

Tender Number: 91138611
Framework Agreement for Office Laptops

TENDER

for

Supply of Office Laptops

Tender Number: **91138611**

Date: 6th May'2020

Particulars	Description
Purpose of Tender	To select an experienced and reputed company for the supply of Laptops to GIZ Offices on PAN INDIA basis.
Tender reference number	INQ -9113 8611
Date of tender announcement	6 th May'2020
Last date to submit pre-bid queries by the interested bidders	15 th June'2020
Last date to provide clarification to the queries. All the queries may be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com	18 th June'2020
Last Date and time for submission of bids	25th June'2020
Mode of Submission	Technical and Financial bids to be submitted in a sealed envelope as per the given instructions.
Validity of Bids/ Offered Price	60 days from the last date of submission of bids i.e, after 25 th June'2020 The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ.
Address for Bid Submission	Head of Procurement GIZ Office, 46, Paschimi Marg Vasant Vihar, New Delhi-110 057
Location of Site	New Delhi

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BACKGROUND:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is owned by the German Government and works in the field of international cooperation for sustainable development. GIZ is also engaged in international education work around the globe and currently operates in more than 130 countries worldwide.

Germany has been cooperating with India by providing expertise through the organizations now forming GIZ for more than 50 years. To address India's priority of sustainable and inclusive growth, GIZ's joint efforts with the partners in India currently focus on the following areas:

- Energy – Renewable energy and energy efficiency
- Sustainable Urban and Industrial Development
- Natural Resource Management
- Private Sector Development
- Social Protection
- Financial Systems Development
- Human Capacity Development
- Environment

The GIZ office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The website of GIZ is www.giz.de

GIZ now wishes to hire the services of a reputed and experienced company to supply different categories of **LAPTOPS** on PAN INDIA basis as and when need arises.

We have an estimated requirement of **35-50** Laptops during next 12 to 18 month, therefore GIZ would like to enter into a long term agreement with the supplier, preferably one year to start with and further extension of one year based on the mutual terms and conditions. However this data is purely for general information, and likely to remain same/increase during the next year, GIZ does not guarantee any minimum number of commitment (ie- Laptops) during the contract period in case of any deviation due to internal or external reasons. However with the conclusion of said tender an initial order of approx 20 Laptops will be provided to winning company.

1. SCOPE OF WORK

1.1 Supply of Laptops as per the demand received from GIZ office. The orders will be placed for any category of laptops, which will be part of agreement and only through valid purchase order by Contracts and Procurement Team.

1.2 After the initial warranty period, company shall be able to provide Annual maintenance contract for at least next 3 years. This AMC shall be included not only for the replacement of spare parts etc but also accidental damage protection (excluding theft).

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- 1.3 It shall be responsibility of the successful bidder to deliver the Laptops to any of the office location through out India. However below mentioned offices in Delhi will remain the major delievery points-

B-5/1, B-5/2 & B-5/5
Safdarjung Enclave,
New Delhi-110029

A2/18, Africa Avenue
Safdarjung Enclave,
New Delhi-110029

46, Paschimi Marg
Vasant Vihar
New Delhi-110057

2. ELIGIBILITY CRITERIA

- 2.1 The company must have a minimum experience of 05 year supplying laptops with different categories and full maintenance of the same.
- 2.2 GIZ Prefer direct bids from the company and not from associate dealers/franchise. In case of bid from associate dealer/franchise the same shall be validated by company in its letterhead.
- 2.3 The agency / company must possess a valid PAN, TIN, and GST Number with minimum client list of 10 medium/ large size companies. It is desirable that company must have PAN India presence for ease of delivery and after sales service/repairs etc.
- 2.4 The company must have ecological way of disposing old electronic waste mainly laptops with provison of giving green certificates in lieu of the same.
- 2.5 The company must have thorough supply chain production of related machine accessories, spare parts including parts for future repairs/maintenance.

3. SUBMISSION OF TENDER- PROCESS

The price proposal should be submitted in the given format as “Annexure-C” and must be on company letter head duly signed by the authorised signatory. The agency must submit the bid /proposal in a sealed envelope along with the documents mentioned above and in Anneure “B” attached with this tender package.

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Tender for the Supply of Laptops to GIZ India

CRITERIA FOR EVALUATION OF BIDS – Please refer to Annexure “B” for more details.

(A) Technical Bid

- Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc)
- Copy of PAN, TIN and GST Registration- Mandatory.
- Copy of annual statement of income tax return – last two financial year.
- List of all clients.
- Reference of 5 established clients (As per the template) for reference check.
Following details should be provided for each client:
 - Name of Company
 - Name and Contract of person dealing in stationery
 - Total tenure with the organization
- ***Desirable***- any ISO, Quality or any Green certification though not mandatory.

Apart from above mentioned mandatory documents, GIZ would also like to understand the infrastructure and supply chain operations of the company in respect of ecological and sustainable aspect, Therefore all the companies shall also state briefly-

- ***Methodology for disposing of electronic waste mainly laptops***
- ***Any green initiative towards balancing ecological standards.***
- ***Any self commitment towards ecological and sustainable eg- promoting biodegradable products, recyclable items etc.***

Company shall also declare that no child labour are engaged in their organisation directy or indirectly.

Self certification to the effect that the tenderer has not been blacklisted by any company or its contract has been terminated on account of any reasons whatsoever.

(B) Financial Bid

The Financial bids will be evaluated only in respect of those firms, which meet the technical bid criteria mentioned above.

Non-submission/Partial submission of documents mentioned in Annexure “B” by any supplier could lead to **rejection** of bid.

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4. GENERAL CONDITIONS

- 4.1 The company should quote for all the categories of Laptops as mentioned in the Annexure. GIZ has included **two categories of laptops** in the annexure. Incomplete quotes shall not be considered for evaluation.
- 4.2 The rates approved in this tender shall be valid for 01 year and no upward revision will be allowed before the completion of 01 year.
- 4.3 Company also has to indicate standard warranty period of the machine and subsequent Annual service agreement rates for next 3 years. AMC and warranty shall include the provision of accidental damage protection
- 4.4 No freight/transportation cost will be paid by GIZ for delivery of Laptops within Delhi offices.
- 4.5 Company must not make any compromise on quality. All the items must be supplied as per the agreed specifications (**minimum requirements**).
- 4.6 Proposal without sign and stamps shall be summarily rejected.

5. SUPPLY PROCESS

- 5.1 GIZ will inform respective company through email as first information before issuing the actual purchase order.
- 5.2 Once purchase order is issued, company must accept the same on duplicate copy and place the order internally
- 5.3 It is responsibility of the company to deliver the respective Laptops within 30 days after accepting the confirmed purchase order.
- 5.4 The supplier will send 02 copy of delivery challan along with the laptop and collect 01 copy, signed by respective admin officer (at project), as confirmation of delivery.
- 5.5 All the Laptops delivered shall be checked and verified for quality and quantity before handing over to respective project in full working conditions.
- 5.6 Any malfunction shall will be immediately reported and laptops/parts would be replaced within 10 working days after delivery schedule

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6. PAYMENT PROCESS

- 6.1 Supplier shall prepare the invoice and send it to GIZ office.
- 6.2 The bill should be supported with signed delivery challans. Payment shall not be made if delivery challan is not attached to the bill.
- 6.3 GIZ office shall process the bills and release the payment within 10 working days, after deduction of TDS (if applicable).
- 6.4 Payment shall be released through electronic transfer only. No cash payment shall be made under any circumstances.
- 6.5 As per GIZ Rules, only 30% of advance payment can be release with confirmed purchase order. (More then 30% **cannot be** released under any circumstances, Company shall cleary mentioned in the proposal if 30% advance is not acceptable).
- 6.6 Taxes shall be paid as per the prevailing rates.

7. DURATION OF THE AGREEMENT

- 7.1 The initial period of agreement would be for 01 year (**starting from July 2020**), with starting order of approximately 20 Laptops after successful formalisation of agreement.
- 7.2 The services will again reveiwed after completion of 01 year and the contract may be further extended for another period of 1 year.
- 7.3 **The quoted price shall remain fixed for a period of 01 year.** Price changes in the first year of the contract period are excluded. If GIZ extends the contract for another year, the newly agreed prices are then valid for the remaining 12 (twelve) months. The price adjustment due to currency fluctuations it be done in both directions. If purchase prices fall, these must also be passed on to GIZ.

(If the purchase prices change by more than plus (+) or minus (-) five (5) percent due to currency fluctuations, the prices can be adjusted within the contract period. The price can be adjusted but not higher than due to the currency fluctuations increased purchase price. The contractor must disclose his price calculation and also prove that he tried to avert the price increase before submitting it to GIZ).

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7.4 The contract can be terminated by either party by giving a 01 month notice vice-versa.

7.5 In case of gross misconduct/unfair trade practices the GIZ will have the right to cancel the contract with immediate effect.

7.6 Modifications or supplements to order sheet are only valid when made in writing. Verbal communications / amendments in this regard are not valid.

8. PREPARATION OF THE PROPOSAL

8.1 Supplier should carefully check the specification/details of all the items listed at Annexure-C”.

8.2 Supplier should fill up the prices in the format given at Annexure “C”, print it and should on company letter and must be signed and stamp on each page.

8.3 The supplier should make sure that the prices are quoted for all the machines and the printed sheet is duly signed and stamped (if possible). Incomplete proposal shall be summarily rejected.

8.4 The supplier should prepare a covering letter detailing out the non-agreement, if any, to the bidding / supply conditions and should attach it to the price proposal.

8.5 The supplier should make sure that all the requisite documents (self-attested copies) are attached to the proposal as per the details given at Annexure “B”.

8.6 The supplier should prepare the client list as per the format given at Annexure “B” and must attach it to the proposal.

8.7 Supplier should also submit a short company profile and business card of contact person along with the proposal.

9. CLARIFICATION TO THE BIDDERS

9.1 In case of queries please write to us at sanjay.dhar@giz.de and johney.reberio@giz.de with subject line “**Proposal for the supply of office Laptops to GIZ India- No-91138611**”

9.2 The queries, if any, should be submitted latest by the 15th June’2020 , All the queries shall be answered by the 18th June’2020.

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10. SELECTION OF SUPPLIER

A complete proposal shall be eligible for evaluation and will be evaluated by the tender committee.

GIZ shall seek necessary clarifications from the suppliers, if any, during the evaluation process.

GIZ may also ask the shortlisted suppliers(s) to show the product sample(s), if required.

The supplier with most economical prices, matching the required standards, will be considered for the award of contract.

GIZ reserves the right to conduct a reference check, with existing clients, before finalization of agency.

Only shortlisted / selected supplier shall be contracted by the GIZ.

Please refrain from any telephonic/personal contact with regard to this tender.

11. SUBMISSION OF PROPOSAL

11.1 Your tender proposal should be submitted in a sealed envelope only at the address given below:

Head of Procurement
GIZ India Office
46, Paschimi Marg
Vasant Vihar,
New Delhi – 110 057

11.2 The bidder must clearly mention the title of tender i.e. **“Proposal for the supply of office Laptops to GIZ India- No- 91138611”** while corresponding with GIZ.

11.3 The deadline to submit the proposal is **25th June’2020**. Your proposal should reach us on or before this date. Proposals received after deadline will be summarily rejected.

11.4 An interested bidder requiring any clarification in the tender may send the query through email only at sanjay.dhar@giz.de and johney.reberio@giz.de as per the given timeline.

11.5 Personal/telephonic/telefax contact on the subject of this tender will not be entertained and must be refrained.

Enclosures:

- Annexure-A: Laptops categories (with specifications) / Price submission format.
- Annexure-B: Documents Check List / Client reference