

**REQUEST FOR PROPOSAL
FOR
SUPPLY & INSTALLATION OF
18.5" LED Screen at HQrs CGDA,
Delhi Cantt**

**Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt -110010**

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SUMMARY SHEET

Name of the Organisation	Controller General of Defence Accounts
Date of Issue of Request for Proposal (RFP)	20.02.2017
Last date and time for Receipt of Proposal	06.03.2017 at 02.00 pm
Date and Time of opening of Technical Bids	06.03.2017 at 03.00 pm
Date and Time of opening of financial bids	07.03.2017 at 11.00 am
Place of Opening of Technical & financial bids	Conference Hall 'Aaditya' of CGDA, Ground Floor, Ulan Batar Road, Palam, Delhi Cantt - 11010
Address for Communication & Submission of Bid & Bid Related Query	Sr. Accounts Officer O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010 Phone - 011-25665589 E-mail ID : cgdanewdelhi@nic.in

Note :

- This bid document is not transferable.
- Bids without relevant documents as specified in this Request for Proposal (RFP), shall be summarily rejected.
- Bids will be opened in the presence of the Bidders' representatives who choose to attend on date, time and Venue as mentioned above.
- Only Delhi and NCR based firms/vendors are eligible to participate in tender.

REQUEST FOR PROPOSAL

Invitation of Bids for Supply and Installation of 18.5" LED Screen at HQRS CGDA

Request for Proposal (RFP) No.: Mech/EDP/237/HW/2016-17 Dated 20.02.2017.

Bids in sealed cover are invited for supply & installation of items listed in Part II of this RFP. **Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover** to avoid the Bid being declared invalid. Bids received without EMD shall be summarily rejected. **For applicability of EMD please refer to Para 12 of Part-I General Information.**

2. The sealed bids may be dropped in the Tender Box marked as **"Request for Quotation for supply and installation of 18.5" LED Screen "**, kept at **Reception** of this office or sent by courier/registered/speed post at the address given below so as to reach by the due date and time:

Sr. Accounts Officer (IT)

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt - 110010.

For any clarifications regarding this RFP, the Officer may be contacted at 011-25665589.

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. **Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.**

4. **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) applicants whether verbally or in documentary form by or on behalf of CGDA, is provided to the bidder(s) on the terms and conditions set out in this Request for Proposal (RFP) document, and all other terms and conditions subject to which such information is provided.

This Request for Proposal (RFP) is neither an agreement nor an offer and is only an invitation by CGDA to the interested parties for submission of bids. The purpose of this Request for Proposal (RFP) is to provide the bidder(s) with information to assist the

formulation of their proposals. This Request for Proposal (RFP) does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigation and analysis and should check the accuracy, reliability and completeness of the information in this Request for Proposal (RFP) and where necessary obtain independent advice and clarification well in advance. CGDA makes no representation or warranty and shall incur no liability under any law, statute, rules or regulation as to the accuracy, reliability or completeness of this Request for Proposal (RFP). CGDA may in its absolute discretion, but without being under any obligations to do so, update, amend or supplement the information in this Request for Proposal (RFP).

Note: Bids will be opened in the presence of the Bidder or Bidders' representatives carrying authority letter who choose to attend Bid opening meeting.

Part I – General information /Eligibility Criteria

1. **Last date and time for depositing the bids: 06/03/2017, 02.00 pm** : The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

1.1 Pre-requisite:

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the eligibility criteria will not be considered for further evaluation.

1.2 Eligibility Criteria.

The invitation to bid is open to all Bidders who qualify/fulfill the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.

1.2.1 The Bidder should be a Company registered under the companies Act, 1956 or a Partnership Firm registered under the Partnership Act, 1932 or a Limited liability partnership (LLP) registered under the Limited Liability Partnership Act, 2008 or Proprietorship firm since the last two years.

1.2.2 The bidder should be authorized business and support partner for the OEM Equipment.

1.2.3 The Bidder should provide reference of two clients who have procured PCs, Laser Jet Printers and Scanners etc. from them during last two years.

2. **Manner of depositing bids:** Sealed bids should be sent by Courier/speed post/registered post at the address given above so as to reach by the due date and time. The sealed bids may be dropped in the tender box as mentioned in Para 2 at Page 4 of this letter. 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. Title i.e. **“Request for Quotation for supply and installation of 18.5” LED Screen ”** and date of opening of bids should be mentioned clearly on top of the **sealed quotation envelopes separately for Technical bid and Financial bid** and both sealed envelopes should be put under one envelop.

3. **Time and date for opening of Technical bids: 06/03/2017 at 03.00 pm and financial bid on 07/03/2017 at 11.00 AM** (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 the Buyer).

4. Place of opening bids:

**Conference (Aaditya) Hall, Ground Floor,
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010.**

The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important Financial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representative of firms that have quoted for the tender.

5. Forwarding of bids - Bids should be forwarded by the bidders under their original memo / letter pad inter-alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.

6. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

8. Clarification regarding contents of the bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

9. Rejection of bids: Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

10. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be removed from the list for the given range of items as mentioned in this RFP.

11. Validity of bids: The bids should remain valid till 31/04/2017

12. Earnest Money Deposit: - Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 15000/- (Rs. Fifteen Thousand Only)** along with their bids. **The EMD may be**

submitted in favour of "CONTROLLER GENERAL OF DEFENCE ACCOUNTS, DELHI CANTT" in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks, or a private sector bank authorized to conduct government business as per Form DPM-13 (Available in MoD website and can be provided on request). **EMD is to remain valid for a period of forty-five days beyond the final bid validity period.** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be submitted by those Bidders who are registered for the same item/range of products/goods or service with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC), MSME or any Department of Ministry of Defence (MOD) or MOD itself** (Proof of the same should be enclosed)The bid security/earnest money will be liable to be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect during the period between the deadline for submission of bids and expiry of the bid validity period. No separate order is required for forfeiture of Bid Security which follows on default and should be credited at once to the Government Account.

Part II – SCOPE OF WORK

1. Schedule of Requirements

- ❖ The scope of the work are onsite delivery, installation and maintenance for 3 year of **18.5" LED Screen** at HQRS CGDA, Delhi Cantt.
- ❖ Comprehensive ON-SITE warranty should be for 3 year

i) **18.5" LED Screen (Dell/HP make)**

Sl no	Description	Specification
1.	Diagonal Viewable Size:	18.5" (46.99cm)
2.	Aspect Ratio	Widescreen (16:9)
3.	Panel Type:	TN - Twisted Nematic
4.	Optimal Resolution:	1366 X 768 at 60Hz
5.	Contrast Ratio:	1000 to 1 (typical)
6.	Brightness:	250 CD/m2 (typical)
7.	Response Time:	5ms panel typical
8.	Viewing Angle	160° vertical / 170° horizontal)
9.	(Color Support:	16.7 million colors
10.	Pixel Pitch:	0.300mm
11.	Device Type	Flat Panel Display
12.	STAND	Tilt feature On screen display controls (configurable) and built-in cable management
13.	ELECTRICAL Voltage Required:	100 to 240 VAC / 50 or 60 Hz + 3 Hz / 1.5 A (Max)
14.	Power Consumption:	18 W (typical)/ 22 W (maximum)
15.	COMPLIANCE AND STANDARDS	TCO 5.0 ENERGY STAR 5.0, EPEAT Silver, Halogen-Reduced

Note: Assembled or local hardware would not be accepted.

2. **Delivery Period** – The Delivery of the items should be completed **within 10 working days** from the date of supply order. In case the buyer desires to have deferred deliveries, the buyer shall specify the same. In such case, the vendor shall deliver the items as per the delivery schedule mentioned by the purchaser in the Supply Order. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of Liquidated Damages (LD) clause. Items will be delivered at the following address:

**Sr. Accounts Officer
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt - 110010**

(All Expenses for sending the HW & Installation on the above address should be borne by the vendor only)

3. **Installation** : The vendor has to install the Hardware along with its software and ensures configuration etc. at HQRS CGDA Ullan Batar Road, Palam, Delhi cantt-10.

4. **CGDA, Delhi Cantt** will not purchase duplicate/Chinese articles/ assembled and if it is found that duplicate articles have been supplied, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority deem fit will be taken against defaulting firm. Therefore, the items supplied should be of genuine quality/branded items, from the original manufacturers. The vendor will ensure replacement of the defective Devices etc., if found, within a week's time, at their own cost.

Part III – Standard Conditions of RFP

The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract to be concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Union of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated /provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee

of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the total value of goods/services delayed beyond the original date of delivery /completion of supplies/service as indicated in the contract/supply order.

7. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:

- a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than two month) after the scheduled date of delivery.
- b) The Seller is declared bankrupt or becomes insolvent.
- c) The delivery of material is delayed due to causes of Force Majeure by more than three months) provided Force Majeure clause is included in contract.
- d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- e) As per decision of the Arbitration Tribunal.

8. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.

9. Taxes and Duties

i) General

- a. If Bidder desires to ask for excise duty or Sales Tax/ VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
- b. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- c. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
- d. If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- e. Any change in any duty/tax upward/downward as a result of any statutory variation in exercise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

ii) Sales Tax /VAT:

- a. If it is desired by the Bidder to ask for Sales tax/VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that

the prices quoted by the Bidders are inclusive of sales tax and no liability of sales tax will develop upon the Buyer.

- b. On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance bank Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a **sum equal to 10% of the supply order within 20 days** of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of Performance Bank Guarantee (PBG) is given in Form DPM-15 (Available in Ministry of Defence website and can be provided on request). Performance Bank Guarantee (PBG) will not be required to be submitted; in case of contract value is up to Rupees 2 lakhs.
2. **Option Clause:** The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Tolerance Clause** – To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 25% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
4. **Validity of the rates:** The rates quoted will be valid till 30th April 2017. However, if there is any reduction in prices/taxes in the market is noticed, vendor should pass on the benefit of the reduced prices to the buyer.
5. **Payment Terms:** The payment will be made by Controller General of Defence Accounts, Delhi Cantt through electronic mode (RTGS/NEFT). 100% payment will be made after successful completion of entire supplies against respective supply order and deposit of Performance Bank Guarantee. The bank details like account holder name, bank name, bank account number, IFSC Code, MICR Code for E-payment must be submitted with the bill.
6. **Price:** there shall be no increase in price for any reason whatsoever.

7. **Risk & Expense clause:**

- a. Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 30 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
- b. Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the Buyer's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

8. **Force Majeure clause:**

- a. Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- d. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- e. If the impossibility of complete or partial performance of an obligation lasts for more than 3 (three) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

9. **Earliest Acceptable Year of Manufacture: on or after August 2016.**

10. **Warranty:** Vendors will provide at least **3 years comprehensive on-site warranty** for the items supplied commencing from the date of Acceptance. During warranty, the vendor will replace without any cost for any defective stores. The Buyer may invoke the Performance Bank Guarantee in case the vendor fails to ensure rectification of defects/ replacement of stores within two weeks of the defect being intimated to vendor.

11. **Conditions during warranty:**The firm should fulfill the following conditions during the warranty.

- a. Any failure of the items to meet our requirement of smooth functioning with back up, and/or items which does not meet the requirements shall be treated as non-fulfilling of the conditions of warranty. Such items should be replaced with quality of similar items within a maximum period of 8 working hours of lodging a complaint.
- b. If the replacement is not received with a period of ONE WEEK, a penalty at the rate of Rs. 250/- (Rs. Two hundred fifty only) per day per faulty item will be charged or recovered out of the Bank Guarantee held towards warranty. In case of any stores not supplied for more than seven working days, the purchaser has the option to get the same from any suitable agency at the risk and cost of vendor, which will be deducted from the Bank Guarantee due to vendor. The rejected quantities, after replacement by the vendor, will be taken back by the vendor at his cost. The purchaser shall not be responsible for arranging for any loading or un-loading of such rejected material.

12. **Repeat Order Clause:** -This contract will have a Repeat Order clause, wherein the Buyer can order up to 50% quantity of the items under the present contract within one year from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of the clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

Part V – Evaluation Criteria & Financial Bid issues

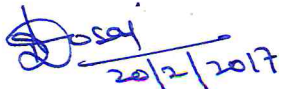
1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Financial bids will be opened which are found to be technically qualified, fulfilling all the eligibility and qualifying requirements of the RFP. **Performa to be attached for technical evaluation are mentioned in Annexure – “A” & “B”.**
- b. The CGDA would neither be bound any reasons for such Technical acceptance/ rejections nor entertain any correspondence with the technically rejected respondents in this matter.
- c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Financial Bid given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:
 - i. Ultimate cost to the buyer would be the deciding factor for ranking of bids.
 - ii. Sales tax and other local levies, i.e. octroi, entry tax etc. would be ignored in evaluation criteria.
 - iii. The Bidders are required to spell out the rates of VAT, Service Tax, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.
 - iv. 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 will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - v. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The L1 will be selected on the basis of total bid amount quoted.

1. **Financial Bid Format:** The Financial Bid Format is given in Annexure ‘A’ and Bidders are required to fill this up correctly with full details.

2. The following instructions is to be adhered to:

- a. Both the technical and Financial Bids prepared in accordance of RFP Document
- b. Envelop ‘A’ Eligibility Criteria and Technical bid
- c. Envelop ‘B’ Financial Bid
- d. All the pages of Eligibility Criteria Response, Technical Bid and Financial Bid duly sealed and signed by the signatory.
- e. All relevant Certifications, audit reports, to be enclosed to support claims made in the Bid must be in relevant Envelopes
- f. All the pages and submitted document as part of Bid must be duly sealed and signed by the signatory.
- g. Prices to be quoted in Indian Rupees (INR)


Sr. A.O. (EDPS)

Annexure-“A”
Financial Bid for CGDA
To be put in Envelope “A”

**Price
Format**

Location: HQRS CGDA, Ulan Batar Road, Palam, Delhi Cantt -110010

S.No.	Description	Make & Model	Unit Price in Rs.	Taxes if any	Sub-Total	Qty.	Grand Total
A	18.5" LED SCREEN					75	
	TOTAL						

- Taxes if any should be explicitly stated in the Commercial Bid along with the delivery schedule.
- Price variation clause based on exchange rate of currency and other factors is not acceptable.
- All costs and charges, related to the bid, shall be expressed in Indian Rupees only and the above total cost is inclusive of all taxes, installation charges and customization charges.
- The specifications are minimum. The bids shall be ranked based on net landed cost without any extra consideration for additional features etc.

Dated this..... Day of.....2017

(Signature)

(Name)

(In the capacity of) Duly authorized to sign Bid for and on behalf of

**Annexure
"B"
Eligibility Criteria / Matrix**

Sr. No.	Description	Complied with statements	Proof attached
1	The Bidder should be a Company registered under the Companies Act, 1956 or a Partnership Firm registered under the Partnership Act, 1932 or a Limited Liability Partnership ("LLP") registered under the Limited Liability Partnership Act, 2008 or Proprietorship firm since the last three years.		Proof should be submitted
2	The Bidder should have minimum annual Turnover of Rs.20 Lac during the two financial years.		Audited balance sheets & Profit /loss statement to be submitted.
3	The Bidder should be a profit making Company (profit after tax) in the last Financial Year.(2015-2016)		-do-
4.	The Bidder should not be currently blacklisted by any Government / Government agency/ Bank / institution in India or abroad		Declaration
5.	The Bidder should provide reference of 2 clients who have procured PCs, Laser Jet Printers and Scanners from them during the last one year and		Proof should be submitted
6	Bidder should be authorized business and support partner for the OEM equipment		Proof should be submitted