USB or PS/2 Two button scroll optical mouse with pad	
	Ports	Total 8 USB port with at least 2 USB 2.0 port (min. 2 at front), VGA/HDMI, Microphone, Headphone Note: <ul style="list-style-type: none"> <li>Dept. wants to connect USB Scanner, Web Cam, Thumb Scanner &amp; Printer, hence min. 4 USB at front side is preferable.</li> <li>If OEM do not have total 8 USB port, then they need to provide extra 4 port USB Hub</li> </ul>	
	Networking features	10/100/1000 Mbps Network (Embedded)	
	O.S.	Pre-loaded Microsoft Windows 10 Professional licensed software with latest updates and Restore/ Recovery CD/ Self Mechanism	
	Data Recovery Software	Pre-loaded software tool that has provision for scheduled backup for restoring OS & data. Should have capability to take backup to external media. (Please specify name of Data Recovery Software)	
	Monitor	19.5" or higher wide screen LED Backlit based TFTs, Contrast Ratio – 1000:1 or better, Resolution – 1360 X 768 or better, TCO Displays 6.0 certified or better; Monitor should be of same make of offered PC Brand	
	Certifications	RoHS , UL/CE/FCC or equivalent third party certification from reputed Agency, Windows 10/ Windows 8.1 Certification	
Dust Cover	Dust Cover for CPU, Monitor		
Optical Drive	8x or better Internal DVD Writer		
Security	Integrated TPM 1.2/2.0 chip on Motherboard with management software (TPM 1.2/2.0 Security chip will be available on Motherboard in Desktop from Day-1)		

**Note :**

- Bidders are required to submit all certifications of desktop as mentioned above at the time of submission of the bid only. If any certification will be found under process then those bidders will not be entertained**
- Successful bidder has to supply the HDD in the desktop with at least 3 nos. Of partition in factory / Customer Site.**

3. Successful bidder & its supplier have to submit the full list of serial numbers for the monitors supplied along with TCO Displays 6.0 or better certified certification from the OEM for monitors bearing these serial numbers.
4. The Trend Micro Antivirus Software is required to be preinstalled by the successful bidder in the Desktops at factory. The Antivirus Agent file required to be collect from GIL & ensure that successful bidder should preloaded it before supply of Desktops.

**A4 Legal Size High End Scanner with ADF**

2	Paper Size : A4, Legal, Scanning Speed : Min. 30ppm / 60 ipm ADF capacity : Min. 50 pages Interface : High Speed USB 2.0 Optical Resolution: 600 dpi Scanning Mode : Simplex/Duplex/Skip Blank page O.S. Compatibility - Microsoft Windows 7 or higher		
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**A4 size Duplex Mono Laser printer**

3	A4 size Laser printer- –Min. 24 ppm in A4 size, 600 X 600 dpi Resolution, Minimum 500 MHZ Printer Processor or System Processor Utilization, Post script support/ PCL Support OR equivalent, Minimum 128 MB RAM, Full network duplex printing USB and inbuilt Network connectivity duty cycle: should have min.30000/month OS Compatibility: Windows, Linux (Note : Quoted Printer must be supplied along with cartridge which can print 1000 pages or more)		
3.1	Commercial Cartridges for quoted A4 size Duplex Mono Laser printer, which can print total 15,000 pages (please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead)		

**Multifunctional Laser Printer ( Print, Scan, Copy, Fax)**

4	Print –25 ppm or higher for A4/letter/legal size, 600*600 dpi Print, copy, scan resolution; Min. 256 MB RAM; Automatic Duplex Printing Flatbed Scan and color scanning should be possible, minimum 10 ppm, Fax: Yes, High Speed USB 2.0 Network connectivity: 10/100 Base Automatic document feeder (ADF) capacity, ADF Capacity :20 Sheets (Note : Quoted Printer must be supplied along with cartridge which can print 1000 pages or more)		
4.1	Commercial Cartridges for quoted Multifunctional Laser Printer which can print total 15,000 pages (please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead)		

**Note**

- For all printers, please upload the OEM undertaking for the clarity on what parts will be covered under the warranty and what parts are excluded.
- Please upload the OEM under taking letter which clarify that cartridges to be supplied with the printers is starter or full with no. of Pages can print.
- For all printers OEM letter is required with Sr. Nos. of Goods/Items supplied certifying back to back warranty as per the tender terms & conditions.
- For all types of Desktops, Laser Printers warranty assured by bidders should be reflected on OEMs website/portal ( Please upload OEM undertaking letter)



**SECTION III**

**Form no. F1 – FINANCIAL BID FORMAT**

**Item No. 1 - Desktop PC**

Sr. No.	ITEM	Qty. (In Nos.)	Unit Prices with 3 Years Warranty (In Rs. Without tax)	Total Price with 3 Years Warranty (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	Desktop PC	1293			
<b>GRAND TOTAL</b>					
Note: Successful bidder will be decided based on the quoted item wise lowest rates without tax					

**Item No. 2 - A4 Legal Size High End Scanner with ADF**

Sr. No.	ITEM	Qty. (In Nos.)	Unit Prices with 3 Years Warranty (In Rs. Without tax)	Total Price with 3 Years Warranty (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
2.	A4 Legal Size High End Scanner with ADF	538			
<b>GRAND TOTAL</b>					
Note: Successful bidder will be decided based on the quoted item wise lowest rates without tax					

**Item No. 3 and 4 - Printers**

Sr. No.	ITEM	Qty. (In Nos.)	Unit Prices with 3 Years Warranty (In Rs. Without tax)	Total Price with 3 Years Warranty (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
3.	A4 size Duplex Mono Laser printer	709			
3.1	Commercial Cartridges for quoted A4 size Duplex Mono Laser printer, which can print total 15,000 pages	1			
3.2	Imaging drums for quoted A4 size Duplex Mono Laser printer, which can print total 15,000 pages	1			
4.	Multifunctional Laser Printer ( Print, Scan, Copy, Fax)	269			

4.1	Commercial Cartridges for quoted Multifunctional Laser Printer, which can print total 15,000 pages	1			
4.2	Imaging drums for quoted Multifunctional Laser Printer, which can print total 15,000 pages	1			
<b>GRAND TOTAL</b>					
<b>Note: Successful bidder will be decided based on the quoted item wise lowest rates without tax</b>					

**Note:**

1. For all above mentioned printers, in unit rates, bidder has to quote total rates of total nos. of cartridges which can print total 15,000 pages. Bidder will have to upload undertaking letter for no. of cartridges quoted to print total 15,000 pages
2. In case, OEM choose to quote printer, which is having Imaging drum separately & cartridge, then both are required to be change after certain prints. In that case, for all above mentioned printers, in unit rates of imaging drums, bidder has to quote total rates of total no. of imaging drums which can print total 15,000 pages. Bidder will have to upload undertaking letter for no. of imaging drums quoted to print total 15,000 pages. For unit rates of imaging drum, we will consider as follows:  
= Rates of imaging drums required to print total 15,000 pages / no. of imaging drums quoted to print total 15,000 pages.
3. For unit rates of cartridge, we will consider as follows:  
= Rates of cartridges required to print total 15,000 pages / no. of cartridges quoted to print total 15,000 pages
4. All the above items should comply with the technical and functional requirement of the RFP/Bid.
5. Above items are inclusive of cable & accessories required, if any.



**Performa of Compliance letter/Authenticity of Information Provided**

(On Non judicial Stamp paper of Rs.100 duly attested by the First class Magistrate/Notary Public)

Date:

To,  
DGM (Tech.)  
Gujarat Informatics Ltd.  
Block-1, 8<sup>th</sup> Floor,  
Udhyog Bhavan, Gandhinagar.

**Sub: Compliance with the tender terms and conditions, specifications and Eligibility Criteria**

**Ref: Tender No. HWTog0118479**

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>. We wish to inform you that we have read and understood the technical specification and total requirement of the above mentioned bid submitted by us on **DD.MM.2018**

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of GIL Tender Committee for disqualification will be accepted by us.

The Information provided in our submitted bid is correct. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/ PBG/cancel the award of contract. In this event, GIL reserves the right to take legal action on us.

Thanking you,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature: \_\_\_\_\_

(in the Capacity of): \_\_\_\_\_

Duly authorized to sign bid for and on behalf of

\_\_\_\_\_

**Note: This form should be signed by authorized signatory of bidder**

**PERFORMA OF UNDERTAKING**

**Undertaking of Authenticity for Computer Equipment Supplies**

This has reference to Desktops being supplied/quoted to you vide your tender no. \_\_\_\_\_ dated \_\_\_\_\_

We hereby undertake that all the components/parts/assembly/software used in the Desktops under the above like Hard disk, Monitors, Memory, motherboard etc. shall be original new Components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/parts/ assembly / software are being used or shall be used.

In respect of licensed operating system, we undertake that the same shall be supplied along with the authorized license certificate with our name/logo (e.g. Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System). Also, that it shall be sourced from the authorized source for use in India (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above at the time of delivery or during installation, for the Desktops already billed, we agree to take back the equipment already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our EMD / BG for this tender.

**Authorized Signatory**

**Name:**

**Designation:**

**Note:**

- (i) **The signing Authority should be no lower than Company Secretary of the OEM of Desktop.**
- (ii) **The bidders are required to upload this undertaking from the OEMs of the Desktops for the quoted options.**

**Annexure A**

**Format of Earnest Money Deposit in the form of Bank Guarantee**

Ref: Bank Guarantee No.  
Date:

To,  
DGM(Technical)  
Gujarat Informatics Limited  
8th Floor, Block -1, Udyog Bhavan,  
Sector - 11, Gandhinagar - 382017  
Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: HWT090118479. KNOW ALL MEN by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the Gujarat Informatics Limited in the sum of ----- for which payment well and truly to be made to Gujarat Informatics Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of -----2018.

**THE CONDITIONS of this obligation are:**

1. The E.M.D. may be forfeited:
  - a. if a Bidder withdraws its bid during the period of bid validity
  - b. Does not accept the correction of errors made in the tender document;
  - c. In case of a successful Bidder, if the Bidder fails:
    - (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser or
    - (ii) To furnish performance bank guarantee as mentioned above or
    - (iii) If the bidder is found to be involved in fraudulent practices.
    - (iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.
    - (v) If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.

We undertake to pay to the GIL/Purchaser up to the above amount upon receipt of its first written demand, without GIL/ Purchaser having to substantiate its demand, provided that in its demand GIL/ Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 9 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER further agrees that if this guarantee is extended for a period as mutually agreed between bidder & owner/purchaser, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or



**GUJARAT INFORMATICS LIMITED**  
**BLOCK NO.-1, 8<sup>TH</sup> FLOOR, UDYOG BHAVAN, SECTOR-11, GANDHINAGAR**

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commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_

Signed and delivered by

\_\_\_\_\_

For & on Behalf of

Name of the Bank & Branch &  
Its official Address

**Approved Bank:** All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time



**Proforma of Contract-cum-Equipment  
Performance Bank Guarantee**  
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the Purchaser/Indenter

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. .... having Principal Office at ..... (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of \_\_\_\_\_ by issue of Purchase Order No..... Dated ..... issued by Gujarat Informatics Ltd. ,Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, \_\_\_\_\_ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to the OWNER/PURCHASER on demand at any time up to \_\_\_\_\_ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not





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withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Signed and delivered by

\_\_\_\_\_  
For & on Behalf of

Name of the Bank & Branch &  
Its official Address

List of approved Banks

All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time



**CONTRACT FORM**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 \_\_\_\_ Between \_\_\_\_\_ (*Name of purchaser*) of \_\_\_\_\_ (*Country of Purchaser*) hereinafter "the Purchaser" of the one part and \_\_\_\_\_ (*Name of Supplier*) of \_\_\_\_\_ (*City and Country of Supplier*) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., \_\_\_\_\_ (*Brief Description of Goods and Services*) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of \_\_\_\_\_ (*Contract Price in Words and Figures*) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
  - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
  - 2.2 terms and conditions of the bid
  - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Purchaser)

in the presence of \_\_\_\_\_

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Supplier)

in the presence of \_\_\_\_\_