

## **GeM bid for Supply of laptops.**

### **Information to Bidder for the “Supply of 36Nos of Laptops at RailTel Northern Region”.**

1. The item/items in this bid should be quoted as per the technical specifications. *The details of the specifications along with consignee/site details are also available on website [www.railtelindia.com](http://www.railtelindia.com).* Any addenda/corrigendum to this bid will also be available on [www.railtelindia.com](http://www.railtelindia.com) and GeM portal.
2. In the specification wherever support for a feature has been asked for, it will mean that the feature should be available without RailTel requiring any other hardware/software/licenses. Thus, all hardware/software/licenses required for enabling the support/feature shall be included in the offer.
3. OEM or Authorized distributor/Partner of OEM should have a registered office in India to provide sales and 24x7 support in India. The certificate to this effect should be submitted. The bidder should be either OEM or his authorized dealer/distributor.

In case of the authorized distributor/partner certificate from the OEM to this effect should be submitted. If OEM is quoting then OEM should submit the certificate.

4. Equipment offered shall have complete data sheets and detailed description on OEM web sites. Bidders are required to submit Technical compliance of the equipments/systems offered, failing which the bids may be rejected.
5. Bidder shall submit the detailed BOM of the equipment offered duly verified and certified by the respective OEM.
6. GSTIN ID of vendor should be provided from where goods will be supplied.

#### **7. Estimated Cost of Stores: Rs. 15,89,394/-.**

**7.1 Earnest Money Deposit (EMD)/ Bid Security:** As per existing government guidelines, the bidder is exempted from submission of EMD but in lieu of Bid Security, bidder are required to sign “Bid Security Declaration” in the format attached as Annexure –VI on non-judicial stamp paper of Rs.100 / - accepting that if they withdraw or modify their bids during period of validity etc., they will be banned for the period of Three years. Non-submission of Bid Security Declaration form will lead to disqualification of bid.

#### **8. Delivery period:** Within 30 days from the date of issue of LOA.

#### **9. Eligibility Criteria for OEM:**

- a. The Equipment offered by the OEM or equipment of the same series/family from the same OEM should have been satisfactorily working in Government/PSUs/Telecom Service Providers network for at least 12 months as on date of opening of bid, in India

or Abroad. The certificates from the actual users will have to be submitted online.

- b. The OEM should have supplied at least 35% of the tendered quantity of the equipment offered or equipment of the same series/family during last preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid to Government/PSUs/Telecom Service Providers. OEM should submit self-certificate with proper contact detail of clients along with quantities supplied (Firm Name, Contact person, Designation, Telephone Number, Fax, Official mail id etc.). The same should be issued by authorized signatory.
- c. The OEM should have proven facilities for Engineering, manufacture, assembly, integration and testing of the equipments and basic facilities with respect to space, Engineering, Personnel, Test equipment, Manufacture, Training, Repair, Service Center Supports for at least past three years in the country from where the proposed equipment are planned to be supplied. In case OEM is located outside India, it should have training repair and service center facilities in India also. The certificates/Undertaking for the same will have to be submitted offline.

(The bidder will have to submit the proof of establishment for the facility in India.)

**i. Eligibility Criteria for Bidder:**

- a. The tenderer should have executed order of supply/ provision of similar equipments i.e. Laptop, Desktop PC, All in One Desktop. etc as per following:

The tenderer shall necessarily satisfy the eligibility conditions as listed below:-

The tenderer must have successfully completed any of the following during last 07 (seven) years, ending last day of month previous to the one in which tender is invited:

*“Three similar works each costing not less than the amount equal to 30% of advertised value of the tender”, or*

*“Two similar works each costing not less than the amount equal to 40% of advertised value of the tender”, or*

*“One similar work each costing not less than the amount equal to 60% of advertised value of the tender”.*

**Note:** Work experience certificate from private individual shall not be considered. However, in addition to work experience certificates issued by any Govt. Organisation, work experience certificate issued by Public listed company having average annual turnover of Rs 500 crore and above in last 3 financial years excluding the current financial year, listed on National Stock Exchange or Bombay Stock Exchange, incorporated/registered at least 5 years prior to the date of opening of tender, shall also be considered provided the work experience certificate has been issued by a person authorized by the Public listed company to issue such certificates.

In case tenderer submits work experience certificate issued by public listed company, the tenderer shall also submit along with work experience certificate, the relevant copy of work order, bill of quantities, bill wise details of payment received duly certified by Chartered

Accountant, TDS certificates for all payments received and copy of final/last bill paid by company in support of above work experience certificate.

**Financial Eligibility Criteria:**

*The tenderer must have received contractual payments in the previous three financial years and the current financial year up to the date of inviting of tender, at least 150% of the advertised value of the tender. The tenderers shall submit Certificates to this effect which may be an attested Certificate from the concerned department / client or Audited Balance Sheet duly certified by the Chartered Accountant/Certificate from Chartered Accountant duly supported by Audited Balance Sheet.*

- b. **Note:** Client certificate from other than Govt Organization should be duly supported by Form 16A/26AS generated through TRACES of Income Tax Department of India.
- c. The bidder should have authorization, specific to this tender from respective OEM as per Annex-III.

**10. WARRANTY:**

- i. Back to back Standard warranty with respective OEM's for both Hardware and software. The certificates/undertaking for the same will have to be submitted alongwith bid from respective OEM.
- ii. OEM should have its service center in India. Service Center Details to be shared along with the address and contact no. and person.

**11. SLA during warranty period:**

Deleted

**12. Long Term Maintenance Support:**

Deleted

**13. Payment Conditions :-**

- a. 100% payment against full supply duly Inspected & accepted by the consignee.
- b. 80% payment against part Supply of the completed part as the case may be. Balance payment will be made after full supply and submission of requisite documents. The following documents are to be submitted for payment:
  - i. Original Tax Invoice
  - ii. Delivery Challan
  - iii. Original Consignee receipt with GRN No.
  - iv. Original Inspection Certificate
  - v. Insurance Certificate (not required if delivered hand to hand)
  - vi. Warranty Certificate of OEM
  - vii. Copy of PBG

viii. Certificate of receipt of Goods in good condition by the consignee  
Bill Passing Authority: GM/Project  
Bill Payment Authority: JGM/Finance

#### **14. CONTRACT PERFORMANCE GUARANTEE**

- 14.1 On receipt of the Letter of Acceptance of Tender from the RailTel, the successful Tenderer should give a Performance Guarantee in the form of DD/Banker's Cheque in favour of RailTel Corporation of India Limited payable at New Delhi from State Bank of India/any Nationalized Bank or from any Scheduled Bank, amounting to 3% of the contract/PO value. In case PG amount comes to Rs. 5 lakhs or less, same needs to be submitted in the form of DD/Banker's Cheque only.* The successful bidder shall have to submit a Performance Guarantee (PG) within 15 (fifteen) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 15 (fifteen) days and upto 30 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e., from 31<sup>st</sup> day after the date of issue of LOA. In case the contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. *The failed contractor shall be debarred from participating in re-tender for that work.*
- 14.2 The Performance Guarantee should be furnished by the successful contractor after letter of acceptance has been issued, but before signing of the agreement. The agreement should normally be signed within 30 days after issue of LOA and Performance Guarantee should also be submitted within this time limit. The PBG will be returned only after fulfillment of contractual obligations.*
- 14.3 A separate advice of the PBG will invariably be sent by the BG issuing bank to the RailTel's Bank through SFMS and only after this the PBG will become acceptable to RailTel. It is therefore in own interest of bidder to obtain RailTel's bank IFSC code, its branch and address and advise these particulars to the BG issuing bank and request them to send advice of BG through SFMS to the RailTel's Bank.*
- 14.4 Performance Guarantee shall be released after expiry of the warranty period.*
- 14.5 Wherever the contracts are rescinded, the Performance Guarantee shall be en-cashed and the balance work should be got done separately.*

#### **15. Penalty on delay in Supply**

Any delay in supply of the equipments will invite a penalty @ 0.5% per week or part subject to a maximum of 10 % of the value of the items not supplied within in the original delivery period.

## 16. Variation in Quantity

The purchaser reserves the right to increase or decrease the quantity of the items subject to a maximum of 25 % of the originally contracted quantity of the items, without any change in cost, during validity of the PO.

The supplier cannot deny supplying the enhanced quantity during the validity of the contract.

## 17. On line Submissions:

The bidder is required to upload and submit the following documents on line before due date & time of bid.

- a. EMD Declaration as per Annexure-VI
- b. BOQ of offered equipment.
- c. The bidder should submit acceptance to GeM bid and ATC, if compliance is not submitted it will be presumed as acceptance of bidder to GeM bid conditions and ATC.
- d. The bidder should submit details of make and model with compliance to technical specifications in Annexure-IV of this document.
- e. Data Sheet of offered equipment.
- f. Financial (Certified copies of audited balance sheets/annual reports of last three preceding financial years) and Technical Eligibility Criteria documents.
- g. Proof of documents against eligibility criteria of OEM like Customer PO and end user certificate.
- h. MAF/OEM Authorization as per Annexure-III for laptops.
- i. Notarized Affidavit as per Annexure-VII.

**Note:** 1) Non submission of any document online within the prescribed time may lead to rejection/disqualification of the bid.

2) The bidder is required to *submit the original hardcopy of the Bid Security Declaration form (Annexure-VI) and Notarized Affidavit (Annexure-VII) as submitted online within three workingdays from the date and time of opening of the bid* to the RailTel Northern Regional Office, 6th floor, Block-III, Delhi IT park, Shastri Park, Delhi-110053.

3)The bidder is required to give acceptance of all the clauses mentioned in the “**Information to the Bidders**” document is mandatory. Any deviation / non-acceptance may lead to rejection of the bid.

4) Information to Bidder viz. corrigendum /addendum/ amendments etc. for this bid shall be posted on [www.railtelindia.com](http://www.railtelindia.com) only.

5) This bid is governed by the Specific Additional Terms & Conditions and General Terms & Conditions laid down by the GeM.

### **18. Contact Details:**

In case of any queries, may please contact:

**RailTel's Contact Person /Designation: (for general Information )**

Ms. Deepti Chauhan, Asstt. General Manager/Projects Mobile: 9910057613 E-mail ID: <a href="mailto:deeptichauhan@railtelindia.com">deeptichauhan@railtelindia.com</a>	Shri P. Lal , GM/Projects Mobile: 9717649428 E-mail ID: <a href="mailto:plal.rdso@railtelindia.com">plal.rdso@railtelindia.com</a>
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### **19. Inspection:**

Inspection shall be carried out at RailTel's Premises by authorized consignee of RailTel.

### **20. Restrictions under Rule 144( xi) of GFR, 2017**

Any bidder from a country which shares a land border with India will be eligible to bid in this procurement, if the bidder is registered with the competent authority only, as per GoI guidelines.

**Annexure-I.****SOR for purchase of 36Nos of Laptops at RailTel  
Northern Region**

S.No.	Item	Quantity	UOM	Unit Rate	GST (as- applica ble)	Total Unit Cost (including GST) Rs.)	Grand Total (Including GST)	Make and Model
1	Supply of Laptop as per specification detailed in Annexure-IV.A	30	Nos.					
2	Supply of Laptop as per specification detailed in Annexure-IV.B	06	Nos.					
Total Cost ( in words)								

- Note: 1. Please refer the specifications in Annexure-IV. Rates quoted should be inclusive of all taxes, CIP to the destination.**
- 2. Please submit compliance of specification in Annexure-V with Data sheet, if any.**
- 3. Compliance to the specifications as given in Annexure-IV should be duly filled and signed by the bidder, failing which it may result in rejection of the bidder.**

## Annexure-II

### PERFORMANCE GUARANTEE BOND FOR SECURITY DEPOSIT

(On Stamp Paper of requisite value)  
(To be used by approved Scheduled Banks)

In consideration of the RailTel Corporation of India Limited: 6<sup>th</sup> Floor, Block-III, Delhi IT Park, Delhi-110053.

1. (Herein after called RailTel) having agreed to exempt ..... (Hereinafter called "the said Contractor(s)") from the demand, under the terms and conditions of an Agreement No. .... dated ..... made between ..... and ..... for (hereinafter called "the said Agreement") of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, or production of a Bank Guarantee for Rs. .... (Rs. .... only). We, ..... (indicate the name of the Bank) hereinafter referred to as "the Bank") at the request of ..... Contractor(s) do hereby undertake to pay the RailTel an amount not exceeding Rs. .... Against any loss or damage caused to or suffered or would be caused to or suffered by the RailTel by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We, ..... Bank and our **local branch at New Delhi (indicate detail address of local New Delhi Branch with code no.)** do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on demand from the RailTel stating that the amount is claimed is due by way of loss or damage caused to or would be caused to or suffered by the RailTel by reason of breach by the said Contractor(s) of any of terms or conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....

3. We, ..... bank undertake to pay to the RailTel any money so demanded not withstanding any dispute or disputes raised by the Contractor (s) / Supplier (s) in any suit or proceedings pending before any court or Tribunal relating there to our liability under this present being, absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the Contractor(s) / Supplier(s) shall have no claim against us for making such payment.

4. We, ..... Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be in forceable till all the dues of the RailTel under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till RailTel certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under the Guarantee is made on us in writing on or before the ..... (1) We shall be discharged from all liability under this Guarantee



thereafter.

We,..... We.....

(indicate the name of Bank) Further agree with the RailTel that the RailTel shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the Agreement or to extend time of topostpone for any time or from time to time any of the powersexercisable by the RailTel against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension to the said Contractor (s) or for any for bearance, act or omission on the part of RailTel or any indulgence by the RailTel to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have affect of sorelieving us.

This Guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s) Supplier(s).

We, the ..... Bank further agree that this guarantee shall be invokable at our place of business at...../New Delhi (indicate detailed address of local New Delhi Branch with code no.). The branch at New Delhi is being advised accordingly.

(indicate the name of Bank) lastly undertaken not to revoke this Guarantee during its currency except with the previous consent of the RailTel in writing.

Dated the       day of 2021

for .....

(Indicate the name of the Bank)

Witness

**1. Signature**

**Name**

**2. Signature**

**Name**

**Performa for Manufacturer Authorisation form (MAF)**

**Executive Director,  
RailTel Corporation of India Ltd.**

**Dated: .....**

.....  
.....  
.....

**Subject: Manufacturer Authorisation form (MAF) to M/s..... for**

.....

**Ref: GeM Bid No.....dated.....**

Dear Sir,

We, M/s....., are established and reputed manufacturer and service provider of  
.....(Product details), having our registered office at  
.....

We hereby authorise M/s ..... (bidder name), Office  
..... to participate in bid and subsequently upon  
award of the bid to execute the supply and Installation & Commissioning of our range of  
products against your above said bid.

We further extend our warranty for ..... years for our range of products offered by M/s  
..... against the above-said bid.

Thanking you,  
Best regards,

**Authorised Signatory**

**Specifications****A) Specifications for SOR-1 (30nos. of laptop)**

S. No	Feature / description / parameter	Description of requirement / Specifications
1	Processor Make	Intel
2	Processor Description	Intel Core i3
3	Generation	8 <sup>th</sup> or above
4	RAM	Minimum 4GB
5	HDD	Minimum 1TB
6	Screen	HD Screen Minimum 15.6"
7	Windows	10

**B) Specifications for SOR-2 (06nos. of laptop)**

S. No	Feature / description / parameter	Description of requirement / Specifications
1	Processor Make	Intel
2	Processor Description	Intel Core i5
3	Generation	11 <sup>th</sup> or above
4	RAM	Minimum 8GB
5	HDD	Minimum 1TB
6	Screen	HD Screen Minimum 15.6"
7	Windows	10
8	Ethernet port	Minimum 01Nos. Gigabit

**A) Compliance of specifications for SOR-1 (30nos. of laptop)**

S. No	Feature / description / parameter	Description of requirement / Specifications	Compliance (Please Indicate Yes or No, along with the details of offered equipment)
1	Processor Make	Intel	
2	Processor Description	Intel Core i3	
3	Generation	8 <sup>th</sup> or above	
4	RAM	Minimum 4GB	
5	HDD	Minimum 1TB	
6	Screen	HD Screen Minimum 15.6"	
7	Windows	10	

**B) Compliance of specifications for SOR-2 (06 nos. of laptops)**

S. No	Feature / description / parameter	Description of requirement / Specifications	Compliance (Please Indicate Yes or No, along with the details of offered equipment)
1	Processor Make	Intel	
2	Processor Description	Intel Core i5	
3	Generation	11 <sup>th</sup> or above	
4	RAM	Minimum 8GB	
5	HDD	Minimum 1TB	
6	Screen	HD Screen Minimum 15.6"	
7	Windows	10	
8	Ethernet port	Minimum 01Nos. Gigabit	

**Format for Bid Security**

**Declaration (On Non-judicial stamp**

**paper of Rs. 100/-)**

Whereas, I/We \_\_\_\_\_ (Name of Agency) has submitted bid for \_\_\_\_\_ (Name of Work and Tender No.) and whereas Earnest Money Deposits being exempted in the aforesaid tender to give relief to the bidders as per Govt. of India guidelines due to severe financial crunch on account of slowdown in the economy due to the pandemic,

I/We hereby submit the following “Bid Security Declaration” in lieu of exemption from submitting Earnest Money Deposit :-

- 1) If I/We withdraw or modify my/our bid during the bid validity period (including extended validity of tender) specified in the tender documents;

Or

- 2) If, after the award of work, I/We fail to accept LOA/LOI, or to sign the contract agreement or fail to submit performance guarantee or fail to commence the work within stipulated time period prescribed in tender documents;

Or

- 3) If I/We furnish any incorrect or false statement / information/ document;

Or

- 4) If I/We hide any relevant information or do not disclose any material fact in the tender

Or

- 5) If I/We commit any breach of integrity Pact;

I/We may be disqualified and banned for a period of three years and shall not be eligible to bid for future tenders in RailTel Corporation of India Ltd. for the period of three years from date of issue of such orders.

(Signed by the Authorized Representative of Firm)

Name of Authorized Representative Name of Firm  
Date

**FORMAT FOR AFFIDAVIT**

(TO BE UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS)

(To be executed in presence of Public notary on non-judicial stamp paper of the value of Rs.100/-. The stamp paper has to be in the name of the tenderer) \*\*

I .....(Name and Designation)\*\* appointed as the attorney/authorized signatory of the tenderer (including its constituents),

M/s \_\_\_\_\_ (hereafter called the tenderer) for the purpose of the Tender documents for the work of \_\_\_\_\_ as per the tender No. \_\_\_\_\_ of (----- RailTel), do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s), am/are signing the document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/We hereby declare that I/we have downloaded the tender documents from RailTel website [www.railtelindia.com](http://www.railtelindia.com). I/we have verified the content of the document from the website and there is no addition, no deletion or no alternation to the content of the Tender Document. In case of discrepancy noticed at
4. any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the RailTel Administration shall be final and binding upon me/us.
5. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
6. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted alongwith the offer and same shall be binding upon me/us.
7. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
8. I/we undersigned that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender EMD besides banning of business for five years on entire RailTel. Further, I/we (insert name of the tenderer)\*\* \_\_\_\_\_ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/we also understand the if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, alongwith forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning of business for five years on entire RailTel.

DEPONENT  
SEAL AND SIGNATURE  
OF THE TENDERER

#### VERIFICATION

I/we above named tenderer do hereby solemnly affirm and verify that the contents of my/our above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT  
SEAL AND SIGNATURE  
OF THE TENDERER

Place:

Dated:

\*\* The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.  
Attestation before Magistrate/Notary Public

<b>Check List for documents to be submitted online</b>		
SN	Document	Submitted (Yes/No)
1.	EMD Declaration as per Annexure – VI	
2.	BOQ of offered equipment.	
3.	Acceptance to GeM bid and ATC	
4.	Details of make and model with compliance to technical specifications in Annexure-IV of this document.	
5.	Data Sheet of offered equipment.	
6.	Financial (Certified copies of audited balance sheets/annual reports of last three preceding financial years) and Technical Eligibility Criteria documents.	
7.	Proof of documents against eligibility criteria of OEM like Customer PO and enduser certificate.	
8.	MAF/OEM Authorization as per Annexure-III for laptops.	
9.	Notarized Affidavit as per Annexure-VII.	
10.	Compliance of specification in Annexure-V	