



Indian Renewable Energy Development Agency Limited
(A Mini Ratna Category-I PSU)
ISO 9001:2015, 27001:2013 Certified

REQUEST FOR PROPOSAL (RFP)

Purchase of HP All-in-One Desktop Computers

INVITATION TO BID

Reference Number: 236/317/DCCS/2006/1 Dated: 17/07/2020

Indian Renewable Energy Development Agency Limited
(A Mini Ratna Category-I PSU)
3rd Floor, August Kranti Bhawan
Bhikaji Cama Place
New Delhi - 11 00 66
Tel: +91 (011) 26717400-13
Fax: +91 (011) 26717416

Disclaimer

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of Indian Renewable Energy Development Agency Limited (IREDA), is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by IREDA to any parties other than the applicants who are qualified to submit the Bids ("Bidders"). The purpose of this RFP document is to provide Bidder with information to assist the formulation of their proposals. This RFP document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice. IREDA makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. IREDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

SECTION 1 - NOTICE INVITING TENDERS

NIT for Purchase of HP All-in-One Desktop Computers

1. Indian Renewable Energy Development Agency Limited (IREDA), a Mini Ratna (Category – I) Government of India Enterprise under the administrative control of **Ministry of New and Renewable Energy (MNRE)**, invites online bids on single stage two bid system for **“Purchase of HP All-in-One Desktop Computers”**.
2. Tender documents may be downloaded from IREDA website, www.ireda.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given below:

Sr. No.	Description	Detailed Information
1	Name of Project	Purchase of HP All-in-One Desktop Computers
2	Tender Reference Number	236/317/DCCS/2006/1
3	Date of release of Bidding Document (Document can be downloaded from IREDA website and CPPP)	17.07.2020 at 6 PM
4	Last date and time for Bid Submission	27.07.2020 at 11 AM
5	Bid Opening Date	28.07.2020 at 11 AM
6	Address for communication	Indian Renewable Energy Development Agency Limited 3rd Floor, August Kranti Bhawan Bhikaji Cama Place New Delhi - 11 00 66 Tel: +91 (011) 26717400-13 Fax: +91 (011) 26717416 E-mail: dksingh@ireda.in
7	Earnest Money Deposit (EMD)	Rs.20,000/- in the form of Demand Draft / Banker's Cheque/NEFT in favor of Indian Renewable Energy Development Agency

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the **‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’**.

4. Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from the IREDA website and Central Public Procurement Portal (CPPP) website, shall not tamper/modify the tender from including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing any business with IREDA.
6. Intending tenderers are advised to visit again IREDA website and CPPP website at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
7. The EMD must be delivered to the Senior Manager (IT), c/o Indian Renewable Energy Development Agency Limited, 3rd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 **on or before bid opening date/time as mentioned in the schedule above.**
8. Bids will be opened as per date/time as mentioned in the schedule above. After online opening of Technical-Bid, the results of their qualification as well Price-Bid opening will be intimated later.
9. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. The Bidder is requested to carefully examine the RFP document, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy, Bidder should seek necessary clarifications by e-mail as mentioned in the schedule above.

SECTION 2 - TECHNICAL SPECIFICATION

S.No.	Particulars	Specification Required
1.	Make	HP
2.	Model	Eliteone 1000 G2 AIO
3.	Processor	Intel Core i7 8700
4.	Operating System	Windows 10 Professional
5.	RAM	16 GB DDR4 expandable up to 32 GB
6.	Storage	2 TB HDD
7.	Display Size	68.58 cm (27.0 in) diagonal IPS widescreen WLED backlit anti-glare 4K UHD LCD (3840 x 2160) Non-touch
8.	Keyboard & Mouse	Wireless
9.	Webcam	Full HD, Integrated with Display
10.	On Site OEM Warranty	3 years
11.	Graphics	Integrated (Intel UHD Graphics)
12.	Speakers	Integrated with Display
13.	Wireless Connectivity	Yes, Wi-Fi 802.11ac
14.	Ethernet Port	10/100/1000 on board Integrated Gigabit Port
15.	Bluetooth	Yes
16.	Ports	<u>USB ports</u> (2) Type-A USB 3.1 Gen 2 (wake capable) (rear) (2) Type-A USB 3.1 Gen 2 (rear) (1) Type-C USB 3.1 Gen 2 with Thunderbolt (DisplayPort Alt mode and 15 W) (side) (1) Type-A USB 3.1 Gen 1 (fast charging port) <u>Video ports</u> (1) DisplayPort 1.2 output (rear) (1) DisplayPort 1.2 input (rear) (1) HDMI 2.0a output (rear) <u>Audio ports</u> (1) Headset (side) <u>Network/communication ports</u> (1) RJ-45 Ethernet (rear) <u>Power</u> (1) Power port

Location of Work

The products must be delivered at the following address:

Indian Renewable Energy Development Agency Limited, 3rd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi – 110066.

SECTION 3 - ELIGIBILITY CRITERIA

Pre-requisite

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below:

Eligibility Criteria

1. The bidder should be a HP Authorized Seller, having office in Delhi / NCR (**Signed and scanned copy of Manufacturer/OEM Authorization Form to be furnished**).
2. The bidders should have minimum three years' experience in the business of HP Products (**Signed and scanned copy of relevant document to be furnished**).
3. The bidders should have satisfactorily carried out delivery of HP Desktops in Government / Public Sector Undertakings or reputed Private Sector Companies during the financial years 2016-17, 2017-18, 2018-19. (**Signed and scanned copies of work order indicating the details such as date & year of work awarded, value of the contract etc. may be furnished**).
4. The Average Cumulative Financial Turnover during the financial years 2016-17, 2017-18 & 2018-19), ending 31st March should be at least Rs. 1.50 lakh (**Signed and scanned copy of documentary proof to be furnished**).
5. The Agency should have valid Registration No. of TIN/PAN and GST, whichever is applicable (**Signed and scanned copy of documentary proof to be furnished**).
6. The bidder should not have been blacklisted by any Government department/PSU/CPSE during the last 5 years (**Signed and Scanned copy of Self-declaration to that effect should be submitted along with the technical bid**).

Failure to provide the desired information and documents may lead to disqualification of the bidder.

SECTION 4 - INSTRUCTION TO BIDDERS

A The Bidding Document

1. RFP

- a) RFP shall mean Request for Proposal.
- b) Bid, Tender and RFP are interchangeably used to mean the same.
- c) The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.
- d) IREDA reserves the right to take any decision with regard to RFP process for addressing any situation which is not explicitly covered in the RFP document.
- e) The Bidder must disclose any actual or potential conflict of interest with IREDA.

2. Content of Bidding Document

The bid shall be submitted online. Contents of the bidding document is detailed in the section, **Submission of Tender**.

3. Zero Deviation

This is a **ZERO Deviation** Bidding Document. Bidder is to ensure compliance of all provisions of the Bidding Document and submit their bid accordingly. Bids with any deviation to the bid conditions shall be liable for rejection. Corrigenda/Addenda, if any, shall also be available on IREDA website & CPPP.

4. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of bids, IREDA may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
- b) Amendments will be provided in the form of Addenda/corrigenda to the Bidding Documents, which will be posted on IREDA's website and CPPP. Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda/corrigenda have been taken into account by the Bidder in its Bid.
- c) In order to afford Bidders reasonable time in which to take the amendment into account in preparing their bids, IREDA may, at its discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted in IREDA's website and CPPP.
- d) From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the RFP.

B Preparation of Bid

1. Bid Price

Prices must be quoted in Indian Rupees only and should include all costs including all applicable taxes, levies, etc.

GST should be shown separately in the Price Schedule.

2. Earnest Money Deposit (EMD)

- The Bidder shall submit Earnest Money Deposit of Rs. 20, 000 (Rupees Twenty Thousand only) in the form of a Demand Draft/Banker's Cheque/NEFT from a scheduled bank in India in favor of "Indian Renewable Energy Development Agency Limited" payable at New Delhi. No interest will be paid on the EMD.
- MSME registered with DICs/KVIC/KVIB/NSIC/Directorate of Handicrafts and Handloom/UAM or any other specified by Ministry of Micro, small & Medium Enterprises (registered for supply of services) are exempted from submission of EMD on production of requisite proof in the form of valid certificate for the said service with due validity period till tender last notified closing date & time. No request of the participator bidders for exemption under this clause will be accepted if the validity period of MSME Certificate is expired or they have just applied for MSME registration.

3. Return of EMD

- a) EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity / finalization of successful Bidder, whichever is earlier.
- b) The EMD of successful Bidder shall be returned after delivery and installation of Desktop Computer.

4. Forfeiture of EMD

The EMD made by the Bidder will be forfeited if:

- a) The Bidder withdraws his Bid before opening of the bids.
- b) The Bidder withdraws his Bid after opening of the bids but before Notification of Award.
- c) If a Bidder makes any statement or encloses any form which turns out to be false, incorrect, and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.
- d) Failure to accept the order by the Selected Bidder within 2 working days from the date of receipt of the Notification of Award / Purchase Order makes the EMD liable for forfeiture at the discretion of IREDA. However, IREDA reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.

5. Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of Bid opening. IREDA holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

6. Timelines for Delivery

The Desktop Computers must be delivered at the following address within 7 days after acceptance of work order by the bidder.

Indian Renewable Energy Development Agency Limited
3rd Floor, August Kranti Bhawan, Bhikaji Cama Place,
New Delhi - 110066

7. Format of Bid

The bid shall be submitted online as detailed in the section, **Submission of Tender**.

8. Bid Currency

All prices shall be expressed in Indian Rupees only.

9. Bid Language

The Bid shall be in English Language.

10. Signing of Bid

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

The Bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

SECTION 5 - SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., **Technical Bid and Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/E-Mail/Post/By Hand shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

Technical Bid should be prepared considering Objective, Scope, Approach & Methodology, Activity Schedule & Deliverables as well as other information given in this document. **Signed and Scanned copy of following documents are to be furnished through CPP Portal by the bidder consolidated in a single PDF file which shall form the Technical Bid.**

- 1) Bid Earnest Money (**Annexure A**)
- 2) Bidder Information (**Annexure B**)
- 3) Declaration of Acceptance of Terms & Conditions (**Annexure C**)
- 4) Letter of Undertaking (**Annexure D**)
- 5) Bidder Experience & Client Details (**Annexure E**)

Apart from the above-mentioned documents, bidders shall furnish audited balance sheet and profit and loss statements for the financial years 2016-17, 2017-18, and 2018-19 ending 31st March.

Price Bid

Price Bid shall include cost of the professional consultancy services and taxes separately in Indian Rupees.

- 1) Schedule of Price Bid in the form of **PriceBid_HPDesktop.xls**

The Price Bid should give all relevant price information and should not contradict the Technical Bid in any manner. The prices quoted in the price bid should be without any conditions.

Schedule of Price Bid

The below mentioned Financial Proposal/Commercial Bid format is provided as **PriceBid_HPDesktop.xls** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this PriceBid_HPDesktopsAMC.xls as it is and quote their offers/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected, and bidder is liable to be banned from doing business with IREDA.

Rejection of Bid

The Bid is liable to be rejected if:

- a) The document doesn't bear signature of authorized person.
- b) It is received through Telegram/Fax/E-mail/Post/By Hand.
- c) It is received after expiry of the due date and time stipulated for Bid submission.
- d) Incomplete/incorrect Bids, including non –submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for Proposal are liable for rejection by IREDA.

Extension of Deadline for submission of Bid

IREDA may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through IREDA website and CPPP, in which case all rights and obligations of IREDA and Bidders will thereafter be subject to the deadline as extended.

Late Bid

Bids received after the scheduled time will not be accepted by IREDA under any circumstances. IREDA will not be responsible for any delay due to postal service or any other means.

Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No Bid will be modified after the deadline for submission of bids.

Right to Reject, Accept/Cancel the bid

IREDA reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

IREDA does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender, any time during the tender process, without assigning any reason whatsoever. IREDA also has the right to re-issue the Tender without the Vendors having the right to object to such re-issue.

RFP Abandonment

IREDA may at its discretion abandon this RFP process any time before Notification of Award or Purchase Order.

Contacting IREDA

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact IREDA for seeking any clarification in any matter related to the bid, it should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact IREDA with a view to canvas for a bid or put any pressure on any official of the IREDA may entail disqualification of the concerned Bidder or his Bid.

SECTION 6 - BID EVALUATION

Preliminary Examination of Bids

1. The evaluation process would consider whether the bidder has requisite prior experience and expertise to address IREDA's requirements and objectives. IREDA will examine the bids to determine whether they are complete, whether required information has been provided as underlined in the Bid document, whether the documents have been properly signed, and whether bids are generally in order.
2. Eligibility and compliance to all the forms and documents would be the next level of evaluation. Only those Bids which comply to the Eligibility Criteria will be taken up for further technical evaluation.
3. To assist in the examination, evaluation and comparison of bids IREDA may, at its discretion, ask any or all the Bidders for clarification and response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
4. Written replies submitted in response to the clarifications sought by IREDA, if any, will be reviewed.
5. IREDA may interact with the Customer references submitted by Bidder, if required.
6. If a Bid is not substantially responsive, it will be rejected by IREDA and may not subsequently be made responsive by the Bidder by correction of the nonconformity. IREDA's determination of bid responsiveness will be based on the content of the bid itself.

Evaluation of Commercial Bids

1. Commercial bids of only the Bidders who have cleared the technical evaluation will be opened and evaluated.
2. Arithmetic errors in the Bids submitted shall be treated as follows:
 - a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
 - b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of IREDA, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern.
 - c) Where there is a discrepancy between the amount mentioned in the bid and the line item total present in the Commercial Bid, the amount obtained on totaling the line items in the Commercial Bid will govern.

Successful Bidder

After completing internal approval process, Bidder whose Bid Price is the lowest will be declared as successful bidder who will be called L1 Bidder and will be considered for award of contract.

MSME Bidders

- Participating MSMEs quoting price within band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L-1 price in a situation where L-1 price is from someone other than a MSME. In case of tender item is non-split able or non-dividable etc., MSME quoting price within price band L-1+15% may be awarded for full /complete supply of total tendered value to MSME, considering spirit of policy for enhancing the Govt. Procurement from MSME. And other terms conditions of MSME is also applicable.
- In respect of start-up and MSMEs Prior Turn over and Prior Experience eligibility criteria be relaxed subject to meeting of quality and technical specifications as per notified Govt. guidelines.

SECTION 7 - TERMS AND CONDITIONS

Notification of Award or Purchase Order

After selection of the L1 Bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, IREDA will send Notification of Award or Purchase Order to the selected Bidder.

Upon the successful Bidder accepting the Purchase Order, IREDA will promptly notify each unsuccessful Bidder.

Taxes and Duties

- All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rates while making any payment.
- The benefits realized by the Bidder due to lower rates of taxes, duties, charges, and levies shall be passed on by the selected Bidder to IREDA.

Payment Terms

- IREDA would release the payment through RTGS after delivery and installation of the desktops along with challan and complete requisite documents at IREDA office and after deduction of taxes and other deductions, if any.
- No advance payment would be made.

Price

Price shall remain fixed till the bid is valid. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the cost / price shall be entertained.

Liquidated Damages

- Due to negligent act of the Bidder, if IREDA suffers losses, and incurs damages, the quantification of which may be difficult, the amount specified hereunder shall be construed as reasonable estimate of the damages and the Bidder shall agree to pay such liquidated damages as defined hereunder:
- The total amount of liquidated damages under this engagement shall not exceed 5% of the total value of the contract/PO.

Force Majeure

- Notwithstanding the provisions of the RFP, the successful bidder or IREDA shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving IREDA or bidder's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, pandemics, natural disasters etc.
- If force majeure situation arises, the bidder shall promptly notify IREDA in writing of such condition and cause thereof. Unless otherwise directed by IREDA in writing, the Bidder shall continue to perform its obligations under contract as far as possible.

Purchase Order cancellation

IREDA reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to IREDA alone;

- o Serious discrepancy observed during execution of the work order
- o If the Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder/Bidder turns out to be incorrect and/or conceals or suppresses material information.

In case of order cancellation, any payments made by IREDA to the Bidder would necessarily have to be returned to IREDA. Further the Bidder would also be required to compensate IREDA for any direct loss incurred by IREDA due to the cancellation of the contract and any additional expenditure to be incurred by IREDA to appoint any other Bidder. This is after repaying the original amount paid.

Resolution of Disputes

IREDA and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, IREDA and the Bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated IREDA and the other to be nominated by the Bidder. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. THE ARBITRATION AND RECONCILIATION ACT 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be at New Delhi.

Governing Law

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

Applicable Law

The Contract to be executed between IREDA and successful Bidder shall be interpreted in accordance with the laws of the Union of India and the Bidder shall agree to submit to the courts under whose exclusive jurisdiction the Corporate Office of IREDA falls.

Addresses for Notices

Following shall be address of IREDA and Bidder's address for notice purpose:

Senior Manager (ITS)
Indian Renewable Energy Development Agency Limited,
3rd Floor, August Kranti Bhawan, Bhikaji Cama Place,
New Delhi –110066

Bidder's address for notice purpose: (To be filled by the Bidder)

Annexure A
Bid Earnest Money

To

The Senior Manager (IT)
Indian Renewable Energy Development Agency
Limited,
3rd Floor, August Kranti Bhawan, Bhikaji Cama Place,
New Delhi – 110066

Subject: RFP No. 236/317/DCCS/2006/1 dated 17.07.2020 for “Purchase of HP All-in-One Desktop Computers”

We have enclosed an EMD in the form of a Demand Draft No./Banker's Cheque No/NEFT. _____ issued by the branch of the _____ Bank, for the sum of Rs.20, 000 (Rupees Twenty Thousand only). This EMD is as required by the clause “**Earnest Money Deposit (EMD)**” of the Instructions to Bidders of the above referred RFP.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address

Annexure B

Bidder's Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd/Proprietor/Partnership)			
4	Details of Incorporation of the Company.	Date:		
		Ref#		
6	Valid GST registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
14	Year	2018-19	2017-18	2016-17
15	Net worth			
16	Turn Over			
17	PAT			

Signature:_____. Name:_____ - Designation:_____

Date:_____, Place _____

Annexure C

Declaration for Acceptance of RFP Terms and Conditions

To

The Senior Manager (IT)
Indian Renewable Energy Development Agency Limited,
3rd Floor, August Kranti Bhawan, Bhikaji Cama Place,
New Delhi – 110066

Dear Sir,

Subject: RFP No. 236/317/DCCS/2006/1 dated 17.07.2020 for “Purchase of HP All-in-One Desktop Computers”

I have carefully gone through the Terms & Conditions contained in the above referred RFP document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address:

Annexure D

Letter of Undertaking (On Bidder's Letter Head)

To

The Senior Manager (IT)
Indian Renewable Energy Development Agency Limited,
3rd Floor, August Kranti Bhawan, Bhikaji Cama Place,
New Delhi - 110066

Sir,

Reg.: Our bid for Request for Proposal (RFP) for **Purchase of HP All-in-One Desktop Computers**

We submit our Bid Document herewith. We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by you to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address:

Annexure E

Bidder's Experience & Client Details

S. No.	Name of the Organization	Approx. value of the Contract (in Rs.)	Officer concerned in the Organization with Tel. Nos.	Period	
				From	To

Note: Please provide documentary evidence from the client wherever applicable.

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address: