



पेंशन निधि विनियामक एवं विकास प्राधिकरण  
PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

## **Request for Proposal - Procurement and Installation of 14 numbers of Laptops with buyback of old Laptops in PFRDA**

**B-14/A, Chatrapati Shivaji Bhawan, Qutab Institutional Area, Katwaria Sarai,  
New Delhi 110016**

**Website: [www.pfrda.org.in](http://www.pfrda.org.in)**

To,

All Prospective Bidders

**Subject: Request for Proposal for Procurement of 14 no's of Laptops with buyback of old Laptops in PFRDA – Reg:**

PFRDA invites sealed quotations from competent & reputed manufacturers / authorised distributors for supplying, Installation and commissioning of Laptops.

Technical and financial bids are required to be submitted in separate sealed covers addressed to the: -

**Deputy General Manager,  
Information Technology Department,  
Pension Fund Regulatory and Development  
Authority, B-14/A, Chatrapati Shivaji Bhawan,  
Qutab Institutional Area, Katwaria  
Sarai, New Delhi 110016**

The Bids should reach us on or before **14.03.2022 up to 15:00 Hrs**, duly super scribing the bid i.e., "Technical Bid for supplying of 14 (Fourteen) numbers of Laptops with buyback of old Laptops in PFRDA" and "Financial Bid for supplying of 14 (Fourteen) numbers of Laptops with buyback of old Laptops in PFRDA" on top of the cover.

Technical Bid will be opened on **14.03.2022 up to 16:00 Hrs**. Bidder should read the tender document carefully and comply strictly with the terms and conditions before sending their bids.

Deputy General  
Manager - IT,  
PFRDA

## 1. Introduction

The Pension Fund Regulatory & Development Authority (PFRDA) Act was passed on 19th September, 2013 and the same was notified on 1st February, 2014. PFRDA is regulating NPS, subscribed by employees of Govt. of India, State Governments and by employees of private institutions/organizations & unorganized sectors.

## 2. Scope of the Work (SoW)

- a.
- a. Supply and Installation of 14 numbers of Laptops with the buyback of old Laptops in PFRDA.
  - b. Delivery and Installation period: Bidder shall deliver the goods/services, install and commission the same within Four (4) weeks from the date of award of contract.
  - c. Warranty: 05 (Five) Years Comprehensive Onsite OEM warranty (Including Accidental Damages)
  - d. Buyback of old Laptops: The list of Laptops for buyback is provided in the s. These Laptops shall be handed over in "AS IS WHERE IS" condition.

During warranty & maintenance period the bidders should conduct preventive maintenance once in six months besides attending the service calls as per the requirement. During this period the successful bidder shall reinstall the Operating system and other applications in case gets corrupted.

## 3. Pre-Qualification Criteria:

S. No	Particulars	Required Document
1.	Proprietorship Firm / Partnership Firm / LLP / Company/ Organization.	Registration Document indicating the legal status.

2.	The yearly turnover of the bidder shall not be less than 50 Lakhs in the last three years as mentioned below: (2018-19, 2019-20, and 2020-21).	Audited balance sheet for last 3 (Three) years.  or IT return for the last 3 (Three) years.  and Certificate from Chartered Accountant certifying the yearly turnover for the last 3 (Three) years.
3.	Should be registered with Income Tax and Service Tax departments.	Self-attested copy of valid registration certificate under GST and PAN Card.
4.	OEM Authorization	Latest Authorization Letter from the principal manufacturers for respective product (OEM) as partner or reseller of OEM, which is active.
5.	The supplier should have at least three (03) years' experiences in supplying Laptops / Desktops to a Government / Autonomous Body / PSU organization/Public Sector Banks.  The supplier should have supplied at least 30 Laptops / Desktops through a single order or multiple orders in a year during last 3 (Three) years.	Copy of the work orders.
6.	The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in National Capital Region for at least last 3 years.	Valid Address Proof as mentioned below with the existence of the firm in Delhi for the last 3 (Three) years (2018-19, 2019-20, and 2020-21).  Self Attested copy of Telephone bill/Electricity Bill/Registered Rent Deed supporting the address at Delhi/Bank Statement indicating the address at Delhi / New Delhi or in National Capital Region in the last three years.
<b>S. No</b>	<b>Particulars</b>	<b>Required Document</b>

7.	Have not been blacklisted by the Departments/Ministries of the Govt. of India/Public Sector Undertakings (PSUs)/ Declaration has to be given in the prescribed format.	As per the format given in Annexure -III
8.	The bidders registered with NSIC are exempted from submission of EMD. Other bidders shall submit a EMD of Rs. 1,40,000/-	Certificate from NSIC mentioning the period of exemption and value. Or DD/pay order/bankers cheque for the amount mentioned.

**Note:** It is mentioned that above conditions have been imposed to purchase original and genuine products only from the competent and authorized bidders.

In case any bidder fails to comply with the above conditions, Pension Fund Regulatory and Development Authority reserves rights to cancel bid/contract at any stage without assigning any reason what so ever it may be.

#### **4. Bid Security / Earnest Money Deposit (EMD)**

- a. EMD of **Rs. 1,40,000/-** (Rupees One Lakh Forty Thousand only) in the form of demand draft / banker's cheque from any of the scheduled banks drawn in favour of "**Pension Fund Regulatory and Development Authority**" payable at New Delhi shall accompany the Technical Bid.
- b. A bid received without Bid Security (EMD) shall be rejected as non-responsive.
- c. The Bid Security of unsuccessful bidders will be returned to them after finalization and award of the contract without any interest.
- d. The Bid Security may be forfeited:
  - i. If a bidder withdraws his bid during the period of bid validity specified in the bid document.
  - ii. In the case of successful bidder, if the bidder fails to sign the contract or furnish the Performance Security within the time specified in the document
- e. The bidders registered with NSIC and submitting a valid NSIC registration certificate are exempted from submission of EMD.

## 5. Tender Fee

The tender document can be downloaded from the website of PFRDA. No tender fee for the bid application.

## 6. Performance Security Deposit (PSD)

- a. Within a week of receipt of work order, the successful bidder shall furnish the Performance Security of **10% of the Contract Value** to ensure quality and genuineness of the laptops to be supplied. In case it is found that any of the item or part thereof including the license is defective, duplicate or non-genuine, the total cost of the same shall be recovered with PSD.
- b. PSD shall be in the form of Bank Guarantee from a nationalized or scheduled bank that can be invoked by PFRDA at New Delhi.
- c. PSD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security.
- d. PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part, in case the supply order was not executed to the satisfaction of PFRDA within the stipulated period.

## 7. Mode of submission of tenders and last date

Tender must be submitted in duly sealed envelope and in two parts separately, i.e.,

1.
  1. Technical Bid (Annexure – I) and
  2. Price Bid (Annexure - II).

Both the parts should be further sealed in a bigger envelope which must be duly super-scribed in capital letters "**Tender for Procurement of 14 numbers of Laptops with the buyback of old Laptops in PFRDA**". Tender shall be dropped in the tender box kept at the reception and should not be handed over to any employee of PFRDA.

The envelopes must be super-scribed with the following information:

1.
  - i. Details of EMD

- ii. Name and Address of the bidding agency along with the contact details of the authorized representative.
- iii. Date & Time of submission of Tender

PFRDA will not be responsible for delayed / late submission / received by Post / Courier etc. of the tender document, The late submission of the bid results in disqualification / rejection of any bid on the grounds that the tender had not reached PFRDA on or before the due date and time. **Tender sent through any other means shall not be accepted.**

### 8. Schedule of Bidding Process

The Schedule of Bidding Process is as mentioned below and venue of tender opening is PFRDA office, New Delhi (The dates will be changed as per the date of publishing this RFP in PFRDA website (T) (T = date of publishing this RFP)):

