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Rajasthan Police, Jaipur

RFP for supply, installation and maintenance of ITC equipments for Customization and Implementation of MedLePr reports in Rajasthan

RFP for supply, installation and maintenance of ITC equipments for Customization and Implementation of MedLePr reports in Rajasthan

F/V15(12)/SCRB/CCTNS/FSL Report/2018/153

Dated: 09.01.2019

Mode of Bid Submission	Manual procedure, Single stage two part (envelop) limited competitive
Procuring Authority	Director, SCRB, 7 th Floor, Police Head Quarters, Lalkothi, Jaipur (Rajasthan) – 302 015
Last Date & Time of Submission of Bid	17/01/2019 till 3:00 PM
Date & Time of Opening of Technical Bid	17/01/2019 at 3:30 PM

State Crime Records Bureau

Police Headquarters
Lalkothi, Jaipur, Rajasthan 302015
Phone: 0141-2740734

Web: <http://police.rajasthan.gov.in>, Email: itcell.scrb@rajpolice.gov.in

ABBREVIATIONS & DEFINITIONS

Act	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
BG	Bank Guarantee
Bid/ eBid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Secretary & Commissioner, IT&C, Govt. of Rajasthan in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Contract/ Project Period	The Contract/ Project Period shall commence after successful installation of all the ordered goods
Day	A calendar day as per GoR/ Gol.
Gol/ GoR	Govt. of India/ Govt. of Rajasthan/ State Government
Goods	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
ITB	Instruction to Bidders

LD	Liquidated Damages
Lol	Letter of Intent
MedLePr	Medico-Legal and Post-Mortem Reports
Notification	A notification published in the Official Gazette
PBG	Performance Bank Guarantee
PC	Procurement/ Purchase Committee
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
Procurement/ Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly
PSD/ SD	Performance Security Deposit/ Security Deposit
Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. DoIT&C, GoR in this RFP document.
GST	Goods and Services Tax
SCRB	State Crime Record Bureau
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, it is used to refer to the contracted delivery time (of the service) or performance.
State Public Procurement Portal	http://sppp.rajasthan.gov.in
Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
TPA	Third Party Auditors
WO/ PO	Work Order/ Purchase Order

1. INVITATION FOR BIDS (IFB) & NOTICE INVITING BIDS (NIB)

Name & Address of the Procuring Entity	Name: State Crime Records Bureau (SCRB) Address: State Crime Records Bureau, Police Headquarters, Lalkothi, Jaipur, Rajasthan 302015
Name & Address of the Nodal Officer Project	Name: Sh. Sharat Kaviraj Designation: DIGP, SCRB Address: State Crime Records Bureau, Police Headquarters, Lalkothi, Jaipur, Rajasthan 302015 Email: itcell.scrb@rajpolice.gov.in
Subject Matter of Procurement	RFP for supply, installation and maintenance of ITC equipments at State Crime Records Bureau, Police Headquarters, Lalkothi, Jaipur, Rajasthan
Bid Procedure	Single-stage: two parts (envelop) open competitive e-Bid procedure at http://sppp.rajasthan.gov.in and http://police.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Lowest evaluated technically responsive Bidder will be awarded the Contract
Websites for downloading Bidding Document, Corrigendum, Addendums etc.	<ul style="list-style-type: none"> Websites: http://sppp.rajasthan.gov.in and http://police.rajasthan.gov.in Bidding Document Fee: Rs.1,000/- (Rupees One Thousand only) in Cash Challan/ DD/ BC in favour of “Director, State Crime Records Bureau, Rajasthan” payable at “Jaipur”. RISL Processing Fee: Rs.500/- (Rupees Five hundred only) in BC/DD in favour of “Managing Director, RISL” payable at “Jaipur”.
Estimated Procurement Cost	Rs. 5,50,000/- (Five Lakhs Fifty thousand Only)
Bid Security and Mode of Payment	<ul style="list-style-type: none"> 2% of the estimated procurement cost. In case of Small Scale Industries of Rajasthan, it shall be 0.5% of the estimated procurement cost and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction; it shall be 1% of the estimated procurement cost. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the Notice Inviting Bids. Mode of Payment: Demand Draft/Banker’s Cheque/Bank Guarantee (in specified format), of a Scheduled Bank in favour of “Director, State Crime Records Bureau, Rajasthan” payable at “Jaipur”, or online through eGras on http://egras.raj.nic.in.

Period of download of Bidding Document (Start/ End Date)	<ul style="list-style-type: none"> • Start Date: 10th January 2019 at 11:00 a.m. • End Date: 17th January 2019 at 03:00 p.m.
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • Manner: Offline at SPPP website (http://sppp.rajasthan.gov.in) • Start Date: 10th January 2019 at 11:00 a.m. • End Date: 17th January 2019 at 03:00 p.m.
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	<ul style="list-style-type: none"> • From 11.00 AM onwards on 10th January 2019 and up to 3:00 PM on 17th January 2019
Date/ Time/ Place of Technical & Financial Bid Opening	<ul style="list-style-type: none"> • Date: 17th January 2019 03:30 p.m. • Place: State Crime Records Bureau, 7th Floor, Police Headquarters, Lalkothi, Jaipur, Rajasthan 302015
Bid Validity	90 days from the bid submission deadline. The bid security must remain valid 30 days beyond the original or extended validity period of the bid.

Note:

- 1) The complete bidding document has been published on the website <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> and www.police.rajasthan.gov.in for the purpose of downloading. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees/Bid Document fee, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of the same should also be uploaded along with the technical Bid/ cover.
- 2) The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "Director, State Crime Records Bureau, Rajasthan" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.
- 3) *In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee/ Bid document fee, Bid Security, and RISL Processing Fee up to time and date mentioned in the NIB, its Bid shall not be accepted.
- 4) Bidders who wish to participate in this bidding process must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 5) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, SafeScript, NCode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 6) Rajasthan Police will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 7) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.
- 8) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by RISL on a regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot.
Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)
e-mail: eproc@rajasthan.gov.in
Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 9) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 10) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 11) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 12) The provisions of RTTP Act 2012, Rules 2013 and GF&AR thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTTP Act 2012 and Rules 2013 thereto, the later shall prevail.

2. QUALIFICATION/ ELIGIBILITY CRITERIA

- 1) A bidder (Manufacturer, Dealers & Distributors are eligible to participate in the bidding process) participating in the procurement process shall possess the following minimum qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a Proprietorship firm OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932. OR Limited Liability Partnership firm registered under Limited Liability Partnership Act, 2008.	Relevant document - Copy of valid Registration Certificates OR Copy of Certificates of incorporation
2	Tax registration and Clearance	The bidder should have a i. GST registration certificate ii. PAN number.	Relevant Certificates/Documents
3	Undertaking	A Self Certified letter as per Annexure-5: Self-Declaration	

3. SCOPE OF WORK, DELIVERABLES & TIMELINES

1) Details of work (SoW)

- a) SCRB invites proposal for Supply & Installation of items mentioned in Annexure – 1: Bill of Material (BoM) and Annexure-2: Technical Specifications of this RFP document.
- b) Supplier shall deliver all the items to SCRB, PHQ, Lalkhoti, Jaipur.
- c) Supplier shall configure & install the supplied items as asked by the purchaser.
- d) Maintain the equipments for three years.

2) Project Deliverables, Milestones & Time Schedule

S. No.	Project Activity/ Scope of Work	Deliverables (Reports/ Docs./ Infra.)	Timelines
1.	Completion of Activity as mentioned in section 3. (1) (a) (b) (c) & (d)	<ul style="list-style-type: none"> • Delivery of goods along with Challan for ordered items • Installation Report • Warranty Certificate 	07 days from the date of issuance of work order

4. **INSTRUCTION TO BIDDERS**

1) **Sealing and Marking of Bids**

- a) Bidders may submit their bids by post or by hand delivery in one large single envelope.
- b) The inner and outer envelopes shall: -
 - a. bear the name and complete address along with telephone/ mobile number of bidder;
 - b. bear complete address of the procuring entity with telephone number, if any;
 - c. bear the specific identification of the bidding process pursuant to NIB and any additional identification marks as specified in the bidding document; and
 - d. bear a warning not to be opened before the time and date for bid opening, in accordance with the NIB.
- c) If all envelopes are not sealed and marked as required, the procuring entity shall assume no responsibility about its consequences.
- d) A Single stage-Two part/ envelope system shall be followed where: -
 - a. Technical Bid, including fee details and all the eligibility documents, should be enclosed in one sealed envelope
 - b. Financial Bid should be enclosed in second sealed envelope
 - c. The envelopes containing the technical and financial bid shall then be enclosed in one large single outer envelope.
- e) The technical bid, including all the eligibility documents, shall consist of the following documents: -

S. No.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee) and Bid Security	Instrument/ Proof of submission
Eligibility Documents		
2.	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility	As per the format mentioned against the respective eligibility criteria clause
Technical Documents		
3.	Undertaking on Authenticity of Comp. Equip.	As per Annexure-3
4.	Components Offered + Technical specifications compliance sheet for all items only on letter-head	As per Annexure-4
5.	Self-Declaration	As per Annexure-5
6.	Certificate of Conformity/ No Deviation	As per Annexure-6
7.	Declaration by Bidders	As per Annexure-7

f) Financial bid shall include the following documents: -

S. No.	Documents Type	Document Format
1.	Financial Bid - Format	As per Annexure-8

2) Selection Method

Lowest financially evaluated and technically responsive bidder will be awarded the Contract.

3) Performance Security

- a) Prior to execution of agreement (as per Annexure-9), Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- b) The amount of performance security shall be 5%, of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft or Banker's Cheque of a scheduled bank;
 - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
 - c. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
 - d. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event

of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

- d) Performance security furnished in the form specified in clause [b.] to [d.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

4) Liquidated Damages (LD)

- a) In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply/ install/ complete:-
 - delay up to one fourth period of the prescribed delivery period: 2.5%
 - delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
 - delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
 - delay exceeding three fourth of the prescribed period: 10%
- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10%.
- d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

5. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1) Payment Terms and Schedule

- a) Payment schedule - Payments to the bidder, after successful completion of the target milestones (including specified project deliverables), would be made as under: -

S. No.	Milestone/ Phase	Deliverables	Payable Amount
1.	Completion of Activity as mentioned in section 3. (1) (a),(b),(c) & (d)	<ul style="list-style-type: none"> • Delivery of goods and Challan for ordered items • Installation report certified by OIC – Stores, SCRB, PHQ, Jaipur • Warranty Certificate 	100% of total work order value
2	Completion of Warranty of 3 years Period	Satisfactory performance report signed by OIC/Nodal Officer	Return of PSD

- b) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- c) Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the purchaser has accepted it.
- d) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- e) All remittance charges will be borne by the supplier/ selected bidder.
- f) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- g) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- h) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
- i) Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.

2) Service Level Standards/ Requirements/ Agreement

- a) Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement.
- b) The bidder shall submit reports on all the service levels to the Purchaser, if required. The service levels defined below provide for target level of services required, measurements thereof and associated penalties.

S. No.	Measurement Parameter	Service Level	Penalty
1.	Time taken for resolving issue	Within 48 hours of lodging the complaint	No penalty
2.	Time taken for resolving issue	After 48 hours of lodging the complaint	Rs. 500 per day per equipment

In case the supplier fails to rectify the defect(s) within 15 calendar days, it may be considered as breach of contract. Maximum applicable penalty shall be 5% of the order value.

ANNEXURE-1: BILL OF MATERIAL (BoM) & its TECHNICAL SPECIFICATIONS

S.No.	Item (as per Technical Specification provided in Annexure-2)	Quantity
1.	All-in-One Desktop	5
2.	Laptop	2
3.	Desktop	1

Authorized Signatory

Name:

Designation:

ANNEXURE-2: TECHNICAL SPECIFICATIONS OF THE COMPUTER EQUIPMENTS**1. ALL-IN-ONE DESKTOP**

S/N	Parameter	Minimum Specification	Bidder and OEM Compliance (Yes/No)
1.	Processor	i5- 7500 series 7th Gen or higher	
2.	Memory	Min. 8 GB RAM	
3.	Storage	HDD – 1 TB	
4.	Monitor	23.5 inch or above, with Min. Res. (1920x1020) or higher	
5.	Network Card	10/100/1000 Gigabit Ethernet with inbuilt WiFi	
6.	Optical Drive	DVD R/W	
7.	I/O Ports	HDMI & RJ45 -1 each, USB – Min. 4 with at least 2 USB 3.0	
8.	Multimedia	Microphone / Headphone jack – 1	
9.	Operating System	Windows 10 Professional (or latest) with OEM recovery Partition.	
10.	Keyboard and Mouse	OEM USB Keyboard and Mouse with pad	
11.	Warranty	On-site comprehensive OEM warranty – 3 Years	
12.	Antivirus	Antivirus – 3 years subscription	
13.	Certification	Certification – MS windows & EPEAT Certified	

2. LAPTOP

S/N	Parameter	Minimum Specification	Bidder and OEM Compliance (Yes/No)
1.	Processor	Processor – i5- 7500 series 7th Gen or higher	
2.	Memory	Min. 8 GB RAM	
3.	Storage	HDD – 1 TB	
4.	Graphic Card	2 GB	
5.	Display	15.6 inch or higher	
6.	Network Card	10/100/1000 Gigabit Ethernet with inbuilt WiFi	
7.	Optical Drive	DVD R/W	
8.	I/O Ports	HDMI , RJ45 & VGA- Min 1 each, USB – Min. 3 with at least 2 USB 3.0	
9.	Multimedia	Microphone / Headphone jack – 1	

10.	Operating System	Windows 10 Professional (or latest) with OEM recovery Partition.	
11.	Warranty	On-site comprehensive OEM warranty – 3 Years	
12.	Antivirus	Antivirus – 3 years subscription	
13.	Certification	MS windows & EPEAT Certified	

3. DESKTOP

S/N	Parameter	Minimum Specification	Bidder and OEM Compliance (Yes/No)
1.	Processor	Processor – i7; 8400 Series 8 th Generation or higher	
2.	RAM	Min. of 16 GB	
3.	Storage	HDD – 2 TB, SSD – 512 GB	
4.	Graphic Memory	4 GB N-Vidia Geforce 1050 GTX	
5.	Monitor	Min. 24 inch with Res. (1920x1020) or higher on HDMI	
6.	Network Connectivity	Network Connectivity 10/100/1000 Gigabit Ethernet with inbuilt WiFi	
7.	Optical Drive	DVD R/W	
8.	I/O Ports	HDMI & RJ45 -1 each, USB – Min. 4 with at least 2 USB 3.0	
9.	Multimedia	Microphone / Headphone jack – 1	
10.	Operating System	Windows 10 Professional (or latest) with OEM recovery Partition.	
11.	Keyboard and Mouse	OEM USB Keyboard and Mouse with pad	
12.	Warranty	On-site comprehensive OEM warranty – 3 Years	
13.	Antivirus	Antivirus – 3 years subscription	
14.	Certification	Certification – MS windows & EPEAT Certified	

ANNEXURE-3: UNDERTAKING ON AUTHENTICITY OF COMPUTER EQUIPMENTS {to be filled by the bidder (On Rs. 100/- Non-judicial stamp paper)}

To,

{Procuring Entity},

Reference: NIB No. : _____ Dated: _____

This has reference to the items being supplied/ quoted to you vide bid ref. no. _____ dated _____.

We hereby undertake that all the components/ parts/ assembly/ software used in the equipment shall be genuine, original and new components /parts/ assembly/ software from respective OEMs of the products and that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software are being used or shall be used. In respect of licensed operating system, we undertake that the same shall be supplied along with the authorized license certificate with our name/logo. Also, that it shall be sourced from the authorized source for use in India.

In case, we are found not complying with above at the time of delivery or during installation, for the equipment already billed, we agree to take back the equipment already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our Bid Security/ SD/ PSD for this bid or debar/ black list us or take suitable action against us.

Authorized Signatory

Name:

Designation:

ANNEXURE-4: COMPONENTS OFFERED – BOM {to be filled by the bidder}

Please fill the following BOM for all the offered components.

S.No.	Product Details (Only one make and model)	Detailed Technical Specification Reference**	OEM Details (Name, Address, E-Mail, Mobile Nos.)
1.		{Item No. xx}	
2.		{Item No. xx}	
3.		{Item No. xx}	

** Please attach Technical specifications compliance sheet (only on OEM's letter-head) and provide reference number in this column. (Deviations, if any, should be appropriately mentioned & highlighted in the compliance/ deviation column of the respective table as provided in Annexure-2: Technical Specifications of this bidding document)

To,

{Procuring entity},

_____,'

_____,'

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-5: SELF-DECLARATION{to be filled by the bidder}

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for
{Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. of
_____, I/ We hereby declare that presently our Company/
firm _____, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-6: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

{Procuring Entity},

CERTIFICATE

This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-7: DECLARATION BY BIDDER {to signed by selected bidder}

I/ We declare that I am/we are bonafide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ dealers/ sole selling/ Marketing agent in the goods/ stores/ equipment for which I/ We have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE -8: FINANCIAL FORMAT

Sl. No	Item Description	Qty Nos	Basic Rate in figures to be entered by the bidder (In Rs.)	Applicable GST in %	GST amount (in Rs.)	Total Amount without Taxes (In Rs.)	Total Amount In Rs Inclusive of GST
1	2	3	4	5	6=(4*5)	7=(3x4)	8=3x(4+6)
1	All-in-One Desktop	5					
2	Laptop	2					
3	Desktop	1					
		***Total in Words					

Note:

The prices offered by the bidder for all the above mentioned items will be evaluated on composite basis i.e., and the bidder stands L-1 on composite basis shall be considered for award of contract.

Seal & Sign of Authorized Signatory

ANNEXURE-9: DRAFT AGREEMENT FORMAT

{to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered into on this _____ day of _____, 2019 by and between State Crime Record Bureau, Govt. of Rajasthan, having its head office at PHQ, 7th Floor, Lalkhoti, Jaipur- 302 015, Rajasthan (herein after referred to as Purchaser) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, a company registered under _____ with its registered office at _____ (herein after referred as the “Successful Bidder/ Supplier”) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated _____ of <NIB No _____>.

And whereas

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____.

And whereas

The supplier has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. _____ dated _____ and RFP document dated _____ issued by Rajasthan Police along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by Rajasthan Police to supplier at the rates set forth in the work order no. _____ dated _____ will duly supply the said articles set forth in “Annexure-I: Bill of Material” thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.

3. The Rajasthan Police do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the Rajasthan Police will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. _____ and completed by supplier within the period as specified in the RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
 - ii. The maximum amount of agreed liquidated damages shall be 10%.
 - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
 - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this _____ day of _____, 2019.

Signed By:	Signed By:
Designation: Company:	Authorized Signatory SCRB, Rajasthan Police, Govt. of Rajasthan
<i>In the presence of:</i>	<i>In the presence of:</i>
Designation: Company:	Designation: SCRB, Rajasthan Police, Govt. of Rajasthan
Designation: Company:	Designation: SCRB, Rajasthan Police, Govt. of Rajasthan

ANNEXURE-10: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:
 - a. Name of the appellant: <please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address: <please specify>

2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:<please specify>

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:<please specify>

5. Number of affidavits and documents enclosed with the appeal:<please specify>

6. Grounds of appeal (supported by an affidavit):<please specify>

7. Prayer:<please specify>

Place

Date

Appellant's Signature