

**Office of Indian Weightlifting Federation
WZ-78, First Floor, Todapur Village,
(Near PUSA Institute), New Delhi 110012**

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**TENDER NOTICE FOR SUPPLY OF
COMPUTERS, EQUIPMENTS AND ACCESSORIES**

Tender Reference No.: IWLFF/PROC/2017-02-17/17022017

Date of commencement of Sale of Tender Documents: 17-02-2017

Last Date and Time of receipt of Tender: 01-03-2017 till 2 pm

Date and Time of opening Tender: 01-03-2017 at 3 pm

Place of opening Tender: Indian Weightlifting Federation, WZ-78, First Floor, Todapur Village, (Near PUSA Institute), New Delhi 110012

Address for Communication: Indian Weightlifting Federation, WZ-78, First Floor, Todapur Village, (Near PUSA Institute), New Delhi 110012

TENDER NOTICE FOR SUPPLY OF OF COMPUTERS, EQUIPMENTS AND ACCESSORIES

Sealed tenders in **TWO BID SYSTEM** affixing Court Fee Stamp of Rs 10/- only are invited by Indian Weightlifting Federation, New Delhi, for the supply of **COMPUTERS, EQUIPMENTS AND ACCESSORIES** as per enclosed Technical Specifications and terms & conditions described hereunder, from reputed and experienced manufacturers / authorized distributors and shall be received till 01-03-2017 up to 2.00 P.M The tender will be received by Speed Post / Registered Post / Courier Services / in person in sealed cover addressed to **“The Vice President, Indian Weightlifting Federation, WZ-78, First Floor, Todapur Village, Near PUSA Institute, New Delhi 110012”** Tender received after the closing date & time shall not be entertained. The Vice President, Indian Weightlifting Federation shall not be responsible for any postal delay.

Part I – General Information

- 1. Last date and time for depositing the bid**
(Date to be mentioned terms of DD MM YEAR) the sealed Bids (both technical and Commercial in case two bids are called for) 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:** Sealed bid should be either dropped in the **OFFICE OF INDIAN WEIGHTLIFTING FEDERATION** or send by registered post to **Indian Weightlifting Federation, WZ-78, First Floor, Todapur Village, Near PUSA Institute, New Delhi 110012** so as to reach by the due date and time, Late tenders 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 (unless they have been specifically called for by these modes due to urgency).
- 3. Time and date for opening of Bid :**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
- 4. Place of opening the Bids:- Indian Weightlifting Federation, WZ-78, First Floor, Todapur Village, Near PUSA Institute, New Delhi 110012.** The Bidders may depute their representatives duly authorized in writing to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non- presence of your representative.
- 5. Forwarding of Bids-** Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like. TIN number. VAT/CST. Number Bank address with EFT Account if applicable etc and complete postal & e-mail address of their office in the format given in Annexure- 'A'.
- 6. Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 03 (Three) days prior to the date of opening the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
- 7. Modification and Withdrawal of Bids:** A Bidder may modify or withdraw his bid after submission provided that the written notice of modification of withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by Fax but it should be followed by a signed confiscation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of bid during this period will result Bidder's forfeiture of bid security.

- 8. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyers may at its discretion ask the bidder for clarification of this bid. The request for clarification will be given in writing and no change in prices of substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
- 9. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
- 10. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
- 11. Validity of Bids:** The Bids should remain valid till 6 months from the last date of submission of the Bids.

Part II – Essential Details of Items/ Services required.

- 1. Schedule of Requirements-** List of items are attached as Appx 'A' **Sample of all items required to be brought on the day of opening tender** . Non submission sample will lead rejection of Bid.
- 2. Delivery Period-** Work to be completed within **7 days** from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyers in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyers. With applicability of LD clause.
- 3. Delivery and Transportation-** The items are to be delivered at consignee site, Transportation charges to be borne by the seller.

Part III- Special Conditions of RFP

- 1. Payment Terms -** It will be mandatory for the Bidders to indicate their bank accounts numbers so that payments could be made through cheques, wherever feasible. The payment will be made as per the following terms. On production of the requisite documents.
 - a. 100% payments on completion of supply of items.**
- 2. Advance Payments:** No advance payments will be made.
- 3. Paying Authority:**
 - a.** Sellers (Name and address, contract details). The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill.

- i.** Ink –signed copy of contingent bill/ Seller’s bill.
- ii.** Copy of Supply Order/ Contract with U.O. number and date of IFA’s concurrence where required under delegation of powers.
- iii.** Claim for statutory and other levies to be supported with requisite documents / proof of payments such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable,
- iv.** Exemption certificate for Excise duty / Customs duty, if applicable,
- v.** Bank guarantee for advance if any.
- vi.** Guarantee/ Warranty certificate,
- vii.** Any other documents/ certificate that may be provided for in the Supply order/ Contract.
- viii.** User Acceptance.

4. Fail clause - The following Fail clause will form part of the contract placed on successful Bidder-

- a.** The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the Stores or offer to sell stores of identical description to any persons / Organization including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central of state government as the case may be during the period till performance of all supply orders placed during the currency of the rate contract is completed.
- b.** If at any time, during the said period the Seller reduces the Sale price, sells or offer to sell such stores to any person/organization including the Buyer or any other Department of Central or the State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale of offer of sale and the price payable under the contract for the stores of such reduction of sale of offer of the sale shall stand correspondingly reduced, The above stipulation will, however, not apply to:-

- i.** Exports by the Seller.
- ii.** Sale of goods as original equipment at price lower than lower than the prices charged for normal replacement.
- iii.** Sale of goods such as drugs which have expiry dates.
- iv.** Sale of goods at lower price on or after the date of completion of sale/placement of the order of goods by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central of States Govt. Depts. including their undertakings excluding joint sector companies and/or parties and bodies.

