REQUEST FOR QUOTATIONS

FOR
PROCUREMENT OF LAPTOPS
Dated: 14 June 2019

Invest India

Room No. 225, 1st Floor Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi 110012
Contents

SECTION 1: TERMS OF REFERENCE ........................................................................................................... 4
INTRODUCTION ........................................................................................................................................ 4
DEVICE CONFIGURATION .................................................................................................................. 4

SECTION 2: FINANCIAL QUOTE SUBMISSION & EVALUATION .......................................................... 5
FINANCIAL QUOTE FORMAT ............................................................................................................. 5
SUBMISSION PROCESS ...................................................................................................................... 6
AWARD OF CONTRACT ....................................................................................................................... 7
PERFORMANCE SECURITY ............................................................................................................. 7
Disclaimer

1. This Request for Quotations (RfQ) document is neither an agreement nor an offer by Invest India (hereinafter referred to as INVEST INDIA) to the prospective Applicants or any other person. The purpose of this RfQ is to provide information to the interested parties that may be useful to them in the formulation of their proposal to this RfQ.

2. INVEST INDIA does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RfQ document and it is not possible for INVEST INDIA to consider particular needs of each party who reads or uses this document. RfQ includes statements which reflect various assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RfQ document and obtain independent advice from appropriate sources.

3. INVEST INDIA will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RfQ document, any matter deemed to form part of this RfQ document, the award of the Assignment, the information and any other information supplied by or on behalf of INVEST INDIA or their employees, any Consulting Agency or otherwise arising in any way from the selection process for the Assignment. INVEST INDIA will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RfQ.

4. INVEST INDIA will not be responsible for any delay in receiving the proposals. The issue of this RfQ does not imply that INVEST INDIA is bound to select an Applicant or to appoint Selected Applicant, as the case may be, for the services and INVEST INDIA reserves the right to accept/reject any or all of proposals submitted in response to RfQ document at any stage without assigning any reasons whatsoever. INVEST INDIA also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RfQ Application.

5. The information given is not exhaustive on account of statutory requirements and should not be regarded as complete or authoritative statement of law. INVEST INDIA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. INVEST INDIA reserves the right to change/ modify/ amend/ cancel any or all provisions of this RfQ document. Such revisions to the RfQ / amended RfQ will be made available on the website of INVEST INDIA or Startup India website.
SECTION 1: TERMS OF REFERENCE

INTRODUCTION

Invest India is seeking to procure laptops which would be allocated to Invest India’s employees, and other professionals including interns, contractual workers and service provider as deemed appropriate by Invest India to fulfil the business needs as per the mandate of Invest India.

DEVICE CONFIGURATION

Invest India will procure estimated 80 Dell Latitude 7390 and estimated 20 MacBook Pro laptops as per the specification, and additional components mentioned below.

<table>
<thead>
<tr>
<th>Features</th>
<th>MacBook Pro</th>
<th>Dell Latitude 7390</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>i5-7200U</td>
<td>i7-8650U</td>
</tr>
<tr>
<td>Screen</td>
<td>13”</td>
<td>13.3”</td>
</tr>
<tr>
<td>RAM</td>
<td>8GB - DDR 3</td>
<td>8GB - DDR 4</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>128 GB - SSD</td>
<td>512 GB - SSD</td>
</tr>
<tr>
<td>Operating System</td>
<td>Mac OS</td>
<td>10 PRO 64 Bit</td>
</tr>
<tr>
<td>Warranty</td>
<td>3 Years</td>
<td>3 Years</td>
</tr>
<tr>
<td>ADP</td>
<td>3 Years</td>
<td>3 Years</td>
</tr>
<tr>
<td>Weight</td>
<td>1.37 KG</td>
<td>1.31 KG</td>
</tr>
<tr>
<td>Accessory</td>
<td>USB 3.1 Type C Multiport HDMI HUB</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Purchase Order(s) will be issued out periodic basis (Monthly and/or Quarterly) of specific quantity as desired by Invest India starting from June, 2019 to March, 2020.
SECTION 2: FINANCIAL QUOTE SUBMISSION & EVALUATION

FINANCIAL QUOTE FORMAT

(On Bidder’s Letter Head)

<table>
<thead>
<tr>
<th>Specification Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Features</td>
</tr>
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<td>Processor</td>
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<tr>
<td>ADP</td>
</tr>
<tr>
<td>Weight</td>
</tr>
<tr>
<td>Accessory</td>
</tr>
<tr>
<td>Total Cost</td>
</tr>
</tbody>
</table>

Authorized Signature

Name & Title of Signatory
Name of the Firm:
Address:
E-mail
Telephone
Fax
(Name and seal of the Applicant/Member in Charge)

Break-up of costs for each of the items of work listed in the Specification Sheet (Device, Warranty, ADP, Accessory(ies)) are to be submitted on a separate sheet of paper. Such break-up of individual costs will, however, not be considered for financial evaluation.
The bidder shall quote the bid price exclusive of any taxes. Taxes as applicable will be paid on actuals.

ELIGIBILITY CRITERIA

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Documentary evidence</th>
</tr>
</thead>
</table>
| 1.      | The Firm/Agency should be a registered entity and must have been in operation for a minimum period of 5 years as on 31st March 2019 with at least 3 years’ experience in providing services in IT equipment supplies.                                                                 | 1. Certificate of Incorporation/Registration  
2. Pan Card  
3. Service Tax Registration  
4. Certificate of CA for a minimum 5 years of operation with at least 3 years’ experience in providing services in IT equipment as on 31st March 2019 |
| 2.      | The Firm/Agency should be a highly reputable agency with a minimum cumulative turnover of **INR 2.5 Cr.** during the last financial year and total of at least **INR 7.5 Cr.** in the last 3 financial years.                                                                 | Certificate of CA to be submitted                                                                                                                                                                                                |
| 3.      | The Firm/Agency shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/agencies/ministries or PSUs and should not have been blacklisted at the time of submission of bid.                                                                                                                             | Self-certification on company’s letterhead signed by an authorized representative as per format in Annexure - 1                                                                                                       |
| 4.      | **The Firm / Agency** should have a full-fledged establishment within India and an office with a dedicated team in Delhi/NCR. In case, the agency, presently has no office in Delhi/NCR, it must provide a dedicated team based in Delhi to service the account of Invest India within 30 days from the date of award of contract | An undertaking to this effect and clearly indicating details of the team members who will work on Invest India’s account, should be submitted on the agency’s letterhead, duly stamped and signed by the authorized representative of the agency |
Bids are deemed to be disqualified in case any one of the above criteria is not met.

**SUBMISSION PROCESS**

The original quotations shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the quotations must initial such corrections. The signed Financial Quotations shall be marked “ORIGINAL”.

The Financial Quotations shall be submitted to following in a sealed envelope titled – “Financial Quotation by <company name>”

**Vikas Sachdev**  
Invest India  
110, Vigyan Bhavan Annexe,  
001, Maulana Azad Rd,  
New Delhi, Delhi 110001  

Last date to submit quotations – **05th July, 2019 by 11:00 AM**

For any query please write to vikas.sachdev@investindia.org.in with subject line “RfQ for Procurement of Laptops – Query from <Company Name>”

**AWARD OF CONTRACT**

Sealed Financial Quotations will be opened on 05th July, 2019 at 12:00 PM. Representative from bidder is mandatory to be present for opening of Financial Quotations.

The bidder with lowest quotations price in each of the device specification will be empanelled to provide Laptops at the quotation price to Invest India for FY 2019-20. For example, Bidder A provides L1 (lowest) quotations for Dell Latitude Laptop while Bidder B provides L1 (lowest) quotations for Apple Mac Pro, then both Bidder A and Bidder B will be empanelled at respective L1 rates.

Contract will **only be awarded** to bidders satisfying Eligibility Criteria as mention in this document.

**PERFORMACE SECURITY**

For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the contract which shall not be later than 30 (thirty) days from the issue of the Letter of Award, furnish to Invest India a performance security in the form of an irrevocable Bank Guarantee for an amount equal to INR 250,000 (Two Lacs).
MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To

The President of India

WHEREAS ...........................................................................................................
(name and address of the supplier) (hereinafter called “the supplier”) has
undertaken, in pursuance of contract no............................. dated ..............
to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that
the supplier shall furnish you with a bank guarantee by a scheduled
commercial recognized by you for the sum specified therein as security for
compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank

guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and
responsible to you, on behalf of the supplier, up to a total of ..............
......................................................... (amount of the guarantee in
words and figures), and we undertake to pay you, upon your first written
demand declaring the supplier to be in default under the contract and without
cavil or argument, any sum or sums within the limits of (amount of guarantee)
as aforesaid, without your needing to prove or to show grounds or reasons for
your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the
supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of
the terms of the contract to be performed thereunder or of any of the contract
documents which may be made between you and the supplier shall in any way
release us from any liability under this guarantee and we hereby waive notice
of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....,..., 20.....

.........................................................
(Signature of the authorized officer of the Bank)

.........................................................
Name and designation of the officer

.........................................................
Seal, name & address of the Bank and address of the Branch
Declaration of ineligibility for corrupt or fraudulent practices

(To be provided on “Company letter head”) 

Vikas Sachdev
Manager, Invest India, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110001

Subject: Declaration of ineligibility for corrupt or fraudulent practices.

Sir,

This has reference to Invest India’s RFP No………………dated …… for Appointment of Agency for Social Media Management.

In this context, I/We, as a representative(s) of company, declare that presently our Company/firm has an unblemished record and is not declared ineligible for corrupt & fraudulent practices, is not blacklisted either indefinitely or for a particular period of time, nor has had work withdrawn, by any State/ Central Government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: ..........................

Authorised Signatory: ..........................

Seal:

Date:
End of Document.