

REQUEST FOR PROPOSAL (RFP)

**INVITATION OF TENDERS FOR PROCUREMENT OF BRANDED DESKTOPS
AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(AIHM&CT), BANGALORE - 77"**

1. Sealed Quotations in two-bid system, are invited from registered vendors having their own office for "**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE - 77**" (located at N. Nagenahalli, Kothanur Post, Bangalore-77). RFP forms can be downloaded from AIHM&CT website (www.aihmctbangalore.edu.in) and submitted along with the Technical and Commercial Bids on payment of Rs 500/- (Non-Refundable) by way of DD/ Pay Order, in favour of **Principal, AIHMCT, Bangalore**, payable at Bangalore.

Date of issue of RFP	-	06 Dec 2021.
Last date for submission of offers	-	27 Dec 2021 up to 11.00 AM.
Opening of Technical Bids	-	27 Dec 2021 at 12:00 PM onwards.

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

2. The Scope of Work/Specifications for "**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT) BANGALORE – 77**" are attached at **Annexure I**.

Terms and Conditions

3. "**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT) BANGALORE – 77**" is required to be commenced within a period of **10 days** from the date of acceptance of the offer by AIHM&CT. On receipt of Supply/Purchase Order, the supply and installation of Desktops will be carried out as under:-

(a) **Phase – I.** Supply of Desktops including accessories as per the specifications approved by the Board of Officers.

(b) **Phase – II.** Installation of all software for Desktops at AIHM&CT with all accessories as per the rates approved by the Board of Officers. Supply and installation should be completed within 15 days from the date of receipt of Work Order/Supply Order.

4. Any delay in execution of supply order within stipulated period ie 15 days on receipt of Work Order/Purchase Order will attract penalty of 3.5% of the Bid amount (condition apply). AIHM&CT reserves its right to recover the amount.

5. All arrangement for the supply and installation of Desktops will be done by the Selected Vendor only at the identified places. No men/material support will be offered by AWES.

6. **Validity of Offer.** 90 days from the date of opening of Commercial Bids.

Eligibility Criteria for Short-Listing

7. The following mandatory documents will be attached in support of Technical Bids:-

(a) **Common Documents**

- (i) Copy of License/registration in the name of the Firm. The Vendor should be either a registered company or registered partnership or sole proprietorship firm (proof attached).
- (ii) Proof of own infrastructure and office with documents (Brochures, leaflets, manuals etc, if any).
- (iii) Copy of PAN card and Income Tax return for last three years.
- (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 at Annexure – II to this RFP on Coy/Firm Letter Head.**

(b) **Documents for specific procurement**

- (i) Technical specification of their materials/equipment/components (if applicable).
- (ii) Vendor/Organization profile as per **Annexure III**.
- (iii) EMD for **Rs 5,000.00 (Rupees Five Thousand Only)** in the form of Demand Draft/Term Deposit Receipt in favour of the Principal AIHM&CT Bangalore.

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

Earnest Money Deposit (EMD)

9. Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 5,000.00 (Rupees Five Thousand Only)**. The EMD may be submitted in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business with validity of three months from the date of quotation. EMD of the unsuccessful bidders will be returned on award of the project work. The EMD of the successful bidder would be returned, without any interest on completion of the work.

10. 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 be attached, invariably with quotations as mandatory document. 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.

TWO BID SYSTEM OFFER

11. The offer will be in two parts, **Technical Bid and Commercial Bid**. Both the parts should be submitted in separate sealed covers duly **super scribed** in a sealed covers duly marked in separate sealed covers duly super scribed as per the procedures given below:-

(a) **Technical Bids.** “**TECHNICAL BID FOR PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77**”

(b) **Commercial Bid.** “**COMMERCIAL BID FOR PROCUREMENT OF BRANDED DESKTOPS ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT,) BANGALORE – 77**”

(c) **Both sealed Technical and Commercial Bids** should be placed in another sealed envelope “**OFFER FOR PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77**”. The tender documents can be dropped in the **Tender Box** placed at **Registrar’s Office or by post to AIHM&CT, N.Nagenahalli, Kothanur Post, Bangalore – 560 077**. Any bid received after the deadline for submission of bid prescribed, will **NOT** be entertained and returned unopened to the Bidder.

TECHNICAL BID

12. The Technical Bids should be completed in all respect and contain all information asked for in this document. **It should not contain any price information.** The Technical Bid should comprise of the following documents:-

- (a) Copy of License/registration in the name of the Firm. The Vendor should be either a registered company or registered partnership or sole proprietorship firm.
- (b) Copy of Proof of own infrastructure and office with documents (Brochures, leaflets, manuals etc, if any).
- (c) Copy of PAN card and Income Tax return for last three years.
- (d) Copy of certificate of GST number allotted to the firm.
- (e) **ORIGINAL** Demand Draft/Pay Order for **Rs 500/- (Non-refundable)** towards cost of RFP Forms, downloaded from AIHM&CT website (**www.aihmctbangalore.edu.in**).
- (f) Technical specification of their materials/equipment/components as per **Annexure I**
- (g) **Certificate as per format attached at Annexure – II to this RFP on Coy/Firm Letter Head.**
- (h) Vendor/Organization profile as per **Annexure III**.
- (j) Vendor’s experience in the field of supply and installation of street lights.
- (k) Earnest Money Deposit (EMD) for **Rs 5,000.00 (Rupees Five Thousand Only)** in the form of Demand Draft/Term Deposit Receipt **IN ORIGINAL** in favour of the Principal AIHM&CT Bangalore.

16. **Interested vendors may visit the AIHM&CT premises from 06 Dec 2021 to 24 Dec 2021 for assessment of the requirement between 9 AM to 4 PM on any working days. Please quote your rate only for the specification/ items as asked the above.**
17. **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 **NOT** be accepted.
18. **Validity of Offer.** The offer of quotation should be valid for period of minimum **90 days** from the date of opening of Commercial Bids.
19. **Evaluation Process.** Offers (Tenders) will be evaluated in the following stages:-
- (a) **Stage I.** Completeness of Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 12 (a) to (k) above shall, be rejected.
 - (b) **Stage II.** Offers will be evaluated against the stipulated minimum eligibility criteria purely based on valid proof of documents submitted by the Vendors. Offers not complying with any of the eligibility criteria as per Paragraph 12 (a) to (k) above will be rejected.
 - (c) **Stage III.** Price bids of the short-listed firms who have qualified with Technical Bidding process will only be opened.
 - (d) **Stage IV.** Issue of Work/Supply order to the selected firm.
20. **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.
21. **OPENING OF OFFERS.** Technical Bid offers will be opened at Registrar AIHMCT office on **27 Dec 2021 at 12.00 PM.** The Vendors/their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. Opening of Commercial Bids who qualifies Technical Bids will be intimated later on.
22. **Order Cancellation.** If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AWES/ AIHM&CT reserves the right to cancel the order and EMD money will be forfeited.
23. **Payment Terms.** **No advance amount will be paid to the Vendor.** The payment will be made to the Vendor on completion of the assigned job/work as per Scope of work and authenticated by Board of Officers. Proper Invoice will be submitted by the Vendor to AWES/AIHM&CT on completion of supply and installation and other formalities. On scrutiny of the invoice/bill, AWES/AIHM&CT shall make payment after deduction of applicable TDS.

24. **Applicability Force of Majeure Conditions.** The Force Majeure conditions will be applied to the both parties during the “**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77**”, as per the law of the land.

25. **Clarification Regarding Contents of RFP.** A prospective vendor who requires clarification regarding contents of the bidding documents, the same shall be notified to the Principal, AIHM&CT in writing or verbal about the clarification sought not later than two days prior to the date of opening of the quotations. Contact address/tele Nos are as under:-

The Principal,
AIHM&CT, Nagareshwara Nagenahalli
Kothanur Post,
Bangalore – 560 077
Email: principal@aihmctabangalore.edu.in
Contact No: 97411 76839, 96110 53828 and 81235 43207.

