

**DIRECTOR, STATE INSURANCE AND PROVIDENT FUND DEPARTMENT**

2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark, Jaipur(Raj)

NO.- 2825

Date- 14-12-2022

**Supply, Installation, Commissioning and Maintenance of Desktops, Printers, All in Desktops, Document Scanners**

Bid Value- 17.55 Lacks

**IMPORTANT**

Bidders are advised to study all technical and commercial aspects, instructions, forms/annexures, additional terms and conditions, specifications etc. carefully in this document. Failure to furnish all information required in this Document and anywhere else in the proposal and in its appendices or submission of a bid not substantially responsive to this document in every respect will be at the bidder's risk and may result in the rejection of the bid. (The proof of documents required with Bid must BE DULY SIGNED, STAMPED, SCANNED AND UPLOADED)

**A. Technical Specifications of required items (please fill compliance/deviation status):**

(Please attach Technical specifications compliance sheet (only on OEM's letter-head). Deviations, if any, should be appropriately mentioned & highlighted in the compliance/deviation column)

**Item 1-Desktop Computer i5 (Qty 06)**

Item	Minimum Technical Specification	Compliance YES/NO	Deviation (If any)
Processor	Intel i5 / (12 <sup>th</sup> Generation or higher) with minimum 2.50 GHz or higher (Base Frequency), 18MB Cache or higher.		
Chipset	Compatible chipset		
Motherboard	OEM Motherboard		
Operating System	Pre-installed genuine OEM Microsoft Window 11 or higher Professional/Home (64 bit) with OEM recovery Partition/recovery DVD		
Graphics	Integrated Graphics		
Memory(RAM)	8 GB DDR4 with minimum 2DIMM Slots, Expandable up to 32 GB		
Storage	512 GB SSD		
Optical drive	DVD R/W		
Ports	Minimum 6 USB ports with at least 2 USB 3.0 or higher ports, HDMI, audio jack for headphone & microphone.		
Display	Minimum 21.5" inch or higher, Resolution 1920x1080 or higher Display, TCO Certified.		
Antivirus	Preloaded (Latest version) Internet Security of Trend Micro/ Quick Heal/ Symantec/ Sophos/ Kaspersky.		
Keyboard & Mouse	OEM USB keyboard & OEM USB two button optical Mouse with mouse pad.		
Network Interface	Integrated 10/100/1000 GB Ethernet.		
Certifications	ROHS Compliance, OEM Certification for preloaded Operating System.		
Accessories	All necessary cables (Power & data cables), 3mtr CAT 6 Patch cord .		
Warranty	3 Years on site OEM warranty (same has to be mentioned in OEM MAF)		

## Item 2-All in one Desktop (Qty. 07)

Item	Minimum Technical Specification	Compliance YES/NO	Deviation (If any)
Processor	Intel i5 (12 <sup>th</sup> Generation or higher) 6 core or higher, with minimum 2.50 GHz or higher (Base Frequency), 18 MB Cache or higher		
Chipset	Compatible Intel chipset		
Motherboard	OEM Motherboard		
Operating System	Pre-installed genuine OEM Microsoft Window 11 or higher Professional (64 bit) with OEM recovery Partition/recovery DVD		
Graphics	Integrated Graphics Card		
Memory(RAM)	8 GB DDR4 with minimum 2DIMM Slots, Expandable up to 64 GB		
Storage	512 GB SSD		
Optical drive	DVD R/W		
Ports	Minimum 5 USB ports with at least 2 USB 3.0 or higher ports, HDMI, 1DP port audio jack for headphone & microphone type C port.		
Display	Minimum 21" inch or higher, Resolution 1920x1080 or higher Display, TCO Certified.		
Keyboard & Mouse	OEM USB keyboard & OEM USB two button optical Mouse with mouse pad.		
Certifications	ROHS Compliance, BIS, ISO for OEM		
Camera (Built in)	Full HD IR Camera		
Speaker & Microphone	Integrated audio controller with internal Speakers; integrated dual Array Microphone.		
Network Interface	Integrated 10/100/1000 GB Ethernet		
Antivirus	Preloaded (Latest version) Internet Security of Trend Micro/ Quick Heal/ Symantec/ Sophos/ Kaspersky.		
Accessories	All necessary cables (Power & data cables), 3mtr CAT6 Patch cord		
Warranty	3 Years on site OEM warranty (same has to be mentioned in OEM MAF)		



### Item 3-Ink Tank Printer, Black (Qty. 21)

Item	Minimum Technical Specification	Compliance YES/NO	Deviation (If any)
Type	Ink Tank/ Monochrome		
Print Speed	25 ppm		
Functions	Print		
Duty Cycle (Monthly)	10000 pages		
Print Resolution	600 x600 dpi		
Duplex Printing	Auto		
Port	USB, Ethernet, Wi fi		
Pre-installed ink bottle with yield	1 Black ink bottle with minimum 5000 pages yield		
Tray	Input tray: min 100 Sheets output tray: min 100 Sheets		
Certificate	BIS ,ISO for OEM		
Processor	500 MHz or higher		
Memory	256 MB or higher		
Operating Systems	Windows and Linux		
Warranty	3 Years on site OEM warranty (same has to be mentioned in OEM MAF)		



## Item 4-Document Scanner (Qty. 02)

Parameters	Minimum Technical Specifications	Compliance YES/NO	Deviation (If any)
Pick up device	1/2.7" CMOS Sensor		
Effective Pixels	1920×1080, 2 megapixel		
Output	SVGA to WXGA, HDMI and Higher		
White Balance	Auto		
Exposure	Adjustable		
Brightness	Adjustable		
Maximum Capture Area	11.7"×20.7" at 1080p		
Zoom	16× digital Zoom		
Camera Head Rotation	90 degree (vertical and horizontal)		
Interface	HDMI, Computer in (VGA), Display Out (VGA) USB-B (for connection to PC/Mac)SD Card Slot 1		
OS Compatible	Window® 7, Windows 8, Windows 10, Windows Vista® Mac OS X® 10.7.X, 10.8.X, 10.10.x, 10.11.x Driver TWAIN (for Windows) Dimensions (W×D×)		
Saving Format	Still Image: JPG, BMP, PNG Video (Windows): AVI Video (Mac): MOV Other: PDF, EIT		
Functions	Rotation, Zoom (+, -, Selectable, X1), Auto Focus, Freeze, Record, Time-lapse, Picture Control (Brightness, Contrast, White Balance, Auto White Balance)		
Warranty	3 years onsite OEM warranty (same has to be mentioned in OEM MAF)		
BIS	YES		
Service Centers	OEM should have minimum 20 Service center across Rajasthan.		

### B. Additional Terms & Conditions (ATC)

1. The bidder should bid the desktops from OEM(s) which is among the top 5 companies in terms of market share/factory revenue in the India region as last published IDC/ Gartner/ Frost and Sullivan report for the respective products. Relevant document to be attached.
2. Only authorized dealer/supplier of OEMs or OEMs directly dealing in the items listed in the bid having experience in sale and repair/ maintenance etc. may apply.
3. The Bidder has to provide details of experience of supply and installation / maintenance of requested equipment with Govt. Departments/ PSU.
4. The bidder should be registered in India. It's PAN/TAN/GST/VAT/CST Registration Number and its validity should be indicated. Documentary evidences should be supplied/ attached to the Bid Proposal documents.
5. The Bidder should give an undertaking on legal stamp paper that the bidder & OEM has not been blacklisted with any of the Central Government Department and any State Department / PSU /Banks & Financial institutions on account of corrupt or fraudulent practices from F.Y. 2015-16 till date. (Annexure-2 Self Declaration)

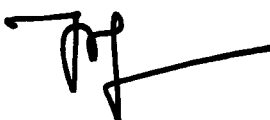
6. The bidder shall be liable to deposit Earnest Money(EMD) / bid security @2% of bid value (estimated bid value is INR 17.55 lacks) on e-GRAS, the Government of Rajasthan's online revenue receipt system at web portal <https://e gras.raj.nic.in/> by adopting following procedure :-

- (A) Bidders are required to register as registered user on e-gras web portal.
- (B) Bidders are required to deposit amount equal to 2% of bid value in rupees against bid security in following budget head and office/division code at e-gras portal through online payment gateway system:-

State Insurance and Provident Fund department				
Particulars of Items	Budget Head	Amount in Rs	Office Code	Remarks
		35100/-		
Bid Security/EMD	8443-00-103-00-00	2% of bid value	35659	

