



Rural Electrification Corporation Limited

A Government of India Enterprise

Core 4, Scope Complex, 7 Lodi Road, New Delhi – 110 003

No. REC/IT/Com Hire/123/2006/02

Notice Inviting Tender For Empanelment of agency for hiring of Various IT Equipments at REC

- | | | |
|-------|-------------------------------------------------|--------------|
| (i) | Date of Release of Tender | : 02.05.2014 |
| (ii) | Last Date of Collecting Tenders | : 22.05.2014 |
| (iii) | Pre-Bid Conference | : 09.05.2014 |
| | Time: 11 hours at REC Corporate Office | |
| (iv) | Last Date for Submission of Bids | : 23.05.2014 |
| | Time: Up to 15:00 hours at REC Corporate Office | |
| (v) | Date of Opening of Bid | : 23.05.2014 |
| | Time: 16:00 hours. | |

Cost of Bid Document: Rs. 500/-

**Rural Electrification Corporation Limited (RECL)
Core 4, 7 Scope Complex, Lodi Road, New Delhi – 110 003**

Bid Document No.....

Date of Issue

Fill in the Following Details :

1.Name& Address:.....

Of the Bidder

.....

.....

2. Name of the Authorized Signatory(ies):

Important Notice:

1. Incomplete and/or ambiguous and/or lately submitted bids are liable to be summarily rejected and would not be considered in any case.
2. The bidder must affix signature of their authorized person with rubber-stamp the original bid document as an acceptance of the RFP terms and conditions and submit the same along with the technical bid. In case of a non-compliance also, the bid is liable to be ignored/ summarily rejected.
3. Bidders can also download this bid document from the RECL website viz. <http://www.recindia.gov.in> or <http://www.recindia.com> however for a downloaded bid document the cost of bid document viz. Rs 500/- only is required to be submitted along with the EMD separately in the form of a Demand Draft / Banker's Cheque payable to 'The Rural Electrification Corporation Limited, New Delhi' drawn on any Scheduled Commercial Bank (preferably any Nationalised Bank) payable at New Delhi.

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SECTION - I

INVITATION FOR THE BIDS

Sealed bids in two parts, Part 1 : Earnest Money Deposit (EMD), Documents named as “Eligibility Criteria & Technical Bid – Tender No. REC/IT/Com Hire/123/2006” and Part 2 : Financial Bid, documents names as “Financial Bid – Tender No. REC/IT/Com Hire/123/2006” valid for 120 days are invited from interested rental IT equipment providers for “Empanelment of agency for hiring of various IT Equipments at REC.”

1.0 Eligibility Criteria/ Pre-qualification

- I. The bidder must be in operation for a period of at least 3 years as on last date of bid submission, as evidenced by the “Certificate of Incorporation” and “Certificate of Commencement” issued by the Registrar of Companies” or any other equivalent proof.
- II. The bidder should have experience in renting of IT Equipments as main contractor during the last four financial years of either (i) Single work order of value of Rs 10,600/- per month; OR; (ii) Two work orders each of Rs 6,600/- per month value of services. The contractor must submit the successful completion certificate while claiming the experience.
- III. The bidder should have average turnover of at least Rupees 1.12 Lac annually (Rupees One Lac Twelve Thousand only) during last four years as evidenced by their audited balance sheets which would be annexed with the Bid Offer. The turnover refers to the individual Bidder and not the composite turnover of its affiliates, subsidiaries / sister concerns or parent company(ies) etc.
- IV. Bid Offer should accompany an Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft or Bank Guarantee as per Annexure-C drawn in favor of ‘Rural Electrification Corporation Limited, New Delhi’ on a scheduled/ nationalized bank payable at New Delhi.
- V. Bidder should submit their valid documentary proof of Sales Tax/VAT, Service Tax registration number and the details of Income Tax registration (PAN). All documentary proof should be enclosed along with the Bid Offer failing which the bid would be rejected.
- VI. The bidder must submit compliance sheet for the attached configuration of various equipments. In case of a deviation or non submission of compliance sheet the bid shall be summarily rejected.
- VII. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances

VIII. The bidder must fulfill the above eligibility criteria/ pre-qualification conditions. Financial bid of bidders fulfilling the pre-qualification conditions will only be opened and evaluated.

IX. REC reserves the right to verify/confirm all original documentary evidence submitted by bidders in support of above mentioned clauses of eligibility criteria.

1.1 Eligibility Criteria Documents, Application Money/ Tender Document cost, Earnest Money Deposit should be put in one sealed envelope and Financial Bid should be put in another sealed envelope both these envelopes should be put in one envelope duly sealed. The content on the envelopes "Eligibility/ Financial Bid", bidder's name & address should be clearly marked on the top of the sealed envelopes.

1.2 The bids complete in all respects should be addressed to the ED(IT), RECL, New Delhi and should be dropped into the tender box kept at the RECL reception at the following address latest by 1500 hours on 23.05.2014.

Rural Electrification Corporation Ltd
Core 4, Scope Complex
7 Lodi Road,
New Delhi – 110 003

1.3 The Bid will be opened at the Corporate Office, RECL, Core 4, Scope complex, 7 Lodi Road, New Delhi – 110 003 on the same day (last date of submission of the Bid) at 1600 hours in the presence of bidders who choose to be present.

1.4 In case of a downloaded bid document the cost of bid document viz. Rs 500/- only is required to be submitted along with the EMD separately in the form of a Demand Draft/ Banker's Cheque payable to 'Rural Electrification Corporation Limited, New Delhi' drawn on any scheduled commercial bank payable at New Delhi.

1.5 REC reserves the right to waive off any irregularities; accept the whole, or part of or reject any or all bids.

1.6 Pre-Bid Conference will be held at REC, Core-IV, Scope Complex, 7 Lodi Road, New Delhi – 3 on 08.05.2014 at 11 AM. Pre-Bid Clarifications/ Corrigendum/ Addendums etc will be posted on REC website for perusal by all prospective bidders and no individual communication will be sent in this regard.

**SECTION II
SCHDEULE OF REQUIREMENTS**

2.0 Scope of the Work -

The scope of work includes following components:

Table – 1: Equipment

SNO	Particular	Average Quantity
1	Desktop (Type-1)	20
2	Desktop (Type-2)	20
3	Multi Functional Printer (Black & White)	5
4	B&W Laser Printer	5
5	UPS with 15 minutes backup	40

Note:

- a) The above initial quantities are approximate & indicative and are not exhaustive.
- b) The above initial quantities are not guaranteed and are for the purpose of calculations to arrive at Lowest Quote bidder. The bidder must note that during the operation of the contract the requirements may vary.
- c) The time period for availing rental service for various equipments may vary as per requirements of RECL and shall be binding on the bidder.
- d) The payment shall be made on actual numbers/ quantities and actual rental period. For the purpose of calculation for making payments the following formulae will be used:

Rent for each IT equipment per month	=	Rate per month of the equipment	X	Number of days equipments was hired <hr style="width: 50%; margin: 0 auto;"/> Total Number of days in respective month	-	Liquidated Damages
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- e) Any rental Multi functional Printer and/or B&W Laser Printer has to be first time supplied with filled cartridge and thereafter REC will provide the cartridge.
- f) While supplying rented IT equipment the bidder shall carry out acceptance testing for checking of ordered/ tendered specification/ configuration of supplied IT equipment with REC designated official. In case of non acceptance or failure of acceptance test the bidder should supply another IT equipment in place of earlier supply and the earlier supply will not count for any rental payment and/or extension period in supply of the ordered rental IT equipment.

In addition the selected bidder will have to provide the following services:

- a) The bidder will have to deploy one resident engineer for initial up to 20 rented equipment (except UPS) and thereafter additional one resident engineer for every 20 rented equipment (except UPS) from Monday to Saturday from 9:30 AM till 6:30 PM. For example:

S.No.	Number of rented IT equipments at the same REC site	Number of Resident Engineer to be deployed
1	Upto 20 (example: 12 Desktop, 8 Printers)	01
2	35 (example: 25 Desktop, 8 Printers, 2 MFP)	01
3	40 (example: 25 Desktop, 10 Printers, 5 MFP)	02
n	and So On	and So On

- b) All equipments should be covered under insurance and REC shall not be held liable for any theft/ damage to the rented equipment.
- c) Only licensed and up-to-date software (i.e. OS with drivers, MS Office and Antivirus, etc.) shall be provided. It is the bidders responsibility to upgrade revisions or patches on the equipments during rental period.
- d) During the hiring/ rental period the bidder shall be responsible for all faults/ repair, maintenance related work of the hired equipments.
- e) The equipments being installed must have new look & free from any visible scratches.

SECTION - III
INSTRUCTIONS TO BIDDERS

3.1 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of their bid, and REC will in no case be responsible or liable for these extra costs, regardless the outcome of the bidding process.

3.2 The Bidding Documents

- 3.2.1 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required and/or False/Incorrect information and/or submission of 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.
- 3.2.2 Bidders are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.
- 3.2.3 Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.

3.3 Preparation of Bids

The bids are to be submitted in one sealed envelope containing two separate sealed envelopes:

- a. Sealed Envelop One Should Contain:
- i) EMD and application money/ tender document fees in prescribed format.
 - ii) Eligibility Criteria Documents with Technical Compliance Statement as per Annexure B.
- b. Sealed Envelop Two Should Contain :
- Financial Bid sealed separately and super scribed/ marked with words "Financial Bid" on the envelope.

The content on the envelope, bidder's name & address should be clearly marked on the top of the sealed envelopes.

Note :

All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder, irrespective of the nature of the content of the page in the format : "current page no./total no. of pages". Unsigned and Unstamped bid shall be summarily rejected.

3.4 Financial Bid:

- (i) The financial bid shall indicate the Unit prices (wherever applicable) for the services, it proposes to provide under the contract which shall be as per Annexure-A of this tender document.
- (ii) Quoted prices should be firm and inclusive of service tax and any other direct and indirect tax/charges applicable and all other expenses related with the visits of the Bidder's personnel in connection with the performance of the contractual obligations by the Bidder.
- (iii) Prices quoted by the bidder shall be fixed during the performance of the contract and not subject to variation on any account. A bid submitted with a conditional price, quotation will be treated as non-responsive and will be rejected.
- (iv) All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price.
- (v) During the validity of this bid or during the extended period, if any, if the bidder provides similar services to any other Department/Organization in India at a price lower than the fixed price for the Purchases, the bidder shall automatically pass on the benefits to the Purchaser.
- (vi) Rates quoted in the bid should be valid for 120 days from the date of opening of Bids.
- (vii) The cost of any other item/services, which are considered necessary for completion of the job, is deemed to have been included in the quoted prices.
- (viii) Prices quoted by the bidder shall be firm and fixed during the performance of the contract. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (ix) Quoted prices shall also be inclusive of all costs towards providing on-site engineer(s), logistics, carrying out any surveys, site visits by bidder's personnel, boarding, lodging, incidental expenses etc. required for the work.
- (x) Notwithstanding clause (vi) above, REC may solicit the bidder's consent to an extension of the period of bid validity. The request and the response thereto shall be made in writing by fax, e-mail, cable or telex etc. A bidder granting the request will neither be required nor permitted to modify its bid, while confirming extension of bid validity. Only the case of a written refusal by the bidder shall be considered to have not granted and/or refuse the extension request, otherwise the bidder shall be deemed to have granted the extension.

3.5 Late and Delayed Bids

Any bid received by REC after the deadline for submission of bids prescribed by the REC will be rejected and/or returned unopened to the bidder without assigning any reason. The decision of Bid-Opening committee shall be final and binding on the bidder in respect of any dispute relating to receipt of bid by REC.

3.6 Clarification of Bids

- (i) During evaluation of the bids, REC may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (ii) No Bidder may contact the REC on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder intends to bring additional information to the notice of the REC, it should be done in writing.
- (iii) Any effort by a Bidder to influence the REC in its decisions or decision making process on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and REC will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of REC.
- (iv) Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for rejection.

3.7 Opening of Financial Bids

- (i) REC will open the Financial bids of only those bidders, which have been found to be eligible and technically qualified to undertake the job
- (ii) The Financial Bids of the eligible technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on the specified date, time and place.
- (iii) The date and time of opening of financial bids shall be informed to the technically qualified bidder.
- (iv) The bidder's name, price of Bids, all discounts offered, modifications and Bid withdrawals and such other details as the REC, at its discretion, may consider appropriate will be read out at the time of opening of financial bids of technically and commercially acceptable bidders.

3.8 Evaluation and Comparison of Bids

- (i) 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 the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price.
- (ii) Bidders shall state their bid price **as per the given format** Bids will be evaluated on the **Grand Total to arrive at the Lowest Quote Bidder**.

3.9 **Period of Contract**

- (i) The selected bidder shall enter into a rate contract with REC for the quoted items during the contract period extended or otherwise
- (ii) The initial contract period shall be one year from the date of signing and/or placement of supply order whichever is earlier. On satisfactory performance as ascertained by REC the contract can be extended for a further period of six months each time up to a maximum of one more year. Thereafter the contract can be extended for further periods, rates and terms and conditions as decided/agreed on mutual consent of both the parties.
- (iii) Service may be required at any location in Delhi/ New Delhi. All expenses like on-site engineer, delivery, installation, support etc. including travel, other logistics etc. for providing such services shall be borne by the bidder in this regard and the bidder shall be deemed to have quoted accordingly.

SECTION - IV
GENERAL TERMS AND CONDITIONS

4.0 Performance Security

The successful bidder's EMD will be converted into performance security and will be returned without interest after successful completion of contract including extended period, if any on receiving a written request from the contractor.

4.1 Payment Schedule

- (i) Monthly payment for the services rendered during the previous month subject to deduction of liquidated damages if any, at the end of each month shall be made in Indian Rupees Only. For the purpose of calculation for making payments the following formulae will be used:

Rent for each IT equipment per month	=	Rate per month of the equipment	X	Number of days equipments was hired	-	Liquidated Damages
				<hr/> Total Number of days in respective month		

- (ii) In case liquidated damages are greater than the invoice amount successful bidder will be required to submit a Demand Draft in favor of Rural Electrification Corporation Ltd for the difference amount within a period of 15 days of such notification by REC failing which equipments hired on rental basis against the said invoice will **amounting to the value of liquidated damages as determined by RECL be confiscated** and will be deemed to be the property of REC and no claim on this account will be entertained.
- (iii) Payments shall be subject to deductions of any amount for which the Bidder is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) or any other tax as per the income- Tax Act,1961 as amended from time to time.

4.2 Liquidated Damages

- (i) All payments will be subject to Liquidated Damages as detailed below:
- i. In case of non providing of resident engineer / alternate arrangement in case of absenteeism of resident engineer liquidated damage @ Rs 500/- per day will be levied on payment subject to a maximum of Rs 15000/- per month.

- ii. The reported problem should be corrected/ standby provided within 4 hours from the time the problem is reported failing which liquidated damage @ Rs 250/- per day thereof shall be levied till the problem is rectified or the equipment is replaced.
- (ii) Further in the event of non-supply of the rental IT equipment within the stipulated time period of the work order liquidated damages@1% per day subject to maximum of 10% shall be levied, after which REC may cancel the work order and/or contract at the risk and cost of the bidder.
- (iii) In case the supplied specification of the rented IT equipment is inferior to the work order / tender specifications then no rental payment for the said IT equipment till the configuration is corrected will be made. Further additional liquidated damages @5% per week on the rest of the rental IT equipment which are of desired/ higher configuration shall be levied.
- (iv) For the purpose of calculation of liquidated damages a week shall be treated as a week or a part thereof.

4.3 Arbitration

- (i) Except where otherwise provided in the bid document or any contract resulting here from, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration to be appointed by Chairman and Managing Director, REC. The Arbitration shall be in accordance with the provisions of Arbitration and Conciliation act, 1996 and the language of Arbitration shall be English. The Arbitrator shall give speaking and the reasoned award. The cost of arbitration proceedings shall be shared equally between the parties. The venue of arbitration will be New Delhi.
- (ii) The disputes regarding delay in payment of bills shall not be arbitrable.

4.4 **Jurisdiction:** The bid document and the contract resulting here from shall be governed in accordance with the Indian Laws and the courts located at Delhi shall have the exclusive jurisdiction to try and entertain the disputes arising there from.

4.5 Corrupt or Fraudulent Practices

- (i) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) All bidders shall be required to certify that they would adhere to the Policy for prevention of fraud in REC and not indulge or allow anybody else working in their organization to indulge in fraudulent activities and would immediately apprise the organization of the fraud as soon as it comes to their notice.
- (iii) REC will reject a proposal for award of work if it is found that that the Bidder recommended for award of work is engaged in corrupt or fraudulent practices in competing for the contract in question. Any dispute causing cause of such rejection of award of work shall not be entertained.
- (iv) REC will declare a firm ineligible if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

4.6 Indemnity Clause

- (i) The bidder should Indemnify REC against any pirated software, equipment, design etc supplied to REC.
- (ii) The selected bidder shall also indemnify REC against all third party claims of infringement of Intellectual Property Rights – including , Patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/manpower etc. and related services or any part thereof.

4.7 FORCE MAJEURE CLAUSE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 72 hours from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, the REC may at his option, terminate the contract.

4.8 Miscellaneous

- I. It will be imperative on each bidder to fully acquaint themselves of all the local conditions and factors which would have effect on the performance of the work and its cost.
- II. REC reserves the right to allocate the contracted work in a staged / phased manner in part or full. Potential bidders are requested to submit alternative proposals for the associated productivity/response enhancement tools, where they believe that there are significant differences in the development activities resulting from the productivity tools used.
- III. Alterations if any in the tender should be verified properly by the bidder by placing signatures of the authorized signatories failing which the tender would be liable to be rejected.
- IV. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and REC, shall be in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- V. The Bidder shall be entirely responsible for all taxes, duties, octroi, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to REC.
- VI. The selected Bidder shall perform the services and carry out its obligations under the Bid document and the contract resulting therefrom with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Bidder shall always act, in respect of any matter relating to this Bid document and the contract resulting therefrom, as faithful advisors to REC and shall, at all times, support and safeguard REC's legitimate interests in any dealings with Third parties.
- VII. REC reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase order, especially methodology, manpower, infrastructure etc. REC reserves the right to cancel the purchase order assigned to the bidder at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case purchase order is canceled then the costs incurred will be born by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from REC.
- VIII. The selected bidder shall not, without REC's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of REC in connection therewith, to any person other than a person employed by the Bidder in the Performance of the Contract. Disclosure to any such employed person shall

- be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- IX. If the selected bidder is not able to fulfill its obligations under the contract, which includes non completion of the work, REC reserves the right to accomplish the work through another bidder and performance Security Deposit of bidder will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be born by the selected bidder.
 - X. Printed terms and conditions of the Bidders will not be considered as forming part of their Bid. In case terms and conditions of the contract applicable to the Invitation of Bid are not acceptable to any Bidder, he should clearly specify deviation in its bid.
 - XI. REC may at any time terminate the Contract by giving written notice to the selected Bidder, without compensation to the selected Bidder, if the selected Bidder becomes bankrupt of otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to REC.
 - XII. REC may after due notice, terminate the purchase order and/or the Contract, in whole or in part at any time of its convenience. No compensation or consequential damages would be payable to the Contractor in case of predetermination / foreclosure of Award / Contract. However if the contract is predetermined for deficient services or workmanship, the remaining work shall be carried out at the risk and cost of the bidder.
 - XIII. The selected bidder automatically agree with REC for honoring all aspects of fair trade practices in executing the purchase orders placed by REC
 - XIV. If the name of the product is changed for describing substantially the same in a renamed form then all techno-financial benefits agreed with respect to the original product, shall be passed on to REC and the obligations with REC taken by the Bidder with respect to the product with the old name shall be passed on to the product so renamed.
 - XV. Telex, cable, e-mail or facsimile bids will be rejected.
 - XVI. The quality of the material being installed should be to the satisfaction of REC. If the equipments / items as prescribed are not readily available for any reason (including procurement difficulties) or if the quality of such items / equipments available is not satisfactory, the decision of REC with regard to substituted items / equipments (including variation in rates, if any) shall be final and binding on the Contractor.
 - XVII. The Award of work shall not be assigned, transferred or sub-delegated to other Contractors except with the written approval of REC. However this clause shall not apply to procurement / purchase of equipments and material for the performance of the work.
 - XVIII. The contractor/ Bidder shall indemnify REC against all damages, losses, destruction to any property or injury caused or death of any person caused by negligent act or omission of the contractor / their employees agents or sub-contractors.
 - XIX. REC would reserve the exclusive right to modify/ amend the bid offer or to cancel the same if offers are not received to the satisfaction of REC.
 - XX. This tender may be used by REC and or its subsidiaries companies at their discretion.
 - XXI. The specifications of the products shall be as per Annexure-B of this tender document.

SECTION - V

PERFORMA FOR SUBMISSION OF BID

S.No.	Item Description	Details
1	Name of Bidder	
2	Address	
3	Phone and Fax	
4	E-Mail address	
5	The bidder must be in operation for a period of at least 3 years as on last date of bid submission, as evidenced by the "Certificate of Incorporation" and "Certificate of Commencement" issued by the Registrar of Companies" or any other equivalent proof.	
6	The bidder should have experience in renting of IT Equipments as main contractor during the last three financial years of either (i) Single work order of value of Rs. 10,600/- per month; OR; (ii) Two work orders each of Rs. 6,600/- per month value of services. The contractor must submit the successful completion certificate while claiming the experience.	
7	The bidder should have average turnover of at least Rupees 1.12 Lacs annually (Rupees One Lac Twenty Twelve Thousand only) during last four years as evidenced by their audited balance sheets which would be annexed with the Bid Offer. The turnover refers to the individual Bidder and not the composite turnover of its affiliates, subsidiaries / sister concerns or parent company(ies) etc.	
8	Bid Offer should accompany an Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft or Bank Guarantee as per Annexure-C drawn in favor of 'Rural Electrification Corporation Limited, New Delhi' on a scheduled/ nationalized bank payable at New Delhi.	
9 (i)	Sales Tax/VAT Number	
9 (ii)	Service Tax Registration No.	
9 (iii)	PAN No.	
10	The bidder must submit compliance sheet for the attached configuration of various equipments. In case of a deviation or non submission of compliance sheet the bid shall be summarily rejected.	

**Authorized Signatory
SEAL**

Place:

Date:

Financial Bid

SNO	Particular (To be hired as per Annexure – B Specification & Support)	Quantity (a)	Unit Price per month (all inclusive) including on-site engineer(s) & logistics in INR (b)	Total per month (all inclusive) including on- site engineer(s) & logistics in INR (c = a x b)
1	Desktop Type-1	20	In Figures: In Words:	In Figures: In Words:
2	Desktop Type-2	20	In Figures: In Words:	In Figures: In Words:
2	Multi Functional Printer (Black & White)	5	In Figures: In Words:	In Figures: In Words:
3	B&W Laser Printer	5	In Figures: In Words:	In Figures: In Words:
4	UPS with 15 minutes backup	40	In Figures: In Words:	In Figures: In Words:
Grand Total				In Figures: In Words:

**(AUTHORISED SIGNATORY)
SEAL**

Note:

- a) The bidder should quote for all items.
- b) The prices quoted shall be inclusive of all taxes and should be in INR only. In case particular item is not quoted then the cost of the same shall be taken as the highest cost quoted by any bidder for the respective item for evaluation purposes only. However while award of work the cost of the same shall be treated as minimum cost quoted by any bidder excluding self, in case the same is not acceptable to the bidder then the bid shall be summarily rejected and EMD forfeited.
- c) In case of discrepancy between figures and words the higher of the two shall be taken.
- d) The Quantities mentioned in above table at (a) are indicative and for the purpose of calculations to arrive at LQ1 and REC does not guarantee any minimum quantity

and/or period. The actual quantities will vary as per REC requirements and payments will be made on actual on pro-rata basis.

- e) REC reserves the right to hire Desktop Type-1 and/ or Desktop Type-2 as per its requirements.
- f) Terms & conditions: as per the bid document.

Minimum Specifications or Higher

S.No.	Specification	Description	Complied (Yes/No)
<u>I) Desktop Computer Type - 1</u>			
1	Processors	Intel Core 2 Duo Processor 1.8 GHz or Higher with 2MB Cache or Higher	
2	Memory	2GB DDR2 RAM	
3	Hard Drives	160 GB HDD or higher	
4	Monitor	Minimum 17" Wide TFT or Higher	
5	Keyboard	USB 104 Keys (with Bilingual Hindi Sticker to be pasted on keyboard)	
6	Mouse	2 button optical USB scroll mouse	
7	Optical Drives	8x DVD Writer or Higher	
8	Networking	Intel Gigabit Ethernet Controller(10/100/1000) along with Network Cable (UTP Cable with RJ45 crimped connectors)	
9	Ports	Minimum 4USB 2.0 Ports (preferably 2in Front),1 Serial Port.	
10	OS	Pre-loaded Windows XP or higher	
11	MS-Office	Pre-loaded MS-Office Standard 2007 or higher	
12	Rajbhasha Comptability	MS-Indic Input II Software – provided by REC - to be loaded	
13	Anti-Virus	Pre-loaded Anti-Virus Software	
<u>II) Desktop Computer Type - 2</u>			
1	Processors	Intel Core-i3 Processor 2.0 GHz or Higher	
2	Memory	4GB DDR3 RAM	
3	Hard Drives	250 GB HDD or higher	
4	Monitor	Minimum 17" Wide TFT or Higher	
5	Keyboard	USB 104 Keys (with Bilingual Hindi Sticker to be pasted on keyboard)	
6	Mouse	2 button optical USB scroll mouse	
7	Optical Drives	8x DVD Writer or Higher	
8	Networking	Intel Gigabit Ethernet Controller(10/100/1000) along with Network Cable (UTP Cable with RJ45 crimped connectors)	
9	Ports	Minimum 4USB 2.0 Ports (preferably 2in Front),1 Serial Port.	
10	OS	Pre-loaded Windows 7 or higher	
11	MS-Office	Pre-loaded MS-Office Standard 2007 or higher	
12	Rajbhasha Comptability	MS-Indic Input II Software – provided by REC - to be loaded	
13	Anti-Virus	Pre-loaded Anti-Virus Software	
<u>III) MFP (Print/Scan/Copy/FAX)</u>			
1	Specification	Black-and-white printing, copying, faxing, black-and-white and color scanning with pre installed initial to toner / cartridge along with power cable/adaptor and other required accessories and drivers like USB connection cable	

IV) <u>B&W Laser Printer</u>			
1	Specification	Black-and-white Laser with pre installed initial to toner / cartridge along with power cable/adapter and other required accessories and drivers like USB connection cable	
V) <u>UPS</u>			
1	Specification	650 VA Line Interactive/ Offline with pre installed batteries to provide 15 minutes power backup or higher	

Date :
Place :

Signature :
Name :
Designation :
Name of the Company :
Seal of the Company :

BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

**Rural Electrification Corporation Limited
Core-4, SCOPE Complex,
7, Lodhi Road,
New Delhi**

Dear Sir,

In consideration of **Rural Electrification Corporation Limited Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi**

(hereinafter called the "REC" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. _____ dated _____ M/S _____ having its registered office at _____ (hereinafter called the "Tenderer") who wishes to participate in the said tender for _____ have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of Rs. _____ (Rupees _____) valid upto _____ on behalf of the Tenderer in lieu of cash deposit required to be made by the tenderer, as a condition precedent for participation in the said tender.

We, the _____ Bank, _____ Place, New Delhi a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office _____, do hereby unconditionally and irrevocably guarantee and undertake to pay to REC immediately on demand without any demur, reservation, protest, contest and recourse to the tenderer the said sum of Rs. _____ (Rupees _____). Any such claims/demands made by the said REC on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid upto _____, and if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from _____ on whose behalf, this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____) and our guarantee shall remain in force upto _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the REC in writing and agree that any changes in the constitution of the said Tenderer or of the said bank shall not discharge our liability hereunder.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this day of 20__ at _____.

Witness
(with name and official address)

1.

2.

Signature

Name

(Designation with bank seal)

Power of Attorney No.