Rehabilitation Council of India  
(A Statutory Body under the Ministry of Social Justice and Empowerment)  
Department of Disability Affairs  
B-22, Qutub Institutional Area, New Delhi-1100 016  
Tel: 91-26532816, 26534287, Fax: 26534291

TENDER NOTICE

Sealed tenders are invited from Original Equipment Manufacturers / Authorized Business Partners/Dealers for supply and installation of approximately 200 laptops. Details regarding the tender may be downloaded from our website, www.rehabcouncil.nic.in. The tender should reach the office of the undersigned by 1.00 PM on 18.03.14. The tenders will be opened on 18.03.14 at 3.30 PM. The undersigned reserves the right to reject any or all the tenders without assigning any reason.

s/d  
Member Secretary, RCI
Tender Document for Purchase of Laptops by Rehabilitation Council of India, New Delhi

Tender Notice No. 1/2014/RCI

Last Date for Receipt of Tender: 1.00 PM on 18th March, 2014
Date and Time of Opening: 3.30 PM on 18th March, 2014

Name And Address of the Tenderer: Rehabilitation Council of India
B-22, Qutub Institutional Area,
New Delhi - 110 016.

Telephone Number: Tel : 91-11-26532816, 26534287, 26532384,26532408, 26511618
Fax Number: Fax: 91-11-26534291
Web Site: www. http://rehabcouncil.nic.in
E-Mail Address of the Tenderer : rehabstd@nde.vsnl.net.in , rehcouncil_delhi@bol.net.in

Tender Purchase Value: Rs.1000/-
Earnest Money Amount: Rs.3, 00,000/-
Earnest Money in favor of: Rehabilitation Council of India, New Delhi
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SECTION – I

Invitation for Bids

1.1 The Rehabilitation Council of India (RCI) proposes to procure approximately 200 Branded Laptops from OEMs (Original Equipment Manufacturers)/ Authorized Business Partners/Dealers.

1.2 Sealed offers prepared in accordance with the procedure enumerated in Section II should be submitted to Member Secretary, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi-110016 not later than the specified date and time.

1.3 All bids must be accompanied by earnest money in the form of a Bank Draft/Pay Order for Earnest Money of Rs. 300,000/- (Rupees Three Lakhs only) in the form of Bank Draft / drawn over a Nationalized Bank in favor of Rehabilitation Council of India payable at New Delhi. Tenders not accompanied by Earnest Money or incomplete in any respect will be liable to be rejected outright.

1.4 The successful bidder shall furnish a bank guarantee of Rs. 600,000/- (Rs. Six Lakhs) as performance security deposit, in favour of Rehabilitation Council of India, New Delhi. This guarantee should remain valid for a minimum period of sixty days beyond the date of completion of all the contractual obligations of the bidder including warranty obligations. This guarantee shall be returned after 3 months of the successful completion of the delivery & installation of all the laptops.

1.5 The turnover of the bidder should at least be Rs. 5 Crores (Rs. Five Crores) for last 3 years.

1.6 The categories of items and quantity indicated in the Tender Document are tentative. Rehabilitation Council of India reserves the right to increase or decrease the quantity depending on the needs, without assigning any reason.

1.7 The Bidders should indicate specifically the Basic Price, Taxes /Excise duty, other duties (if any), and levies chargeable quantitatively on the per unit basis in Indian currency.

1.8 The bids should indicate clearly that the rates are with the delivery charges to the specific place of delivery at state capitals in India as indicated by the Rehabilitation Council of India, New Delhi. The rates would also include the installation charges.

1.9 The tender should be submitted in two covers i.e. a and b. There should be proper indication of the contents on each envelope as indicated in clause 2.1 of Section II. The successful bidder would not be paid anything more than what is quoted by the bidder on the per unit basis and this will be inclusive of all taxes, rates, duties installation charge, transportation, loading & unloading, delivery etc.
1.10 The bidder must clearly indicate its compliance to the delivery schedule. The bid should be valid for at least 90 days.

1.11 The delivery, installation and successful testing of the items must be completed within 30 (thirty) days from the date of award of contract to the successful bidder.

1.12 This tender document is not transferable.

1.13 The Tender must be submitted along with the copies of:
* Manufacturers license or authority from the Manufacturer
* Copies of last three years Latest Income Tax Returns acknowledgements
* Copy of the balance sheet for the last three years showing turnover
* Copy of the PAN Card, Registration Certificate of the company/firm etc.
* Sales Tax/Trade Tax etc. Registration Certificate

1.14 Rehabilitation Council of India reserves the right to reject any or all tenders without assigning any reason whatsoever.

1.15 The tenders will be opened on the date and time indicated in the presence of Bidders if any present on the occasion. If the date of opening is declared a holiday, the tenders will be opened on the next working day.

1.16 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation and successful testing of all the equipments supplied.

1.17 All damaged or unapproved goods or any item, which is misrepresented, shall be returned to the Bidders, and cost and the incidental expenditure thereupon shall be recovered from the Bidders.

1.18 Terms & conditions of the bidder sent along with the quotation, if any, put by the Bidders, shall not be binding on the Rehabilitation Council of India.

1.19 Packing list giving description of the contents must be put on all packages.

1.20 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Rehabilitation Council of India, New Delhi, reserves the right not to accept the delivery in full or in part. Rehabilitation Council of India, New Delhi specifically and in case the order is not executed within the stipulated period, the RCI shall be at liberty to make purchases through other sources, and to forfeit the earnest money of the Bidders.

1.21 No claim on account of payment of octroi / way bill, etc., shall be accepted.

1.22 Payment of bill will be made through crossed account payee cheque by RCI on receipt of satisfactory supply of articles mentioned herein.

1.23 Schedules for Invitation to Tender:
a) Address at which tender is to be submitted:

Rehabilitation Council of India
B-22, Qutub Institutional Area,
New Delhi - 110 016.
Tel: 91-11-26532816

b) Time and date for receipt of Tender: Up to 1.00 PM of 18th March 2014.

c) Place, Time and Date of opening of Technical bids:

Rehabilitation Council of India
B-22, Qutab Institutional Area,
New Delhi - 110 016.

Time & Date: 3.30 PM on 18th March, 2014.

d) Rehabilitation Council of India shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

1.24 Canvassing in any form by the bidder or its associates shall lead to outright disqualification.

SECTION - II

Procedure for submission of Bids

2.1 It is proposed to have a Two Cover System for this tender

a) Technical Bid in one cover.

b) Financial bid in one cover.

2.2 Technical Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”.

2.3 Financial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Financial Bid”.

2.4 The two documents viz. Technical Bid Cover and Financial Bid Cover and the demand draft cover prepared as above are to be kept in a single sealed cover super scribed with “Laptops Tender”.

2.5 The cover thus prepared should also indicate clearly the name and address of the Bidders to enable the Bid to be returned unopened in case it is declared “late”.

2.6 The Earnest Money is paid by Demand Draft and the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the bid.
Cost of Tender

2.7 The Bidders shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the RCI and the RCI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

Modification of Tender Document

2.8 At any time prior to the last date for receipt of bids, RCI may for any reason, modify the Tender Document.

2.9 The modification will be notified.

Language of Bids

2.10 The bids prepared by the Bidders and all correspondence and documents relating to the bids exchanged by the Bidders and the Client, shall be written in Hindi / English language, provided that any printed literature furnished by the Bidders may be written in another language so long as accompanied by an Hindi / English translation in which case, for purposes of interpretation of the bid, the Hindi / English translation shall govern.

Documents comprising the Bids

2.11 The Bids prepared by the Bidders shall comprise of following components: -

a) Technical Bid shall consist of the following: -
   (i) Technical Bid furnished as per the format for technical bid.
   (ii) Technical literature for each product/service, covering full technical specifications.

b) Financial Bid consisting of the following: -
   (i) Bid prices duly filled, signed and complete as per the format.
SECTION – III

1. Technical Specifications of Requirements for Laptop:

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<tr>
<th>S.N.</th>
<th>Item</th>
<th>Description of Requirement</th>
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<tbody>
<tr>
<td>1.</td>
<td>CPU</td>
<td>Intel Core i3- Processor</td>
</tr>
<tr>
<td>2.</td>
<td>HDD</td>
<td>500GB</td>
</tr>
<tr>
<td>3.</td>
<td>Chipset</td>
<td>Intel</td>
</tr>
<tr>
<td>4.</td>
<td>Memory</td>
<td>2 GB</td>
</tr>
<tr>
<td>5.</td>
<td>Connectivity</td>
<td>USB Port, wi-fi and Bluetooth</td>
</tr>
<tr>
<td>6.</td>
<td>OS</td>
<td>Windows 7 32 bit</td>
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<tr>
<td>7.</td>
<td>Accessories</td>
<td>Adaptor, Battery, Laptop Bag</td>
</tr>
<tr>
<td>8.</td>
<td>Warranty</td>
<td>1 year warranty</td>
</tr>
<tr>
<td>9.</td>
<td>Display</td>
<td>LCD/LED 14”</td>
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</table>

2. Performa to be filled in by the Bidder, including the Financial Bid.

Specifications / Certifications of Laptop

Unit price of the item (including transportation, installation and testing)

Taxes

Duties

Total Price
SECTION - IV

TERMS AND CONDITIONS

1. The Vendor should adhere to the time schedule provided by RCI, New Delhi. The vendor/company would be required to deliver at the designated places to be informed by RCI, New Delhi.

2. The products asked for should be of very high standard and of reputed company with authorized service provider at all big cities in India.

3. The vendor shall be liable to indemnify RCI, New Delhi in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.

4. The vendor should have a provision for enhanced warranty beyond the regular warranty period. During the warranty period, the vendor should have a point of presence at various places as provided by the RCI, New Delhi.

5. There is no provision for making advance payment to the vendor.

6. Dispute if any, will be subject to jurisdiction of the appropriate court in Delhi.