

Ref. IFCI Venture/IT/2019-20/02

Date: 26.11.2019

**REQUEST FOR PROPOSAL (RFP)
FOR PROCUREMENT OF ALL IN ONE DESKTOPS (AIO)
(FY 2019-20)**



IFCI VENTURE CAPITAL FUNDS LTD.

(A Subsidiary of IFCI Limited, Government of India Undertaking)

CIN: U65993DL1988GOI030284

Regd. Office: IFCI Tower, 61, Nehru Place, New Delhi-110019

Tel: Direct (+91) (11) 41732507 / 90

Website: www.ifciventure.com

Email: it@ifciventure.com

Date of Issue: November 26, 2019

Last Date of Submission: December 10, 2019 12:00 Noon (IST)



1. Introduction:

IFCI Venture Capital Funds Ltd. is a Public Financial Institution under sub section 72 of section 2 of the Companies Act, 2013 and is the Venture Capital arm of IFCI Ltd, a Government of India promoted company. IFCI Venture is the country’s pioneer institution nurturing the startup and growth oriented businesses in India since past four decades. It was incorporated in 1975 as Risk Capital Foundation with a view to widen the entrepreneurial base of India by providing start-up capital for setting up projects. It has financed more than 429 projects in diversified sectors set-up across the country and supported commercialization of over 50 new technologies, thereby realizing its mandated objective.

Since, there is requirement of replacement of existing old IT assets i.e. Laptops / Desktops, IFCI Venture intend to procure the fresh All in One Desktops for the office use.

2. Proposal Information

Date of Issue	26/11/2019
Last date for Pre-bid clarifications <i>(IFCI Venture will provide appropriate responses to clarifications / questions received through emails at IT@ifciventure.com)</i>	6/12/2019
Last Date & Time For Submitting Proposals	10/12/2019 12:00 Noon (IST)
Opening of Bids	10/12/2019 02:00 PM (IST)
Proposal Validity	2 months
Submission of Proposal and Address for submission	PROPERLY SEALED ENVELOPE bearing the title " PROCUREMENT OF ALL IN ONE DESKTOPS (AIO) ", Tender Reference Number "Ref. IFCI Venture/IT/2019-20/02 dated 26.11.2019 and Name of Vendor and to be addressed to: IT Head, IFCI Venture Capital Funds Limited 16th Floor, IFCI Tower, 61, Nehru Place, New Delhi – 110019
Contact Details	AGM (IT) 011-4173 2590/ 07 IT@ifciventure.com



3. Invitation of Proposal and Product Details: IFCI Venture Capital Funds Limited (IFCI Venture) vide this Request for Proposal (RFP) invites bids in sealed envelopes from interested vendors, for supply and installation of **All in One Desktops (AIO)**, as per the details herein below:

Description	Quantity (in No's)
<p>Make: Reputed Brand All in One Desktop</p> <p>Specification: Intel (R) core (TM) i5 Processor DDR4 8GB RAM 2.5 inch 1TB 5400 rpm SATA Hard Disk 21.5 inch Screen/panel Inbuilt Camera Keyboard and mouse Windows 10 Pro (64 bit) 3 years onsite warranty from the OEM Microsoft Office Home and Business 2019 All supporting accessories, Cables etc.</p> <p>Warranty: 3 years onsite warranty from the OEM. <i>[Support to be provided by the vendor during the warranty period included]</i></p> <p>Installation Cost: Included</p>	25

4. Delivery: The AIO's should be delivered at IFCI Venture Capital Funds Ltd., IFCI Tower, 61, Nehru Place, New Delhi -19. The successful configuration, installation and delivery of the ordered AIO is the responsibility of the selected vendor. The ordered AIO should be delivered within 7 working days of acceptance of the Purchase Order.

5. Terms and Conditions: General instructions are specified in the following paragraphs. These shall apply to all the hardware components:

- The vendors are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in this RFP carefully. Failure to furnish all information required in the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the vendor's risk and may result in the rejection of the bid.
- The components of the proposed AIO should be of Original Equipment Manufacturers (OEM) Equipment/ Products only.
- The quotations shall be submitted strictly in conformity with the specifications given in this RFP and as per the mandatory response format.



