

Reference No. QCI/IT/1222/145

Request for Proposal
For Sale of Office Equipment (IT Fixed Assets)



Quality Council of India (QCI)
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

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Tender Notice

1. Quality Council of India (QCI) invites proposal **“For Sale of Office Equipment (IT Fixed Assets)”**.
2. The content of this Request for Proposal (RFP) enlists the requirements of QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. The Technical Bids and Financial Bids may be submitted at the following address on or before - 16 December, 2022 by 1600 Hrs. via post to the address below:

Deputy Director (Accounts & Administration), Quality Council of India (QCI)
2nd floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg, New Delhi- 110002

Tender Summary

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (Accounts & Administration), Quality Council of India, 2 nd Floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg New Delhi - 110002, India
2.	Last date and time for submission of Applications	16 December, 2022, 16 Hours
3.	Contract Duration	07 Days from the date of award of the work
4.	Validity of the Proposal	90 days
5.	Tender Processing Fee	N/A
6.	Contact Person for clarification	Procurement Team: procurement@qcin.org
7.	Inspection Period	9 December, 2022 to 15 December, 2022
8.	Request for Site Visit for Inspection	Request may be sent to procurement@qcin.org

1. INTRODUCTION:

Quality Council of India

Quality Council of India is an autonomous organization under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation. QCI is inviting Interested Parties / Bidders to Bid for the proposed sale of IT Assets, on an 'as is what is' basis, more particularly detailed out in the following table (also provided in the Annexure-1) for the equipment lying at QCI office.

S. No.	Desktop Model Name	Specification	Quantity	Date of Purchase	Working Condition
1.	HP DC 7800 ultra slim desktop	C2D, 4 Gb, 160 GB	27	15-05-2008	Yes
2.	Dell OptiPlex 780	HDD: 320 GB Ram: 4GB Processor: Core to Duo	10	09-06-2010	Yes
3.	Dell OptiPlex 990	HDD: 500 GB Ram: 4 GB Processor: i7	15	12-11-2011	Yes
4.	Dell Optiplex 3010, Dell	HDD: 500 GB Ram: 4 GB Processor: i5	18	17-10-2012	Yes
5.	Dell Inspiron 660s, Dell	HDD: 1 TB Ram: 4GB Processor: i3	5	24-05-2014	Yes
6.	Dell Optiplex 9020	HDD: 500GB Ram: 4GB Processor: i5	36	(16/07/2014), (08/01/2015), (18/09/2015)	Yes
7.	Dell Vostro 3250	HDD: 1 TB Ram: 4GB Processor: i5	26	(25/11/2016), (22/12/2016)	Yes
8.	Lenovo	Processor i5, RAM 4 GB DDR 4, HDD 1 TB	2	03-07-2017	Yes
9.	HP	Processor i3/i5, RAM 4 GB, HDD 1 TB / 500 GB	7	2010-2011	Yes

2. PRE-QUALIFICATION CRITERIA:

S. No	Basic Requirements	Specific Requirements	Documents Required
a.	Form of Organisation	The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or any other previous Companies Act, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 or a government entity or a proprietorship firm	<ul style="list-style-type: none"> • Certificate of Registration /Incorporation under the respective Acts in India or the respective Memorandum of Association/Partnership Deed. • PAN & GST Certificates • ADHAAR Registration (additional requirement for proprietorship firm)
b.	Turnover	Average Annual Turnover of the applicant during the last three financial years, i.e. FY 2019-20, FY2020-21, 2021-22 (as per the last published audited balance sheets or certified by CA), should be more than Rs. 25 Lakhs.	Audited Financial Statements or CA Certificate certifying the turnover with CA's Registration Number/ Seal
c.	Tax Registration	The applicant shall hold valid GST and PAN certifications.	Certificate of Incorporation / Registration/ PAN Card GST Registration Certificate
d.	Blacklisting	The applicant shall not have been blacklisted by any central or state government agency, PSU.	Undertaking in this regard to be submitted.
e.	Regional Presence	The applicant should have a local office in Delhi/NCR region	Address Proof
f.	Earnest Money Deposits (EMD)	Bidders shall submit, along with their Bids, Bid Security (EMD) of INR 25000	Demand Draft or e-Transfer

3. GENERAL TERMS AND CONDITIONS:

- i. **Earnest Money Deposit:** Bidders shall submit, along with their Bids, Bid Security (EMD) of INR 25,000 as per the details mentioned below:
 - a) By demand draft in favour of Quality Council of India, payable at New Delhi, or
 - b) Deposit through RTGS/ NEFT as detail under:

For payment of EMD through Bank transfer: -

Name of Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of Account	Quality Council of India
Saving Bank Account	223010100053020
IFS Code	UTIB0000223

Note:

- NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected. Bid security in any other form will not be entertained.
- No interest will be payable to the Bidder on the amount of the EMD.
- Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process.
- In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.
- The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
- *MSEs (Micro and Small) are exempted from paying Earnest Money Deposit. In this case participants are required to submit valid MSE registration certificates (Udyog Aadhaar) to avail exemption.

ii. **Status / Condition of the Equipment:**

- a) The items will be sold on "**As is what is basis**" and no complain of whatsoever nature shall be entertained.
- b) QCI is not providing any assurance or warranty with respect to weight, nature, working condition, assortment composition or quality of the items being sold. It would be the sole responsibility and obligation of the Bidder to inspect the items and satisfy themselves with the condition of the material and no complaint/ dispute in this respect would be entertained at all.
- c) The Bidders should submit their offer after getting themselves thoroughly satisfied about the availability and condition of the items as per the RFP and it will be assumed that the Bid(s) have been submitted by the bidder after a thorough inspection and getting themselves fully acquainted and satisfied with the availability and condition of the items.
- d) Once the materials are sold, no complaint of any kind will be entertained in this regard by the Company. The Bid price once accepted shall remain firm till completion of lifting by the Successful Bidder

iii. **Inspection:**

- a) Interested Bidders can carry out the inspection of the items as per the time schedule
- b) All Bidders are requested to carry the material list during the inspection and may physically verify the items at the site.

- c) Request for inspection of items may be submitted at procurement@qcin.org

iv. Payment of Bid Value (Final Consideration)

- a) The H1 bidder will be required to make 100% payment for the bid value (Final consideration) and the applicable taxes and levies as advised by QCI, within a period of 7 days from the date the approval is conveyed.
- b) The payment will have to be made through RTGS / NEFT from a scheduled bank within the stipulated time to the Designated Bank Account of QCI as mentioned in the clause 3(i).
- c) The H1 bidders' payment obligation will be deemed to be completed only after payment has been made in full to QCI within the stipulated time frame and to the credit of the Designated Bank Account. Any failure on the part of H1 / successful bidder in this respect would lead to forfeitures of EMD.

v. Lifting of Material:

- a) Lifting of material will be allowed only after 100% payment has been made by the successful bidder to the QCI.
- b) Entire lifting has to be completed within 07 working days from the date of final payment being received by the QCI. Once payment is received in full, QCI will issue a Delivery Order in favour of the successful bidder, authorising him to lift the material from the site
- c) In case the successful bidder fails to lift the material within this time frame and any damages / penalties / demurrage charges are raised on the QCI by any agency, the same will have to be borne by the Bidder and QCI shall adjust the said amount from the EMD of the said bidder

4. OTHER TERMS AND CONDITIONS

- a) Any bid without adequate documentation as specified above and/or EMD will be liable for rejection
- b) In case the H1 bidder fails to deposit the Full Payment within the prescribed time as stated above, then the EMD deposited placed with the respective QCI will be deemed to be forfeited and reserves the right to offer the bid to the H2 bidder. No request for an extension of time would be entertained in this respect.
- c) Materials are being offered on "as is what is basis". Bidders are advised to inspect the materials and satisfy themselves before bidding. No complaints would be entertained after the bidding process.
- d) Price to be quoted shall be inclusive of delivery and other charges but are ex- location, exclusive of duties and taxes. Any other taxes/ levies as applicable at the time of sale and delivery shall be in addition to the price quoted.
- e) It is the responsibility of the interested bidders to go through the terms and conditions and requirements of the Bid and submit their Financial Proposals and Bid Enclosures properly and within the stipulated time. Any deviation in compliance with the requirements of this bid (lack of information etc.) will be construed as Conditional and measures as decided by QCI will be applicable. The decision of QCI Entities in this regard will be final & binding on the bidder.
- f) Amendments to RFP: At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the

amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be communicated to the service providers.

- g) **Ethics:** QCI expects service provider to show the highest ethical standards during the course of the assignment.
- h) **Language:** The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the bidder and QCI shall also be written in the English language.
- i) **Rejection of Application:** The application is liable to be rejected if:
- Not in prescribed forms and not containing all required details.
 - Not properly sealed and signed as per requirements.
 - Received after the expiry of due date and time.
 - Missing of any supporting document(s) with the Proposal.
- j) **Disclaimer**
- The QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
 - The QCI reserves the right
 - i. To reject any/all applications without assigning any reasons thereof.
 - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
 - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
- k) **Written Undertaking:** QCI may at any time require the service provider and its employees/advisors/professionals/Contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the service provider must promptly arrange for all such undertakings to be given to QCI.
- l) **Force Majeure:** Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.
- m) **Indemnity:** The service provider undertakes to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by the service provider or any instance of corruption or improper payment.
- n) **Disclaimer:**
- QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
 - QCI reserves the right
 - i. To terminate the RFP process at any time, without assigning any reasons thereof;
 - ii. To reject any/all applications without assigning any reasons thereof;

