



# Uttarakhand Electricity Regulatory Commission

'Vidyut Niyamak Bhawan',  
Near ISBT, PO- Majra, Dehradun-248171

PH. 0135-2641115 FAX- 2641314 Website www.uerc.gov.in E-mail- secy.uerc@gov.in

## E-TENDER CALL NOTICE

**e-Tender Reference No. UERC/8/IT/59(iii)/2019-20**

Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun, Uttarakhand invites e-Tender for following:

Tender Title	EMD Cost	Publishing Date	Closing Date
Supply & Installation of HP make AIO & Microsoft Surface Pro 6	Rs. 10000	29-05-2019	06-06-2019 at 10:00 AM

The details terms & conditions are available on the websites [www.uktenders.gov.in](http://www.uktenders.gov.in) and [www.uerc.gov.in](http://www.uerc.gov.in)

**Request for Proposal**  
**For**  
**Supply & Installation of HP make AIO &  
Microsoft Surface Pro 6**



**Uttarakhand Electricity Regulatory Commission**  
"Vidyut Niyamak Bhawan", Near I.S.B.T., P.O. Majra  
Dehradun (Uttarakhand)-248171  
**Phone:** 91-135-2641115, 91-135-2641119  
**Fax :** 91-135-2641314  
**E-mail :-**secy.uerc@gov.in

## **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 UERC, 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 UERC to any parties other than the Bidders/ 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. UERC 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. UERC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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## Section 1 - Bid Schedule and Address

S. No	Description	Detail Information
1.	Name of Project	Supply & Installation of HP make AIO & Microsoft Surface Pro 6
2.	Tender Reference Number	UERC/8/IT/59(iii)/2019-20
3.	Tender Type	Open e-Tender
4.	Availability of RFP document	UERC website <a href="http://www.uerc.gov.in">http://www.uerc.gov.in</a> and <a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a> .
5.	Document publish date	29-05-2019
	Documents download start date	29-05-2019
6.	Seek Clarification Start Date	29-05-2019
	Seek Clarification End Date	30-05-2019
7.	Bid Submission Start Date	29-05-2019 at 04:00 PM
	Bid Submission Closing Date	06-06-2019 at 10:00 AM
8.	Date and Time of Eligibility bid and Technical bid opening	06-06-2019 at 11:00 AM
9.	Date and time of Commercial bid Opening	06-06-2019 at 4:00 PM
10.	Name and Address for Communication	Secretary, Uttarakhand Electricity Regulatory Commission, Vidyut Niyamak Bhawan, Near I.S.B.T., P.O. Majra, Dehradun (Uttarakhand)-248171
11.	Bid Related Queries	Mukesh Verma Dy. Director(IT) Uttarakhand Electricity Regulatory Commission Vidyut Niyamak Bhawan, Near I.S.B.T., P.O. Majra Dehradun (Uttarakhand)-248171 Email: <a href="mailto:ddit.uerc@gov.in">ddit.uerc@gov.in</a> Phone : 9760695218
12.	Tender processing Fee	Nil
13.	EMD/Bid Security	Rs. 10,000/-
14.	Validity of Bid	90 Days

## **Section 2 – Introduction**

### **2.1 About UERC**

The Uttarakhand Electricity Regulatory Commission was constituted by Government of Uttarakhand, vide Notification 03/9-3- URJA/2002 dated 1st January, 2002 under the Electricity Regulatory Commission Act, 1998. The broad objectives of the Electricity Act, 2003 as incorporated in its preamble is to consolidate the laws relating to generation, transmission, distribution, trading and use of electricity and generally for taking measures conducive to development of electricity industry, protecting interest of consumers and supply of electricity to all areas.

### **2.2 Objective of this RFP:**

The objective of this RFP is to Supply & Installation of HP make AIO & Microsoft Surface Pro 6 at UERC, Dehradun.

### **2.3 Cost of the RFP**

The Bidder shall bear all costs associated with the preparation and submission of its bid and UERC will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. There is no fee for RFP.

### **2.4 Due Diligence**

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. 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. Also the decision of UERC on rejection of bid shall be final and binding on the bidder and grounds of rejection of Bid should not be questioned during/after the final declaration of the successful Bidder.

The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-1.

## Section 3 – Scope of Work

### 3.1 Scope of work:

UERC is issuing this RFP document (hereinafter referred to as “the RFP” which expression shall include all attachments and annexures hereto as well as all amendments, addendums, modifications and alteration hereto) to service providers, (hereinafter referred to as “the Bidder”) to enable them to participate in the competitive bidding for “Supply & Installation of Tablets & Desktops”.

The UERC intends to avail the following services from Bidder:

S. No.	Item	Make	Model	Min. Configuration	Quantities	Delivery Time
1.	Surface Pro 6	Microsoft	Surface Pro 6 with Alcantara type cover	12.3” Display , 8 <sup>th</sup> Gen i5-8250U or higher, 8GB RAM, 128 GB storage, Windows 10 OS	2	Within 15 days
2.	AIO	HP	HP Envy Curved all-in-one 34-b151	8 GB RAM, 1TB HDD, Windows 10 OS	2	Within 15 days

- UERC reserves the right to split order on Make basis L1.
- All items should have with 3 Years ONSITE Comprehensive warranty.
- In case any item got faulty, OEM/supplier should change the same within 15 Days.

### 3.2 Single Point of Contact

The selected Bidder shall appoint a single point of contact, with whom UERC will deal with, for any activity pertaining to the requirements of this RFP.

## Section 4 - Eligibility Criteria

### 1. Pre-Qualification Criteria

Sr. no	Qualification criteria	Supporting Documents	Remarks
	The bidder should be a Registered Company and should be in business for at least five (5) years as on may 1, 2019.	Copy of registration certificate to be submitted	
	The Bidder should have at least three years' experience in supplying, installing, commissioning and Managing TABLET/DESKTOP in centre govt./state govt/PSU	Copies of the purchase order	
	The bidder/ OEM should have their own Online Call Logging system in India for at least three years, with a centralized call logging facility to provide 24X7X365 customer support.	Certification/ Undertaking on company's letter head from the OEM/bidder duly signed by authorized signatory with Company seal	
	The bidder should not have been blacklisted by any centre govt./state govt/PSU or any other Government agencies as on the last date of tender submission.	Self-declaration to this effect on company's letter head signed by company's authorized signatory	



## **Section 5 - Instruction to Bidders**

### **5.1 RFP**

RFP shall mean Request for Proposal. Bid, Tender and RFP are used to mean the same. 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 Bidders risk and may result in the rejection of its bid without any further reference to the bidder.

### **5.2 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and UERC will in no case be responsible or liable for those costs.

### **5.3 Clarifications of Bidding Documents and Pre-bid Meeting**

A prospective Bidder requiring any clarification of the Bidding Documents may notify UERC in writing at UERC's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1. Bidders should submit the queries only in the format given below:

S. No	Document Reference	Page No	Clause No	Description in RFP	Clarification Sought	Additional Remarks (if any)

Any modification to the bidding documents which may become necessary shall be made by UERC by issuing an Addendum.

### **5.4 Amendment of Bidding Documents**

1. At any time prior to the deadline for submission of bids, UERC may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be posted in websites ([www.uktenders.gov.in](http://www.uktenders.gov.in) and [www.uerc.gov.in](http://www.uerc.gov.in)). Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda had been taken into account by the Bidder in its bid.
3. In order to afford Bidders reasonable time to take the amendment into account in preparing their bids, UERC may, at its sole and absolute

- discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted on UERC's website/UK e-Tenders website.
4. From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the RFP.

### **5.5 Bid Price**

Prices would be entered in BOQ as per guidelines. The bidder shall meet the requirements of the applicable Goods & Services Tax (GST).

### **5.6 Period of Validity of Bids**

Bids shall remain valid for a period of 180 days.

### **5.7 Submission of Bid**

- The Bidder should bear all the costs associated with the preparation and submission of their bid and UERC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- Bidding process will be done by e Tendering of Uttarakhand government portal.
- The offers should be made strictly as per the formats enclosed.
- No columns of the tender should be left blank. Offers with insufficient/inaccurate information and offers which do not strictly comply with the stipulations given in this RFP, are liable for rejection.

### **5.8 Rejection of Bid**

The bid is liable to be rejected if the bid document:

- a) Does not bear signature of authorized person.
- b) Is received through Fax /E-mail.
- c) Is received after expiry of the due date and time stipulated for Bid submission.
- d) Is incomplete /incorrect.
- e) Does not include requisite documents.
- f) Is Conditional.
- g) Does not conform to the terms and conditions stipulated in this Request for Proposal.

### **5.13 Deadline for Submission**

The last date of submission of bids is given in Section 1. However the last date of submission may be amended by UERC and shall be notified through websites.

#### **5.14 Extension of Deadline for submission of Bid**

UERC may, at its discretion, extend this deadline for submission of bids by amending the bidding documents which will be informed through UERC website, in which case all rights and obligations of UERC and Bidders will thereafter be subject to the deadline as extended.

#### **5.15 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.

#### **5.16 Right to Reject, Accept/Cancel the bid**

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

UERC also reserves the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

## **Section 6 - Bid Opening**

Bids will be opened in 2 stages:

**Stage 1** – In the first stage, the Eligibility bid and Technical Bid will be opened.

**Stage 2** – Commercial bids will be opened for qualified bidders from stage 1.

## **Section 7 - Bid Evaluation**

Bidders are required to submit the price bid only in online mode as per the format provided in the bid. The evaluation committee will determine if the price proposals are complete and without computational errors. In case of any computational errors, the same shall be corrected to derive the correct amount.

Evaluation of the bid shall be on L1 basis among the bidders who are responsive to the Bidding Document. The bidder shall have to quote for all the items & parts mentioned in the "Price Schedule".

## Section 8 - Terms and Conditions

### 8.1 Notification of Award / Purchase Order

After selection of the L1 bidder and obtaining internal approvals, UERC will send Notification of Award / Purchase Order to the selected Bidder. Once the selected Bidder accepts the Notification of Award, the selected Bidder shall furnish the Performance Guarantee to UERC.

### 8.2 Acceptance Procedure

- Within 7 working days of receipt of Notification of Award/Purchase Order, the successful Bidder shall send the acknowledgement.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

### 8.3 Key Deliverables:

S. No.	Item	Make	Model	Min. Configuration	Quantities	Delivery Time
1.	Surface Pro 6	Microsoft	Surface Pro 6 with Alcantara type cover	12.3" Display , 8 <sup>th</sup> Gen i5-8250U or higher, 8GB RAM, 128 GB storage, Windows 10 OS	2	Within 15 days
2.	AIO	HP	HP Envy Curved all-in-one 34-b151	8 GB RAM, 1TB HDD, Windows 10 OS	2	Within 15 days

### Delivery schedule

The components shall be delivered within 4 weeks of acceptance of the Purchase Order.

### 8.3 Contact Person:

Shri Mukesh Verma  
Dy. Director(IT)  
Uttarakhand Electricity Regulatory Commission  
"Vidyut Niyamak Bhawan", Near I.S.B.T., P.O. Majra  
Dehradun (Uttarakhand)-248171  
Phone : 9760695218  
Email : [secy.uerc@gov.in](mailto:secy.uerc@gov.in) and  
cc to  
[ddit.uerc@gov.in](mailto:ddit.uerc@gov.in)

## Section 9 - Documents forms

### Annexure A - Bidder Information

(Bidder's Letter Head)

Details of the Bidder		
1	Name of the Bidder	
2	Address of the Bidder	
3	Constitution of the Company (Public Ltd/ Pvt Ltd)	
4	Details of Incorporation of the Company.	Date:
		Ref#
5	Valid Sales tax registration no.	
6	Valid Service tax registration no.	
7	Permanent Account Number (PAN)	
8	Goods & Services Tax (GST) Registration Numbers	
9	City	
10	State	
11	Pin Code / State Code	
12	GSTIN Number	
13	HSN Number	
14	Name & Designation of the contact person to whom all references shall be made regarding this tender	
15	Telephone No. (Cell # and Landline # with STD Code)	
16	E-Mail of the contact person:	
17	Fax No. (with STD Code)	
18	Website	

**Annexure B - Declaration for Acceptance of Scope of Work**

(Bidder's Letter Head)

To

The Secretary

Uttarakhand Electricity Regulatory Commission  
"Vidyut Niyamak Bhawan", Near I.S.B.T., P.O. Majra  
Dehradun (Uttarakhand)-248171

Sir,

I have carefully gone through the Scope of Work contained in the RFP document for selection of vendor for **Request for Proposal** for Supply & Implementation OF HP AIO & Microsoft Surface Pro 6 \_\_\_\_\_ **dated** \_\_\_\_\_.I declare that all the provisions of this RFP / Tender Document 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)

Printed Name

Designation Seal

Date:

Business Address:

**Annexure C - Eligibility Criteria Compliance**  
(Bidder's Letter Head)

Sr. no	Qualification criteria	Supporting Documents	Yes/No
1	The bidder should be a Registered Company and should be in business for at least five (5) years as on may 1, 2019.	Copy of registration certificate to be submitted	
2	The Bidder should have at least three years' experience in supplying, installing, commissioning and Managing TABLETS/DESKTOPS in centre govt./state govt/PSU	Copies of the purchase order	
3	The bidder OEM should have their own Online Call Logging system in India for at least three years, with a centralized call logging facility to provide 24X7X365 customer support.	Certification / Undertaking on company's letter head from the OEM/bidder duly signed by authorized signatory with Company seal	
4	The bidder should not have been blacklisted by any centre govt./state govt/PSU or any other Government agencies as on the last date of tender submission.	Self-declaration to this effect on company's letter head signed by company's authorized signatory	



**Annexure D - OEM/Manufacturer's Authorization Letter**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]*

Date:

To:

WHEREAS

We \_\_\_\_\_, are official manufacturers/OEM vendors of \_\_\_\_\_. We \_\_\_\_\_ do hereby authorize M/S \_\_\_\_\_ to submit a bid the purpose of which is to provide the following Goods, manufactured by us \_\_\_\_\_, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed by the Manufacturer/OEM Vendor:

Name:

Title: