



REQUEST FOR PROPOSAL

Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC

For: Navi Mumbai Municipal Corporation (NMMC)

Tender No. NMMC/ZONE-2/CENSUS/01/2020-21

Date: 11/02/2021

EMD Amount: Rs.12000/-

Navi Mumbai Municipal Corporation

Zone 2 Department Census NMMC

Plot 24/25, 1st Floor, Koparkhairane Ward Office Building,

Opp. Koparkhairane Bus Depo,

Sector-06,

Koparkhairane – 400709.

Tel: 022-27551262

E-mail: dmc_zone2@nmmconline.com

संगणक विभाग

निविदा सुचना क्र.नमुंमपा/परि-2/जनगणना./01/2020-21

नवीमुंबई महानगरपालिका नोंदणीकृत व अनुभवी कंत्राटदाराकडून खालील कामाकरीता Online निविदा मागवित आहे.सदर कामाचा तपशील खालील प्रमाणे आहे.

अ. क्र.	कामाचेनांव	इसारा रक्कम रु.	कोऱ्या निविदेची रक्कम रु. (+GST 18%)	कामाचा कालावधी
1.	जनगणना 2021 करीता जनगणना विभाग व आठ विभाग कार्यालय संगणक,प्रिंटरस, ऍन्टी व्हायर व स्कॅनर खरेदी करणे	12000/-	1180/--	15 दिवस

निविदा पुस्तिका ई-टेंडरिंग(E-tendering) संगणक प्रणालीच्या (www.nmmc.maharashtra.etenders.in) यासंकेतस्थळावर व नमुंमपाच्या(www.nmmc.gov.in) संकेत स्थळावर प्राप्त हल्लील. निविदेचे सादरीकरण खालील तक्त्यात नमुद केल्याप्रमाणे www.nmmc.maharashtra.etenders.in या संकेतस्थळावर Online करण्याचे आहे.

ई-निविदाप्रसिद्धीचातपशील

ई-निविदा विक्री व भरणे (Upload)	दिनांक – 11/02/2021 दुपारी 3.00 पासून ते
कालावधी	दिनांक – 25/02/2021 रोजी दुपारी 1.00 वाजेपर्यंत
ई-निविदा उघडण्याचा दिनांक	दिनांक - 25/02/2021 दुपारी 4.00 वा. (शक्य झाल्यास)

निविदाकारांनी काही निविदा फॉर्म फी, इसारा अनामत रक्कम व सेवा शुल्क ऑनलाईन पेमेंट गेटवेद्वारे भरावयाचे आहे. वरील नमुद सर्व शुल्क काणत्याही बँकेचे डेबिटकार्ड, क्रेडीटकार्ड अथवा नेटबँकींग मार्फत भरणे करता येईल. निविदा फॉर्म फी शुल्क नमुंमपाचे लेखा विभागात स्विकारले जाणार नाही, याची निविदाकारांनी नोंद घ्यावी.

काणतीही निविदा स्विकारणे अथवा नाकारण्याचा अधिकार आयुक्त, नवी मुंबई महानगरपालिका यांनी राखून ठेवलेला आहे.

उप आयुक्त (परि-2) तथा
शहर जनगणना अधिकारी
नवी मुंबई महानगरपालिका

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Section: 1

Invitation for Proposal

1 Invitation for Proposal

Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC . The RFP document is placed at NMMC's website nmmc.maharashtra.etenders.in Bidder / Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Prospective bidders are advised to check the prequalification criteria before purchase of bids. This RFP document is not transferable and the name of the bidder who purchases and submits the same bid shall be unchanged.

1.1 Key Events and Dates

S. No	Information	Details
1.	Advertising Date	11/02/2021
2.	Last date to send in requests for clarifications	11/02/2021
3.	Release of response to clarifications would be available at	nmmc.maharashtra.etenders.in
4.	Last date (deadline) for submission of bids	25/02/2021
5.	Date Time and Place of opening of Technical proposals	25/02/2021 (if Possible)
6.	Date Time and Place of opening of Financial proposals	Will be informed later to qualified respondents.
7.	Detail of the contact person and Address at which sealed bids are to be submitted in person (Bids by post/ courier shall be rejected)	Mr. Ganesh Sukhdev Aaghav Office Superintendent Zone 2 Department Census NMMC Plot 24/25, 1st Floor, Koparkhairane Ward Office Building, Opp. Koparkhairane Bus Depo, Sector-06, Koparkhairane – 400709. Tel: 022-27551262 E-mail: dmc_zone2@nmmconline.com

1.2 Other Important Information Related to Bid

S. No.	Item	Description
1.	Earnest Money Deposit (EMD)	12,000/-
2.	Last date for furnishing Performance Security to NMMC (By successful bidder)	Within fourteen (14) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier or as intimated in the work order issued by NMMC
3.	Performance Security value (Performance Bank Guarantee)	5% of contract value/ Bid value of successful bidder
4.	Performance Bank Guarantee (PBG) validity period	PBG should be valid till for 180 days from the end of contract.
5.	Last date for signing contract	As intimated in work order of Census NMMC

Section: 2

Instructions to Bidders

2 Instructions to Bidders

2.1 Introduction of NMMC

The Navi Mumbai Municipal Corporation has an area of 162 Sq.km under its supervision. The population of the city as per the census 1991 was 3,97,000 which has increased to 7,50,000 as indicated in the census figures in 2001. (A rise of 88.91%).

The NMMC for the purpose of administration has been divided into nodes. There are 8 nodes in the city. Each of the nodes is divided into groups. These groups are blocks of one or more sector in each of the node. Each group is further subdivided into bits. The administration work is then controlled on a bit basis. Each bit has a supervisor who is required to ensure that all the facilities provided by the NMMC are in order. Similarly there are 111 electoral wards in Navi Mumbai.

2.2 Purpose

The purpose of this RFP is to seek the services of reputed firm/agency, which shall supply, Install and commission the Computer Hardware and Software at various NMMC Locations by procuring the necessary hardware & Software. This document provides information to enable the bidders to understand the broad requirements to submit their bids. The detailed scope of work is provided in **Section three Page no. 17** of this RFP document.

2.3 Cost of RFP

The bid is available on NMMC website. Qualified bidders can refer the same and submit the same along with the technical bid.

2.4 Transfer of RFP

The RFP Document is not transferable to any other bidder. The bidder who purchases the document and submits shall be the same.

2.5 Consortium and Joint Ventures

- i. The consortium, joint venture, subcontracting & outsourcing are not allowed.
- ii. One bid would be considered from one single bidder in case of multiple bid found from single bidder those bids shall be rejected and bidder may be disqualified from the Bidding process.

2.6 Completeness of Response

- i. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- ii. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Bid EMD.

2.7 Proposal Preparation Costs

- i. The bidder shall submit the bid at its cost and, NMMC shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over NMMC and NMMC shall be at liberty to cancel any or all bids without giving any notice.
- ii. All materials submitted by the bidder shall be the absolute property of NMMC and no copyright /patent etc. shall be entertained by NMMC.

2.8 Bidder Inquiries

Bidder shall send in their written queries **RFP** to the contact address mentioned below. The response to the queries will be published on NMMC website nmmc.maharashtra.etenders.in. No telephonic/ e-mails queries will be entertained. This response of NMMC shall become integral part of RFP document.

Mr. Ganesh Sukhdev Aaghav
Office Superintendent
Zone 2 Department Census NMMC
Plot 24/25, 1st Floor,
Koparkhairane Ward Office Building,
Opp. Koparkhairane Bus Depo,
Sector-06, Koparkhairane – 400709.
Tel: 022-27551262
E-mail: dmc_zone2@nmmcconline.com

2.9 Amendment of RFP Document

- i. All the amendments made in the document would be published at NMMC website and shall be part of RFP.
- ii. The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this RFP document. The NMMC also reserves the rights to amend the dates mentioned in this RFP for successful bid process.

2.10 Supplemental Information to the RFP

If NMMC deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

2.11 NMMC's right to terminate the process

NMMC may terminate the RFP process at any time and without assigning any reason and NMMC shall not be held responsible for any cost incurred by the bidder in bid preparation. NMMC reserves the right to amend/edit/add delete any clause of this Bid Document. However this will be informed to all and will become part of the bid /RFP.

2.12 Earnest Money Deposit (EMD)

- i. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- ii. Unsuccessful bidder's EMD shall be returned to the unsuccessful bidder within 120 days from the date of opening of the financial bid.
- iii. EMD of Successful bidder will be returned after the award of contract and submission of the performance bank guarantee within specified time and in accordance with the format given in the RFP.
- iv. The bidder shall submit the Demand Draft from the bidder's own bank account and the EMD shall be non-transferable.
- v. The EMD may be forfeited:
 - a) If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - b) If successful bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
 - c) If during the bid process, a bidder indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of bid evaluation and finalisation. The decision of the NMMC regarding forfeiture of the Bid Security shall be final and binding upon bidders.
 - d) If during the bid process, any information is found false/fraudulent/mala fide, then NMMC shall reject the bid and, if necessary, initiate action.

2.13 Authentication of Bid

Authorized person of the bidder who signs the bid shall have the authority letter from the bidder, which shall be submitted with the Bid. In the case of the Board resolution authorizing a person as the person responsible for the bid, the Board resolution shall be submitted. The person accountable for the bid shall remain the full time employee of the bidder till the end of contract period.

2.14 Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder and summated with the bid, and English translation shall be validated at NMMC's discretion.

2.15 Patent Claim

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and NMMC is required to pay compensation to a third party resulting from such infringement, the Bidder shall be responsible for such compensation, including all expenses, court costs and lawyer fees. NMMC shall give notice to the successful bidder of any such claim and recover it from the bidder if required.

2.16 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

2.17 Submission of Bids

The bids submitted by the Bidder shall comprise following two envelopes:

The bids submitted by the Bidder shall comprise of the following two envelopes:

Documents comprising the Bid

- a) A Two envelope/ cover system shall be followed for the bid –
- i. Tender Fees, EMD and Prequalification Criteria, Technical bid (including the credentials, technical proposal)
 - ii. Commercial bid.
- b) The Bid shall include the following documents: -

S. No.	Documents Type	Document Format
Envelope -A		
1.	Pre-qualification	As per the format mentioned against the respective eligibility criteria clause
2.	Technical Proposal	As per the format mentioned.
Commercial Bid – Envelope –B		
3.	Financial Bid	Refer Section Financial Bid

The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder

2.18 Late Bids and Bid Validity Period

Any Bid received by NMMC after the deadline for submission of Bids shall be declared late and will be rejected. The validity of the bids submitted before deadline shall be till 5 days from the date of opening of the Financial Bid.

2.19 Disqualification

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
- ii. During validity of the Proposal, or its extended period, if any, the Bidder increases his quoted prices.
- iii. The Bidder qualifies the Proposal with his own conditions.
- iv. Proposal is received in incomplete form.
- v. Proposal is received after due date
- vi. Proposal is not accompanied by all the requisite documents.
- vii. Proposal is not accompanied by the EMD.
- viii. If the Bidder provides quotation only for a part of the Project.
- ix. Information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any
- x. Commercial Proposal is enclosed with the Technical Proposal.
- xi. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- xii. In case any one Bidder submits multiple Proposals or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Proposals/Bidders are withdrawn upon notice immediately.
- xiii. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a Contract within 15 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the NMMC.
- xiv. Any Bid received by NMMC after the deadline for submission of Bids shall be declared late and will be rejected, and returned unopened to the Bidder at the discretion of

NMMC. The validity of the bids submitted before deadline shall be till 180 days from the date of opening of the Financial Bid.

- xv. While evaluating the Proposals, if it comes to the NMMC's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the RFPs floated by the NMMC.
- xvi. If the Bid Security Pre-qualification Proposal, Technical Proposal contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the Bid.

2.20 Bid Opening

- i. Envelope A containing the Technical Proposal shall be opened in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.
- ii. Envelope B containing the Financial Proposal will remain unopened until the time of opening of the Financial Proposals.
- iii. At the end of the evaluation of the Technical Proposals, NMMC shall invite bidders who have qualified for the opening of the Financial Proposals.

2.21 Evaluation Process

2.20.1 Bid Evaluation Committee

- i. The Bid Evaluation Committee constituted by the NMMC shall evaluate the bids.
- ii. The Bid Evaluation Committee shall evaluate the EMD (Envelope A), Technical bid and Financial bids (Envelope B) and submit its recommendation to Competent Authority whose decision shall be final and binding upon the bidders.

2.20.2 Pre-Qualification Criteria

The bidder shall fulfill all of the following eligibility criteria independently on date of submission of bid:

- i. The bidder must be a company registered under The Companies Act, 1956.
- ii. The bidder shall have minimum of **Rs. 9 Lakhs** as average annual turnover from the turnover of the last three years.(2017-18, 2018-19 & 2019-20)
- iii. The bidder shall submit the Original Manufacturer Authorization Form duly signed and stamped by OEM for respective Hardware and Software component supplied under this scope of RFP.
- iv. The Bidder must be ISO 9001:2015 certified.
- v. The bidder shall have executed and completed at least 3 works of **Rs. 25 Lakhs** in the last three years (2017-18, 2018-19 & 2019-20)
- vi. The work should include Supply, Installation and Commissioning of at least two from the below mentioned list (Order completion certificates from clients should be attached)
 - a. Desktop Antivirus
 - b. Printers
 - c. Scanner
 - d. Antivirus

2.20.3 Process of Evaluation

- i. Bidders who qualify in Envelope 'A' shall be considered for further Technical evaluation.
- ii. Bidder shall be evaluated as per prequalification criteria mentioned above at 2.20.2. The bidders who fulfil all the prequalification criteria and are found technically responsive to the RFP requirements will qualify for Financial Evaluation.
- iii. Amongst the bidders who are considered for financial evaluation, the bidder quoting the lowest offer will preferably be awarded the work at the discretion of NMMC.
- iv. The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.

2.20.3.1 Technical Evaluation

Each Proposal which qualifies in Envelope A shall be scrutinized further technically for checking whether the offered hardware and software meets the RFP requirements along with technical specification. In case, the bid meets the RFP requirements and is found technically responsive then the bidder will qualify for further evaluation of Envelope B (Financial Bid). In case in NMMC's opinion if there is a material deviation from the RFP requirement, it will treat the bid as non-responsive and may disqualify the bidder. The Envelope B of such disqualified bidder shall not be opened. NMMC reserves the right to decide whether the deviation is material or not.

2.20.5 Financial Bid Evaluation

NMMC will evaluate Financial Proposals of all the qualified bidders. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

2.22 Award Criteria

NMMC shall award the contract to the technically qualified bidder who has quoted the least (L1) subject to approval of competent authority at its discretion. The Bid Evaluation Committee, however, reserves the right to accept or reject any or all bids without giving any reasons thereof.

2.23 Signing of Contract

The successful bidder shall enter into contract agreement with NMMC within the time frame mentioned in the award letter. The Agreement format attached in this RFP.

Section: 3

Scope of Work

3 Scope of Work

The bidder shall be responsible for supply, installation and commissioning of General Desktop

The technical specification of the above mentioned equipment is mentioned in RFP. These specifications are the minimum requirements of the NMMC. The Bidder can offer higher/latest specification without changing the make and model of the product post to consent/ approval of the NMMC. However, if the particular model becomes obsolete and such certificate is produced by the OEM with supporting document showing the replacement of the existing model with new model with higher specifications, the NMMC may consider replacing the existing model with new model and the same will be published on the website as corrigendum. Purchase and Supply of product other than Make and Model mentioned in the tender / Corrigendum shall be construed beyond the purview of this tender.

The bidder must take care of below mentioned points while commissioning all above mentioned hardware but not limited to.

Navi Mumbai Municipal Corporation
Zone 2 Department Census NMMC
Plot 24/25, 1st Floor, Koparkhairane Ward Office Building,
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Sector-06,
Koparkhairane – 400709.

3.1 Inter-working of Hardware and Software

The bidder shall integrate Computer hardware and software components supplied by him to make the Computer system integrated and fully functional. It will be bidder's responsibility to locate the exact nature of the problem/faults and rectify the same.

The bidder must also take necessary steps to successfully install all the software components supplied by him on the hardware supplied. Moreover, any relevant software patches that are required to be applied, to the system software to make it compatible with supplied hardware must be identified and installed from time to time during warranty period.

3.2 Data Transfer

The bidder should transfer all the data from old PC to respective new PC. Also, bidder shall uninstall all the applications/software except operating system in it.

3.3 Software Drivers and Manuals

The bidder should supply software drivers and manuals for the Display controller, Ethernet interface, DVD-ROM drive, DAT Drive, SAS controllers, DVD-Writer and Operating system etc. as applicable. The bidder must provide genuine, legal, perpetual, full use licenses for Operating System pre-installed with all the desktops, AIO computers and other hardware supplied under scope of this RFP.

3.3.1.1 Special Condition

1. The bidder will have to paste sticker “Supplied by Year 2021” on all the hardware provided by them.
2. The serial number of CPU and information related to computerization plan should be written to desktop.

3.3.2 Hardware Warranty

The offer must include minimum of **three years** after sales service and 100 % comprehensive on-site warranty for all the hardware supplied under the scope of this RFP. After sales service and 100 % comprehensive on-site warranty would be start from single and uniform date. i.e. from the date of release of the acceptance document from NMMC.

3.3.3 Software Warranty

Bidder hereby grants NMMC license to access all the software provided under the scope of this RFP, including all inventions, designs, and marks embodied in the Software. Comprehensive Onsite Warranty covering all updates, upgrades of software, maintenance or support for its proper operation, performance and output as specified in the RFP technical specifications for a period of three Years from the Date of acceptance by the NMMC.

3.3.4 Hardware Failure

- i. The equipment/goods must conform to the specifications given and of desired quality standards. The bidder shall guarantee that the goods delivered to NMMC is/are brand new and without any damages.
- ii. Consistency in delivery shall be maintained for the entire lot of products ordered. All the required quantity of equipment/s as per requirement shall be of the same brand and model number. The bidder shall not substitute any internal components or subsystems of the product by similar items of different manufacturer/s.
- iii. All the equipment shall be supplied with the relevant interface cables and necessary standard accessories. Also, all the equipment shall be provided with ISI standard, 3-pin power plugs (5-amp/15 amp, as required).

- iv. If during the warranty period, any equipment supplied under the scope of this RFP has a hardware failure on four or more occasions in a quarter, it shall be replaced by equivalent new equipment by the bidder at no cost to NMMC.
- v. The bidder as well as the OEM shall be jointly and severally responsible for and quality of the supply.

3.3.5 Technical Documentation

The Bidder shall submit the following documentation after installation of all equipments supplied under the scope of this RFP.

- a. Site diagram showing exact location supplied hardware.
- b. Bill of Material.
- c. Warranty certificate indicating 3 year's onsite warranty from the OEM for all the equipments supplied under the scope of this RFP.

3.3.6 Acceptance Tests

At the discretion of NMMC, acceptance test will be conducted by the bidder on installed Computer Hardware, Software at the NMMC site in the presence of the officials of NMMC. The tests will check for trouble-free operation of the complete system for ten consecutive days apart from physical verification and testing. There shall not be any additional charges payable by NMMC for carrying out this acceptance test. NMMC will take over the systems on successful completion of the acceptance test.

3.3.7 Completeness of Installation & Commissioning

The installation and commissioning will be deemed as incomplete if any component of the hardware software etc. or any documentation/media is not delivered or is delivered but not installed and/or not operational or not acceptable to NMMC after acceptance testing/examination. Also, the bidder shall have to supply all necessary accessories along with the supplied goods, appropriate licenses, device drivers, data sheets and documentation which may be required, whether mentioned or not mentioned in the RFP scope, for successful acceptance of the quoted equipment to NMMC.

3.3.8 Penalty Downtime

In the warranty period any equipment supplied under this RFP scope that is reported to be down on given date should be repaired or replaced within 2 working days from the date and time of actual reporting.

In case bidder fails to meet the above standards of maintenance, there will be a penalty of Rs. 100for each reported instance which does not meet the timelines mentioned above.

Ex. Three incidents were permissible time limits exceeded.

$$3 \times \text{Rs.}100 = \text{Rs.} 300$$

The bidder would be liable to pay the penalty amount within a period of 15 days from the date of demand made by the NMMC. If the bidder does not make the payment of penalty within the stipulated period, the NMMC is free to invoke the bankguarantee and recover the amount. Penalty charges should be limited to the 5% of contract value till the end of contract period. However, NMMC has right to blacklist the bidder on non-performance.

3.4 Project Timelines

T = Date of Award of contract

Sr. No	Service	Activity/Task	Timeline
1	Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC	Zone 2 Department Census NMMC Koparkhairane – 400709.	T + 8 Days

- Each deliverable shall be deemed to complete only after proper due diligence and acceptance by NMMC.
- There will be a penalty of Rs. 500 per day of delay in case the Complete Design, Provisioning, Installing and Commissioning of Computer Hardware, Software as mentioned in the above table is not completed within 45 days after award of work.
- Penalty charges should be limited to the 5% of contract value mentioned work order. However, NMMC has right to terminate and blacklist the bidder on non-performance.

3.5 Payment Terms

- Payment for provisioning, installation and commissioning of IT hardware across NMMC locations would be as per actual basis with the rate quoted in the financial proposal by the bidder.
- 90 % Payment for the hardware shall be made against the delivery and remaining 10 % shall be paid after installation, commissioning and furnishing of the performance bank guarantee of 5 %.
- Payment shall be made within 60 days of submission of invoice on final acceptance by NMMC.

Penalty, if any, as per SLA defined in project timelines in RFP shall be adjusted against final payment

Section: 4

General Conditions of Contract

4 General Conditions of Contract

4.1 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the India.

4.2 Settlement of Disputes

- a) Performance of the contract is governed by the terms and conditions of the contract, in case disputes arise between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GCC 4.2 (b) shall become applicable.
- b) Arbitration:
- (i) In the case of dispute arising, upon or in relation to, or in connection with the contract between NMMC and the Successful bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of three arbitrators, one each to be appointed by the NMMC and the successful bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the MC, NMMC. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.
 - (ii) Arbitration proceedings shall be held in Mumbai, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 - (iii) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by NMMC and the successful bidder. However, the expenses incurred by each party in connection to the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

4.3 Taxes and Duties

The successful bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed. The bidder shall be entirely responsible for all taxes, stamp duties, license fees etc.

4.4 Performance Bank Guarantee

- i. The successful bidder shall at his own expense, deposit with department, within fourteen (14) working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalised Bank acceptable to NMMC, payable on demand In Mumbai, for the due performance and fulfilment of the contract by the successful bidder.
- ii. This Performance Bank Guarantee will be for an amount equivalent to 10 percent of complete contract value for 3 years. All charges whatsoever such as premium, commission, etc., with respect to the Performance Bank Guarantee shall be borne by the successful bidder.
- iii. The Performance Bank Guarantee shall be valid till the end of six months after the Supply, Installation and Commissioning of Computer Hardware and Software at NMMC and should be in the format prescribed in the tender.
- iv. The Performance Bank Guarantee may be discharged/returned by NMMC upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
- v. NMMC shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

4.5 Confidential Information

NMMC and the successful bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

NMMC shall not use such documents, data, and other information received from the successful bidder for any purposes unrelated to the Contract. Similarly, the successful bidder shall not use such documents, data, and other information received from NMMC for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

4.6 Warranty

All the goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

The goods shall be free from defects arising from any act or omission of the successful bidder or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

4.7 Change in Laws and Regulations

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

4.8 Force Majeure

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components. Force Majeure does not include the events outside India.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of NMMC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify NMMC in writing of such condition and the cause thereof. Unless otherwise directed by NMMC in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4.9 Change Orders and Contract Amendments

NMMC may at any time order the successful bidder to make changes within the general scope of the Contract, in any one or more of the following:

- i. Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for NMMC.
- ii. The place of delivery.
- iii. The Related Services to be provided by the successful bidder.

If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful bidder for adjustment under this Clause must be asserted within 28 days from the date of the successful bidder's receipt of NMMC's change order.

Prices to be charged by the successful bidder for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties, and shall not exceed the prevailing rates charged to other parties by the successful Bidder for similar services.

4.10 Extension of Time

If at any time during performance of the Contract, the successful bidder encounter conditions impeding timely delivery of the Goods or completion of Related Services, the successful bidder shall promptly notify NMMC in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the successful bidder's notice, NMMC shall evaluate the situation and may at its discretion extend the successful bidder's time for performance in writing.

Delay by the successful Bidder in the performance of its Delivery and Completion obligations shall render the Bidder liable for disqualification for any further bids in NMMC, unless an extension of time is agreed mutually.

4.11 Termination

4.11.1 Termination by NMMC

- a. NMMC may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (k) of this GCC Clause 4.11.1. In such an occurrence, NMMC shall give a not less than 30 days' written notice of termination to the successful bidder, and sixty (60) days' in the case of the event referred to in (j).
- b. If the successful bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as NMMC may have subsequently approved in writing.
- c. If the successful bidder becomes (insolvent or goes into liquidation, or receivership whether compulsory or voluntary).
- d. If the successful bidder, in the judgment of NMMC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- e. If the successful bidder submits to the NMMC a false statement which has a material effect on the rights, obligations or interests of NMMC.
- f. If the successful bidder places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to NMMC.

- g. If the successful bidder fails to provide the quality services as envisaged under this Contract, NMMC may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. NMMC may decide to give one chance to the successful Bidder to improve the quality of the services.
- h. If the successful bidder fails to comply with any final decision reached as a result of arbitration proceedings.
- i. If, as the result of Force Majeure, the successful bidder is unable to perform a material portion of the Services for a period of not less than 60 days
- j. If NMMC, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- k. In the event NMMC terminates the Contract in whole or in part, pursuant to point (a) to (h) of GCC Clause 4.11.1, NMMC may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful bidder shall be liable to NMMC for any additional costs for such similar services. However, the successful bidder shall continue performance of the Contract to the extent not terminated.

4.11.2 Termination by Bidder

The successful bidder may terminate this Contract, by not less than 30 days' written notice to NMMC, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this GCC Clause 4.11.2:

- a. If NMMC fails to pay any money due to the Successful bidder pursuant to this Contract and not subject to dispute pursuant to GCC Clause 5.2 hereof, within 45 days after receiving written notice from the successful bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the successful bidder is unable to perform a material portion of the Services for a period of not less than 60 days.
- c. If NMMC fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 4.2 hereof.
- d. If NMMC is in material breach of its obligations pursuant to this Contract and has not remedied the same within 45days (or such longer period as the successful bidder may have subsequently approved in writing) following the receipt by NMMC of the Successful bidder's notice specifying such breach.

