

REQUEST FOR QUOTATIONS (RFQ)

Procurement of Goods under RFQ/Shopping Procedures **Procurement Notice**

Purchaser: Superintending Engineer (HQ), Ground Water Department, Jaipur

Contract title: Supply of various IT equipment in departmental offices located at Jaipur, Udaipur, & Jodhpur.

RFQ No: NHP/SPMU/GWD/RAJ/RFQ/02/2022 **Date:** 04.07.2022

Applicable Procurement Guidelines/Regulations Date: Revised July 2014

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the National Hydrology Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Superintending Engineer (HQ), Ground Water Department, Jaipur invites quotations from eligible bidders for the following goods.

<p>As per enclosed Quotation (Price Bid)</p>

2. The Bidders are required to submit Quotations for all items.
3. This Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders.
4. Quotations must be delivered to Superintending Engineer (HQ) , Ground Water Department, Jaipur 72 B, Jhalana Institutional Area, Jhalana Doongri, Jaipur-302004 on or before 01.00PM on 14.07.2022 and will be opened publicly on the same day at 03.00 PM, in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt/ open of the Bids as specified, the Bids will be received and opened on the next working day at the same venue and the appointed time. All the quotations which are received after due date and time will not be accepted
5. Other details can be seen in the RFQ document.

M.K. Gupta

Superintending Engineer (HQ)Ground Water Department, Jaipur

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RFQ No: NHP/SPMU/GWD/RAJ/RFQ/02/2022

Date: 04.07.2022

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will intimate its response together with any amendment to this document, on the e-mail/ address for information of all Bidders.
- 3. The Quotation shall comprise the following documents :**
 - (a) Letter of Quotation;
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications. Technical Data sheet & Responsive Sheet in this regard shall be submitted.
 - (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotations is accepted;
 - (e) Performance Statement of supplies of goods to the government departments made during the last 3 years, in the prescribed Format;
 - (f) Authorization Certificate form OEM.
 - (f) GST registration certificate.
 - (f) Signed copy of this invitation to bid along with quotation.
 - (g) Complete address and contact details of the Bidder having the following information:

Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
Facsimile (FAX) No.
Electronic Mail Identification (E-mail ID)
 - (g) Price Schedule (using the scheduled attached with the RFQ document) wherein the rates shall be entered.

4. Quotation Prices

- a) The contract shall be for the full quantity for all items, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

5. Conformity of Goods: The Bidder shall furnish as part of the Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer. In case any defect or any deviation from the technical specification of the material, the bidder is bound to replace the material immediately.

6. Qualification of the Bidder:

(a) Bidder should be a government supplier and should have past experience of supplying goods to the government departments.

(b) Supplies for any particular line item in quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same line item in the quotation will be treated as non-responsive, however different line items may have different manufacturers (different makes).

7. Validity of Quotation: Quotation shall remain valid for a period not less than 40 days after the deadline date specified for submission.

8. Signing of Quotations: The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

9. Quotation Submission: The Letter of Quotation with all enclosures shall be filled, signed and submit in sealed envelope by speed post/courier or by hands along with the Price Schedules that shall be furnished using the Forms available with this RFQ without any alterations on or before 01.00PM on 14.07.2022. All blank spaces shall be filled in with the information requested. Copies of all other documents shall also be submitted.

10. Opening of Quotations:. The Quotations shall be opened on 14.07.2022 at 3.00 PM in the office of undersigned. In the event of the specified date of bid opening being declared a holiday for the Purchaser, the bids will be opened at the appointed time and location on the next working day.

11. Evaluation of quotations:-

- a) The Purchaser shall examine the quotation to determine whether the quotation
 - (i) has been properly signed (Clause 8)
 - (ii) meets the eligibility criteria (Clause 1);
 - (iii) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and
 - (iv) The bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- b) The Purchaser shall examine and confirm that Price Schedules are in accordance with the requirements specified in the RFQ document. **If any of these documents or information is missing, the offer shall be rejected.**
- c) The evaluation shall be based on the total price of Goods and Related services at consignee office including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

12. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- (c) 100% Payment of the goods shall be made within 30 days after delivery & acceptance of all material by concerned Consignees. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

13. Quantity and Delivery: All the items are required for department's chemical laboratory situated at Jaipur, Jodhpur, Udaipur and NHP office at Jaipur. The bidder shall supply the required material at respective Consignee place. The quantity of the material is mentioned in the price schedule Consignee wise. Quantity & List of consignee is attached. The rates to be quoted shall be FOR destination of the consignee. The purchaser may change the quantity and will not be liable to purchase full quantity as mentioned in the price schedule.

14. Bid Security: No bid securities/ earnest money are required.

15. Invoicing: The invoice shall be made in the name of undersigned and the payment shall be made by "**Deputy Director Hydrology, SPMU-NHP, Jaipur**".

16. Deduction: Deduction will be made from the invoice as per prevailing rules at the time of delivery of goods or material.

Quotation Forms

Letter of Quotation–

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.:

Our Reference: No.....
dated.....

To:

Superintending Engineer (HQ)

Ground Water Department, Jaipur

Subject: Supply of various IT equipment in departmental offices located at Jaipur, Udaipur, & Jodhpur.

Sir,

1. We, the undersigned, hereby submit our Quotation
2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services [Supply of various IT equipment in departmental offices located at Jaipur, Udaipur, & Jodhpur];
- (c) **Bid Price(s):** The total price of our Bid, including any unconditional discount and GST and other taxes:

[insert the total price of the bid in words and figures including GST and all other taxes];

- (d) The discounts offered and the methodology for their application are:

Discounts: If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 40 days, from the deadline fixed for the Quotation submission;

- (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (g) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."
- (h) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

QUOTATION (Price Bid)

S. No.	Description of Goods	Technical Specification	Make Offered	Model Offered	Warranty Offered	Consignee wise Quantity						Basic Rate (In Rs.)	GST and similar other taxes applicable on finished Goods/ Services (In Rs.)	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties (In Rs.)
						SE ,HQ , NHP, Jaipur	SR.HYD. Jaipur	WQ Lab Jaipur	WQ Lab Jodhpur	WQ Lab Udaipur	Total Quantity			
1	2	3	4	5	7	8	9	10	11	12	13	14	15	16
1	UPS	Attache Data Sheet				2	1	3	3	3	12			
2	Multifunctional Printer Auto duplex scanning	Attache Data Sheet				1	0	0	0	0	1			
3	Multifunctional Printer Manual duplex scanning	Attache Data Sheet				1	0	1	1	1	4			
4	Colour Printer for GIS	Attache Data Sheet				1	0	0	0	0	1			
5	Portable Hard Disk (SSD) 2 TB	Attache Data Sheet				1	0	0	0	0	1			
6	Portable Hard Disk (SSD) 1 TB	Attache Data Sheet				1	0	0	0	0	1			
	Total					7	1	4	4	4	20			

Note: Evaluation shall be done for *all items together*

**Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs.(Amount in figures) (Rs.....(amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of (As mentioned in the Quotation) shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT

Proforma for Performance Statement (for a period of last 3 years)

RFQ No. _____

Date of opening _____ Time _____ Hours

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of the Bidder

Purchaser's Requirement

1. LIST OF GOODS AND DELIVERY PERIOD

S. No.	Description of Goods	Desired Delivery Period for completion of supply from the date of the Contract	Delivery period offered [to be provided by the Bidder]	Consignee and Quantity					
				SE ,HQ , NHP, Jaipur	SR.HYD. Jaipur	WQ Lab Jaipur	WQ Lab Jodhpur	WQ Lab Udaipur	Total Quantity
1	2	3	4	5	6	7	8	9	10
1	UPS	90 Days		2	1	3	3	3	12
2	Multifunctional Printer Auto duplex scanning	90 Days		1	0	0	0	0	1
3	Multifunctional Printer Manual duplex scanning	90 Days		1	0	1	1	1	4
4	Colour Printer for GIS	90 Days		1	0	0	0	0	1
5	Portable Hard Disk (SSD) 2 TB	90 Days		1	0	0	0	0	1
6	Portable Hard Disk (SSD) 1 TB	90 Days		1	0	0	0	0	1
	Total			7	1	4	4	4	20

Note:

1. Delivery Period offered by the Bidder should be filled in Column 4 by the Bidder.

2. TECHNICAL SPECIFICATIONS

Scope:- *Various IT Equipments are required in Chemical Labs Jaipur, Jodhpur & Udaipur, NHP Office Jaipur and Senior Hydrogeologist office Jaipur of the Ground Water Department for Official works. To run the chemical labs and other offices of GWD smoothly & to generate water related information's, the procurement of various IT related Items is being carried out under National Hydrology Project (A World Bank Aided Project).*

Detailed Technical Specifications and Standards :-

ITEM NO 1 UPS (12 Nos.)

Technical Specification of UPS (12 Nos.)		
Sr. No.	Description	Parameter Old
1	Load Capacity	1KVA
2	Special Features	Automatic Voltage Regulation (AVR) for correcting incoming voltage; Compatible with low power loads, Faster charging.
3	Input Voltage	160-230 Volts
4	Output Voltage	230 Volts +/- 10%
5	Overload Time	>/= 10 Minutes
6	Load Power Factor	0.6
7	Battery	12V, 2*7AH
8	Battery Backup	Minimum 30 Minutes
9	Battery Type	Lithium Polymer
10	Warranty	Minimum 2 Years on sight warranty on UPS and 1 year warranty on battery

ITEM NO 2 MFM – Duplex and DADF Printer(1 Nos.) :

Technical Specification of MFM – Duplex and DADF (1 Nos.)		
Sr. No.	Description	Parameter
1	Technology	Laser - Composite
2	Functions	Print, Copy, Scan& Fax
3	Print speed black (ISO, A4)	Up to 40 ppm & Above
4	Duty cycle (monthly, A4)	Up to 80,000 pages & Above
5	Print quality black	Up to 1200 x1200 dpi
6	Processor speed	1200 MHz & Above
7	Display	LCD
8	Connectivity	1 Hi-Speed USB 2.0; 1 Ethernet 10/100, Standard (built-in Ethernet,Wi-Fi802.11b/g/n)
9	Memory	512 MB & Above
10	Input capacity	Tray1 Up to150 sheets& Tray2 up to 250 sheets
11	Output capacity	Up to 150 sheets
12	Duplex printing	Yes
13	Scan resolution	Up to 1200 x 1200 dpi
14	Duplex scanning	Yes
15	Copy speed	Up to 38 cpm
16	Warranty	1 Year Onsite Support & Services

ITEM NO 3 MFM – Duplex and ADF Printer (4 Nos.) :

Technical Specification of MFM – Duplex and ADF (4 Nos.)		
Sr. No.	Description	Parameter
1	Technology	Laser - Composite
2	Functions	Print, Copy, Scan
3	Print speed black (ISO, A4)	Up to 28 ppm & Above
4	Duty cycle (monthly, A4)	Up to 20,000 pages & Above
5	Print quality black	600 x 600
6	Processor speed	500 MHz & Above
7	Display	LCD
8	Connectivity	1 Hi-Speed USB 2.0; 1 Ethernet 10/100, Standard (built-in Ethernet,Wi-Fi802.11b/g/n)
9	Memory	64 MB & Above
10	Input capacity	Up to150 sheets
11	Output capacity	Up to 100 sheets
12	Duplex printing	Automatic
13	Scan resolution, optical	Up to 600 x 600 dpi
14	Copy speed	Up to 28 cpm
15	Toner Capacity	1000 Yield
16	Warranty	1 Year Onsite Support & Services

ITEM NO 4 Colour Printer (1 Nos.) :

Technical Specification of Colour Printer (1 Nos.)		
Sr. No.	Description	Parameter
1	Technology	Laser - Composite
2	Functions	Print, Copy, Scan
3	Print speed	Black up to 18ppm & Colour up to 4ppm
4	Duty cycle (monthly, A4)	Up to 20,000 pages & Above
5	Print Resolution black&colour	600 x 600 dpi
6	Processor speed	800 MHz & Above
7	Display	LCD
8	Connectivity	1 Hi-Speed USB 2.0; 1 Ethernet 10/100, Standard (built-in Ethernet,Wi-Fi802.11b/g/n)
9	Memory	128 MB & Above
10	Input capacity	Up to 150 sheets
11	Output capacity	Up to 50 sheets
12	Duplex printing	Manual
13	Scan resolution	Up to 600 x 600 dpi
14	Copy speed	Up to 18 cpm
15	Warranty	1 Year Onsite Support & Services

ITEM NO 5 Portable Hard Disk (SSD- 1 TB 1 Nos.) :

Technical Specification of Portable Hard Disk (SSD- 1 TB 1 Nos.)		
Sr. No.	Description	Parameter
1	Type	Portable SSD
2	Connectivity	Wired
3	Digital Storage Capacity (TB)	1
4	Data Transfer Rate (MB/sec)	1050 or Higher
5	OS Compatibility	PC, Windows, MAC, Android
6	Interface	Type USB 3.2
7	Shock Resistant	Yes
8	On Site OEM Warranty (Years)	3 or Higher

ITEM NO 6 Portable Hard Disk (SSD- 2 TB 1 Nos.) :

Technical Specification of Portable Hard Disk (SSD- 2TB 1 Nos.)		
Sr. No.	Description	Parameter
1	Type	Portable SSD
2	Connectivity	Wired
3	Digital Storage Capacity (TB)	2
4	Data Transfer Rate (MB/sec)	1050 or Higher
5	OS Compatibility	PC, Windows, MAC, Andriod
6	Interface	Type USB 3.2
7	Shock Resistant	Yes
8	On Site OEM Warranty (Years)	3 or Higher