- iii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof;
- iv. To include any other item in the Scope of work at any time after consultation with applicants or otherwise;
- v. To select multiple organizations for the project for allocation of work if it meets the essential criteria for qualification.

o) **Validity:** The proposals shall remain valid for a period of 60 days from the last date of submission. In exceptional circumstances, QCI may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder consenting to such request will not be required nor permitted to modify its Proposal.

5. METHOD OF SELECTION

- 5.1 The bids shall be evaluated on two stages i.e. Technical and Financial evaluation
- 5.2 First the bids will be evaluated on pre-qualification criteria (technical) and amongst the technically qualified bidders the financial bid shall be opened
- 5.3 Bidder with Highest amount quoted shall be shortlisted for award of work.

6. SUBMISSION OF PROPOSAL

Technical Proposal:

The technical proposal must include the following:

- 1.1. Documents as mentioned in the Pre-Qualification Criteria
- 1.2. EMD or EMD exception letter
- 1.3. Signed and stamped Form-A

Financial Proposal:

To be submitted by the Vendor as per the format given below:

S. No.	Desktop Model Name	Specification	Quantity	Value in INR
1.	HP DC 7800 ultra slim desktop	C2D, 4 Gb, 160 GB	27	
2.	Dell OptiPlex 780	HDD: 320 GB Ram: 4GB Processor: Core to Duo	10	
3.	Dell OptiPlex 990	HDD: 500 GB Ram: 4 GB Processor: i7	15	
4.	Dell Optiplex 3010, Dell	HDD: 500 GB Ram: 4 GB Processor: i5	18	
5.	Dell Inspiron 660s, Dell	HDD: 1 TB Ram: 4GB Processor: i3	5	

6.	Dell Optiplex 9020	HDD: 500GB Ram: 4GB Processor: i5	36	
7.	Dell Vostro 3250	HDD: 1 TB Ram: 4GB Processor: i5	26	
8.	Lenovo	Processor i5, RAM 4 GB DDR 4, HDD 1 TB	2	
9.	HP	Processor i3/i5, RAM 4 GB, HDD 1 TB / 500 GB	7	

Note:

- a) The rates should be exclusive of taxes
- b) QCI will award the contract(s) for each serial number/ category to the highest bidder(s) for items corresponding to that serial number/ category.

Submission Guidelines:

- All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
- Please Note that Prices must not be indicated in the Technical Bid.

Interested parties may submit the technical and financial Proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing “**For Sale of Office Equipment (IT Fixed Assets)**” to Deputy Director (Accounts & Administration), Quality Council of India, 2nd Floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg, New Delhi 110002 latest by 16 December 2022, 1600 Hrs. (By post or by hand)

For further queries, you may please contact the below-mentioned:

For any other queries: Procurement Team

Email id: procurement@qcin.org

Form A: Application Letter

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts & Administration),

Quality Council of India,

Institution of Engineers Building,

2nd Floor, 2, Bahadur Shah Zafar Marg,

New Delhi-110002

Subject: Submission of proposal in response to the RFP “**For Sale of Office Equipment (IT Fixed Assets)**”

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated -- **For Sale of Office Equipment (IT Fixed Assets)**
2. We undertake, if our proposal is accepted, to assign a team dedicated to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this proposal response for a maximum period of THREE MONTHS from the date fixed for proposal opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and

executed, this proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.

6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2022

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

Annexure-1

Desktop Model Name	Specification	Count	Date of Purchase	Working Condition
HP DC 7800 ultra slim desktop	C2D, 4 Gb, 160 GB	27	15-05-2008	Yes
Dell optiplex 780	HDD: 320 GB Ram: 4GB Processor: Core to Duo	10	09-06-2010	Yes
Dell optiplex 990	HDD: 500 GB Ram: 4 GB Processor: i7	15	12-11-2011	Yes
Dell optilex 3010, Dell	HDD: 500 GB Ram: 4 GB Processor: i5	18	17-10-2012	Yes
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Dell optiplex 9020	HDD: 500GB Ram: 4GB Processor: i5	36	(16/07/2014), (08/01/2015), (18/09/2015)	Yes
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Lenovo	Processor i5, RAM 4 GB DDR 4, HDD 1 TB	2	03-07-2017	Yes
HP	Processor i3/i5, RAM 4 GB, HDD 1 TB / 500 GB	7	2010-2011	Yes