- (C) After successful payment of bid security amount by Challan, bidder will generate CIN no receipt. Bidders are required to upload scanned copy of CIN receipt along with technical bid proposal. In absence of CIN receipt, bid proposal may be rejected.
- (D) For more information regarding above procedure of e-gras, the bidder are suggested to go through circularno.F.6(5)FD/GF&AR/2018 dated 27.04.2020 of finance department of Rajasthan Government.
7. Manufacturers Authorization Form (MAF), Certificate for Desktop, Printers, Scanners, Laptops, MS Office items must be furnished with the bid along with OEM details such as name, designation, address, e-mail, mobile/phone number etc. including an undertaking from OEM that the model of desktops and its parts quoted against the bid is not going to be discontinued in near future and shall continue to provide support during the warranty period.
8. The average turnover of OEM Bidder shall be at least of Rs. 10,00,000,00 (Rs Ten Crores) and other Bidder average turnover shall be at least of Rs. 50,00,000 (Rs Fifty lack) during last three years from IT (Information Technology) related business. The net worth of the bidder, as on 31-03-2022, should be Positive. Relevant document to be attached.
9. The OEM(s) whose items are being bid in this project should have authorized service center in all major cities of Rajasthan including Jaipur and existing for last 3 years. Documentary evidence indicating the above may be submitted in support of the above. BIDDER/OEM must have Dedicated/ toll Free Telephone No. for Service Support.
10. In the financial evaluation, the selection of lowest bidder would be done on the basis of item wise lowest bid value.
11. On acceptance of bid, the date of delivery shall be strictly adhered to 15 calendar days of notice. In case the order is not executed within the stipulated period, State Insurance and Provident Fund department, Rajasthan will be at liberty to cancel the bid and take action against the bidder as per prevailing RTPP act/rules.
12. The performance security will be 2.5% of the contract amount. The performance security shall remain valid for a period of 60 days beyond the date of completion of contractual and warranty obligations. It will be 38 months from the execution of contract that is delivery and successful installation of desktops and other peripherals at specified locations of State Insurance and Provident Fund offices in Rajasthan.
13. Prices are to be quoted in Indian Currency only inclusive of all taxes/duties/charges. No price variation on account of any reason shall be entertained later.
14. State Insurance and Provident Fund department, Jaipur reserves the right to reject any or all bids without assigning any reason what so ever.
15. The bid shall be valid for 30 days from date of opening the bid on GeM portal.
16. State Insurance and Provident Fund department, Jaipur reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity.
17. The responsibility of the Bidder is to supply brand new and standard products without any damage, and use only licensed software with its / their installation and commissioning. The Bidder shall be responsible for any delay in supply, installation & commissioning.

18. The 100% payment of the invoice will be made on delivery of goods and after successful installation, testing and commissioning of supplied Hardware/Software. The payment will be release on receipt of satisfactory completion and working report of the material from the inspecting authorities.
19. The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
20. **Malicious Code Certificate** : The seller should upload following certificate in the bid:-
- a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-
    - (i) Inhibit the desires and designed function of the equipment.
    - (ii) Cause physical damage to the user or equipment during the exploitation.
    - (iii) Tap information resident or transient in the equipment/network.
  - (b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.
21. All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.
22. Once all the ordered material is received and installed the purchaser will carry out inspection of the material to ensure the specification and satisfactory working condition of the material mentioned in the bid/ work order. The Bidder shall help in conducting the above inspection and satisfy the purchaser.
23. The contract for the supply can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation
24. The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at SIPF (HQ) Jaipur.
25. The bidder at the destination site, in the presence of purchaser and/or its representative, shall carryout installation and commissioning of desktops, Printers, All in one Desktops Document Scanners and ensure trouble free operation of the complete systems apart from physical verification without any additional charge.
26. **PENALTY FOR DOWNTIME :**
- i. On receiving complaint at Service center as reported by the Bidder, the service support partner will respond and repair/replace or provide required services onsite within 48 Hrs. excluding Government of Rajasthan holidays.
  - ii. In case the bidder is not able to resolve the issue of repair or provide any remedy at State Insurance and Provident Fund if the desktops, Printers, All in one Desktops Document Scanners or any of its part is required to be taken out of the State Insurance and Provident Fund department premises then the bidder has to provide a suitable temporary replacement of a desktops, Printers, All in one Desktops Document Scanners so that the work of State Insurance and Provident Fund department does not suffer.
  - iii. In case Bidder fails to meet the above standards of maintenance, there will be a per day penalty of Rs. 500 for resolution period. The penalty shall be deducted from the Performance Security Deposit.
  - iv. If the total penalty reaches an amount equal to or more than 10% of the order value of the purchaser, then the Performance Security Deposit shall be attached by the purchaser to secure its interest.



## 27. Liquidated Damages (LD)

- a) In case of extension in the delivery/ installation period with liquidated damages the recovery shall be made on the basis of following percentages of value of stores/ items which the bidder has failed to supply/ install/ complete:-

Condition	LD%
• Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
• Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
• Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
• Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10% of the contract value.
- d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.
28. Bidders are requested to ensure submission of all documents/forms/annexure mentioned in the bid and as given in checklist.
29. In case there is a gazetted holiday declared on the date of opening then the bids will be opened on next working day at same time.
30. Conditional bids uploaded by the bidder shall not be accepted.
31. State Insurance and Provident Fund department, Jaipur reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity.
32. State Insurance and Provident Fund department, Jaipur reserves the right to reject any or all bids without assigning any reason what so ever.
33. In case of any clarification during the period of bid time, bidder may contact Sh. Rajendra Nayak (ACP) State Insurance and Provident Fund department, Jaipur at the phone no. 0141-2207919 during office hours and mail id [sa.sipf@rajasthan.gov.in](mailto:sa.sipf@rajasthan.gov.in)
34. In case of any inconsistency between any of the provisions of this document and online GeM portal provisions, the conditions mentioned in this document shall prevail. In case of any inconsistency in any of the provisions of this document, RTPP Act, 2012 and rules, 2013 there to shall prevail.
35. The contracted firm will have to submit the contract letter on non judicial stamp of Rs. 500/- within 15 days from the date of order.
36. All other conditions/provision of GF&AR and RTPP Act 2012 / Rules 2013 regarding invitation, receipt, evaluation and finalization of bid, issue of supply/work order, execution of contract and other related provision not specifically mentioned in the bid document will prevail and both the parties are required to adhere the same.



### CHECK-LIST OF DOCUMENTS TO BE ATTACHED

S.No.	Document Required	Brief Document Details	Attached (Yes/No)	Reference Page No.
1	Fee details	Bid Security – to be deposited as mentioned in Terms and conditions and proof of same be uploaded with the Bid		
2	Legal Entity	Self-certified declaration (if applicable)/ Copy of valid Registration/ Incorporation Certificates		
3	Financial Turnover from IT/ ITeS of Bidder, OEM, Financial: Net Worth	CA Certificate with CA's Registration Number/ Seal		
4	Technical Capability	Work Order + Work Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor / CA Certificate); OR Work Order + Phase Completion Certificate from the client		
5	Tax registration and clearance	Copies of relevant certificates of registration, VAT/ CST/GST clearance certificate from the Commercial Taxes Officer of the Circle concerned		
6	Technical Specifications Compliance	Attach document as per bid document		
7	Proof of service center	Documentary proof of service center in all major cities of Rajasthan including Jaipur and existing for last 3 years. BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.		
8	Malicious Code Certificate	As mentioned in T & C Point No. 20		
9	Bidder's Authorization Certificate	Bidder's Authorization Certificate along with copy of PoA/ Board resolution stating that Auth. Signatory can sign the bid/contract on behalf of the firm As per <b>Annexure-1</b>		
10	Mandatory Undertaking	Self-Declaration as per <b>Annexure-2</b>		
11	Certificate of Conformity/ No Deviation	As per <b>Annexure-3</b>		
12	Declaration by Bidders	As per <b>Annexure-4</b>		
13	Manufacturer's Authorization Form (MAF)	As per <b>Annexure-5</b>		
14	Undertaking of Authenticity of equipment	As per <b>Annexure-6</b>		
15	Component offered - BoM	As per <b>Annexure-7</b>		
16	Initial Delivery Locations	As per <b>Annexure-10</b>		





**ANNEXURE-1: BIDDER'S AUTHORIZATION CERTIFICATE**

**{to be filled by the bidder}**

To,  
Director,  
State Insurance and Provident Fund department,  
2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark,  
Jaipur

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

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

A handwritten signature in black ink, consisting of a stylized 'H' or 'J' shape followed by a long horizontal line.

**ANNEXURE-2: SELF-DECLARATION (to be filled by the bidder on stamp paper)**

To,  
Director,  
State Insurance and Provident Fund department,  
2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark,  
Jaipur

In response to the Bid Ref.No \_\_\_\_\_ dated: \_\_\_\_\_ for  
supply of IT Equipment's to State Insurance and Provident Fund as an Owner/ Partner/ Director/  
Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our  
Company/ firm \_\_\_\_\_, at the time of bidding: -

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

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

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:



**ANNEXURE-3: CERTIFICATE OF CONFORMITY / NO DEVIATION**  
**{to be filled by the bidder}**

To,  
Director,  
State Insurance and Provident Fund department,  
2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark,  
Jaipur

**CERTIFICATE**

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

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

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

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

A handwritten signature in black ink, consisting of a stylized 'J' or 'I' followed by a horizontal line extending to the right.

**ANNEXURE-4: DECLARATION BY BIDDER**  
**{to signed by selected bidder}**

I/We declare that I am/we are bonafide/Manufacturers/Whole Sellers/Sole distributor/Authorized dealer in the goods/stores/equipment for which I/We have quoted.

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


Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

A handwritten signature in black ink, consisting of a stylized 'J' or 'I' followed by a horizontal line extending to the right.

**ANNEXURE-5: MANUFACTURER'S AUTHORIZATION FORM (MAF)**  
**{to be filled by the OEMs for all the items marked in Bill of Material }**

**(Indicative Format)**

To,  
{Procuring Entity},

\_\_\_\_\_

Subject: Issue of the Manufacturer's Authorization Form (MAF)

Reference: Bid Ref. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

We {name and address of the OEM} who are established and reputed original equipment manufacturers (OEMs) having factories at {addresses of manufacturing location} do hereby authorize {M/s \_\_\_\_\_} who is our {Distributor/ Channel Partner/ Retailer/ Others <please specify>} to bid, negotiate and conclude the contract with you against the aforementioned reference for the following Hardware/ Software manufactured by us: -  
{OEM will mention the details of all the proposed product(s) with their make/ model.}

We undertake to provide OEM Warranty for the offered Hardware/ Software, as mentioned above, during the warranty / Maintenance period.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Sale within next 3 years from the date of bid submission.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Service/ Support within next 3 years from the date of bid submission.]

Yours faithfully,

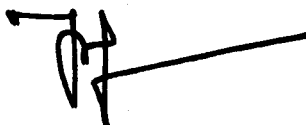
For and on behalf of M/s (Name of the manufacturer)

(Authorized Signatory)

Name, Designation & Contact No.:

Address: \_\_\_\_\_

Seal: \_\_\_\_\_



**ANNEXURE-6: UNDERTAKING ON AUTHENTICITY OF EQUIPMENTS**

{to be filled by the bidder(On Rs. 100/- Non-judicial stamp paper)}

To,  
Director,  
State Insurance and Provident Fund,  
2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark,  
Jaipur, 302016

Reference: Bid No. \_\_\_\_\_ dated: \_\_\_\_\_

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

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

Authorized Signatory

Name:

Designation:



**ANNEXURE-7: COMPONENTS OFFERED – BOM**  
**{to be filled by the bidder}**

Please fill the following BOM for all the offered components.

S.No	Technical Specification Reference	Qty	Cost value (in lacks)	Product details (Only one make and model)	OEM Details (Name, Address, E-Mail, Mobile Nos.)
1. <i>Desktop</i>	Intel i5 / (12 <sup>th</sup> Generation or higher) with minimum 2.50 GHz or higher (Base Frequency), 18MB Cache or higher. Detailed minimum required technical specifications as per bid document <b>(Item-1)</b>	06	4.80		
2. <i>All in one Desktop</i>	Intel i5 (12 <sup>th</sup> Generation or higher) 6 core or higher, with minimum 2.50 GHz or higher (Base Frequency), 18 MB Cache or higher etc. Detailed minimum required technical specifications as per bid document <b>(Item-2)</b>	07	6.30		
3	Printer- Ink Tank/ Monochrome etc. Detailed minimum required technical specifications as per bid document <b>(Item-3)</b>	21	5.25		
4	Document Scanner – 1/2.7" CMOS Sensor, 1920×1080, 2 megapixel, SVGA to WXGA, HDMI and Higher. Detailed minimum required technical specifications as per bid document <b>(Item-4)</b>	02	1.20		
<b>TOTAL</b>			17.55		



