

REQUEST FOR PROPOSAL

Tele: 0172-2225352

Paraplegic, Rehabilitation Centre,
Mohali, Sec-56 A, Phase-VI, Nr Dara
Studio, Distt S.A.S. Nagar (Mohali),
Punjab-160055

PRC/CSR/2023/3

Jan 2023

To,

(Vendor Concerned)

INVITATION OF BID FOR PROCUREMENT OF ITEMS (OFFICE EQUIPMENT) FOR PRC MOHALI

1. Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please subscribe the above mentioned title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below: –

- (a) Bids/queries to be addressed to : Paraplegic Rehabilitation Centre, Mohali
- (b) Name/designation of the contact personnel : Officer Incharge Paraplegic Rehabilitation Centre, Mohali
- (c) Postal address for sending the Bids : Presiding Officer, Paraplegic Rehabilitation Centre, Mohali, Sec-56 A, Phase-VI, Nr Dara Studio, Distt S.A.S. Nagar (Mohali), Punjab-160055
- (d) Telephone numbers of the contact person : 0172-22253521/ 76025-60520

3. This RFP is divided into two parts as follows:

- (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, Delivery Period, Mode of Delivery and Consignee details.
- (b) **Part II** – Contains Technical Details and Bid format.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Yours faithfully,

(OIC PRC)

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids is 15 Feb 2023.** The sealed bids should be deposited/ reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of Depositing the Bids.** The sealed bids should be either dropped in the Tender Box marked as **TENDER BOX at PRC, Mohali** or sent by registered post at the address given above so as to reach by the due date and time. Late tender will not be considered. No responsibility will be taken for postal delay or non delivery/ non receipt of Bid documents. Bids sent by Fax or e-mail will not be considered.
3. **Location of the Tender Box.** The sealed Tender Box will be kept at OIC office, Paraplegic Rehabilitation Centre, Mohali, Sec-56 A, Phase-VI, Nr Dara Studio, Distt S.A.S. Nagar (Mohali), Punjab-160055
4. **Format for submission of Bid.** The format for submission of bid is given at Part II of this docu.
5. **Forwarding of Bids.** Bids should be forwarded by bidder with details like TIN number, VAS/CST number, Bank address with EFT Account it applicable, etc and complete postal & email address of their office.
6. **Submission of Bids.** The bid will be in sealed envelopes duly marked **Bid for Proj “Procurement of items (Office Eqpt) for PRC, Mohali”**.
7. Following point may please be adhered to while filling up the forms:-
 - (a) Only formats as given at Part II will be used.
 - (b) The costs to be indicated for each items should be landed cost of the item, inclusive of all taxes, levies, freight etc.
 - (c) Total cost for the full quantity to be supplied, will be indicated.
 - (d) Total cost will be clearly indicated. Incomplete tender is liable to be rejected.
8. **Validity of Bids.** The bids should remain valid till **Three months** from the date of submission of the bids.
9. The items will be installed and delivered at following location:-

<u>Site</u>	<u>Address of Installation</u>
(a) Mohali	Presiding Officer, Paraplegic Rehabilitation Centre, Mohali, Sec-56 A, Phase-VI, Nr Dara Studio, Distt S.A.S. Nagar (Mohali), Punjab-160055
10. **Delivery/ Instruction and Commissioning Period.**
 - (a) Delivery of stores within **21 days** of signing of the supply order.
 - (b) Please note that contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be sole discretion of the buyer, with applicable LD clause.

11. **Liquidated Damages (LD)**. If the vendor fails to complete in full, all deliveries of all items and within the stipulated period, the vendor shall pay to the customer Liquidated Damages at the rate of **zero point five percent (0.5%)** of the total value of supply order of the delayed/undelivered items for every week of delay or part of week, subject to the maximum value of the liquidated damages being not higher than **ten percent (10%)** of the value of delayed/undelivered items. Thereafter the customer will have the right to terminate the supply order.

12. **Payment Terms**. It will be mandatory for the Bidders to indicate their bank account number and other relevant e-payment details so that payment could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). 100% of cost of project items shall be paid after complying with following conditions:-

- (a) Delivery of complete stores.
- (b) Inspection and acceptance of stores.
- (c) Installation of complete stores/hardware.

13. **Advance Payments**. No advance payment(s) will be made.

14. **Paying Authority**. Payment will be made by **PRC, Mohali**.

15. **Transportation**. All the items will be delivered at the consignee address. Seller will bear the costs of freight.

16. **Evaluation Criteria**. The broad guidelines for evaluation of Bids will be as follows :-

- (a) Only those Bids will be evaluated which are found to be fulfilling all the 'eligibility and qualifying requirements' of the RFP.
- (b) The Lowest Bid will be decided for each of the item separately based upon the lowest price quoted by the particular Bidder.
- (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (d) The Lowest Acceptable Bid will be considered further for placement of contract/Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

17. **Consignee Details**. The details of consignee as given below:-

OIC, Paraplegic Rehabilitation Centre,
Mohali, Sec-56 A, Phase-VI,
Nr Dara Studio, Distt S.A.S. Nagar (Mohali),
Punjab-160055

PART II - TECHNICAL DETAILS

1. **Technical details**

(a) Technical details with technical parameter of the items are mentioned against items name in Bid documents attached at Appx.

(b) **Requirement of Technical Documentation**. The vendor will provide all technical document alongwith all technical, medical & electrical eqpts. The following will be provided free of cost:-

- (i) User manual
- (ii) Technical manual
- (iii) Any other literature

(c) **Requirement of Pre-site/ Equipment Inspection**. The store will be subjected to inspection, to ascertain that they conform to the specification as laid down in the tender enquiry by the purchaser. In case the stores ordered on receipt are not found to be conforming to the laid down specifications, the defective stores will be removed and replaced by the store of the correct specifications by supplier at his own expense within a period of 07 days in inspection. In case any dispute, decision of the purchaser will be final and binding.

(d) **Spares and Consumables**. You will guarantee to provide spare and consumable on payment for a period of three years from the date of completion of warranty irrespective of AMC.

2. **System Maintenance**. In order to ensure functionality during the life of the system being procured, the vendor would provide system maintenance which would include hardware and system software. Vendor will provide the following:-

(a) During the period of warranty the vendor will ensure that the system continues to perform in exactly the same manner as at the time of acceptance.

(b) **Hardware Maintenance**. Hardware supplied would be repaired on site. The user would approve any equipment being moved out of site for repairs, if required.

FORMAT FOR SUBMISSION OF BIDS

Ser No	Nomenclature Item and Broad Specifications	A/U	Qty	Make and Model (As Applicable)	Unit Cost	Total Cost
1	PAPER A4 PAPER 75 GSM	Ream	100			
2	PAPER A4 PAPER 100 GSM	Ream	30			
3	PAPER LEGAL 75 GSM	Ream	20			
4	CELLO TAPE 1/2" (40 MTR, 24 PCS)	Pkt	20			
5	CELLO TAPE 2" (40 MTR, 06 PCS)	Pkt	15			
6	CARBON PAPER SHEET	Pkt	2			
7	BROWN TAPE 2" (40 MTR, 06 PCS)	Pkt	5			
8	PILOT PEN V7 BLUE (12PCS)	Pkt	5			
9	PILOT PEN V7 RED (12PCS)	Pkt	5			
10	PENCIL APSRA PLATINUM (10 PENCIL)	Pkt	20			
11	ERASER (20PC)	Pkt	5			
12	STAPLER SMALL	Pcs	10			
13	STAPLER BIG	Pcs	5			
14	STAPLER LARGE SIZE	Pcs	2			
15	STAPLER PIN SMALL (20 BOX)	Pkt	15			
16	STAPLER PIN LARGE (20 BOX)	Pkt	5			
17	STAPLER PIN LARGE	Pkt	1			
18	SHARPNER (20PCS)	Pkt	2			
19	ENVELOPE 6*4" (250PCS)	Pcs	2			
20	ENVELOPE 9*4" (250PCS)	Pcs	2			
21	ENVELOPE 11*5" (250PCS)	Pkt	1			
22	YELLOW ENVELOPE A4 (50PCS)	Pcs	2			
23	YELLOW ENVELOPE FS (50PCS)	Pcs	2			
24	YELLOW ENVELOPE A5 (50PCS)	Pcs	2			
25	DRAWING SHEET (FULL SIZE)	Pcs	90			
26	TALC SHEET (ROLL)	Roll	1			
27	FLAG 03 LAYER	Pkt	20			
28	TAG	Pcs	20			

Ser No	Nomenclature Item and Broad Specifications	A/U	Qty	Make and Model (As Applicable)	Unit Cost	Total Cost
29	FEVI STICK BIG	Pcs	20			
30	WHITENER	Pcs	10			
31	PERMANENT MARKER	Pcs	10			
32	CD MARKER	Pcs	10			
33	DELETE FLUID	Box	5			
34	HIGHLIGHTER (YELLOW)	Box	20			
35	FILE BINDER (FLAPPER)	Pcs	100			
36	FEVICOL BIG	Pcs	2			
37	CLIP BOARD	Pkt	10			
38	BINDER CLIP 15MM	Pkt	10			
39	BINDER CLIP 32MM	Pkt	10			
40	Uniball Pen (12pcs)	Pkt	7			
41	NOTE BOOK 33NO.	Pcs	10			
42	BLACK CARTRIDGE HP	Pcs	3			
43	EPSON PRINTER INK	Pcs	2			
44	U CLIP	Pcs	15			
45	SUTLI NYLON	Pcs	5			
46	PAPER PIN	Pcs	10			
47	REGISTER (240PAGE)	Nos	30			
48	TAPE RED 1/2"	Pcs	1			
49	BALL PEN FLAIR (10PC)	Pkt	5			
50	CELL AAA (10PCS)	Pkt	10			
51	CELL AA (10PCS)	Pkt	30			
52	CD - R	Pcs	40			
53	CD - RW	Pcs	40			
54	CD - DVD	Pcs	30			
55	STAMP PAD	Nos	2			
56	CALCULATOR	Pkt	5			
57	PAPER CUTTER BIG	Pkt	3			
58	PAPER SHREDDER	Pkt	1			
59	BINDER MACHINE	Pcs	1			

Ser No	Nomenclature Item and Broad Specifications	A/U	Qty	Make and Model (As Applicable)	Unit Cost	Total Cost
60	LAMINATION MACHINE	Pcs	1			
61	SPIRAL ACCESSORIES	Pcs	1			
62	LAMINATION ACCESSORIES	Pcs	1			
63	POST IT PAD (3*3)	Pcs	20			
64	POST IT PAD (3*5)	Pcs	20			
65	Printer 3-in-1 multifunctional	Nos	03			
Office Furniture (modular)						
66	Office chairs	Nos	06			
67	Computer chairs	Nos	06			
68	05 x seater sofa set for conference hall	Nos	01			

