

Tender for Hire of Desktop Computers, Laptops, Printers, UPS and other peripherals for International Film Festival 2015 (IFFI)

Date: 10/10/2015



GOA ELECTRONICS LIMITED

A Subsidiary of EDC Ltd. (A Government of Goa Undertaking)

Ground Floor, "Shrama Shakti Bhavan", Patto Plaza, EDC Complex, Panaji - Goa 403 001

Tel: 2437220, 2437248. Fax: 2437220. Website: www.goelectronics.co.in

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TENDER NOTICE

Tenders for hire of Desktop Computers/Laptops/ Printers/ UPS and other peripherals at various IFFI venues on rental basis during International Film Festival 2015 are hereby invited from the vendors by Goa Electronics Limited on behalf of ESG through the e-tendering process using the website www.etender.goa.gov.in. The tender documents can be downloaded from GEL Website: www.goaelectronics.co.in or www.etender.goa.gov.in.

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-‘A’**. Format of Technical Bid mentioned at **Annexure-‘B’**, format of financial bid mentioned at **Annexure-‘C’** and detailed specification, estimated quantity are mentioned at “Annexure – D”.

The tender document containing “Technical bid” and “financial bid”, complete in all respect should be uploaded on www.etender.goa.gov.in on or before 26/10/2015 which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

The vendors are required to get registered with www.tenderwizard.com/GOA. The vendor must have valid digital signature to submit the bid. The interested vendors fulfilling the terms & conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document.



Goa Electronics Limited (GEL) reserves the right to reject all or any of the tenders without assigning any reason thereof. The Tender which is conditional/ incomplete/ belated/ without earnest money, processing fees, tender fees will not be entertained.

**Chief Executive Officer
Goa Electronics Limited**

**TENDER DOCUMENT**

- | | |
|---|---|
| 1. No. GEL/IFFI/HW-07 | Date: 10/10/2015 |
| 2. Name and Address of the party | Goa Electronics Limited,
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001 |
| 3. Tender Document for | Hiring of Desktop Computers/Laptops
Printers/ UPS and other peripherals |
| 4. Earnest money | Rs. 35,000/- |
| 5. Cost of tender document | RS. 2,000/- |
| 6. Cost of tender processing | Rs. 1500/- |
| 7. Last date for submission of tender. | 26/10/2015 at 2:30 PM |
| 8. Technical Bid to be opened on | 28/10/2015 at 2:30 PM |
| 9. Financial Bid to be opened on | 30/10/2015 at 3:30 PM |
| 10. Last date for submission of written
Queries for clarifications | 16/10/2015 |
| 11. Contact Person for queries | Milind Vengurlekar
Asst. Manager Hardware |

Note:

All the Pre Bid Queries would be accepted in written form (and a copy through mail also) only at below address:

Chief Executive Officer,
Goa Electronics Limited,
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001

Mail: milind@goelectronics.co.in/revati@goelectronics.co.in

**ANNEXURE-'A' - (TERMS AND CONDITIONS)**

1	Tender documents should be downloaded from http://www.etender.goa.gov.in as per the dates mentioned in the Tender Document.
2	The vendor should use the electronic mode of tendering using the website http://www.etender.goa.gov.in to submit his best possible quotes for the items given therein.
3	Late submission will not be entertained and will not be permitted by the e-Tendering System.
4	Last minute submission should be avoided. As such GEL will not be responsible for any failures in submission of bids.
5	Incomplete or conditional bids will be summarily rejected.
6	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
7	Tender shall be uploaded separately through the e-Tendering System under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
8	The tender fees shall not be refunded even if the bid is not submitted.
9	The tender should be uploaded by 26/10/2015. Along with the scanned copy of challan towards EMD, Cost of Tender Document and Tender Processing Fee. The tenders without earnest money will not be entertained and shall be rejected straightway. The rates should be quoted in figures as well as in words.
10	GEL will not accept delivery of proposal in any manner other than e-Tendering process. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.
11	If any bidder does not qualify in technical evaluation, the Commercial Proposal shall not be opened.
12	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
13	The technical bid and financial bid will be opened on two different dates. The technical bid will be opened on due date as mentioned in the tender document.



14	The financial bid will be opened in respect of only those tenderers whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes. The lowest evaluated valid quotation will be selected.
15	Hard Copy of the Technical bid only along with the challan mentioned at point 1 of the Annexure – B has to be submitted at GEL before 26/10/2015 at 2:30 PM. <u>No Hard Copy of Financial Bid is to be submitted.</u> Financial bid has to be strictly uploaded on the www.tenderwizard.com/GOA and www.etender.goa.gov.in . Any bid received with the Hard Copy of Financial Bid will be rejected.
16	Hard copy of the Technical Bid to be scanned and uploaded to the e-tendering website
17	The vendor shall submit bank guarantee equal to 10% of the total cost of hardware as security deposit. On completion of the Festival, the Security Deposit would be refunded to the Bidder. However, GEL shall be at liberty to enforce such bank guarantee in case the supplier firm fails to provide the services as per requirement.
18	The EMD of successful tenderer may be adjusted towards security till the complete Festival and will be refunded without any interest. The EMD of unsuccessful tenderer will be returned after completion of tender process.
19	The bidder has to quote for all items listed at “Annexure –C”. The bidder cannot quote for partial items listed at “Annexure –C”.
20	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
21	The make / brand of the quoted hardware must be mentioned.
22	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
23	The attempt on the part of the tenderer, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make tenderer liable for exclusion from the consideration of his/her tender.
24	GEL reserves the right to reject all or any tender without assigning any reason.
25	Any dispute, arising out of this contract will be under the jurisdiction of Courts in Goa
26	The approximate quantity along with minimum hardware specifications required have been mentioned at Annexure-D. However, these are indicative figures and variations may happen as per detailed assessment/ requirements. No variations to quoted price will be permitted even if the quantity varies.



27	<p>Penalty</p> <p>An uptime of 99.99% is expected from the vendor.</p> <p>User may make a complaint about the service through letter, fax, email, phone, SMS or any other means as the user thinks fit or convenient to the service center of vendor. Vendor shall provide contact numbers/ e-mail IDs clearly on stickers to be displayed on the Desktops, Laptops, Printers, UPS and other peripherals.</p> <p>On receiving complaint the Vendor shall respond/ repair/ resolve or provide required services within the period as stated below.</p> <table border="1" data-bbox="231 609 1465 1048"> <thead> <tr> <th>Description</th> <th>Response Period</th> <th>Resolution period</th> <th>Penalty for Downtime</th> </tr> </thead> <tbody> <tr> <td>For calls registered prior to the commencement of the IFFI</td> <td>1 hrs</td> <td>3 hrs</td> <td>@2.5% of total contract value for delay of every 2 hrs subsequent to the permitted Resolution period</td> </tr> <tr> <td>For calls registered during the period of IFFI</td> <td>0.5 hrs</td> <td>1hr</td> <td>@5% of total contract value for delay of every 1hr subsequent to the permitted Resolution period</td> </tr> </tbody> </table> <p>If the successful bidder fails to execute the project as per the Terms and Conditions of the agreement executed, a penalty at the rate of maximum 10% of total contract value shall be levied on the contractor, which shall be recovered from the security deposit or from the payment to be made to the contractor and the contract may be terminated at the risk and cost of the contractor. However, the decision regarding the quantum of penalty shall vest with the GEL.</p>	Description	Response Period	Resolution period	Penalty for Downtime	For calls registered prior to the commencement of the IFFI	1 hrs	3 hrs	@2.5% of total contract value for delay of every 2 hrs subsequent to the permitted Resolution period	For calls registered during the period of IFFI	0.5 hrs	1hr	@5% of total contract value for delay of every 1hr subsequent to the permitted Resolution period
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28	A detailed contract will be signed with the successful bidder on issue of work order.												
29	All items given on rent have to be less than one year old .												



SCOPE OF WORK

1. **Supply of Desktops and other peripherals:** The vendor has to supply the Desktops and other peripherals on rental basis at the IFFI venue mentioned below:

Entertainment Society of Goa, Maquinez Palace, Old GMC Heritage Precinct, Campal, Panaji-Goa. Tel: 0832 2428111, Fax: 0832 2428000
2. **Supply of consumables:** The vendor has to supply the required consumables (toner, cartridges) from time to time as per requirement. The vendor should maintain a par stock of the consumables and replace the same as and when required.
3. **Installation of Desktops and other peripherals:** The vendor has to deliver the Desktops and other peripherals at the address mentioned above and ensure installation of the same along with related drivers.
4. **Ensure working condition:** The vendor must ensure that all the Desktops and other peripherals provided on rentals must be in working condition at all times
5. **Maintenance of Desktops and other peripherals:** The vendor has to maintain all the Desktops and other peripherals supplied. Requisite technical support engineers have to be stationed to meet the required uptime. All calls for faults and repairs of the Printers have to be attended and resolved immediately as per uptime requirements mentioned at clause 27 (**Annexure-A**) of this document.
6. **Replacement of Parts :** The vendor has to ensure rectification of the faulty Desktop, Printers, Ups and other peripherals or providing replacement for the same as per uptime requirements mentioned at clause 27 (Annexure-A) of this document.
7. **Onsite Technical Support :** One Onsite Technical Support Engineer must be provided. Technical support has to be provided 24X7 at the location during the festival.



ANNEXURE 'B' (TECHNICAL BID FORMAT)

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments in the e-Payment mode towards Cost of the Tender Document, EMD & Tender Processing Fee: To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking (Axis Bank) with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challans and upload the scanned copy of NEFT/RTGS/OTC/debit card/credit card facility/net banking (Axis Bank) challan along with the bid.

The following amount have to be paid:

- a. Rs. 35000/- (Rupees Thirty Five Thousand only) towards Earnest Money Deposit (EMD).
- b. Rs. 2000/- (Rupees Two Thousand only) towards Cost of tender document.
- c. Rs.1500/- (Rupees One Thousand Five Hundred only) towards Cost of tender processing fee.

All the challans towards same has to be scanned and uploaded to the e-tendering website within the period of tender application submission. All the three challans along with the Hard Copy of the Technical Bid Only (Hard copy of the Financial Bid is not to be submitted. Financial bid to be uploaded only to the website mentioned) shall be placed in single envelope superscripted as "Technical Bid towards Tender No. GEL/IFFI/HW-07 for Purchase of Computers, Laptops, Printers, Scanners and other peripherals" and the due date of opening of the bid mentioned and to be deposited in the office of the Goa Electronics, Panaji on or before the tender submission date.



2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of Income Tax, Sales Tax, Service Tax and VAT Registration number (As applicable): Self attested copies to be attached.
4. The product profile of the company along with last year turnover, not less than Rs.20 lakhs duly certified must be attached. Audited Balance Sheet and Profit and Loss account (amount in Rupees) for last year should be submitted.
5. The vendor should have a fully functional service/ support centre with minimum 3 qualified support staff to provide quality service support. Undertaking mentioning office address and No of Employees with qualification to be enclosed.
6. Vendors should have executed at least one order towards supply of Hardware on hire of value of Rs. 3 Lacs or above in the last 2 years. The company has to provide proof of satisfactory completion and Purchase Order.
7. The company/firm should be in existence and should have been in operation for a period of at least 1 year. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/ Sales Tax Registration for the last Year.
8. PAN No. of the company/firm, TIN No. (As applicable): Self attested copies to be attached.
9. The bidder should not have any of their contracts terminated or blacklisted by any State or Central Government / PSU/ BFSI/ Private Sector. (Affidavit duly notarized to be submitted).
10. All items have to be less than two years old. Undertaking to be submitted by the vendor for the same.



ANNEXURE-'C'- (FINANCIAL BID FORMAT)
QUOTATIONS FOR HIRING OF COMPUTER HARDWARE AND OTHER PERIPHERALS

S.No.	Item	Make/Brand	Qty	No. of days	Rates per unit inclusive of all taxes	Amount
1	Desktop Computer		15	21 days		
2.	600 VA UPS		35	21 days		
3.	1KVA UPS		7	21 days		
4.	Inkjet Printers		5	21 days		
5	Laser printers		3	21 days		
6	Scanners		4	21 days		
7	Dot Matrix Printers		15	21 days		
8	16port switch		2	21 days		
9	Desktop Computer		5	21 days		
10	Laptops		55	21 days		
					Total amount (Rs):	
	Total amount in words (Rs):					

Financial Terms and Conditions:

1	The vendors must use only the format provided in the e-tender website for submitting the financials. Any other formats/ forms will not be accepted and such tenders will be rejected.
2	The vendor must provide the Commercial Proposal in e-tender mode only. Hardcopies of the Commercial proposals are not to be submitted.
3	The vendor has to take a signature of the concerned person on the delivery challan after replacing consumables of the printers.
4	The rates must be quoted inclusive of all taxes, F.O.R. destination and installation charges.
5	GEL reserves the right to alter the quantity of the computers and peripherals.
6	The vendor has to raise the invoice at the completion of festival towards the supply of Computers, Laptops, Printers, Scanners and other peripherals on rental basis for 21 days and the cost towards consumable i.e toner/cartridges will be paid at actual based on consumption consumables utilized. Payment would be made within 30 days of raising the invoice. All payments would be made after deductions calculated based on any penalties if applicable.
7	Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.

**ANNEXURE-'D' - (SPECIFICATIONS AND CONFIGURATIONS)**

S.No	Item	Specification/ Configuration	Approx. Quantity
1	Desktop Computers	Desktop Computer System – Intel Dual core processor, 2GB DDR3 RAM, 500GB hard disk, 18.5 inch LED monitor, USB keyboard & mouse, windows 7, Gigabit LAN, LPT printer port	15
2	UPS	600VA offline UPS with 20 minutes backup of any reputed make	35
3	UPS	1KVA offline UPS with 20 mins backup	7
4	Printers	InkJet printers with Dual Ink Cartridges of any reputed make	5
5	Printers	Monochrome LaserJet Printers – 12 PPM speed	3
6	Scanners	HP/Canon Make Flatbed Scanners	4
7	Printers	Dot Matrix Printers : EPSON LX 300 + II printer	15
8	Network Switch	16 port switch (Managed switch)	2
9	Desktop Computers	Desktop Computer System – i7processor, 4GB DDR3 RAM, 500GB hard disk, 18.5 inch LED monitor, USB	5
10	Laptops	Intel Dual core processor, 2GB DDR3 RAM, 500GB hard disk, 15” inch LED monitor, USB mouse, Windows 7, Gigabit LAN	55