**ANNEXURE-8: BANK GUARANTEE FORMAT**  
**{to be submitted by the bidder's bank}**

**BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)**

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalized/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,

Director,  
State Insurance and Provident Fund department,  
2-2 A, Bima Bhawan, Sawai jai singh Highway, Banipark,  
Jaipur, 302016

1. In consideration of the State Insurance and Provident Fund department (hereinafter called "SIPF") having agreed to exempt M/s (hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement No.....dated ..... made between the State Insurance and Provident Fund through ..... and .....(Contractor) for the work (hereinafter called "the said Agreement") of Security Deposit for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(rupees.....only), we.....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of Contractor(s) do hereby undertake to pay to the State Insurance and Provident Fund department an amount not exceeding Rs.....(Rupees only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs (Rupees only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the SIPF. Any such demand made on the bank by the SIPF shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the SIPF and We. (Indicate the name of Bank), bound ourselves with all directions given by SIPF regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees only).
3. We (indicate the name of Bank), undertake to pay to the SIPF any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We (indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of SIPF under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the SIPF certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We------(indicate the name of Bank) further agree with the SIPF that the SIPF shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to Vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SIPF against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the SIPF or any indulgence by the SIPF to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of us (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).





7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the SIPF in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the SIPF. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only).
9. It shall not be necessary for the SIPF to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the SIPF may have obtained or obtain from the contractor.
10. We ..... (indicate the name of Bank) verify that we have a branch at Jaipur. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favor under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of .....For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation) Bank's Seal

The above performance Guarantee is accepted by the SIPF For and on behalf of the SIPF

Signature (Name & Designation)

A handwritten signature in black ink, consisting of a stylized 'H' followed by a long horizontal stroke.

**ANNEXURE-9: DRAFT AGREEMENT FORMAT**

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

This Contract is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between State Insurance and Provident Fund, having its head office at State Insurance and Provident Fund department,

2-2 A, Beema Bhawan, Sawai jai singh Highway, Banipark, Jaipur, 302016 Rajasthan (herein after referred to as Purchaser/ State Insurance and Provident Fund) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

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

Whereas,

Purchaser is desirous of purchase of computers, laptop, printers, scanners and MS Office software and installation thereof along with 3 years warranty as per the specifications and Terms and Conditions as set forth in the Bid document dated \_\_\_\_\_ of <Bid No \_\_\_\_\_>.

And whereas

The supplier represents that it has the necessary experience for supply and installation of material as referred to herein above and has submitted a bid and subsequent clarifications for supply and installation of the required material against said Bid document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

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

And whereas

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

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

1. The Bid Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ and Bid document dated \_\_\_\_\_ issued by State Insurance and Provident Fund Department along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by State Insurance and Provident Fund Department to M/s \_\_\_\_\_ at the rates set forth in the LOI/supply order no. \_\_\_\_\_ dated \_\_\_\_\_ will duly supply and install the said material set forth in "Annexure-7: Bill of Material" thereof and provide related services in the manner set forth in the bid document, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The State Insurance and Provident Fund Department do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the Bid and Contract, the State Insurance and Provident Fund Department will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the Bid, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the Bid document.



4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of LOI/Work Order i.e. \_\_\_\_\_ and completed by supplier within the period as specified in the Bid document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

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

Note:

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

In witness where of the parties have caused this contract to be executed by their Authorized Signatories on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Signed By:	Signed By:
( ) Designation: Company:	Director State Insurance and Provident Fund department,
<i>In the presence of:</i>	<i>In the presence of:</i>
( ) Designation: Company:	( ) Designation: State Insurance and Provident Fund department,
( ) Designation: Company:	( ) Designation: State Insurance and Provident Fund department,



**Annexure-10: INITIAL DELIVERY LOCATION**

<b>S.NO.</b>	<b>Office Name</b>
<b>01</b>	<b>Jaipur SIPF HQ</b>

**IMPORTANT**

The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations of State Insurance and Provident Fund offices in Rajasthan.

The firm would initially supply the material at SIPF Head office. The specified amount against delivery would be released once delivery is done to SIPF Head office.

The exact address and quantity of material to be delivered at Head office would be provided along with Purchase Order.

