

**ARMY WELFARE EDUCATION SOCIETY CAMPUS BANGALORE – 56 00 77**  
**(AWES)**

**REQUEST FOR PROPOSAL (RFP)**

**PROCUREMENT OF BRANDED PERSONAL COMPUTER WITH UPS AND LAPTOPS FOR ARMY  
INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM & CT),  
N.NAGENAHALLI,KOTHANUR POST, BANGALORE-56 00 77**

Sealed quotations are invited from registered Vendors having their own office for Procurement of “**BRANDED PERSONAL COMPUTER WITH UPS AND LAPTOPS FOR AIHM & CT, BANGALORE – 77**” (for Army Institute of Hotel Management & Catering, N.Nagenahalli, Kothanur Post, Bangalore- 77). RFP forms can be downloaded from the AIHM&CT website ([www.aihmctbangalore.edu.in](http://www.aihmctbangalore.edu.in)) and submitted along with the Technical and Commercial Bids on payment of Rs 500/- (Non-Refundable) by way of Demand Draft/Pay Order in favour of Principal AIHMCT, Bangalore payable at Bangalore.

Date of issue of RFP	-	07 Oct 2020.
Last date for submission of offers	-	27 Oct 2020 up to 11.00 AM.
Opening of Quotations	-	27 Oct 2020 at 12:00 PM on wards.

All conditions and parameters will be evaluated with reference to firms submitting tenders. AWES reserves the right to reject any/all applications without assigning any reason whatsoever.

**Scope of Work**

1. The Scope of Work/Specification of the Branded Personal Computer with UPS and Laptops are attached at **Annexure I**.

**Terms and Conditions**

1.1 The supply and installation should be completed within a period of **Ten days** commencing from the date of acceptance of the offer by AIHM&CT. Any delay in execution of work within stipulated period will attract penalty of 3.5% of the Bid amount (condition apply). AIHM&CT reserves its right to recover the amount.

1.2 All arrangement for Procurement of Branded Personal Computers with UPS and Laptops should be done by the Selected Vendor only. No men/material support will be offered by AWES.

**Eligibility Criteria for Short-Listing**

2. The following mandatory documents will be attached in support of quotations:-

(a) **Common Documents**

- (i) Copy of License/registration in the name of the Firm.
- (ii) Proof of own infrastructure and office.

- (iii) Copy of PAN card and Income Tax return for the FY 2017-18& 2018-19.
- (iv) Details of GST number be reflected in the quotation.
- (v) Demand draft for Rs 500/- (Non-refundable) towards Cost of RFP Forms, downloaded from AIHM&CT website (www.aihmctbangalore.edu.in).
- (vi) Certificate as per format attached to this RFP on letter head of the firm as per annexure – II.

(b) **Documents for specific procurement**

- (i) The Vendor should be either registered companies or registered partnership or sole proprietorship firms reputed for computers (proof attached).
- (ii) Technical specification of their equipment/components.
- (iii) Documentation (Brochures, leaflets, manuals etc, if any).
- (iv) Vendor/Organization profile as per Annexure III.
- (v) EMD for Rs 3,000.00 (Rupees Three Thousand only) in the form of Demand Draft.

3. The Vendor will be required to produce all original documents at for verification by the Board of Officers or authorized staff of AIHM&CT on demand for credentials of the Vendor.

4. **Earnest Money Deposit (EMD).** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 3,000.00 (Rupees Three Thousand only) along with their Quotation.** The EMD may be submitted in the form of Demand Draft/Fixed Deposit Receipt or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of two months beyond the quotation validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the quotation validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after completion of the work. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries corporation (NSIC) or any Department of MoD for MoD itself. In such cases, Valid proof of exemption of EMD should be attached with quotations failing which the quotations will be rejected by the rejected by the Board. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

5. **Single Bid System Offer.** The offer/quotation along with documents at Para 2 above should be submitted in a sealed covers duly marked as **“Procurement of Branded Personal Computer with UPS and Laptops”**. Tender documents should be dropped in the Tender Box placed at Registrar’s Office or by post to AIHM&CT, N.Nagenahalli, Kothanur Post Bengaluru – 560 077.

6. **Late Bids** Any bid received after the deadline for submission of bid prescribed, will not be entertained and returned unopened to the Bidder.

7. **Quoting of Price.** The rates for 1 x Desktop with UPS 750VA and 2 x Laptop be furnished as per format given below (Ref Annexure IV):-

Ser No	Brand Name & Nomenclature	A/U	Qty	Brand Name	Basic Rate per unit	GST rate as applicable (f x GST %)	Total price per unit (f+g)	Total Cost (d x h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
<b>Mandatory Technical Specification /Parameters</b>								
1.	<b>Branded Personal Computer</b>							
	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> Generation Intel® Core™ i3-9100 Processor</li> <li>• Windows 10 Home Single Language, English</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel® UHD Graphics 630 with shared graphics memory</li> <li>• McAfee (R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after home diagnose</li> <li>• 19.5 inch Monitor</li> </ul>	No	01					
2.	<b>Branded Laptop</b>							
	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> Generation Intel® Core™ I3 1011U Processor</li> <li>• Windows 10 Home Single Language,</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel HD Graphics</li> <li>• 15.6 Inch FHD Screen</li> <li>• McAfee(R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after Home diagnose</li> </ul>	Nos	02					
3	UPS 750 VA	No	01					

8. **No Erasers/Alterations.** Rates must be completely filled up. Corrections or alterations, if any, should be authenticated. If rate of any items/group of items are not filled by the vendors, such quotations will be rejected by the Board.

9. **Validity of Offer.** The offer of quotation should be valid for period of minimum **60 days** from the date of opening of quotations.

10. **NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER.** AIHM&CT shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.
11. **Opening Of Quotations.** Quotations will be opened at AIHM&CT office on **27 Oct 2020 at 12.00 PM.** The Vendors/their representatives may be present at the time of opening of the Quotations. No separate intimation will be sent in this regard to the suppliers for deputing their representatives.
12. **Order Cancellation.** If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AIHM&CT reserves the right to cancel the order.
13. **Payment Terms.** No advance amount will be paid to the Vendor. The final payment will be made to the Vendor on completion of the assigned job/completion of the work as per Scope of work and authenticated by Board of Officers. The Proper Invoice will be submitted by the Vendor to AIHM & CT on completion of work and other formalities. On scrutiny of the invoice/bill, AIHM&CT shall make payment after deduction of payable TDS as applicable.
14. **Clarification Regarding Contents of RFP.** A perspective vendor who requires clarification regarding contents of the bidding documents, the same shall be notify to the Principal, AIHM&CT in writing or verbal about the clarification sought not later than two days prior to the date of opening the quotations. Contact address/tele Nos are as under:-

The Principal,  
AIHM&CT, Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077  
Email: [principal@ihmctabangalore.edu.in](mailto:principal@ihmctabangalore.edu.in)  
Tele: 8095553485, 8123543207 and 9036046807

**Annexure – I**  
**(Ref Para 1 of RFP)**

**TECHNICAL REQUIREMENT OF BRANDED PERSONAL  
COMPUTER WITH UPS AND LAPTOP**

1. Details of Items and quantities called for:-

- |     |                           |   |       |
|-----|---------------------------|---|-------|
| (a) | Branded Personal Computer | - | 1 No  |
| (b) | Branded Laptop            | - | 2 Nos |
| (c) | UPS 750 VA                | - | 1 No  |

2. Specifications and Accessories

Ser No	Nomenclature	Brand name	Remarks
1.	<b>Branded Personal Computer</b>		
	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> Generation Intel® Core™ i3-9100 Processor</li> <li>• Windows 10 Home Single Language, English</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel® UHD Graphics 630 with shared graphics memory</li> <li>• McA fee (R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after home diagnose</li> <li>• 19.5 inch Monitor</li> </ul>		
2.	<b>Branded Laptop</b>		
	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> Generation Intel® Core™ I3 1011U Processor</li> <li>• Windows 10 Home Single Language,</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel HD Graphics</li> <li>• 15.6 Inch FHD Screen</li> <li>• McA fee(R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after Home diagnose</li> </ul>		
3.	UPS 750 VA		

3. **Warranty of Equipments.** Warranty of the Equipments offered by the Vendor should have mandatory WARRANTY for a period of minimum one year from the date of installation.

4. Quotation does not fulfill the above technical parameters will be rejected by the Board at the time of opening of quotations.

**Annexure – II**  
(Ref Para 2 (a) (vi) of RFP)

(Letter on the Vendor letterhead)

The Principal,  
AIHM&CT,  
Kothanur Post,  
Bangalore – 560 077

Dear Sir,

**Sub:Your RFP for PROCUREMENT OF BRANDED PERSONAL COMPUTER WITH UPS AND LAPTOPS**

With reference to your tender notice published in News paper dated \_\_\_Oct 2020 and the RFP published in your website with effect from \_\_\_Oct 2020, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to the supply/installation/ commissioning of **Procurement of Branded Personal Computer with UPS and Laptops** in your above referred RFP.

**We confirm that we have not been disqualified by any PSUs/ Govt undertaking for contract of work.**

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer of bid shall remain valid for 60 days from the last date of submission of the offer.

We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully.

We enclose herewith a Demand Draft/Pay Order of Rs. 500/- (Rupees One Thousand only) favoring Principal AIHMCT Bangalore and payable at Bengaluru, towards cost of RFP Form. Details of the same areas under:

- Demand Draft/Pay Order No : \_\_\_\_\_
- Date of Demand Draft/Pay Order : \_\_\_\_\_
- Name of issuing Bank : \_\_\_\_\_

Authorized Signatories  
(Name & Designation, seal of the firm)

**Annexure-III**

(Ref Para 2 (b) (iv) of RFP)

(Letter to the Principal AIHM&amp;CT Bangalore on the Vendors letterhead)

**VENDOR / ORGANISATION PROFILE**

1. Name of the Organization and Address:
2. Year of Establishment:
3. Status of the firm:  
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)
4. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.
5. (a) Name and address of Bankers:  

(i)	(ii)
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(b) ITR of the Company/Firm in 2017-18 and 2018-19.  
(Please attach a copy of ITR for the years 2017-18 and 2018-19 as proof documents)
6. Whether registered for Service Tax purposes. If so, mention number and date.
7. Since when and how long your Company/firm has been supplying Computer items?
8. Certified that:-  
  - (a) All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.
  - (b) I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name &amp; Designation &amp; seal of the Company

**Annexure IV**

(Ref Para 7 of RFP)

(Letter to AIHM&amp;CT on the Supplier's letterhead)

The Principal,  
AIHM&CT, Nagareshwara Nagenahalli  
Kothanur Post, Bangalore – 560 077

Dear Sir,

**PRICE BID FOR SUPPLY OF BRANDED PERSONAL COMPUTER WITH UPS AND LAPTOPS**

With reference to Para 7 of your RFP published in your website, we hereby quote our best **PRICE** as under:-

Ser No	Brand Name & Nomenclature	A/U	Qty	Brand Name	Basic Rate per unit	GST rate as applicable (f x GST %)	Total price per unit (f+g)	Total Cost (d x h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
<b>Mandatory Technical Specification /Parameters</b>								
1.	<b>Branded Personal Computer</b>							
	<ul style="list-style-type: none"> <li>• 9th Generation Intel® Core™ i3-9100 Processor</li> <li>• Windows 10 Home Single Language, English</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel® UHD Graphics 630 with shared graphics memory</li> <li>• McA fee (R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after home diagnose</li> <li>• 19.5 inch Monitor</li> </ul>	No	01					
2.	<b>Branded Laptop</b>							
	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> Generation Intel® Core™ I3 1011U Processor</li> <li>• Windows 10 Home Single Language,</li> <li>• Microsoft Office Home and Student 2019</li> <li>• 4GB RAM, 1TB HDD</li> <li>• Intel HD Graphics</li> <li>• 15.6 Inch FHD Screen</li> <li>• McA fee(R) Multi Device Security 15-month subscription</li> <li>• 1Yr Onsite Service-Retail after Home diagnose</li> </ul>	Nos	02					
3	UPS 750 VA	No	01					



TERMS AND CONDITIONS

- Price : Prices quoted above is inclusive of all taxes/levies supply, Transportation, Supervision & commissioning/installation and other charges as applicable and quoted.
- Discrepancy in Rates: In case the rate quoted by vendor in figure and words is varied, The rates quoted in words will be taken into account for determining the value of tender.
- Delivery : **10 Days** from the date of receipt of work order.
- Terms of payment** : Within 15 days from the date of completion of work.

Signature of Vendor

**EMD BANK GUARANTEE FORMAT**

Where as ..... (Hereinafter called the “bidder (has submitted their offer dated ..... for the procurement of Branded Personal Computer with UPS and laptops for AIHM&CT) (hereinafter called the bid) ..... Having our registered office at ..... are bound unto ..... (Hereinafter called ..... The ..... Buyer” ..... in the sum of buyer, the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this ..... Day of ..... 20....

The conditions of obligations are

1. If the bidder withdraws or amends, impairs or derogates from the bid in any respect within the period of validity of this tender.
2. If the bidder having been notified of the acceptance of his tender by the buyer during the period of its validity.
3. If the bidder fails to furnish the performance security for the due performance of the contract.
4. Fails or refuses to accept/execute the contract.

We undertake to pay the buyer up to the above amount upon receipt of its first written demand, without the buyer having to substantiate its demand, provided that in is demand the buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred conditions or conditions.

This guarantee will remain in force upto and including 60 days after the period of RFP validity and any demand in respect thereof should reach the bank not later than the above date.

.....  
(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

(Signature of Tenderers)