4.12 Payment upon Termination

Upon termination of this Contract pursuant to GCC Clauses 4.11.1 or 4.11.2, the NMMC shall make the following payments to the Successful bidder:

- a. If the Contract is terminated pursuant to GCC Clause 4.11.1 (j) or 4.11.2, remuneration for Services satisfactorily performed prior to the effective date of termination.

- b. If the agreement is terminated pursuant of GCC Clause 4.11.1 (a), (b), (c), (d), (e), (f), (g) (h) and (k), The successful bidder shall not be entitled to receive any agreed payments upon termination of the contract. However, the NMMC may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the NMMC. Applicable under such circumstances, upon termination, the NMMC may also impose liquidated damages. The successful bidder will be required to pay any such liquidated damages to NMMC within 30 days of termination date.

4.13 Assignment

Neither the NMMC nor the successful Bidder shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

Section: 5

Guidelines for filling Response to RFP

5 Guidelines for filling Response to RFP

5.1 Guidelines for Preparation of Technical Proposal [Envelope A]

1. A printed covering letter, on the bidding organisation's letterhead with all required information and authorised representative's initials shall be submitted along with the proposal. In case the bidder edits the content of the proposal covering letter; it will be treated as a non-responsive bid and shall be rejected.
2. The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical solution meets the requirements specified in the RFP. The technical proposal should not contain any pricing information. In submitting additional information, the bidder should mark it as supplemental to the required response.
3. Proposals must be direct, concise, and complete. Any information which is not directly relevant to this RFP shall be omitted. NMMC will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
4. Supply, Installation and Commissioning of Computer Hardware and Software at various NMMC locations for three years as part of the technical proposal without price quote. The BoM will be measured against the proposed quantity.
5. The bidder shall fill in the technical response as per the template provided in this RFP failing to which, the bid shall be treated as non-responsive and shall be rejected.

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5.2 Template for Technical Proposal

Section- A

Technical Proposal Response Letter

(To be submitted on the letterhead of the bidder)

{Location, Date}

To,

Navi Mumbai Municipal Corporation
Zone 2 Department Census NMMC
Plot 24/25, 1st Floor, Koparkhairane Ward Office Building,
Opp. Koparkhairane Bus Depo,
Sector-06,
Koparkhairane – 400709.

Ref: RFP Notification number

Subject: Submission of proposal in response to the RFP for “Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC”

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification number..... for “Supply, Installation and Commissioning of Computer Hardware and Software at various NMMC location”

We have read the provisions of the RFP document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

1. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 5 days from the date of opening of financial proposals.
2. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand you are not bound to shortlist/accept any or all the proposals you receive.
6. We hereby declare that we qualify and fulfil all the Prequalification criteria mentioned at clause 2.20.2.

Our correspondence details with regards to this proposal are:

Sr. No	Information	Details
1	Name of responding firm:	
2	Address of responding firm:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	Fax number of contact person:	
7	E-mail address of contact person:	
8	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
9	Details of Registration (Ref e.g., ROC Ref number)	

Date and number:

We hereby declare that our proposal submitted in response to this RFP is made in good faith, and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[FIRM'S NAME]

Name

Title

Signature

Date and Stamp of the Signatory

Section B

1. Annual Turnover Details of the Bidder (Please refer to RFP Clause 2.20.2 (ii))

Years	Turnover Details in Rs.	Annexure in Technical Proposal*	Page No of the Annexure in the technical Proposal
2017 – 18			
2018 – 19			
2019 – 20			

* Please include Audited Annual Statement/Auditor's certificate in the Annexure to the technical proposal.

2. Citations of the bidder ((Please refer to RFP Clause 2.20.2 (vi))

S . N o	Name of the Project	Date of Work Order	Referenc e in RFP	Scope of Work	Comple t e Project Duration	Annexur e in Technic al Proposa l*	Page No of the Annexure in the technical Proposal
1			2.20.2				
2			2.20.2				
3			2.20.2				

*Please include the respective work orders in the Annexure to the technical proposal.

Section B

Bill of Material :For hardware and Software for Provisioning, Installing and Commissioning of Computer systems across NMMC locations

Sr. No.	Item	Refer RFP	OEM	Make/ Version	Number of Units	Annexure in Technical Proposal*	Page No of the Annexure in the technical Proposal
1		Annexure - 6					
N							

*Please include the compliance details in the Annexure to the technical proposal

Section D

Technical Approach

1. Implementation Methodology and Plan to include:
 - 1.1 Key implementation objectives, key deliverables and implementation schedule.
 - 1.2 Roll-out Action Plan.
 - 1.3 Roll-out Timelines.
 - 1.4 Acceptance Test Plan.
 - 1.5 Detailed project plan and milestone etc.
 - 1.6 Exit& Transition plan
2. Escalation matrix during contract period
3. Post Implementation Support and Help Desk Services Plan