S No	Event Description	Date and Time
1	Date of Issuance of RFP	21.02.2022
2	Last date for receiving queries	02.03.2022 by 18:00 Hrs.
3	Pre-Bid response to queries latest by	06.03.2022 (responses will be uploaded in the website of PFRDA)
4	Last date for submission of Bid	14.03.2022 at 15:00 Hrs
5	Opening of Bids	14.03.2022 by 16:00 Hrs

The Prebid queries or clarification sought should reach PFRDA on or before the Date and time mentioned in the Para 8, only soft copy of the Prebid query shall be entertained and the same should be emailed to the email id's: [daulath.khan@pfrda.org.in](mailto:daulath.khan@pfrda.org.in), [balaji.b@pfrda.org.in](mailto:balaji.b@pfrda.org.in).

### 9. Technical Evaluation:

- a. Technical bids will be opened on bid opening date. Those bidders satisfying the eligibility criteria and the technical requirements as determined by the PFRDA and accepting the terms and conditions of this document shall be shortlisted for evaluation of financial bid.
- b. Technical bid evaluation:

Technical bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the bidder shall be examined prima facie to see if the product /services offered, technical skill base and financial capacity and other bidder attributes claimed therein are correct with supporting documents and are consistent with the needs of this project. In the second step, PFRDA may ask bidder(s) for additional information, arrange discussions with their authorised representative to verify claims made in technical bid documentation, which shall be submitted by the bidder within the time lines specified in the communication/mail.

**c. Award Criterion:**

Final choice of the bidder shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost- effectiveness over the entire maintenance period for the product. The commercial bid of the technically qualified bidders shall be opened in their presence. The contract shall ordinarily be awarded to the lowest (L1) Bidder.

**10. Signing of the bids**

- a. The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- b. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorised signatory may be attached.
- c. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

**11. Validity Period of bid**

The bid shall remain valid and open for acceptance for a period of **120 days** from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Institute as non-responsive.

**12. Rejection of incomplete and conditional tenders**

The Incomplete and conditional tenders will be rejected by PFRDA.



**13. No withdrawal after submission of bids:**

No bidders will be allowed to withdraw their bid after submission of bids / opening of the tender, otherwise the EMD submitted by the bidder is liable to be forfeited.

**14. non-acceptance of the tenders received after the last date and time:**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted / considered under any circumstances.

**15. Rates / Prices:**

- a. The rates should be quoted in Indian Rupees only in words as well as in figures. GST as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
- b. Rates should be valid for Six Months. Rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons / causes will be entertained during the period of contract.
- c. Rate should be quoted including delivery, Installation and Warranty.

**16. Penalty:**

- a. It will be the responsibility of the Bidder to supply the item in accordance with supply order and install them within stipulated time frame, otherwise, PFRDA may impose penalty.
- b. In case, the bidder fails to supply the required quantity and install them within the specified period, a penalty of 1% for each week's delay of total value of supply order shall be imposed.

**17. Settlement of dispute**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights duties or liability of the parties shall be referred to the courts located in New Delhi.

**18. Purchaser's Rights**

- a. PFRDA reserves the right to accept / reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

- b. PFRDA reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honor its bids without sufficient grounds.
- c. If a bidder after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD / PSD shall be forfeited.
- d. All the items mentioned in the list should be genuine, original and of the specified branded company. If the material supplied is found to be of substandard quality, the same will be returned / replaced and the PFRDA will not be responsible for any loss to the concerned supplier for such supply.
- e. If the bidder is not able to supply the original and genuine items, appropriate action may be taken against them i.e., Imposition of penalty, cancellation of rate contract or forfeiture of PSD with the cancellation of the contract including blacklisting the bidder. The bidder shall also be liable for any damage caused to the printer or other equipment's by spurious products supplied.
- f. If the services of the bidder are found unsatisfactory or if the bidder is not able to supply the goods within specified time-frame, the tender will be entrusted to any other bidder / supplier at the risk of defaulting bidder/supplier.

#### **19. Basis of awarding the contract**

- a. The contract shall ordinarily be awarded to the lowest (L1) evaluated bidder, whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the tender terms and conditions.
- b. **PFRDA reserves the right to award the contract to more than one bidder on the basis of lowest rates.**

#### **20. Delivery**

In case, the bidder fails to supply the required quantity within the specified period from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from PSD or charging penalty by issuing notice. Necessary action for blacklisting the bidder may also be taken.

#### **21. Guarantee / Warrantee**

The guarantee / warrantee given on Laptop by the OEM will be run by the bidder/firm / supplier and bidder shall be responsible to ensure that the guarantee/warrantee is honoured by the OEM. OEM may authorize any other service centre other than the supplier for attending to the complaint's raised by PFRDA.

Product should not be announced as End of Sale or End of Service.

## **22. Mode of Payment**

Payment against Invoice shall be released within 30 days only after receipt, inspection and observance of satisfactory performance of all the Laptops. Payment shall be released only after successful supply, installation and submission of Invoice along with Installation report duly certified by the concerned Official of the IT Department. Payment will be made direct to the supplier by online transfer of payment to Bank only. No request for other mode of payment will be entertained. No advance payment will be made in any case.

## **23. General / others**

- a. The bidder will be bound by the details furnished by them to PFRDA, while submitting the tender or at subsequent stage. In case, any of such documents furnished by them found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
- b. In no circumstances, the bidder shall appoint any sub-contractor or sub-lease the contract. If it is found that the bidder has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
- c. All taxes and levies will be paid by the supplier / bidder only. No other charges such as Octroi, packing, forwarding, freight, insurance, loading and unloading, entry tax etc., will be allowed. All these are to be borne by the bidder only.
- d. The bidder will ensure that the Laptops and Software supplied to PFRDA are genuine from the manufacturers. The bidder will be held Responsible in case of deficiency in the quality of the product and performance security is liable to be forfeited if the system/software supplied by the bidder is found to be spurious/fake.
- e. The goods shall be supplied in original packing from the manufacturer clearly indicating item's Serial No, date, expiry date, price, etc.
- f. Replacement under warranty/guarantee clause shall be made by the successful bidder, at site, free of all charges.
- g. Prices charged by the successful bidder for the goods delivered under the contract shall not be higher than prices quoted in his bid.
- h. Delay by supplier in the performance of its delivery obligations shall render the supplier liable to any or all the sanctions, forfeiture of its performance security, imposition of liquidated damages and/ or termination of the contract for default.

- i. The purchase quantity may vary upto +/- 25% within 12 Months on the same cost.

The contract awarded shall be terminated if the bidder indulges in any unfair activities, misrepresentation of facts, submission of improper/forged/fake documents/. In such a case the bidder will be liable to be banned and the performance security will be forfeited.

## 24. Relaxation

Start-ups are exempted from the “prior experience/turnover” criteria applicable for normal companies answering to government tenders.

[https://www.startupindia.gov.in/content/sih/en/compendium\\_of\\_good\\_practices/easing\\_public\\_procurement.html](https://www.startupindia.gov.in/content/sih/en/compendium_of_good_practices/easing_public_procurement.html)

## 25. Laptops Configuration and Software Details:

### Technical Specification for 14 numbers of Laptops:

MINIMUM LAPTOP SPECIFICATIONS		
S. NO.	DESCRIPTION	SPECIFICATIONS
1	Brand	Dell/HP/Lenovo
2	Processor	Intel Core i-7 (11 <sup>th</sup> Generation) Up to 4.7 GHz or Higher
3	Memory - RAM	Minimum 16 GB or Higher
4	Display	14 Inch FHD (1920 * 1080) or Higher
5	Hard Drive	512 GB M.2 SSD or Higher
6	Ram Type	DDR4 or Higher
7	Ram Speed	3200 MHz or Higher
8	Web Cam, Mic and speakers	Yes
9	Ports	LAN Port Inbuilt or External Adapter (for LAN port), I/O Ports, USB, HDMI, Headphone, AC Power
10	Keyboard	Backlit Keyboard, Multi-touch Touchpad
11	Operating System	Preloaded Windows Latest version (64 bit)
12	Standard Accessories	Power cable, Power Adaptor and Charger, User Manuals and Laptop backpack etc.
13	Battery Backup	8 Hour Minimum or Higher
14	Weight	Less than 2.5 kg
15	Software	MS Office latest version with perpetual License in the name of PFRDA
16	Warranty	05 (Five) Years Comprehensive Onsite OEM warranty (Including Accidental Damages)
17	Build Quality	Aluminium
18	Installation	Installation Onsite

**Note: - Whole of the above configuration should be read as “the same, equivalent or better/more”.**

**ANNEXURE- I TECHNICAL BID**

1. Name of the bidder:
2. Communication Address of the bidder:
3. Contact details of the bidder:
  - a. Tel. No. with STD (O) (FAX) (R)
  - b. Mobile No.
  - c. E-mail ID
4. Name of the Proprietor / Partner / Director of the firm / agency:
5. Bidder’s bank and its address and his Current Account No.:
6. Documents as mentioned in the Para 3 (Pre-qualification Criteria) in support of the eligibility criteria:-
7. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed:
8. Any other information / document please specify:

**NB.:** Bidders to ensure that all:

- a. Pages have been signed and stamped by the authorised person (s).
- b. Pages have been numbered.
- c. Documents are legible (clearly readable)

I / we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Name & Address of the firm / bidder:

(Signature of Authorised Signatory & Seal of the firm / bidder) Date

## ANNEXURE-II

### FINANCIAL BID

From

To

**Deputy General Manager - IT,  
Pension Fund Regulatory and Development  
Authority, B-14/A, Chatrapati Shivaji Bhawan,  
Qutab Institutional  
Area, Katwaria Sarai,  
New Delhi 110016**

Sir,

I / we have gone through the tender document, understood it fully and declare that I / we shall abide by the terms and conditions mentioned therein for supply of the items required. Cost of the (*please specify the brand*) (HP/Dell) as per the specification mentioned in para 25 of the RFP document

S.No.	Particulars	Rate per Unit (Rs.)	Quantity	Taxes (Rs.) if any	Total (Rs. In figure and words)
1.	Cost of Laptops		14		
2.	Cost of MS- Office Latest Version (Perpetual volume License in the name of PFRDA).		14		
3.	<b>Sub Total (1+2)</b>				
4.	Purchase price of old Laptops ( under buyback)		6		

5.	<b>Total Bid Amount (3 minus 4) (in figure and words)</b>	

**Note: The final bid amount mentioned in row no.5 (Total bid amount) shall be reckoned for deciding the L1 bidder.**

### **ANNEXURE III**

#### **UNDERTAKING**

(TO BE SUBMITTED WITH TECHNICAL BID)

It is certified that my firm / agency / company has never been black listed by any of the Department / Autonomous Institutions / Ministry of Govt. Of India / PSU or any reputed organisation and no criminal case is pending against the said firm / agency as on \_\_\_\_\_ . (Authorised Signatory)

Name of the authorised person

Name of the firm

Address of the firm

Contact No.

E-mail id

Seal of the firm:



**ANNEXURE – IV**

<b>DETAILS OF LAPTOPS UNDER BUYBACK</b>		
<b>S. NO.</b>	<b>LAPTOP MODEL</b>	<b>CONFIGURATION DETAILS</b>
1	COMPAQ 6710B	CORE 2 DUO
2	HP PROBOOK 4410S	CORE 2 DUO
3	Dell Latitude 6230	CORE I5
4	Dell Latitude 6230	CORE I5
5	HP PROBOOK 430 G2	CORE I5
6	HP PROBOOK 4530S	CORE I5