- c. The Seller shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract- ***“We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organization including the purchaser or any department of Central Government or any Department of a State Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government under the contract.*”**

5. Risk & Expenses Clause-

1. Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
2. Should the stores or any installment thereof not perform in accordance with the specification/ parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the Buyer shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.
3. In case of material breach that was not remedied within 45 days, the BUYER shall, having given the right of first, refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit other stores of the same of the same or similar description to make goods:-
 - a. Such default.
 - b. In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.
4. Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 5% of the value of the contract.”

6. Force Majeure clause.

- a. Neither party shall bear responsibility for the complete.
- b. Or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), If the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth, Quake and other acts of God as well as War, military operation, blockade, Acts or Actions of State

Authorities of any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

- c. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- d. The Party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- e. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- f. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

7. OEM Certificate: N/A

8. Inspection Authority: The inspection will be carried out by **Vice President, Indian Weightlifting Federation** or a representative nominated by him. The mode of inspection will be User Inspection / Joint Inspection / Self-certificate. The items not found original and as per supply order will be rejected.

9. Claims: The following Claims clause will form part of the contract placed on successful Bidder.

- a. The Claims may be presented either (a) on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/ Insufficiency in packing or (b) on quality of the stores, where quality does not correspond to the quality mentioned in the contract.
- b. The quantity claims for deficiency of quantity shall be presented within 45 days of completion of JRI and acceptance of goods.
- c. The quality claims for defects or deficiencies in quality noticed during the JRI shall be presented within 45 days of completion of JRI and acceptance of JRI and acceptance of goods, Quality claims shall be presented for defects or deficiencies in quality noticed during warranty period earliest but not later than 45 days after expiry of the guarantee period.
- d. The description and quantity of the stores are to be furnished to the Seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claims. The Seller will settle the claims within 45 days from the date of the receipt of the claims at the Seller's office, subject to subject to acceptance of the claim by the Seller. In case no response is received during this period the claims will be deemed to have been accepted.

- e. The Seller shall collect the defective or rejected goods from the location nominated by the Buyer and deliver the repaired or replaced goods at the same location under Seller's arrangement.
- f. Claims may also be settled by reduction of cost of goods under claim from bonds submitted by the Seller or payment of claims amount by Seller through demand draft drawn on Andhra Bank, in favour of Indian Weightlifting Federation.
- g. The quality claims will be raised solely by the Buyer and without any certification/countersignature by the Seller's representative stationed in India.

Part IV- Evaluation Criteria & Price Bid Issues

1. **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 requirement of the RFP, both technically and commercially.
 - b. The lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Annexure 'A'. The consideration of taxes and duties in evaluation process will be as follows:
 - i. All taxes and duties (including those for which exemption certificate are issued quote by the bidders will be considered. The ultimate cost to the buyer would be the deciding factor for ranking of Bids.
 - c. The Bidders are required to spell out the rates of Customs duty, Excise duty, VAT, Service tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs Duty / Excise Duty / VAT is intended as extra, over the quoted prices, the Bidder must specifically say so, In the absence of any such stipulation it will be presumed that the price quoted are firm and final and no claim on account of such duties will be entreated after the opening of tender. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price, failure to do so may result in ignoring of such offers summarily. If a Bidder as exempted from payment of Customs Duty / Excise Duty / VAT duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them upto the limit of exemption which they may have,. If any concession is available in regard to rate/ quantum of Customs duty / Excise duty / VAT, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the items in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and VAT also.

- d. In import cases, all the foreign quoted will be brought to a common denomination in Indian Rupees by adopting the exchange as BC Selling rate of the State Bank of India on the date of the opening of Price Bids.
- e. 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 world will prevail for calculation of price.
- f. The lowest acceptable Bid will be considered further for placement of contract / supply order after complete clarification and price negotiation as decided by the Buyer, The buyer will have the right to ward contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to Apportionment of Quantity, if it is convince that Lowest Bidder is not in a position to supply full quantity in stipulated time.

2. **Price Bid Format:** The Price to be quoted in the format given in Annexure 'A'.

COVER ‘B’ – PRICED BID

Tender No. _____

Sl. No	Description	Quantity	Quoted rate per piece in (Rs.)	
			In figures	In Words
1	2	3	4	

Signature:

Name & Designation:

Name & Address of the Bidders

Seal:

LIST OF COMPUTERS, EQUIPMENTS AND ACCESSORIES
ALONG WITH TECHNICAL SPECIFICATION

S.No.	Name of Item	Technical Specification	Quantity
1	Laptop	Dell Latitude Laptop 3460 Core i5 5thgen/ 8 gb ram/ 500 gb hdd/ without dvd/ 14" Screen/ Win 10 Pro/ 3 Years onsite / bag	3 nos.
2	Printer	HP Color LJ MFP 177 FW Printer	1 no.
3	Projector	Benq Projector W750	1 no.
4	Projector Screen	Projector Screen 12x12	1 no.
5	Data Cables	For referee light system	10 nos.
6	Power Adapters	For referee light system	2 nos.
7	Extension Cords	20 metre long extension cords	1 nos.