Section E

All Annexure of the technical Proposal

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Section F

Checklist for the Technical Bid

S.No	Section	Particulars	Page no of the technical Proposal
1	Section- A	Technical Proposal Response Letter	
2	Section – B	Annual Turnover Details of the Bidder	
		Citations of the bidder (Please refer to RFP 2.20.2 (vi)]	
		Additional documents	
3	Section – C	Bill of Material format	
4	Section – D	Implementation Methodology and Plan to include:	
5	Section – E	All the Annexures related to the technical proposal	

5.3 Guidelines for Preparation of Financial Proposal [Envelop B]

Financial Proposal should comprise of the following:

1. The unit rate quoted will be binding upon the successful bidders irrespective of the actual quantity during the award of contract.
2. The total amount calculated in Section- B Table – 1 is included for evaluation purpose only.
3. At the time of award of the contract, work order would be issued on the actual quantity to be executed as decided by NMMC and work order amount would be adjusted as per the unit rate quoted in the bid. The total contract value would be the work order amount based on the actual quantity to be executed as decided by NMMC.
4. Unless expressly indicated, bidder shall not include any technical information regarding the services in the financial proposal.
5. Prices shall be quoted entirely in Indian Rupees.
6. No adjustment of the contract price shall be made on account of any variations in costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The contract price shall be the only payment payable to the successful bidder for completion of the contractual obligations by the successful bidder under the Contract, subject to the terms of payment specified in the contract. The price quoted would be inclusive of all taxes, duties, and charges and levies as applicable. Prices quoted for all Hardware and Software shall be inclusive of supply at site, installation and commissioning. No extra payment on any account shall be admissible.
7. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project. A proposal submitted with an adjustable price quotation or conditional proposal may be treated as nonresponsive and rejected.

The bidder shall fill in the financial response as per the template in this RFP provided failing to which, the bid shall be treated as non-responsive and shall be rejected.

[This space is intentionally left blank]

5.4 Template for financial proposal

Section A

Letter Format for Financial Proposal

(To be submitted on the Letterhead of the bidder)

[Location, Date]

To,

**Navi Mumbai Municipal Corporation
Zone 2 Department Census NMMC
Plot 24/25, 1st Floor, Koparkhairane Ward Office Building,
Opp. Koparkhairane Bus Depo,
Sector-06, Koparkhairane – 400709**

Ref: RFP Notification no <<>>

Subject: Submission of Financial proposal in response to the RFP for “**Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC**”

Dear Sir,

We, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal for is for the sum of [*Insert amount(s) in words and figures*]. We are aware that any conditional financial offer will be outright rejected by NMMC. This amount is inclusive of taxes listed at (Consolidated Cost Summary) attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (180 days) from the date of opening of financial bid.

We are aware that NMMC reserves the right to accept or reject any or all bids without assigning any reasons thereof.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Date and Stamp of the signatory

Name of Firm:

Section B

Tender No. NMMC/ZONE-2/CENSUS/01/2020-21

Format for Financial Proposal

The bidder shall bid for all the items listed in **Table- 1** below; failing to which the bid shall be treated as non-responsive and shall be rejected.

Table – 1 Cost Summary (Inclusive of all Taxes)

S. No.	Equipment (Please Refer 6.1.1 for Technical Specification)	Quantity (A)	Unit Rate (Rs.) (B)	Total Rate (Inclusive of All Taxes) (Rs.) C=AxB
1.	General Desktop	18		
2.	Laser Printer	9		
3.	Scanner	9		
4.	Quick Heal Total Security Anti-Virus (5 User Pack for 1 Year)	4		
Grand Total				
In words:				

5.5 Draft Agreement, Performance Bank Guarantee Format

❖ Draft of Agreement Format

This CONTRACT (hereinafter called the “Contract”) is made the ____ day of the month of ____ between, on the one hand, NAVI MUMBAI MUNICIPAL CORPORATION (NMMC) established and constituted under the Navi Mumbai Municipal Corporation Development Control Regulations - 1994 and having its office at Plot 24/25, 1st Floor, Koparkhairane Ward Office Building, Opp. Koparkhairane Bus Depo, Sector-06, Koparkhairane – 400709 hereinafter called “Corporation” (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to include its successor or successors and assignee or assignees) and, on the other hand M/s _____ having its registered office at _____ hereinafter called the “Bidder” (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to include its successor or successors and assignee or assignees).

Whereas

- a) The Authority has selected the Bidder to provide services as per specifications mentioned in the bid document “Supply, Installation and Commissioning of Computer Hardware, Software at various NMMC location” and as defined in the General Conditions of the Contract.
- b) By filling the bid document and signing it the Bidder has agreed to the Authority that they have the required professional skills, personnel, technical and financial resources, and have agreed to execute the items in the bid document on the terms and conditions set forth in this contractual bid document.

NOW THEREFORE the parties hereto hereby agree as follows:

- 1 The following documents attached hereto shall be deemed to form and integral part of the Contract agreement.
 - a. The complete bid document including the common set of deviation issued from time to time.
 - b. Any other communications issued prior to signing of the agreement.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day & year first above written.

FOR AND ON BEHALF OF

Navi Mumbai Municipal Corporation

BY <Name>
<Designation>, NMMC
(Authorized Representative)

Witness:

1.
2.

By Authorised Signatory
FOR AND ON BEHALF OF
M/S.

Witness:

1.
2.

5.6 Format for Performance Bank Guarantee (Please Refer 4.4)

Whereas ----- (hereinafter called 'the Respondent') has submitted its proposal dated ----- in response to the RFP: "Supply, Installation and Commissioning of Computer Hardware, Software at various NMMC location")

KNOW ALL by these presents that WE ----- of -----
----- Having our registered office at -----
----- (hereinafter called "the Bank") are bound unto the NMMC (hereinafter called "theNMMC") in the sum of ----- for which payment well and truly to be made to the said NMMC, the Bank binds itself, its successors and assigns by these present. Sealed with the Common Seal of the said Bank this -----day of ----- 2017.

The Conditions of this obligation are:

- In the event of the successful bidder being unable to service the contract for whatever reason, NMMC would evoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of department under the Contract in the matter, the proceeds of the PBG shall be payable to the NMMC as compensation for any loss resulting from the Respondent's failure to complete its obligations under the Contract. NMMC shall notify the Respondent in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Respondent is in default.
- NMMC shall also be entitled to make recoveries from the Respondent's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

We undertake to pay to the NMMC up to the above amount upon receipt of its first written demand, without the NMMC having to substantiate its demand, provided that in its demand the NMMC will specify that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including _____, and any demand in respect thereof should reach the Bank not later than the above date.

Section – 6

Technical Specification for (Computers)

S.NO	Product category	Specific pre-Qualification Criteria for OEM
1	Dell Desktop	Should be in Gartner magic quadrant for Enterprise Desktop and Note Books 2016
2	HP 1020 Printer,	Should be in Gartner magic quadrant for managed Print and Content Services 2016
3	Canon Scanner	

6.1 General Desktop

S.No	Specifications	Desktops	Proposed Specification by Bidder	Compliance Y/N	Remarks
1.	Processor	Processor Intel i5 2.8 ghz			
2.	Chipset/Mother board	Compatible chipset to the processor With inbuilt speaker			
3.	Memory	Memory: 4 GB DDR IV @ 2400 MHz expandable upto 16 GB with 1 DIMM slot free			
4.	Hard Disk Drive	1 TB GB SATA II or higher HDD with 7200 Rpm			
5.	Optical Drive	8x or better Internal DVD Writer			
6.	Power Supply	Power Supply - Should not be more than 200w			
7.	Ports	1 Serial (Optional), Total 6			

S.No	Specifications	Desktops	Proposed Specification by Bidder	Compliance Y/N	Remarks
		USB port with at least 2 USB 3.0 port (min. 2 at front), VGA and HDMI, Microphone, Headphone			
8.	Slots	Minimum 1 PCI slot			
9.	Operating Systems	Pre-loaded Microsoft Windows 10 Professional licensed software with latest updates and Restore/ Recovery CD/ Self Mechanism			
10.	Display	19.5" or higher wide screen LED Resolution – 1366 X 768 or better, TCO Displays 5.0 certified or better; Monitor should be of same make of offered PC Brand			
11.	Security Features	TPM 2.0			
12.	Certifications	RoHS , EPEAT-India, UL/CE/FCC or equivalent Third party certification from reputed Agency, Windows 10 certification.			

Technical Specification for (Printers)

6.5 HP 1020 Laser Printer (Black and White)

S.No	Specifications	Printer	Proposed Specification by Bidder	Compliance Y/N	Remarks
1.	Print/copy speed	21PPM or above			
2.	Resolution	1200 x 600 dpi or above			
3.	Memory	128MB or above			
4.	Paper Capacity	150 sheet + 1 sheet Multipurpose			
5.	Interface	USB 2.0 with Cable & 10/100 ether net			
6.	Monthly duty cycle	15000 pages or above			
7.	First Page out time	Less than 10 secs			
8.	Processor speed	350 Mhz or more			
9.	Certification	BIS Certified			
10.	Compatible Operating Systems	Windows® Pro 7, Windows® Pro 8; Windows® Pro 10 or higher (64-bit only) & equivalent Operating System			

6.7 Specification of Scanner

S.No	Specifications	Printer	Proposed Specification by Bidder	Compliance Y/N	Remarks
1.	Scanner Type	Flatbed colour image scanner with A4 & legal page			
2.	Resolution	2400 dpi x 24000 dpi			
3.	Interface	Hi-Speed USB 2.0			
4.	First Page out time	1 bit monochrome – 10.4 sec , 24 bit color – 9.9 sec			
5.	Certification	BIS Certified			
6.	Compatible Operating Systems	Windows® Pro 7, Windows® Pro 8; Windows® Pro 10 or higher (64-bit only) & equivalent Operating Systems			

Manufacturer's Authorization Form

To,

Date: <<>>

Navi Mumbai Municipal Corporation

Zone 2 Department Census NMMC

Plot 24/25, 1st Floor,

Koparkhairane Ward Office Building,

Opp. Koparkhairane Bus Depo,

Sector-06,

Koparkhairane – 400709.

Ref: RFP Notification no <<>>

Subject: Submission of Manufacturer's Authorization Form to the RFP for Purchase of Computers, Printers, Scanners and Antivirus for Census Department 2021 under charge Offices of NMMC"

Dear Sir,

We _____ are established and reputed manufacturers of the following items:

1. <Name of the Item being supplied>
2. <Name of the Item being supplied >

We do hereby authorize M/s _____ (Name & Address of the bidder) to offer their quotation, negotiate and conclude the contract with NMMC against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Place:

Date:

Manufacturer's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The letter of authority should be on the letterhead of the manufacturing firm and should be signed by authorized person of the manufacturer. Provide documentary evidence to substantiate the signatory is an authorized signatory for the manufacturing firm.