

**REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF
LAPTOPS**

Stock Holding Corporation of India Limited

(StockHolding)



RFP Reference Number: IT-09/2021-22

Date: 04.10.2021

**REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF
LAPTOPS**

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Stock Holding Corporation of India Limited (*StockHolding*), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by *StockHolding* to any parties other than the applicants who are qualified to submit the bids ("bidders"). The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. *StockHolding* makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. *StockHolding* may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

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RFP Document Details

Name of Organisation	Stock Holding Corporation of India Limited
RFP Reference No.	IT-09/2021-22
Requirement	Bulk Purchase of Supply, Installation and Maintenance of Laptops Quantity Details for Laptops: The requirement is for 250 laptops with an additional discretionary buffer quantity of 50 laptops.
Interest free Earnest Money Deposit (EMD)	Rs. 2,000,00/- (Indian Rupees Two Lakh Only) by way of RTGS/NEFT to be paid to Stock Holding Corporation of India Limited as Earnest Money Deposit should be submitted separately before submission of online bids by way of RTGS/NEFT on/or before 21-10-2021 StockHolding's Bank Account No.: 004103000033442 Bank: IDBI Bank (Nariman Point Branch) IFSC: IBKL0000004 bidders with MSME certificate are exempted for providing EMD. Please share the UTR details to us on below mentioned email address.
Date of issue of RFP document	04-10-2021
Pre-bid online meeting	Pre-bid meeting (Online) at 12-10-2021 @ 10:30 Hrs. To participate, please send your request to prit@stockholding.com on or before 11-10-2021, @ 14:00 Hrs
Email Address	PRIT@stockholding.com
Date and Time of submission of online technical bid with proposed Models and commercial (indicative price) bids	22-10-2021 @ (10:00 to 18:00 Hrs)
E-bidding to be facilitated by	M/s e-Procurement Technologies Ltd.(ETL), Ahmadabad, on behalf of Stock Holding Corporation of India Limited
Date Of Opening Technical Bid	23-10-2021 @ (12:00 Hrs)
Address for online submission of bids	Bid must be submitted online on https://stockholding.auctiontiger.net
Date for Commercial (Indicative Price) bids opening	28-10-2021 @ (12:00 Hrs)
Date of Reverse Auction	29-10-2021 @ (16:00 Hrs) Reverse Auction will be conducted for shortlisted Laptops
Contact Details of M/s e-Procurement Technologies Ltd.(ETL), Ahmedabad	Technical Support contact details : Call : +91 9904406300 +91 9510812960 +91 9265562821 +91 6354919566 e-mail: support@auctiontiger.net

This bid document is not transferable

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Objective of the RFP

Objective of this RFP is to procure bulk laptop with a Bidder for supply, installation and maintenance of laptop/computer hardware listed in this RFP. This is applicable for all offices of Stock Holding Corporation of India Ltd.(StockHolding) across India as per list mentioned in **Annexure-11**.

Submission of Proposal:

The response to this RFP will be submitted by way of two stage bidding process. The technical proposal with the relevant information/documents/acceptance of all terms and conditions as described in this RFP document will be submitted online through M/s e-Procurement Technologies Ltd.(ETL), Ahmedabad, the outsourcing agency approved by *StockHolding* for e-bidding on the website (<https://stockholding.auctiontiger.net>). The bidder will be trained by e-Procurement Technologies Ltd. for this purpose, and the bidder will have to abide by the e-business rules in consultation with e-Procurement Technologies Ltd.

The bidders are requested to note that they cannot make their online submission after the time stipulated above and no extension of time will normally be permitted for submission of bid.

The bidders are requested to note that it is mandatory to have a valid digital certificate issued by any of the valid certifying authorities approved by Govt. of India to participate in the online bidding. The bidders are requested to ensure that they have the same, well in advance or if any assistance is required for the purpose, bidders can contact service provider (M/s e-Procurement Technologies Ltd.).

Minimum requirement for e-Bidding:

1. Computer / Laptop (Notebook) with internet connection
2. Operating system - Windows XP Service pack -3 / VISTA/ Windows 7 or above
3. Digital certificate - Class II or III, **Signing + Encryption. Please note that this must be a signing AND encryption certificate.**

Due Diligence:

The bidder is expected to examine all instructions, Forms, Terms, Conditions and Specifications in this RFP. Bids shall be deemed to have been made after careful study and examination of this RFP with full understanding of its Implications. The Bid should be precise, complete with all details required as per this RFP document. Failure to furnish all information required by this RFP or submission of Bid not as per RFP requirements will be at the bidder's risk and may result in rejection of the bid and the decision of *StockHolding* in this regard will be final and conclusive and binding.

Cost of Bidding:

The bidder shall bear all costs associated with the preparation & submission of its bid and *StockHolding* will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process

Clarifications regarding RFP Document:

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- Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s) and/or discrepancy in the RFP Document, they should forthwith refer the matter to *StockHolding* for necessary clarifications.
- A bidder may obtain clarification for their queries on this RFP via email to PRIT@stockholding.com
- *StockHolding* shall not be responsible for any external agency delays.
- *StockHolding* reserves the sole right for carrying out any amendments / modifications / changes in the bidding process including any addendum to this entire RFP
- At any time before the deadline for submission of bids / offers, *StockHolding* may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by bidders, modify this RFP Document.
- Sub-Contracting-The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting done by the Bidder.
- It may be noted that notice regarding corrigendum/addendums/amendments/response to bidders' queries, etc., will be published on StockHolding's website only. Prospective bidders shall regularly visit StockHolding's same website for any changes/development in relation to this RFP.
- *StockHolding* reserves the rights to extend the deadline for the submission of bids, if required. However, no request from the bidders for extending the deadline for submission of bids, shall be binding on *StockHolding*.
- StockHolding reserves the right to reject any or all the responses to RFPs / Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of StockHolding shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.

REQUIREMENT WITH TERMS & CONDITIONS

Eligibility Criteria:

Only those Bidders who fulfil the following criteria are eligible to respond to the RFP. Document/s in support of all eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the bidders who do not fulfil any of the following eligibility criteria are liable to be rejected. **Criteria (Documents to be submitted online along with Technical Bid)**

SN.	Criteria	Documents to be submitted by bidder / OEM
1	The bidder is a company/firm incorporated in India having Annual Turnover of at least Rs. 25.00 crores in previous three financial years i.e. 2018-19, 2019-20, and 2020-21. This must be individual company turnover and not group of companies.	Relevant documents of registration and copy of audited balance sheet of company/firm

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2	The bidder should be the OEM or Premier partner of the OEM for the quoted laptops	The bidder should provide Manufacturer's Authorization Letter (MAF) for every quoted item as per Annexure -10
3	The bidder should not be blacklisted by any Government, Government Body, PSU, Bank, Autonomous body for any reasons.	Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory
4	The bidder should be in operating profit in the last three audited financial years i.e. 2018-19, 2019-20, and 2020-21.	Copy of audited balance sheet of the company /firm showing the same should be submitted
5	OEM should be top 3 OEMs in Gartner report/Press release for Quarter2 year 2021 for market share and shipment for PCs(Desktop/Laptop)	OEM will provide letter Confirming Market Share & Shipments for PCs (Desktops/Laptops) in the Gartner report/Press Release for Quarter 2 of year 2021 https://www.gartner.com/en/newsroom/press-releases/2021-07-12-gartner-says-worldwide-pc-shipments-grew-4-point-six-in-second-quarter-of-2021
6	The bidder should have supplied minimum 500 Laptops under contract of Computer Hardware to at least five enterprise/corporate customers in India during last three financial Years.	Relevant document should be attached and signed by Authorised signatory
7	OEM/Bidder should have minimum six years' experience of supply installation and Maintenance of laptops	Self-declaration from OEM/bidder on their letter head duly signed by authorised signatory
8.	Bidder to abide by labour laws, human rights and regulations in their regions of business. Bidder to adhere to laws addressing child, forced or trafficked labour	Self-declaration from bidder on their letter head duly signed by authorised signatory

(1) Validity of bid offer for the requirement:

Bid should be valid for a minimum period of 90 days in the event of delay in issuance of Purchase Order (PO) by StockHolding.

(2) Location(s) for delivery, installation and support:

StockHolding existing branches as on date and any new branches any-where in India.

Refer **Annexure – 11** for a list of State wise branch offices in India.

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(3) Delivery:

Within 4 to 6 weeks from the date of purchase order(s) on PAN INDIA basis.
Short shipment or part shipment will be considered as delayed delivery

(4) Installation Time:

Within 1-2 weeks from the date of delivery.

(5) Warranty:

3-years on-site from the date of installation for the laptops

- The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and they incorporate all recent improvements in design and materials. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in India.

(6) Maintenance Support Duration:

Comprehensive on-site back-to-back maintenance support from product OEM for the supplied & installed laptops during entire warranty period

(7) Response Time:

Same or Next Business Day (NBD) from the time of problem reported for the supplied & installed laptops during entire warranty period

(8) Resolution Time:

For Metros Cities: Next Business Day (NBD) from the time the problem was reported for the supplied & installed laptops during entire warranty period during 9:00 a.m. to 6:00 p.m. For Other than Metros Cities: Second Business Day (2BD) from the time the problem was reported for the supplied & installed laptops during entire warranty period during 9:00 a.m. to 6:00 p.m.

(9) Taxes & levies:

All Inclusive except GST. GST payable extra at actual as per prevailing rates.

(10) Payment Terms:

(a) 70% payment on delivery and on submission of original tax invoice and delivery challan duly certified by StockHolding branch officials, and 3-years warranty confirmation should be reflected on product OEM portal for the warranty of procured laptops. Bidder should provide softcopy of worksheet of serial numbers for the supplied laptops w.r.to respective location(s)

(b) Balance 30% payment against 3-years warranty confirmation and on installation and submission of installation report(s) for the supplied laptops from the bidder on their letter head mentioning the serial numbers of laptops along-with submission of Performance Bank Guarantee of Rs 10 Lakhs only from banks other than co-operative banks has already been submitted along with acceptance of the PO issued by StockHolding.

All the above documents are to be submitted at SHCIL House, Mahape office for payment purpose

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(11) Refund of Earnest Money Deposit (EMD)

- (a) EMD will be refunded through NEFT to the successful bidder on providing (a) an acceptance confirmation against the PO issued by StockHolding and (b) submission of Performance Bank Guarantee for Rs. 10 Lakhs and should be valid for 3 years warranty period
- (b) In case of unsuccessful bidders, the EMD will be refunded to them through NEFT within 15 days

(12) Scope Of Work (SOW) / Service Level Agreement (SLA) for Maintenance Support during warranty:

Bidder should provide following scope for providing comprehensive on-site support during warranty:

- (a) All supplied laptops must contain licenced factory installed Microsoft Windows 10 Professional Pro 64 bit with the custom image provided by StockHolding before delivery. Bidder must ensure that all devices provided comply with model specification for which contract has been awarded. Bidder will deliver laptop(s) at the required location(s) as per time lines of delivery & installation.
- (b) Bidder shall arrange to provide StockHolding with a new unit of the proposed laptop model within 3 working days of the Technical bid so that StockHolding can install all required applications and test the clone image before the Reverse Auction. The laptop units will be returned to the bidders along with the EMD. The successful bidder will be provided the clone image on receipt of their acceptance of PO issued by StockHolding.
- (c) Bidder and product OEM shall warrant that all goods supplied are new, unused and of the most recent or current models introduced within 1 year from the date of RFP and shall incorporate all latest improvements in design and materials. Bidder and product OEM should further warrant that the goods supplied should have no defect arising out of faulty design, inadequate and or inferior materials or workmanship or from any act of omission of the bidder, when used under normal use of the supplied goods in the conditions prevalent in India. Further, bidder and product OEM undertake to replace equipment, if found faulty on installation, within 7 days at no extra cost to *StockHolding*. Failing this, *StockHolding* may, at its discretion recover the amounts paid towards the equipment. Also bidder and product OEM should stock necessary equipment(s) for resolution of problem.
- (d) OEM/Bidder should deploy their technical staff for each of laptops spread across the designated locations as per the details provided by *StockHolding* through their direct offices / authorized channel partners in India from product OEM.
- (e) Bidder and product OEM will undertake to install all the laptops at the required locations.
- (f) The installation reports should be duly filled up by the Engineer who installs the laptop and submit to *StockHolding* with the signature of the StockHolding Employee and stamp of the recipient branch. It is mutually agreed that this installation report will be the main document for future reference. The day on which the user signs the report will be considered as the date of installation.
- (g) *StockHolding* will log telephonic and/or e-mail complaints at the designated canter of bidder and/or to product OEM as per the respective contact details provided for the technical support for problem resolution. Bidder should appoint trained & qualified workforce through their direct offices / authorized channel partners from product OEM to resolve the complaints. Bidder and/or product OEM should provide a call number (docket number) for each of the calls logged to them.

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- (h) During the warranty period, for any hardware failure, bidder and/or product OEM will respond and resolve the problem as per timelines specified for response and resolution clauses During the warranty period if the Operating System (OS) problem arises, bidder will install, re-install, configure, re-configure OS with the required patches, fixes, service pack(s), updates, upgrades etc. During entire warranty period, bidder/OEM will provide support for OS & Motherboard drivers installation / re-installation / reconfiguration at site due to OS corruption or hard disk drive failure which attract OS & Motherboard drivers installation. Url should be provided by bidder / OEM for support update, upgrade, patches, fixes of OS and Motherboard drivers
- (i) In case the complaint cannot be re-solved onsite, then the equipment will be picked up by bidder and/or product OEM for shifting to repair center within a day, and should be returned within 3 working days. Alternatively, good working equipment (with similar or higher configuration) will be provided as replacement. In case, the equipment is not returned to the site after repairs within 7 working days, penalty may be charged per unit per day of delay as mentioned in this RFP for breach of SLA. All expenses incurred for collecting and delivering the laptops will be borne by the bidder.
- (j) Before picking up the equipment, a status report should be made by the Engineer duly attested by the StockHolding Employee. The physical condition of the equipment should be described in the report. Bidder will at their own expense, carry out repairs Bidder and product OEM will be responsible for the supplied & installed laptops until it is safely delivered to the location.
- (k) The equipment shall be carried to the repair center (if needed) by the persons authorized by bidder and returned to the location at their expense. *StockHolding* will not bear the freight, labor charges or any other charges during warranty period.
- (l) In case of failure of SSD drive laptop(s), *StockHolding* will retain the failed SSD drive during the warranty period and failed SSD will not be given to bidder. Bidder will provide new SSD against the failed SSD during the warranty for such cases.
- (m) Bidder should maintain sufficient stock of the hardware spares for the entire warranty period.
- (n) In case the terms of the SLA are violated in any manner, *StockHolding* reserves the right to impose the penalty
- (o) Bidder hereby agrees to indemnify, protect and save *StockHolding* against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment offered by the bidder.
- (p) Any publicity by bidder in which name of *StockHolding* is used should be done only with the explicit permission of *StockHolding*. This service level agreement is an exclusive agreement between the

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bidder and *StockHolding*. Neither party shall disclose any part of the agreement to a third party without the written permission of the other.

- (q) Bidder and product OEM should provide state wise support escalation matrices for technical support
- (r) Bidder and product OEM will install the clone / image provided by *StockHolding* prior to delivery of each Laptop, *StockHolding* may alter or refresh the clone / image as and when required as per its business exigencies.
- (s) Bidder and product OEM will provide roll-over model with equivalent or higher specifications for laptops in case if the existing model is not available/End of Sale during warranty period.
- (t) Call center contact number and Email address should be posted on laptop
- (u) All accessories must be provided directly by the OEM and must adhere to quality standards equivalent to quality and class of device provided. Connectors/adapters if provided must ensure that these do not in any way adversely impact the performance standard of any component and/or the device as a whole,

(13) Penalty:

(a) Penalty at minimum 0.5% of the purchase value per equipment per day subject to maximum of 5% may be levied for delay on undelivered equipment or part thereof on delayed delivery beyond delivery schedule

(b) Penalty at minimum 0.5% of the purchase value per equipment per day subject to maximum of 5% may be levied beyond installation schedule on un-installed equipment for delay or part thereof in delayed installation

(c) Penalty at minimum 1% of purchase order value of each equipment per day delay in adhering to SLA terms for the response, resolution and support as mentioned in Scope of Work and SLA may be levied subject to maximum of 10% of the Purchase Order Value and will be recovered from the PBG

(d) *StockHolding* reserves the right to invoke the Bank Guarantee in case of any breach of SLA, problem resolution, implementation commitments.

(e) However, the penalty may / will be waived off for Non-Adherence to SLA due to reasons mentioned in the Force Majeure or because of delays attributable to *StockHolding*. In such case(s) the bidder should notify *StockHolding* of the reasons for the delay within reasonable timelines.

(14) Bids Preparation and Submission Details

1. Technical Bid (Annexure - 3)

- a. The bidder will submit the Technical Bid and bidders profile online on <https://stockholding.auctiontiger.net> as per (Annexure – 1 & 2)

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- b. OEM/bidder will need to submit their proposed models with details in technical bid. StockHolding at its sole discretion shall shortlist eligible models proposed in technical bid. Reverse Auction shall be carried out only for those models shortlisted by StockHolding from the technical bid submission
- c. Bidder should also submit scan copy of cancelled cheque.
- d. There should not be any hidden / conditional costs in the bids and in the event of their presence in the bid, the bid is liable to be rejected.
- e. No indications pertaining to price or commercial terms should be made in the Technical Bid submission. If any price indications are made, then the bids is liable to be rejected.
- f. No open ended / conditional bid shall be entertained and is liable for rejected

2. Commercial (Indicative Price) Bid

- a. The bidder will submit Commercial (Indicative Price) Bid online on <https://stockholding.auctiontiger.net> as per the format given (refer **Annexure - 4**)
- b. The final price (L1) will be decided only on successful completion of the Online Reverse Auction.

3. Submission of Bids

- a. The required documents for Eligibility Criteria and Technical Bid, Commercial (Indicative Price) Bid must be submitted (uploaded) online on <https://stockholding.auctiontiger.net>. Technical Bid and Commercial (Indicative Price) Bid should be complete in all respects and contain all information asked for in this RFP document
- b. If Interest Free Earnest Money Deposit (EMD) is not submitted by bidder / received by *StockHolding* in the form of NEFT prior to the last date of submission of bids as mentioned in this RFP, bidder will not be eligible to participate in this RFP.
- c. Any bidder who claims exemption from submission of EMD must submit valid MSME/NSIC authorities approved and or issued government certificate online.
- d. The offer should be valid for a period of at least 90 days from the date of submission of bid
- e. The bidder shall fulfil all statutory requirements as described by the law and Government notices. The bidder shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify *StockHolding* against all such liabilities, which are likely to arise out of the bidders failure to fulfil such statutory obligations
- f. The bidder shall be solely responsible for any injury, damage, accident to the workman employed by the bidder for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its deployed resources.
- g. No request for any further extension of the above deadline shall be entertained. Delayed and/or incomplete bid shall not be considered.
- h. All employees engaged by The bidder shall be comprehensively insured for accidents and injuries by the bidder at his/her/their cost
- i. The Interest free EMD should be deposited in StockHolding's bank account on or before **21-10-2021**
- j. Bidders are advised to submit their online Technical and commercial (Indicative Price) bids well before last date of submission.
- k. There may not be any extension(s) to the last date of online submission of Technical and commercial (Indicative Price) bids. This will be at the sole discretion of *StockHolding*

4. Evaluation of Bids

StockHolding will evaluate the bid submitted by the bidders under this RFP. The eligibility bid submitted by the bidder will be evaluated against the eligibility criteria set forth in the RFP. The bidder needs to comply

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with all the eligibility criteria mentioned in the RFP to be evaluated for evaluation. Non-compliance to any of the mentioned criteria would result in outright rejection of the bidder's proposal. The decision of *StockHolding* would be final and binding on all the bidders to this document. *StockHolding* may accept or reject an offer without assigning any reason what so ever. The bidder is required to comply with the requirement mentioned in the RFP.

- a. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- b. Bid must be accompanied by Earnest Money Deposit details as specified in the bid document.
- c. The information provided by the bidders in response to this RFP document will become the property of *StockHolding*.
- d. The Bids without Earnest Money Deposit / NSIC or MSME valid certificate will not be accepted and will be rejected outright.

5. Online Reverse Auction

- a. In case, only one Bidder is technically qualified, no reverse auction will take place.
- b. StockHolding reserves the right to negotiate price
 - with the lone Bidder or
 - With the L1 Bidder in exceptional circumstances like quote of unrealistic or unjustified prices in Reverse Auction

(15) Force Majeure:

The bidder will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances / conditions:

- (a) War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
- (b) Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available)
- (c) Sabotage or omission of *StockHolding*

(16) Dispute Resolution:

In the event of any dispute arising out of or in connection with this purchase order, the parties shall use their best endeavour to resolve the same amicably AND if the dispute could not be settled amicably, the matter shall be settled in the court under Mumbai jurisdiction only.

(17) Right to alter RFP:

- (a) StockHolding reserves the right to alter the RFP terms and conditions at any time before submission of the bids.
- (b) StockHolding reserves the right to cancel the contract by giving 30 days' notice to the bidder.
- (c) StockHolding reserves the right to purchase similar device from anyone else within contractual period should the need arise at same rate.
- (d) StockHolding reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever.
StockHolding's decision in this regard will be final and binding on all bidders.

(18) No Commitment to accept lowest or any other bid (RFP):

StockHolding shall be under no obligation to accept the lowest or any other offer received in response to this tender (RFP) notice. *StockHolding* further reserves the right to reject any or all offers based on its own evaluation of the offers received, or on the basis of stability, capabilities, track records,

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reputation among users and other similar credentials of a bidder. When *StockHolding* makes any such rejection, *StockHolding* will not be bound to give any reason and/or justification in this regard to the bidder.

(19) Integrity Pact:

The bidder will have to enter into an Integrity Pact with StockHolding Corporation of India Limited. The format (text) for the Integrity Pact is provided as **Annexure - 7**. The bidder will have to submit a signed and stamped copy of the Integrity Pact by the authorized signatory.

(20) Non-Disclosure Agreement (NDA):

The successful bidder will sign a Non-Disclosure Agreement (NDA) with Stock Holding Corporation of India Limited. The draft text of the NDA will have to be approved by legal department of Stock Holding Corporation of India Limited

(21) Indemnify:

The bidder should hereby indemnify, protect and save *StockHolding* against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment offered by the bidder. Any publicity by bidder in which name of *StockHolding* is used should be done only with the explicit permission of *StockHolding*.

(22) Exit clause:

StockHolding reserves the right to terminate this Agreement by giving 1 month notice, if it is not satisfied with the Services. Reasonable number of incidents of the non-performance of the obligations by the bidder as per this Agreement will be provided before the termination notice is served on the bidder. In case of termination, payments due till the date of termination only would be paid. Balance payment for remaining Agreement Term will not be paid to the bidder.

(23) Order Cancellation:

StockHolding reserves the right to cancel the order in the event of the Bidder failing to deliver services as specified by Stockholding as per the Service Level Agreements. Stockholding reserves full right and authority to cancel such order and will also be entitled to claim liquidated damages for the same in addition to and without prejudice to all other rights and remedies that may be available to StockHolding. In case of serious discrepancy in services provided, Stockholding may cancel the entire purchase order.

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Annexure – 1

Details of Bidder's Profile

(To be submitted along with technical bid on Company letter head)

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Serial No.	Parameters	Response	
1	Name of the Firm/Company		
2	Year of Incorporation in India		
3	Names of the Partners/Directors		
4	Company PAN no		
5	Company GSTN no. (please attach annexures for all states)		
6	Addresses of Firm/Company		
	a) Head Office		
	b) Local Office in Mumbai(if any)		
7	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number		
	c) E-mail ID.		
8	Years of experience in supply, installation and Implementation of laptops		
9	Financial parameters		
	Business Results (last three years)	Annual Turnover (Rs. in Crores)	Operating Profit (Rs. in Crores)
	2018-19		
	2019-20		
	2020-21		
	(Only Company figures need to be mentioned not to include group/subsidiary Company figures}	(Mention the above Amount in INR only)	
	Details of Reference Customers		
	Customer Name and Contact No.	Brief Details of hardware supplied	PO number and Date(Please attach PO with masked price)
	1		
	2		
3			
4			

N.B. Enclose copies of Audited Balance Sheet along with enclosures

**REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF
LAPTOPS**

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

Annexure - 2

Eligibility Criteria (Documents to be submitted online along with Technical Bid)

SN.	Criteria	Compliance (Yes/No)	Details of proof attached
1	The bidder is a company/firm incorporated in India having annual turnover of at least Rs. 25.00 crores in previous three financial years i.e. 2018-19, 2019-20, and 2020-21. This must be individual company turnover and not group of companies.		
2	The bidder should be the OEM or premier partner of the OEM for the quoted laptop		
3	The bidder should not be blacklisted by any Government .Government Body. PSU, Bank, Autonomous body for any reason.		
4	The bidder should be in operating profit in the last three audited financial years i.e. 2018-19, 2019-20, and 2020-21.		
5	OEM should be top 3 OEMs in Gartner report/Press release for Quarter2 year 2021 for market share and shipment for PCs(Desktop/Laptop) .		
6	The bidder should have supplied minimum 500 Laptops under the contract of Computer Hardware to at least five enterprise/corporate customers in India during last three financial Years.		
7	OEM/Bidder should have minimum six years experience of supply installation and Maintenance of laptops		
8	Bidder to abide by labour laws, human rights and regulations in their regions of business. Bidder to adhere to laws addressing child, forced or trafficked labour		

Note:

- 1 Letter of Authorization shall be issued by either Managing Director having related Power of Attorney issued in his favour or a Director of the Board for submission of Response to RFP

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOS

- 2 All self-certificates shall be duly signed and Stamped by Authorized signatory of the Bidder Firm unless specified otherwise.
- 3 *Bidder response should be complete, Yes/No answer is not acceptable...*
- 4 *Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. StockHolding will not make any separate request for submission of such information.*