- The RFP is not transferable.
- IFCI Venture is not responsible for non-receipt of bids within the specified date of submission due to any reason including postal delay or holidays.
- The Equipment/ Products quoted should not be from the discontinued production line. In case of discontinuation of the production line after the issuance of purchase order by IFCI Venture, the vendor shall supply the next higher configuration on the same terms.
- In case of any reduction in the price of Equipment/ Product due to Government levies/ duties/ OEM prices, the vendor shall offer the price reduction to IFCI Venture on all the Components of the proposed Equipment/ Product scheduled to be delivered after 1 (one) week of the effective date of such announcement. For this purpose, the vendor shall voluntarily intimate such price reduction to IFCI Venture, produce the document of OEM's listed price and the discounted price offered to IFCI Venture.
- The price quoted should be inclusive of all Central/ State Government levies, taxes, sales tax, excise duty, customs duty, VAT, insurance charges etc with one year standard warranty, and excluding Octroi, which, if any, shall be paid as per actuals on production of relevant documents billed to IFCI Venture Capital Funds Ltd. (IFCI Venture) only, in original.
- The prices quoted by the vendors shall be in Indian Rupees, only.
- The quantity indicated in the RFP is tentative. IFCI Venture reserves the right to increase or decrease the quantity.
- At any time prior to the date of submission of Bids, IFCI Venture, for any reason, may modify the Bidding Document, by amendment and intimate to the prospective Vendors. All Vendors must ensure that clarifications (if any) have been considered by them before submitting the bid. IFCI Venture shall not have any responsibility in case some omission is done by any Vendor.
- In order to allow prospective Vendors reasonable time, in which to take the amendment into account, in preparing their Bids, IFCI Venture, at its discretion, may extend the deadline for the submission of Bids.
- In case of a tie in the prices offered by two or more vendors, the revised offer shall be requested by the vendors.
- IFCI Venture reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Vendor(s) or any obligation to inform the affected Vendor(s).



- Payment towards supply will be made after the supply and successful installation of the ordered AIO(s) and on receipt of proper tax invoice thereafter.
 - **Warranty:** The Vendor warrants that the AIO supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Vendor further warrants that the AIO supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the IFCI Venture's Specifications) or from any act or omission of the Vendor, that may develop under normal use of the supplied AIO(s) in the conditions prevailing at the final destination.
 - **On-site warranty:** 3 years onsite warranty from the OEM. The successful delivery, installation and configuration of the AIO(s) is the responsibility of the selected vendor.
 - IFCI Venture shall hold the selected Vendor, its Successors, Assignees and Administrators fully liable against loss or liability, claims, actions or proceedings, arising out of non-fulfillment of any obligations under the Contract.
 - **Arbitration/ Dispute Resolution:** In case any dispute arises out of the contract the party shall try to negotiate the same within 30 days of such dispute. In case the matters remains unresolved the same shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act, 1996 after giving the notice of such reference to the other party. The Arbitral Tribunal shall consist of three arbitrators. Each party shall appoint one arbitrator and both the arbitrators shall appoint the presiding arbitrator with mutual consent. The venue of the arbitration shall be New Delhi and the language preferred will be English. The award of the Arbitral Tribunal shall be final and binding on both the parties.
 - **Jurisdiction:** The jurisdiction at appropriate court in New Delhi.
- 6. The proposal must contain the following:-**
- a) Technical details of the product like leaflets/manuals etc.
 - b) MAF from the OEM.
 - c) Commercial Proposal (Annexure – A).



Annexure-A

(To be submitted on Vendor's letter head)

Commercial Proposal

To,

IT Head
IFCI Venture Capital Funds Limited
IFCI Tower, 61 Nehru Place
New Delhi - 110 019

Dear Sir/Madam,

Sub: Procurement of All In One Desktops (AIO).

This is in reference to your above mentioned tender for Procurement of All In One Desktops (AIO). Having examined the tender document, the receipt of which is hereby duly acknowledged, I/we the undersigned, hereby submit our proposal along with necessary supporting documents as desired by IFCI Venture.

Documents	Attached / Not Attached (Yes / No)
Technical details of the product like leaflets/manuals etc.	
MAF from the OEM.	

The details of Commercial Bid: As below:

Description	Qty (No's)	Total Price (Amount in Rs.)
<p>Make: Reputed Brand All in One Desktop</p> <p>Specification: Intel (R) core (TM) i5 Processor DDR4 8GB RAM 2.5 inch 1TB 5400 rpm SATA Hard Disk 21.5 inch Screen/panel Inbuilt Camera Keyboard and mouse Windows 10 Pro (64 bit) 3 years onsite warranty from the OEM Microsoft Office Home and Business 2019 All supporting accessories, Cables etc.</p> <p>Warranty: 3 years onsite warranty from the OEM. <i>[Support to be provided by the vendor during the warranty period included]</i></p> <p>Installation Cost: Included</p>	25	
Taxes		
Grand Total (including taxes)		

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that IFCI Venture reserves the right to consider/ reject any or all applications without



assigning any reason thereof.

I/we also confirm that our company is not blacklisted in any manner whatsoever by any central Government department, autonomous organization, Public Sector Undertaking (PSUs) or any other Government organization in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

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

Date:...../...../2019

Authorized Signatory.

Name:

Designation:

Organization Seal: