

DELHI ELECTRICITY REGULATORY COMMISSIONTENDER DOCUMENTJune 2018

Tender No. No. F.3 (15)1/Estt/DERC/2017-18

Name of work: **Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer.**

Complete bid document which includes Eligibility criteria, Technical Specifications, various conditions of contract, formats, etc. can be downloaded from DERC website: [www.derc.gov.in](http://www.derc.gov.in). Any amendment(s)/ corrigendum / clarifications with respect to this Bid shall be uploaded on above websites only. The Bidder should regularly follow up for any Amendment / Corrigendum / Clarification on the above website.

**Sub: Tender for Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer.**

Dear Sir/Madam,

1. The Commission intends to purchase Desktop Computers and Color Laser Jet Printer.
2. The **Notice Inviting tender sheet** is enclosed at **Annexure 1**
3. The **General Terms & Conditions** are enclosed at **Annexure 2**
4. The **Technical Bid** to be submitted in the letter head of the in the format provided at **Annexure 3**
5. The **Technical Specifications** for Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer enclosed at **Annexure- 4**
6. The **Financial Bid** to be submitted in the letter head of the Bidder in sealed cover as per schedule of requirement enclosed at **Annexure 5**
7. The last date and time of receipt of tender is **12.06.2018** at **1500 Hrs.**
8. Tender received after stipulated date and time will not be considered. The bids received within the stipulated date and time will be opened by the Purchase & Works Committee on the same day i.e., **12.06.2018** at **1600 Hrs.**

(Nalini Dubey)  
Personnel Officer

<b>Notice Inviting tender sheet</b>	
Tender No :	F.3 (15)1/Estt/DERC/2017-18
Organization Name :	DELHI ELECTRICITY REGULATORY COMMISSION
Contact Details	Official's Name   Nalini Dubey, Personal Officer
	Address   O/o the Secretary ,DERC , Viniyamak Bhawan, C -Block, Shivalik, Malviya Nagar, New Delhi -110017 PH : 011-26673608/41080417
	City   New Delhi
Name of Work :	<b>Supply, Installation, Testing &amp; Commissioning of Desktop Computers and Color Laser Jet Printer.</b>
Mode of Tender Submission :	Sealed bid
Tender Type :	Open
Type of Contract:	Purchase
Last date & time of submission of tender document :	12.06.2018 at 15.00 hrs
Date & time of opening of tender document :	12.06.2018 at 16.00 hrs
Base Currency :	INR
Payment Details	
EMD Amount (INR):	Rs. 30,000/-
Bid Validity Period (Days):	90 Days
Project Duration :	15 Days
Eligibility Criteria :	<ol style="list-style-type: none"> <li>1. The Bidder should be either an original equipment manufacturer of Desktop Computers of HP/ Dell/ Acer/ Lenovo makes or their authorized dealer.</li> <li>2. Average annual financial turnover of the Bidder during the last three years, ending 31<sup>st</sup> March 2018 should be Rs. 10 Lakhs.</li> <li>3. The Bidder should have experience of having successfully supplied in any department of Central Govt. or Central autonomous body or Central PSUs or any department of State Govt. or State autonomous body or State PSUs during last Seven Years ending previous day of last date of submission of tender: <ol style="list-style-type: none"> <li>a. Three similar supplies each costing not less than Rs.5 Lakhs or</li> <li>b. Two similar supplies each costing not less than Rs. 6 Lakhs or</li> <li>c. One similar supplies costing not less than Rs.9 Lakhs</li> </ol> <b>(Similar supplies means: SITC of desktop computers and/or printers)</b> </li> <li>4. The Bidder should have Goods and Service Tax (GST) registration.</li> <li>5. The Bidder shall file a self-declaration that they have not been black listed/debarred by any department of Central / State Government/ PSU in last 5 years</li> </ol>
Documents to be submitted :	<ol style="list-style-type: none"> <li>1. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity.</li> <li>2. A document showing OEM status of the Bidder, or their authorized dealer.</li> </ol>

3. A document showing the financial turnover of the Bidder during last 3 years, certified by the CA.
4. Purchase Orders.
5. Goods and Service Tax (GST) registration letter.
6. Copy of PAN card of the bidder.

Note-

1. EMD in the shape of Demand Draft in favour of "Secretary, Delhi Electricity Regulatory Commission, New Delhi" should be of exact amount and should not have been issued by the bank before the date on which NIT was published on the website.
2. The Bidder shall attach self attested photo copies of the above documents along with his bid.
3. The Bidders furnishing false /fabricated experience certificate /documents shall be debarred from participating in DERC future tenders.

Nalini Dubey,  
Personal Officer

**General Terms & Conditions**

1. **Description of Work:** Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer.
2. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs. 30,000/-** along with their bids. However, Bidders registered with Micro Small and Medium Enterprises / National Small Industries Corporation (MSME/NSIC) are exempted from depositing EMD as per the provisions of GFR 181. The EMD is to be submitted in the form of an Account Payee Demand Draft in favour of "*Secretary, Delhi Electricity Regulatory Commission*" payable at New Delhi from any of the Public Sector Banks. The EMD or MSME/NSIC certificate is to be submitted in a separate sealed envelope which shall be opened first. In case, there is no appropriate EMD or MSME/NSIC certificate in that envelope, then the Technical & Financial Bids will not be opened for that Bidder. Bids without EMD will be rejected as non responsive.
3. EMD of the unsuccessful bidders will be returned after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the successful completion of work.
4. **Manner of depositing the Bids**
  - i. **Bids shall be submitted in three envelopes, namely;**
    - (i) Earnest Money Deposit
    - (ii) Technical bid along with technical specification (Annexure 3 & 4)
    - (iii) Financial bid (Annexure 5)

The envelopes shall mention name of assignment and content of envelope (Technical Bid/Financial Bid/EMD) at the top, and the name of the submitting bidder at the left hand corner of the envelope. The bids shall be submitted in the enclosed formats.
  - ii. **These three envelopes shall be sealed in a large envelope. This envelope shall mention name of assignment at the top and the name of the submitting bidder at the left hand corner of the envelope.**
  - iii. Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty Thousand only) in form of Demand Draft in favour of Secretary, DERC, payable at New Delhi, shall be kept in a separate sealed envelope. **In case, separate envelope carrying suitable EMD is not found in the large envelope, technical bid of such bidders shall not be opened.** Any tender not accompanied by acceptable Earnest Money Deposit will be summarily rejected as non-responsive.
  - iv. The Technical bid shall comprise of duly filled Annexure-3 & 4 along with all enclosures specified at Annexure-3. **In case all the documents in support of eligibility criteria mentioned in Annexure-3 are not found enclosed in the technical bid envelope, the bid shall be summarily rejected as non-responsive and financial bid of such bidders shall not be opened.** All Technical documents like literature, catalogues, etc., if any, shall be placed in the same sealed cover of technical bid. The technical bid shall not indicate particulars of the Financial bids otherwise the bids shall be liable to be rejected.
  - v. Each page of bid should be numbered and signed by the authorized signatory with the seal of the Bidder. Further, any cutting, addition or overwriting on any page of the bid, shall be clearly marked and signed by the authorized signatory.
  - vi. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, shall be submitted.

5. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of bidder/supplier.
6. Sealed Bids should be either dropped in the Tender Box placed at Commission's Reception or sent by registered post at the address of Commission so as to reach on or before by 1500 Hrs on 12.06.2018. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or E-mail will not be considered.
7. **Technical Specifications. Desktop Computers and Color Laser Jet Printer** shall strictly as per the technical specifications (Annexure-4).
8. **Time and date for opening of Bids.** The bids will be opened on **12.06.2018 at 1600 Hrs.** If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by DERC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids. This event will not be postponed due to non-presence of representative of the bidder.
9. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional/part tenders will also be rejected.
10. **Validity of Bids.** The prices quoted in the Bids shall remain valid for **90 days** from the last date of submission of the Bids.
11. **Bid Tender amount, Taxes and Duties.** The Bidder shall quote separately, the base price, and applicable taxes and duties. The evaluation of the Financial Bids will be based on the total price, i.e., base price + Taxes. The base price shall be firm and final. No escalation whatsoever shall be payable. The applicable taxes and duties shall be paid as per actual.
12. **Defect Liability Period.**

The system supplied will be covered under comprehensive (inclusive of labour and part) on-site warranty of three years from the date of installation and commissioning of the system.
13. The successful bidder shall sign an agreement within 7 days of issuance of Work Order by the Commission and also simultaneously furnish a "Performance Bank Guarantee" of 10% (Ten percent) of the Contract value in form of Bank Guarantee/Fixed Deposit Receipt in favour of "Secretary, Delhi Electricity Regulatory Commission", to be valid upto a period of 39 months from the date of award. In case, the successful bidder fails to furnish the desired "Performance Bank Guarantee" within stipulated time period, the Commission reserves the right to terminate the Contract.

14. **Terms of Supply.**
- (a) The successful bidder shall have to supply the items within 15 days from the date of Purchase Order unless the period is extended by mutual agreement.
- (b) The items supplied must be in brand new condition. Old/sub-standard/re-used/ open seal items will be returned and vendor will have to replace such items on his own expenses.
15. **Liquidated Damages.** The **Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer** mentioned in BOQ shall be completed within the time schedule as indicated herewith. The Contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25 % of the contract price of the whole work for every day's delay but not exceeding 10% on the total value of the order.
16. **Payment terms**
- (a) 100% payment will be made after supply of Items.
- (b) The invoice shall be raised in favor of "Secretary, Delhi Electricity Regulatory Commission".
- (c) Payment will be released through RTGS/NEFT/IMPS in the name of Contractor.
17. **Termination of Contract.** The Commission shall have the right to terminate this Contract in part or in full in any of the following cases, if:-
- (a) The work is delayed for more than 15 days beyond the scheduled date indicated in the Purchase Order, for reasons attributable to the Contractor.
- (b) The Contractor is declared bankrupt or becomes insolvent.
- (c) For any other reasons which is in the opinion of Commission warrants cancellation of contract award.
18. In case the successful bidder fails to fulfill its obligations upto warrantee period, the Commission would be entitled to forfeit the Performance Bank Guarantee furnished by them.
19. **Indemnity Bond.** The successful Bidder shall submit an indemnity bond, indemnifying DERC from the following, on a stamp paper of Rs. 100 duly signed by the authorized signatory within 3 working days from the date of work order, and before commencement of work at site:
- (a) Any third party claims, civil or criminal complaints /liabilities, site mishaps, fire hazards & other accidents including death of any person/s or dispute and /or damages occurring, or arising out of any mishaps at site due to his/his employee/representative fault or negligence.
- (b) All claims, demands, actions, proceedings, losses, damages, liabilities, cost, charges, expenses or obligations that are occasioned to or may occasion to the Contractor as a result of nonpayment of any statutory dues levied/Taxes e.g. leviable on the Contractor or the Contractor committing breach

of any of the rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government/State Govt. or any statute or law for the time being in force.

- (c) Any damages, loss, death or expenses due to or resulting from any negligence or breach of duty on his/his employee/representative part.
20. The quantities shown against the various items are approximate. Any increase or decrease in the quantities shall not form the basis for alteration of the rates quoted and accepted.
21. The sealed proposal should be submitted to the following address:-

**The Secretary,**

Delhi Electricity Regulatory Commission,  
Viniyamak Bhawan, C-Block, Shivalik,  
Malviya Nagar, New Delhi-110017.  
Ph. No.: 011-26673608, 41080417

22. DERC reserves the right to accept or reject any/all proposals without assigning any reason or incurring any liability whatsoever.

(Nalini Dubey)  
Personnel Officer



**TECHNICAL BID**  
**(In the letter head of Bidder)**

1.	Full name of the Agency	
2.	Complete Address	
3.	Name of Proprietor / Partners / Directors	
4.	Contact Number	Office : Residence
5.	Commercial Registration Number (enclose proof)	
6.	PAN Number, (attach copy of PAN Card)	
7.	GST Number (enclose a copy)	
8.	Turn Over of last 3 financial years i.e., FY 2017-18, FY 2016-17 & FY 2015-16 (enclose CA certificates)	
9.	Bank Account Details	

**Declaration:**

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

I further declare that my/our Firm has never been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years.

*Enclosures with technical bid:*

- a) *Technical specification (Annexure – 4)*
- b) *A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity.*
- c) *CA certificate in support of last three years turnover.*
- d) *Copy of valid Goods & Service Tax of Delhi state.*
- e) *Copy of PAN card.*
- f) *Document showing OEM status of the Bidder, or their authorized dealer.*
- g) *Purchase Orders.*

(Signature of Bidder)

Place :

Name

Date:

Designation

**TECHNICAL SPECIFICATIONS****'A' Computer:**

Sl. No	Feature	Specification	Compliance of proposed item to specification (Yes/No)
1.	Processor & Chipset	Intel 6th generation Core i5 6500 (3.2 GHz clock speed, 6MB Cache) or Higher	
2.	Memory	Minimum 1 X 4 GB DDR4 extendible upto 16GB or more	
3.	Memory Speed	Minimum 2133 MHz or higher	
4.	Memory Slot	Minimum 2 Free Memory Slot	
5.	Hard Disk Drive	2 x 500 GB or higher (7200 RPM or higher)	
6.	Monitor	18.5" LED Wide Screen Monitor or higher (same OEM Make)	
7.	Keyboard	Standard USB Keyboard (same OEM Make)	
8.	Mouse	Two button scrolling USB Optical Mouse (same OEM Make)	
9.	Operating systems	Windows 10 Professional 64 bit with Recovery CD or Recovery Mechanism	
10.	Networking	Integrated 10/100/1000 Ethernet Connection	
11.	USB Ports	Minimum 2 USB 3.0 and minimum 2 USB 2.0 ports or Higher (including min. 2 USB ports in front)	
12.	Audio Port	1 Line-in and 1 Line-out	
13.	I/O interfaces	1 x Serial port (on board), 1 x VGA / 1 x HDMI /Display Port	
14.	Power Supply	SMPS should be capable to support fully configured PC.	
15.	Warranty	The system supplied will be covered under comprehensive (inclusive of labour and parts) on-site warranty of 3 years from the date of installation and commissioning of the system.	

**'B' Printer:**

Item	Specifications	Compliance of proposed item to specification (Yes/No)
Color Laser Jet Printer	Print Technology: Laser	
	Function: Print	
	Print Speed Black: 27 ppm or Higher	
	Print Speed Color: 27 ppm or Higher	
	Print Quality Black: 600*600 dpi or More	
	Print Quality Color: 600*600 dpi or More	
	Processor Speed : 1200 Mhz or Higher	
	Connectivity: USB 2.0	
	Network Connectivity: Yes	
	Duplex Printing: Yes	
	Paper Size Support: A4, Legal	
	OS Supported: windows vista, 7, 8, 10 (32 bit and 64 bit both)	

(Signature of Bidder)

Name

Designation

Place:

Date:

**FINANCIAL BID**  
**(In the letter head of Bidder)**

**Tender for Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer**

To,

The Secretary,  
DERC, New Delhi.

Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish applicable Performance Bank Guarantee for obtaining the Purchase Order.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or has been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years, nor any criminal case registered against them / the firm. I/We further undertake to report to Secretary DERC, New Delhi immediately if any such action is taken in future against the Firm / Proprietor / Partners / Directors.
4. **Financial Bid** - For **Supply, Installation, Testing & Commissioning of Desktop Computers and Color Laser Jet Printer**, our lowest rates are as follows:-

Financial Bid Form: Schedule of work

Sr. No	Description of Items	Qty. /Unit		Rate	Amount
1	Supply of Desktop Computer complete with CPU, Monitor, Keyboard, Mouse & all other associated accessories like cables complete as reqd.  Make: HP/ Dell/ Lenovo/ Acer	19	Nos.		
2	Supply of Color Laser Jet Printer complete with all associated accessories like cables as reqd.	1	Nos		
<b>Total (INR)</b>					
<b>Taxes:</b>					
<b>Grand Total (Base price + Taxes &amp; duties) (INR)</b>					

(Signature of Bidder)

Place :

Name

Date:

Designation

Note:

- The above prices are inclusive of onsite comprehensive warranty of 3 years from the date of Installation and Commissioning.