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

**Annexure - 3
TECHNICAL BID**

Technical Specification of Laptop

SN.	Description	Required Specifications for Laptop	Compliance (Y/N)	Deviation (if any)
1	Model & Make	Specify		
2	URL for Verification	Specify		
3	Processor	10th Generation Intel Core i5-10210U or better		
4	Chipset	Integrated Processor Chipset (Name of the chipset)		
5	Memory	8 GB - DDR4 - 2400 MHz or better and upgradable to 16 GB. (Two slots ; 1 x 8 GB populated; Both DIMMs to be customer replaceable)		
6	Video Graphics	Integrated Intel graphics card		
7	Hard Disk Drive	512GB PCI NVMe SSD		
8	Cable Connects	All converter Cables for Duplicating / extending / projecting the Display		
9	Communication	Integrated webcam Camera with shutter with microphone		
10	Display	14 inch with HD / FHD with Antiglare		
11	Keyboard	Spill Resistant		
12	Network Interface	10/100/1000 Mbps		
13	Ports	1 x HDMI, 1 x USB2.0 or higher, 2 x USB 3.1, Universal Audio jack, 1 x RJ45 (direct or via OEM provided adaptor without impacting bandwidth)		
14	Wi-Fi	Gigabit Ethernet / Wi-Fi 6 / BT 5.0)		
15	Bluetooth	5.0 and above		
16	Weight	Less than 1.7Kg		
17	Hinges	Metallic		
18	Power Supply	Energy star compliant		
19	Battery Type	03 Cell battery with min.40 WHr Li-Ion Battery with fast charge enabled min. 8 hours backup time		
20	Carry Bag	OEM Backpack		
21	Security	Hardware based TPM 2.0 or above		
22	Ruggedness	MIL standard 810G testing		
23	Power Connectors	65 W AC Adapter / Power Cable		
24	Operating System	Factory loaded Windows 10 Professional 64 Bit (Image to be provided by StockHolding)		
25	Warranty	Three Years On-Site Comprehensive warranty on laptop & battery		

Note: The laptop should be upgradable to Windows 11 Pro 64-bit

During the warranty period if the problem arises with operating system then bidder will install / re-install / configure / re-configure Operating system with required patches / fixes / service packs / updates / upgrades / device drivers etc. at site

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

**Annexure - 4
Commercial (Indicative price) bid format**

Sl. No	Requirement Details	Laptop Quantity (A)	Laptop Unit price in INR (In figures and words and numbers) (B)	Total Price in INR (In figures and words and numbers) (C) C=(AxB)
1	Laptop <model> with accessories with three year comprehensive onsite warranty and support (all Inclusive equipment)	250		

Note: Above price should be excluding of Taxes

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

**Annexure - 5
Interest free Earnest Money Deposit (EMD) Format OR MSME/NSIC for Laptop**

PAN & GST number of bidder	Bank Name & branch address ,IFSC code	Bank account number	EMD amount paid in INR	UTR No. / MSME/NSIP document no	Date of Payment (NEFT)	Document MSME/NSIC / EMD Bank receipt to be uploaded
1.						

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

Annexure - 6

Covering Letter-1

(To be executed on plain paper and submitted only by the successful bidder)

(_____ **Name of the Department / Office**) **RFP No: IT-09/2021-22**
dated 04-10-2021 for _____

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on _____ day of the _____, between, on one hand, *Stock Holding* ., a company incorporated under Companies Act, 1956, with its Registered Office at 301, Centre Point Building, Dr. Babasaheb R. Ambedkar Road, Parel, Mumbai – 400012 , acting through its authorized officer, (hereinafter called **Principal**), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part **And**

M/s. _____
_____(with complete address and contact details) represented by Shri _____ (i.e. s (bidders) hereinafter called the '**Counter Party**') which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL/Owner values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/transparency in its relation with Bidder(s) /Contractor(s)/Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the Principal/Owner has appointed Independent External Monitors (IEM) to monitor the Tender (RFP) process and the execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and WHEREAS the Counter Party is a private Company/Public Company/Government Undertaking/ Partnership, constituted in accorded with the relevant law in the matter and the Principal is a Government Company performing its functions as a registered Public Limited Company regulated by Securities Exchange Board of India. **NOW THEREFORE**, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the tenor of the contract to be entered into with a view to “- Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

I. Commitment of the Principal / Buyer

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

1. The Principal Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender (RFP) or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person not legally entitled to.
 - b) The Principal/Owner will, during the Tender (RFP) Process treat all Bidder(s)/Counter Party(ies) with equity and reason. The Principal / Owner will, in particular, before and during the Tender (RFP) Process, provide to all Bidder(s) / Counter Party(ies) the same information and will not provide to any Bidder(s)/Counter Party(ies) confidential / additional information through which the Bidder(s)/Counter Party(ies) could obtain an advantage in relation to the Tender (RFP) Process or the Contract execution.
 - c) The Principal / Owner shall endeavour to exclude from the Tender (RFP) process any person, whose conduct in the past been of biased nature.
2. If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the Principal / Owner / *StockHolding* will inform the Chief Vigilance Officer through the Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

II. Commitments of Counter Parties/Bidders

1. The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) / Bidders commits himself to observe these principles during participation in the Tender (RFP) Process and during the Contract execution.
2. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3. The Counter Party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Principal / *StockHolding* or otherwise in procurement the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal / *StockHolding* for forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Principal / *StockHolding*.
4. Bidder / Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract.
5. Bidder / Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary if any, in connection with the bid / contract.
6. The Bidder / Counter Party has to further confirm and declare to the Principal / *StockHolding* that the Bidder / Counter Party is the original integrator and has not engaged any other individual or firm or

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

company, whether Indian or foreign to intercede, facilitate or in any way to recommend to Principal / *StockHolding* or any of its functionaries whether officially or unofficially to the award of the contract to the Bidder / Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

7. The Bidder / Counter Party has to submit a Declaration along with Technical Bid, as given at Annexure 6. If bids are invited through a Consultant a Declaration has to be submitted along with the Technical Bids as given at Annexure.
8. The Bidder / Counter Party, either while presenting the bid or during pre- contract negotiation or before signing the contract shall disclose any payments made, is committed to or intends to make to officials of *StockHolding* /Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
9. The Bidder / Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract.
10. The Bidder / Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
11. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal / *StockHolding* as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder / Counter Party also Undertakes to exercise due and adequate care lest any such information is divulged.
12. The Bidder / Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
13. The Bidder / Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
14. If the Bidder / Counter Party or any employee of the Bidder or any person acting on behalf of the Bidder / Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal / *StockHolding*, or alternatively, if any relative of an official / employee of Principal / *StockHolding* has financial interest / stake in the Bidder's / Counter Party firm, the same shall be disclosed by the Bidder / Counter Party at the time of filing of tender (RFP).
15. The term "relative" for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
16. The Bidder / Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal / *StockHolding*
17. The Bidder / Counter Party declares that no previous transgression occurred in the last three years immediately before signing of this IP, with any other Company / Firm/ PSU/ Departments in respect of any corrupt practices envisaged hereunder that could justify Bidder / Counter Party exclusion from the Tender (RFP) Process.
18. The Bidder / Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender (RFP) process or the contract, if already awarded, can be terminated for such reason.

III. Disqualification from Tender (RFP) Process and exclusion from Future Contracts

1. If the Bidder(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other form, such as to put his reliability or

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

credibility in question, the Principal / *StockHolding* is entitled to disqualify the Bidder / Counter Party / Contractor from the Tender (RFP) Process or terminate the Contract, if already executed or exclude the Bidder / Counter Party / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by Principal / *StockHolding*. Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in guidelines of the Principal / *StockHolding*.

2. The Bidder / Contractor / Counter Party accepts and undertake to respect and uphold the Principal / *StockHolding*,s absolute right to resort to and impose such exclusion.
3. Apart from the above, the Principal / *StockHolding* may take action for banning of business dealings / holiday listing of the Bidder / Counter Party / Contractor as deemed fit by the Principal / Owner / *StockHolding*.
4. The Bidder / Contractor / Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system, the Principal / Owner/ *StockHolding* may at its own discretion, as per laid down organizational procedure, revoke the exclusion prematurely.

IV. Consequences of Breach Without prejudice to any rights that may be available to the Principal / *StockHolding* / Owner under Law or the Contract or its established policies and laid down procedure, the Principal / *StockHolding* / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder / Contractor(s) / Counter Party:-

1. Forfeiture of EMD / Security Deposit : If the Principal / *StockHolding* / Owner has disqualified the Bidder(s)/Counter Party(ies) from the Tender (RFP) Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according the Article III, the Principal / *StockHolding* / Owner apart from exercising any legal rights that may have accrued to the Principal / *StockHolding* / Owner, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Bidder / Contractor / Counter Party.
2. Criminal Liability: If the Principal / Owner / *StockHolding* obtains knowledge of conduct of a Bidder / Counter Party / Contractor, or of an employee of a representative or an associate of a Bidder / Counter Party / Contractor which constitute corruption within the meaning of PC Act, or if the Principal / Owner / *StockHolding* has substantive suspicion in this regard, the Principal / *StockHolding* / Owner will inform the same to the Chief Vigilance Officer through the Vigilance Officer.

V. Equal Treatment of all Bidders/Contractors / Subcontractors / Counter Parties

1. The Bidder(s) / Contractor(s) / Counter Party (ies) undertake (s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor / Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its subcontractors / sub-s.
2. The Principal / *StockHolding* / Owner will enter into Pacts on identical terms as this one with all Bidders / Counterparties and Contractors.
3. The Principal / *StockHolding* / Owner will disqualify Bidders / Counter Parties / Contractors who do not submit, the duly signed Pact, between the Principal / Owner / *StockHolding* and the Bidder/Counter Parties, along with the Tender (RFP) or violate its provisions at any stage of the Tender (RFP) process, from the Tender (RFP) process.

VI. Independent External Monitor (IEM)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

1. The Principal / Owner / *StockHolding* has appointed competent and credible Independent External Monitor (s) (IEM) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact.
2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chief Executive Officer and Managing Director, Stock Holding Corporation of India Limited
3. The Bidder(s)/Contractor(s) / Counter Party(ies) accepts that the IEM has the right to access without restriction, to all Tender (RFP) documentation related papers / files of the Principal / *StockHolding* / Owner including that provided by the Contractor(s) / Bidder / Counter Party. The Counter Party / Bidder / Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Contractor's Tender (RFP) Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Sub-Contractors / Counter Party (ies) with confidentiality.
4. In case of tender (RFP)s having value of 5 crore or more, the Principal / *StockHolding* / Owner will provide the IEM sufficient information about all the meetings among the parties related to the Contract/Tender (RFP) and shall keep the IEM apprised of all the developments in the Tender (RFP) Process.
5. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal / Owner /*StockHolding* and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The IEM will submit a written report to the CEO&MD, *StockHolding*. Within 6 to 8 weeks from the date of reference or intimation to him by the Principal / Owner / *StockHolding* and should the occasion arise, submit proposals for correcting problematic situations.
7. If the IEM has reported to the CEO&MD, *StockHolding* Ltd. a substantiated suspicion of an offence under the relevant IPC/PC Act, and the CEO & MD, *StockHolding* has not within reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the IEM may also transmit the information directly to the Central Vigilance Officer. 8. The word 'IEM' would include both singular and plural.

VII. Duration of the Integrity Pact (IP)

This IP begins when both the parties have legally signed it. It expires for the Counter Party / Contractor / Bidder, 12 months after the completion of work under the Contract, or till continuation of defect liability period, whichever is more and for all other Bidders, till the Contract has been awarded. If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the CEO&MD *StockHolding* VIII.

VIII. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the Stockholding /Principal / Owner who has floated the Tender (RFP).
2. Changes and supplements in any Procurement / Services Contract / Tender (RFP) need to be made in writing. Change and supplement in IP need to be made in writing.
3. If the Contractor is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative duly authorized by Board resolution.

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Any dispute or difference arising between the parties with regard to the terms of this Agreement / Pact, any action taken by the Principal / Owner / *StockHolding* in accordance with this Agreement / Pact or interpretation thereof shall not be subject to arbitration.

IX. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agrees that this Pact will have precedence over the Tender (RFP) / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses:-

(For and on behalf of Principal / Owner / *StockHolding*)

(For and on behalf of Bidder / Counter Party / Contractor)

WITNESSES:

1. _____ (Signature, name and address)
2. _____ (Signature, name and address)

Note: In case of Purchase Orders wherein formal agreements are not signed references to witnesses may be deleted from the past part of the Agreement.

Annexure - 7
Covering Letter on bidder's letterhead (Annexure of Integrity Pact)

Date:

To,

Sub: RFP No: **IT-09/2021-22 dated 04-10-2021** for Bulk Procurement, installation & Maintenance of Laptops.

Dear Sir,

DECLARATION

Stock Holding Corporation of India Limited (*StockHolding*) hereby declares that *StockHolding* has adopted Integrity Pact (IP) Program as advised by Central Vigilance Commission vide its Letter No. ----- dated ----- and stands committed to following the principles of transparency, equity and competitiveness in public procurement. The subject Notice Inviting Tender (RFP) (NIT) is an invitation to

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender (RFP) documents, failing which the tenderer / bidder will stand disqualified from the tender (RFP)ing process and the bid of the bidder would be summarily rejected. This Declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the *StockHolding*

Yours faithfully,
For and on behalf of Stock Holding Corporation of India Limited (Authorized Signatory)

**Annexure - 8
Compliance Statement
(To be submitted along with technical bid)**

Subject: RFP for Bulk Procurement, installation & Maintenance of Laptops

Ref: RFP No: IT-09/2021-22 dated 04-10-2021

DECLARATION

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by *StockHolding*. We also agree that *StockHolding* reserves its right to reject the bid, if the bid is not submitted in proper format as per RFP.

Sr. No.	Item / Clause of the RFP	Confirmed and Accepted by Bidder (Yes / No)
1	Eligibility Criteria	
2	Service Level Agreement (SLA) / Scope of Work	
3	Non-Disclosure Agreement	
4	Payment Terms	
5	Bid Validity, Order Cancellation, Exit Clause	
6	StockHolding's Right to alter RFP	
7	No Commitment from StockHolding to Accept Lowest or Any Other Bid (RFP)	
8	Force Majeure	
9	Integrity Pact	
10	All General & Other Terms & Conditions in the RFP	
11	Requirement with terms and conditions	
12	Bid Formats Technical & commercial (Indicative Price) Bid	
13	Annexures in the RFP	

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

**Annexure - 9
Letter of Acceptance
(To be submitted along with Technical Bid)**

To,
Stock Holding Corporation of India Limited
SHCIL House, Plot No. P-51, T.T.C. Industrial Area,
M.I.D.C., Mahape, Kalyan-Shil Road,
Navi Mumbai, PIN 400710.

Dear Sir,
Sub: RFP no: **IT-09/2021-22 dated 04-10-2021** for Bulk Procurement, Installation & Maintenance of Laptops.

With reference to the above RFP, having examined and understood the instructions, annexures, terms and conditions forming part of the RFP.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer shall remain valid for the entire Agreement Period from the date of the offer.

We also understand and accept that Stockholding can modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. We further understand and accept that *StockHolding's* decision in this regard will be final and binding on us.

We also accept that *StockHolding's* decisions with reference to this RFP pertaining to evaluation process of bidder responses will be final and binding on us. We also understand and accept that no queries will be entertained in this regard by *StockHolding*.

StockHolding is not bound to accept the lowest or any bid received by *StockHolding*, and it may reject all or any bid. If our bid is accepted, we are responsible for the due performance of the contract.

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF LAPTOPS

Annexure - 10
Manufacturer Authorisation Format
(To be submitted on OEM's letter head)

Ref:

Date:

To

Stock Holding Corporation of India Limited
SHCIL House, Plot No. P-51, T.T.C. Industrial Area
M.I.D.C., Mahape, Kalyan-Shil Road
Navi Mumbai PIN 400710

Dear Sir,

Sub: Manufacturer Authorisation for RFP No: IT-09/2021-22 dated 04-10-2021

We **<OEM Name>** having our registered office at **<OEM Address>** are an established and reputed manufacturer of **<hardware details>**.

We confirm that **<Bidder Name>** having its registered office at **<Bidder Address>** is our authorized partner/ re-seller/ dealer for our **<hardware details>**. We authorize them to quote for our equipments in the above mentioned RFP.

Further, we assure that we would extend full support to them in all respects for supply, warranty and maintenance of our products. We also ensure to provide the service support for the supplied equipments during the warranty period as per RFP terms.

We also undertake that in case of default in execution of this contract by the **<Bidder Name>**, the **<OEM Name>** will take all necessary steps for successful execution of this project as per RFP requirements.

<OEM Name

<Authorised Signatory With Stamp>

**REQUEST FOR PROPOSAL FOR BULK PROCUREMENT, INSTALLATION & MAINTENANCE OF
LAPTOPS**

**Annexure - 11
Location Details**

SN.	Region	Branch Name
1	Rajasthan, M. P & Chhattisgarh	Jaipur-Sangam Tower
2	Rajasthan, M. P & Chhattisgarh	Jaipur-Malviya Nagar
3	Rajasthan, M. P & Chhattisgarh	Ajmer
4	Rajasthan, M. P & Chhattisgarh	Sriganganagar
5	Rajasthan, M. P & Chhattisgarh	Alwar
6	Rajasthan, M. P & Chhattisgarh	Udaipur
7	Rajasthan, M. P & Chhattisgarh	Bikaner
8	Rajasthan, M. P & Chhattisgarh	Jodhpur
9	Rajasthan, M. P & Chhattisgarh	Kota
10	Madhya Pradesh & Chhattisgarh	Bhopal
11	Madhya Pradesh & Chhattisgarh	Bhopal (Koh-E-Fiza)
12	Madhya Pradesh & Chhattisgarh	Indore
13	Madhya Pradesh & Chhattisgarh	Jabalpur
14	Madhya Pradesh & Chhattisgarh	Ujjain
15	Madhya Pradesh & Chhattisgarh	Gwalior
16	Madhya Pradesh & Chhattisgarh	Raipur
17	Madhya Pradesh & Chhattisgarh	Bhilai
18	Madhya Pradesh & Chhattisgarh	Bhilaspur
19	Maharashtra	Pune
20	Maharashtra	Pune-Agarkarnagar
21	Maharashtra	Pune-Pimpale Saudagar
22	Maharashtra	Chinchwad
23	Maharashtra	Kolhapur
24	Maharashtra	Ichalkaranji
25	Maharashtra	Sangli
26	Maharashtra	Nasik
27	Maharashtra	Aurangabad

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28	Maharashtra	Nagpur-Dhantoli
29	Maharashtra	Nagpur 2
30	Maharashtra	Amravati
31	Maharashtra	Yawatmal
32	Maharashtra	Chandrapur
33	Maharashtra	Nanded
34	Maharashtra	Jalgaon
35	Maharashtra	Ahmednagar
36	Mumbai	Fort
37	Mumbai	Dadar T.T-Mumbai
38	Mumbai	Mahalaxmi
39	Mumbai	Parel
40	Mumbai	Borivali
41	Mumbai	Vasai
42	Goa	Goa
43	Mumbai	Vile Parle
44	Mumbai	Nariman Point
45	Mumbai	Goregaon
46	Mumbai	Andheri
47	Mumbai	Chembur
48	Mumbai	Kharghar
49	Mumbai	Vashi
50	Mumbai	Ghatkopar
51	Mumbai	Vikhroli
52	Mumbai	Thane
53	Mumbai	Mulund
54	Mumbai	Kalyan
55	Mumbai	Dombivali
56	Mumbai	Center Point / Parel
57	New Mumbai	Mahape

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58	Gujarat	Ahmedabad-IFCI Bhavan
59	Gujarat	Ahmedabad-Maninagar
60	Gujarat	Ahmedabad-Moetera
61	Gujarat	Ahmedabad-Ashram Road
62	Gujarat	Ahmedabad-Sattelitelite
63	Gujarat	Baroda-Sayajigunj
64	Gujarat	Baroda-Ellora Park
65	Gujarat	Baroda-Harni Warasia Road
66	Gujarat	Gandhinagar
67	Gujarat	Surat-Ring Road
68	Gujarat	Surat-Adajan
69	Gujarat	New Citylight Road, Surat
70	Gujarat	Bharuch
71	Gujarat	Navsari
72	Gujarat	Anand
73	Gujarat	Rajkot-Kalawad
74	Gujarat	Rajkot-Sadar Bazar
75	Gujarat	Jamnagar
76	Gujarat	Junagadh
77	Gujarat	Porbundar
78	Gujarat	Gandhidham
79	Gujarat	Bhavnagar
80	Gujarat	Mehsana
81	Gujarat	Visnagar
82	Eastern Region	Kolkata-Park Street
83	Eastern Region	Kolkata-Rash Behari Avenue
84	Eastern Region	Kolkata-RNM House
85	Eastern Region	Kolkata-Salt Lake
86	Eastern Region	Naihati
87	Eastern Region	Haldia

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88	Eastern Region	Bhubaneshwar
89	Eastern Region	Cuttack
90	Eastern Region	Rourkela
91	North East	Guwahati
92	North East	Tinsukia
93	North East	Jorhat
94	North East	Silchar
95	North East	Agartala
96	Northern	Delhi-Nehru Place
97	Northern	Delhi-Janpath
98	Northern	Delhi-Janak Puri
99	Northern	Delhi-Bhikaji Cama
100	Northern	East Delhi-Karkarduma
101	Northern	Delhi-Pithampura
102	Northern	Karnal
103	Northern	Ambala
104	Northern	Gurgaon
105	Northern	Delhi-Milap
106	Northern	Noida
107	Northern	Greater Noida
108	Northern	Ghaziabad
109	Northern	Dehradun
110	Northern	Haridwar
111	Northern	Haldwani
112	U.P, Bihar & Jharkhand	Kanpur-Krishna Towers
113	U.P, Bihar & Jharkhand	Gorakhpur
114	U.P, Bihar & Jharkhand	Prayagraj
115	U.P, Bihar & Jharkhand	Agra
116	U.P, Bihar & Jharkhand	Jhansi
117	U.P, Bihar & Jharkhand	Varanasi-Kuber Complex

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118	U.P, Bihar & Jharkhand	Varanasi-Kachahari
119	U.P, Bihar & Jharkhand	Mughalsarai
120	U.P, Bihar & Jharkhand	Lucknow-Sapru Marg
121	U.P, Bihar & Jharkhand	Meerut
122	U.P, Bihar & Jharkhand	Bareilly
123	U.P, Bihar & Jharkhand	Patna
124	U.P, Bihar & Jharkhand	Muzaffarpur
125	U.P, Bihar & Jharkhand	Bhagalpur
126	U.P, Bihar & Jharkhand	Jamshedpur
127	U.P, Bihar & Jharkhand	Bokaro
128	U.P, Bihar & Jharkhand	Dhanbad
129	U.P, Bihar & Jharkhand	Ranchi
130	U.P, Bihar & Jharkhand	Hazaribaug
131	North Western	Amritsar
132	North Western	Ludhiana
133	North Western	Moga
134	North Western	Bhatinda
135	North Western	Jammu
136	North Western	Pathankot
137	North Western	Jallandar
138	North Western	Phagwara
139	North Western	Chandigarh
140	North Western	Patiala
141	North Western	Panchkula
142	North Western	Mohali
143	North Western	Shimla
144	North Western	Solan
145	Karnataka	Bengaluru-J C Road
146	Karnataka	Bengaluru-DRS
147	Karnataka	Bengaluru-Jayanagar

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148	Karnataka	Bengaluru-Koramangla
149	Karnataka	Bengaluru-Malleswaram
150	Karnataka	Bengaluru-Yalahanka
151	Karnataka	Mysuru
152	Karnataka	Hasan
153	Karnataka	Mangaluru
154	Karnataka	Udipi
155	Karnataka	Kundapur
156	Karnataka	Karkala
157	Karnataka	Shivamogga
158	Karnataka	Davanagere
159	Karnataka	Hubballi
160	Karnataka	Dharwad
161	Karnataka	Belagavi
162	Karnataka	Raichur
163	Karnataka	Kalaburagi
164	Karnataka	Bagalkot
165	Karnataka	Ballari
166	AP & Telangana	Hyderabad-Ameerpet
167	AP & Telangana	Hyderabad-Dilsukh Nagar
168	AP & Telangana	Hyderabad-Himayat Nagar
169	AP & Telangana	Hyderabad-Kukatpally
170	AP & Telangana	Sainikpuri
171	AP & Telangana	Nizamabad
172	AP & Telangana	Secunderabad
173	AP & Telangana	Warangal
174	AP & Telangana	Guntur
175	AP & Telangana	Kakinada
176	AP & Telangana	Kurnool
177	AP & Telangana	Nellore

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178	AP & Telangana	Rajamundry
179	AP & Telangana	Tirupati
180	AP & Telangana	Vijaywada
181	AP & Telangana	Vizag
182	Tamil Nadu & Kerala	Chennai-Moore Street
183	Tamil Nadu & Kerala	Chennai-West Mambalam
184	Tamil Nadu & Kerala	Chennai-Velachery
185	Tamil Nadu & Kerala	Chennai-Anna Nagar
186	Tamil Nadu & Kerala	Chennai-Tambaram
187	Tamil Nadu & Kerala	Chennai-T. Nagar
188	Tamil Nadu & Kerala	Chennai-Adyar
189	Tamil Nadu & Kerala	Mylapore
190	Tamil Nadu & Kerala	Porur
191	Tamil Nadu & Kerala	Pondicherry
192	Tamil Nadu & Kerala	Coimbatore
193	Tamil Nadu & Kerala	Erode
194	Tamil Nadu & Kerala	Salem
195	Tamil Nadu & Kerala	Karur
196	Tamil Nadu & Kerala	Madurai
197	Tamil Nadu & Kerala	Trichy
198	Tamil Nadu & Kerala	Karaikudi
199	Tamil Nadu & Kerala	Tuticorin
200	Tamil Nadu & Kerala	Kochi
201	Tamil Nadu & Kerala	Trivandrum-Palayam
202	Tamil Nadu & Kerala	Trichur
203	Tamil Nadu & Kerala	Kottayam
204	Tamil Nadu & Kerala	Calicut
205	Tamil Nadu & Kerala	Kannur
206	Tamil Nadu & Kerala	Kollam