Annexure – I
(Ref Para 2 and 12 (f) of RFP)

SCOPE OF WORK/SPECIFICATION
(PART OF TECHNICAL BIDS)

PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77”

1. The Scope of Work/specification of the project work “**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77”** :-

Ser No	Nature of work/Nomenclature	Brand name (where applicable)	Remarks
(a)	10th Gen Intel Core i3-10100 processor (4-Core, 6M Cache, 3.6GHz to 4.3GHz)		
(b)	4GB,DDR4, 2666MHz , 1TB, 7200RPM SATA Hard Drive		
(c)	Intel UHD Graphics 630		
(d)	2 USB 2.0(front), 2 USB 3.2 Gen, 1 Type-A (front), 1 HDMI,1 VGA, 2 USB 3.2 Gen, 1 Type-A (rear), 2 USB 2.0(rear), 1 RJ-45 Ethernet		
(e)	1 5:1 Media Card Reader, 1 Power Button, 1 Combo Audio Jack, 1 Line Out, 1 Expansion Card Slots, 1 Power supply Unit, 1 Power Supply Diagnosis Light, 1 Pad Lock Slot, 1 Wedge Shaped Lock Slot		
(f)	Windows10 Home, MSO, Wi-Fi		
(g)	19.5” Monitor, Wired Keyboard, Wired Mouse, No DVD		
(h)	3 Years Warranty		

2. **Acceptance of the Brand.** The decision for acceptance of brand of the equipment/materials, irrespective of value, will be at the discretion of the Board/AWES. No representation from the Vendors will be entertained after opening of the Bids.

3. **Warranty of Equipments.** Warranty of the items offered by the Vendor should have mandatory WARRANTY for a minimum period as under:-

- (a) All components - Three year product warranty.

Note : The L-1 firm will be responsible to ensure warranty periodicity of the products on behalf of the Manufacturer.

4. Technical Bids not fulfilling the above technical parameters will be rejected by the Board at the time of opening of Technical Bids.

Annexure – II
(Ref Para 12 (g) of RFP)

(LETTER OF THE VENDOR ON LETTERHEAD)

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

Dear Sir,

**UNDERTAKING BY THE VENDOR FOR PROCUREMENT OF BRANDED DESKTOPS AT
ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT),
BANGALORE – 77”**

With reference to your tender notice published in the Newspaper dated ___ Nov 2021 and the RFP published in your website with effect from ___Nov 2021, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for **PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77”** 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 90 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) favouring 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 12 (h) of RFP)

(Letter to the Principal AIHM&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 for last three years.
(Please attach copies of ITR 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 involved in such project works/supplying of such stores?
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 & Designation & Seal of the Company

Annexure IV

(Ref Para 15 of RFP)

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

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

Dear Sir,

PRICE BID**PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77”**

With reference to Para 9 of your RFP published in your website, we hereby quote our best **PRICE** as under:-

Ser No	Nature of work/Nomenclature	A/ U	Qty	Brand Name	Basic Rate per unit	GST rate (%)	GST Amt per unit	Total price per unit (f+h)	Total Cost (d x j)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
(a)	10th Gen Intel Core i3-10100 processor(4-Core, 6M Cache, 3.6GHz to 4.3GHz),	Nos	12						
(b)	4GB, 4Gx1, DDR4, 2666MHz , 1TB, 7200RPM SATA Hard Drive								
(c)	Intel UHD Graphics 630								
(d)	2 USB 2.0(front), 2 USB 3.2 Gen, 1 Type-A (front), 1 HDMI,1 VGA, 2 USB 3.2 Gen, 1 Type-A (rear), 2 USB 2.0(rear), 1 RJ-45 Ethernet								
(e)	1 5:1 Media Card Reader, 1 Power Button, 1 Combo Audio Jack, 1 Line Out, 1 Expansion Card Slots, 1 Power supply Unit, 1 Power Supply Diagnosis Light, 1 Pad Lock Slot, 1 Wedge Shaped Lock Slot								
(f)	Windows10 Home, MSO, Wi-Fi								
(g)	19.5” Monitor, Wired Keyboard,								
(h)	Wired Mouse, No DVD								
	3 Years Warranty								

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.

Work completion : **15 Days** from the date of receipt of work order.

Terms of payment : As per Para 23 of the RFP with 10 days of completion of the work (Phase 1 & 2)

(Signature of Vendor)

EMD BANK GUARANTEE FORMAT

Where as (Hereinafter called the “bidder (has submitted their offer dated for **“PROCUREMENT OF BRANDED DESKTOPS AT ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (AIHM&CT), BANGALORE – 77”** (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 beneficiary up to the above amount upon receipt of its first written demand, without the beneficiary having to substantiate its demand, provided that in its demand the beneficiary 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 up to and including 90 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 Tenderer)