



Ref. IFCI Venture/IT/2021-22

Date: 30.04.2021

**REQUEST FOR PROPOSAL (RFP)
FOR PROCUREMENT OF LAPTOP.
(FY 2021-22)**



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

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- 1. Introduction:** IFCI Venture Capital Funds Ltd. is a Public Financial Institution and is the Venture Capital arm of IFCI Ltd, a Government of India Undertaking. IFCI Venture is the country's pioneer institution nurturing the startup and growth oriented businesses in India. Since, there is requirement of replacement of existing old IT assets i.e. Laptops, IFCI Venture intend to procure the fresh Laptop for the office use.
- 2. Invitation of Proposal and Product Details:** IFCI Venture Capital Funds Limited (IFCI Venture) vide this Request for Proposal (RFP) requests for quotations from interested vendors, for supply and installation of Laptops, as per the details herein below:

Description	Quantity (in No's)
<p>Make: Reputed Brand Laptop Specification: Intel (R) core (TM) i5 Processor 8 GB RAM 1TB Hard Disk 15.6 inch Screen / panel Inbuilt Camera Windows 10 Pro (64 bit) 3 years onsite warranty from the OEM All supporting accessories, Cables etc. Warranty: 3 years onsite warranty from the OEM. <i>[Support to be provided by the vendor during the warranty period included]</i> Installation Cost: Included Taxes: To be Included</p>	9

- 3. Delivery:** The Laptops 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 Laptops shall be the responsibility of the selected vendor. The ordered Laptops should be delivered within 3-4 working days of acceptance of the Purchase Order.
- 4. 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.
 - The components of the proposed Laptops 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 quotations within the specified period of 7 days of submission of quotations due to any reason.
 - 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 LAPTOP(s) and on receipt of proper tax invoice thereafter.
- **Warranty:** The Vendor warrants that the LAPTOP 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 LAPTOP 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 LAPTOP(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 LAPTOP(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.

5. 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 Laptop.

This is in reference to your above mentioned tender for Procurement of Laptop. Having examined this 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 Commercials are as below:

Description	Qty (No's)	Total Price (Amount in Rs.)
Make: Reputed Brand Laptop Specification: Intel (R) core (TM) i5 Processor 8 GB RAM 1TB Hard Disk 15.6 inch Screen / panel Inbuilt Camera Windows 10 Pro (64 bit) 3 years onsite warranty from the OEM All supporting accessories, Cables etc. Warranty: 3 years onsite warranty from the OEM. <i>[Support to be provided by the vendor during the warranty period included]</i> Installation Cost: Include	09	
Taxes		
Grand Total (including taxes)		

Further, I/we agree to abide by all the terms and conditions as mentioned in the document. We have also noted that IFCI Venture reserves right to consider/reject any or all applications/quotaions 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:...../...../2021

Authorized Signatory.

Name:

Designation:

Organization Seal: