



**IT I LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

ITI LIMITED
(A Govt. of India Undertaking)

**TENDER
DOCUMENT FOR**

Supply of Desktop Computers, Laptops, Printer & UPS

Tender Notice No: ITI/MSP NZ/01/2022-23/RFP/IT Infra/01

Dated: 06.05.2022

**Deputy General Manager-Project
ITI Limited, MSP-NZ,
201-202 Rohit house,
3 Tolstoy Marg, New Delhi-110001
Email: skumar_bcdel@itiltd.co.in
Website: www.itiltd.in**

Authorized Signatory



**ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

Tender for supply of Desktop Computers, Laptops, Printer & UPS are hereby invited from the eligible bidders by ITI Limited through ONLINE e-tendering process in TWO COVER SYSTEM (Technical & Financial) which must be valid for a minimum period of 60 days from the date of bid opening.

Interested bidder may view and download the tender document containing the detailed terms & conditions at free of cost from the websites Tender Wizard Portal i.e. <https://www.tenderwizard.in/ITILIMITED>, Company web site i.e. <https://www.ityltd.in>, or [CPP Portal](#) and **The ONLINE bid is to be submitted in a sealed cover over the Tender Wizard ITI Limited Portal.**

The tender will be opened at that time as per the schedule mentioned in the tender document. Failure to furnish any information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid. ITI Limited reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid, which will be conditional/ incomplete/ belated/ without tender fees will not be entertained.

The helpdesk for bidding:

**Shri Ashutosh Pachauri, AEE-Purchase
C/o M/s ITI Limited MSP NZ New Delhi-110 001
Mob: +91-8287044011**

**Scope of Work: Supply, Installation, Testing and Commissioning of
Desktop Computers, Laptops, Printer & UPS**

Authorized Signatory



**ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

TENDER DOCUMENT

- 1. Name and Address of the Officer** : **DGM MSP-NZ,
ITI Limited,
201-202 Rohit House, 3 Tolstoy Marg,
New Delhi-110 001**
- 2. Tender Document for** : **Purchase of Desktop Computers, Laptops, Printer & UPS**
- 3. Cost of Tender Document** : **NIL**
- 4. Place of submission of Tender** : **Online**
Place of Opening of Tender : **ITI Limited, MSP-NZ,
201-202 Rohit House, 3 Tolstoy Marg,
New Delhi-110 001**
- 5. Last Date & Time for submission** : **26/05/2022 up to 3:00 PM**
- 6. Date & Time for Technical Bid Opening** : **27/05/2022 at 3:30 PM**
- 7. Date & Time for Financial Bid Opening** : **Will be informed to the technically qualified bidder**

Authorized Signatory

ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

INSTRUCTIONS FOR ONLINE BID SUBMISSION TO BIDDERS

1	Submission of Bids shall be only through online process which is mandatory for this Tender.
1.1	Tender Bidding Methodology: Sealed Bid System Tender Type: Two bids i.e., Technical and Financial Bids shall be submitted by the bidder at the same time on the portal.
1.2	Broad outlines of the activities from Bidders perspective:
1.2.1	Procure a Digital Signing Certificate (DSC)
1.2.2	Register on Electronic Tendering System® (ETS)
1.2.3	Create Users and assign roles on ETS
1.2.4	View Request for Proposal (Tender) on ETS
1.2.5	Download Official Copy of Tender Documents from ETS
1.2.6	Clarification to Tender Documents on ETS
1.2.7	Query to ITI LTD (Optional)
1.2.8	View response to queries posted by ITI LTD, as an addendum/corrigendum.
1.2.9	Bid Submission on ETS
1.2.10	Attend Public Online Tender Opening Event on ETS Opening of Technical/Financial Part
1.2.11	View Post-TOE Clarification posted by ITI LTD on ETS (Optional) Respond to ITI LTD's Post-TOE queries.
1.3	For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS. Note 1: It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. Note 2: While uploading the documents, it should be ensured that the file name should be the name of the document itself.
1.4	Digital Certificates: For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC) of Class 3 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer http://www.cca.gov.in].
1.5	Registration in e-procurement portal: Bidder has to Register first in https://www.tenderwizard.com/ITILIMITED .and then Tender document can be downloaded from the web site: https://www.tenderwizard.com/ITILIMITED and bid has to be submitted in the e-format.
1.6	ITI LIMITED has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
1.7	Special Note on Security of Bids: Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically, for Bid Submission, some security related aspects are outlined below: - As part of the Electronic Encrypt functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-phrase created by the server itself. The

Authorized Signatory

ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

	Pass phrase is more difficult to break. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a User organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender opening officers of the User organization and the personnel of e-tendering service provider.
1.8	Public Online Tender Opening Event (TOE): ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on ETS. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the User for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.
1.9	Other Instructions: For further instructions, the vendor should visit the home page of the portal i.e. https://www.tenderwizard.com/ITILIMITED . Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.
1.10	The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:
1.10.1	Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your tender submission deadline on ETS.
1.10.2	Register your organization on ETS well in advance of your tender submission deadline on ETS.
1.10.3	Get your organization's concerned executives trained on ETS well in advance of your tender submission deadline on ETS.
1.10.4	Submit your bids well in advance of tender submission deadline on ETS to avoid any unforeseen last-minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.
1.11	Minimum Requirements at Bidders end: Computer System with good configuration and OS preferably supporting Windows, Word, Excel & PDF, High Speed Broadband connectivity, Internet Browser and Digital Certificate(s).

NB: Since the work is to be executed for and on behalf of an end user, the need and exigencies of the user shall prevail upon all the covenants and all decisions shall be taken with the knowledge of such user. The user here being Indian army and the project being of national importance, a special care and preparation will be expected from the bidder.

Authorized Signatory

ANNEXURE-‘A’ – (TERMS AND CONDITIONS)

1.	Tender documents can be downloaded from website Tender Wizard Portal i.e. https://www.tenderwizard.in/ITILIMITED or from Company web site i.e. https://www.itiltd.in , or <u>CPP Portal</u> as per the dates mentioned in the tender
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such ITI Limited will not be responsible for any failures in submission of bids.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
5.	Tender shall be submitted under Two Bids System viz. Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in rejection of the bid.
6.	Incomplete or conditional bids will be summarily rejected.
7.	If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
8.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
9.	The technical bid and financial bid will be opened one by one.
10.	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the Item wise value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
11.	The successful vendor shall supply the prescribed hardware within 15 days from the issue of supply Order.
12.	The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
13.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
14.	The make / brand of the quoted hardware must be mentioned.
15.	The warranty shall cover the following: <ul style="list-style-type: none"> • If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality. • In case of failure of operating System the same shall be reinstalled.

Authorized Signatory



**I T I LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

SCOPE OF WORK

1. **Supply of Desktop Computers, Laptops, Printer & UPS:** The vendor has to deliver the Desktops, Laptops, Printers and UPS at I T I LIMITED, MSP-NZ-Delhi, 201-202, Rohit House, 3 Tolstoy Marg, New Delhi-110001 and ensure installation of the same along with related drivers.
2. **Maintenance of Desktop Computers, Laptops, Printer & UPS:** The vendor has to maintain including Coordination with OEM for all supplied Desktop Computers, Laptops, Printer & UPS during warrantee period.
3. **Replacement of Parts:** The vendor has to ensure rectification of the faulty Desktops, Laptops and Printers providing replacement for the same as per requirements during warrantee period.
4. **At present 03 nos. Desktop, 05 nos. Laptop, 1 no. of All in one Laserjet Color Printer and 07 nos. UPS are required, quantity may be increased/ decreased as per requirement.**
5. Vender should supply additional quantity as required by the ITI Limited in near future. Rates should be valid for 3 months from the date of submission of tender.

Authorized Signatory

ANNEXURE 'B' (TECHNICAL BID FORMAT)

Sl. No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/ Pvt. Ltd. Co./Public Ltd Co.) Copy of registration certificate to be attached	
	Non- Blacklist Certificate	
	Certified copy of the turnover (CA certificate) of Agency/ Applicant during last financial three years	
	PAN No. (copy will be attached)	
	GST No. (copy will be attached)	
	Detail of Tender Fees attached	

Authorized Signatory



**ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

DECLARATION

- 1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and the Directorate on the basis of the information given by me/us can be treated as invalid by the Directorate and I/we will be solely responsible for the consequences.**
- 2. I/We agree that the decision of Directorate in selection of successful bidders will be final and binding tome/us.**
- 3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.**
- 4. 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:

Authorized Signatory



**ITI LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
2. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
3. The product profile of the company along with last 3 years' turnover, not less than Rs.5 lakh per year. Audited Balance Sheet and Profit and Loss account or CA Certificate for last three years should be submitted.
4. The vendor should have fully functional service/ support centre in Delhi / NCR.
5. The vendor should have successfully supplied Hardware amounting to more than Rs. 2 Lac to at least one customer in Government Department or Public Undertaking in Delhi / Govt of NCT of Delhi in the last 3 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
6. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/ Registration.
7. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ Private Sector. (Self attested certificate to be submitted)

Authorized Signatory

**I T I LIMITED,
MSP-NZ-Delhi
201-202, Rohit House,
3 Tolstoy Marg,
New Delhi-110001**

ENQUIRY NO. : ITI/MSP NZ//01/2022-23/RFP/IT Infra/01

DATE: 06.05.2022

ANNEXURE-“C” (SPECIFICATIONS)

FINANCIAL OFFER FOR SUPPLY OF COMPUTER DESKTOP, LAPTOP’S & PRINTERS

Sl. No	Item	Specification/Configuration
1.	Desktop Computers (HP/Dell/Lenovo) Onsite Warranty:3 years	PROCESSOR: Intel Core i3 11th Gen RAM: 8GB min HDD: 512 GBSSD/ 1 TB Integrated Graphics Card, DVD/CD ROM Drive, USB port 6+ (out of which at least two are USB 3.0+) HDMI Port, 1 VGA Port Network Gigabit Ethernet and WIFI Integrated audio controller Audio Port (Front: 1Mic, 1 Speaker out rear 1 Line in,1 Line out) Monitor 20” or more, USB Keyboard USB Optical Mouse, Mouse Pad OS: Windows 10 Pro or above Latest MS Office Professional
2.	Laptop (HP/Dell/Lenovo) Onsite Warranty:3 years	PROCESSOR: Intel Core i3 11th Gen RAM: 8GB min, SSD: 512 GB SSD Integrated Graphics Card, DVD/CD ROM Drive, USB port 4+ (out of which at least two are USB 3.0+) HDMI Port, 1 VGA Port Network Gigabit Ethernet, WIFI and Bluetooth 1Headphone/microphone combo pack Integrated stereo speakers Web camera (720 p HD min) Click pad and full size keyboard , Display 15.6 inches OS: Windows 10 Pro or above Latest MS Office Professional
3.	All in One Printer (HP)	HP Color Laser MFP 178nw Printer or Similar Multifunction Printer
4.	UPS	625/650 VA

Authorized Signatory