



**RAJASTHAN RENEWABLE ENERGY CORPORATION LIMITED**

(Government of Rajasthan Undertaking)

E-166, Yudhisthir Marg, C-Scheme, Jaipur

CIN No. U40101RJ1995SGC009847

Tel: 2225859 / 2228198 / 2221650 Fax: 0141-2226028

Email: rrec2016@gmail.com, Web site: [www.energy.rejasthan.gov.in/rrecl](http://www.energy.rejasthan.gov.in/rrecl)

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Tender No: RREC/Laptop/2020-21/05

Dated: 09.06.2020

**TENDER DOCUMENT**

**FOR SUPPLY OF LAPTOPS**



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### **BRIEF OF SCHEDULE OF THE TENDER**

Details of work:	For Supply of Dell Latitude i7 and i5 Laptops
NIT No:	RREC/Laptop/2020-21/05 Dated: 09.06.2020
Estimated Cost:	Rs. 4 Lakhs
Earnest Money Deposit:	Rs. 8000/-in form of DD/BC in favour of MD, RRECL, Jaipur
Date of issue of tender Document	09.06.2020
Last Date of submission of Bid document	16.06.2020 at 1:00 pm.
Date of Opening of bid	16.06.2020 at 3:00 pm.

Note:-

1. RRECL invites sealed tenders as a “Single Bid System” from reputed original equipment manufacturers/local authorized dealers/Suppliers for supply of Laptop as per the specifications mentioned in Annexure-II.
2. Tenders/ Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidder have considered and accepted all the terms and conditions of this tender.
3. Conditional bids shall liable to be rejected.
4. The Earnest Money deposit, is to be deposited in RREC office as per above time schedule otherwise the bid will not be considered.
5. The bid will be opened on 16.06.2020 at 3:00 pm, in the presence of bidders who wish to be present.
6. Cutting / overwriting if any in the figures of the tender document is required to be clarified / indicated in words, duly signed, failing which the tender may be rejected.
7. All pages of the tender documents should essentially be signed by the bidder.
8. RREC has the right to cancel the tender at any stage.
9. Correspond at : -

The Managing Director,  
Rajasthan Renewable Energy Corporation Ltd.,  
E- 166, Yudhisthir Marg, C – Scheme,  
Jaipur (Raj.), 302005  
Tel: 0141-2225859 / 2229341/2222941  
Email: rrec2016@gmail.com

## **ELIGIBILITY OF BIDDERS:**

Minimum eligibility criteria of the Bidders are as under:-

- (i) Bidders shall preferably be of Jaipur based.
- (ii) Bidders should have authorization from manufacturers (i.e. Dell). Please enclose valid authorization letter along with quotations, which must be valid as on the last date of the bid submission.
- (iii) The details of specifications of Laptops should be filled in **Annexure-II**
- (iii) Bidders should not have been blacklisted by Departments/Ministries of the Govt. of India/ Govt. of Rajasthan or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in Tender Document in **Annexure 'III'**.
- (iv) The brand/make of laptop being supplied shall have service support i.e. Service Centre/franchise/OEM service Centre in Jaipur. The bidder must give the relevant details along with the bid.

## **TENDER DOCUMENTS:**

Bidders are requested to go through the terms and conditions contained in the bid documents. All pages of tender document along with Terms and Conditions should be signed and submitted by the bidder, failing which the tender will be rejected.

## **PROCEDURE TO SUBMISSION OF THE BIDS:-**

1. The bids shall be submitted in sealed envelope within the time limits prescribed.
2. The bid shall be typed or printed in English only. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
3. Incomplete and conditional tender will be rejected.
4. Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item should be submitted.
5. Price quoted shall be final and all inclusive, which includes free delivery of goods at O/o RRECL, Jaipur. No extra fees, cesses etc. Will be paid by this office.
6. The copy of following documents should be enclosed/ attached with the Bids:-
  - i. The complete Bid Document signed and sealed on each page by authorised signatory of the bidder firm/ agency.
  - ii. Self attested copy of PAN card.
  - iii. Self attested copy of GST Registration.
  - iv. Self attested copy of authorized distributor certificate from the manufacturer company.
  - v. EMD of Rs. 8,000/- in form of DD/ Banker's cheque in favour of MD RRECL, Jaipur.
  - vi. Bid descriptions (Details of the authorized dealer/Agency) form (Annexure-I).
  - vii. Undertaking on the letter Head of the firm duly signed and stamped (Annexure-III).
  - viii. Financial Bid form (as per Annexure-IV).

## **BID EVALUATION:**

The Bids received from the bidders will be evaluated by RREC. In evaluation first eligibility of the bidders will be examined and qualified bidders will be considered for

evaluation of price bid. In price bid evaluation, bidder who have quoted lowest rate (L1) will be the successful bidder.

**AWARD OF WORK:**

RREC will place purchase order for supply of item to successful bidder. Successful bidder has to supply the item within 15 days from issuing of purchase order. EMD of successful bidder will be converted into Security Deposit and EMD/SD of all other bidders will be refunded after issue of purchase order.

**PAYMENT TERMS:**

RREC will make payment to the selected bidder on delivery of the item & submission of bill/invoice of the material to RREC. Security Deposit will be refunded after delivery.

**CLARIFICATIONS:**

In case bidder requires any clarification regarding the tender document, he is advised to submit the queries through e-mail [rrec2016@gmail.com](mailto:rrec2016@gmail.com), on or before 15.06.2020, 5 PM. No irrelevant queries will be entertained.

Sd/-

Director (Technical)  
Rajasthan Renewable Energy Corporation Limited  
Jaipur

**Annexure-I****BID DESCRIPTIONS: DETAILS OF THE AUTHORIZED DEALER/AGENCY**

S. No	PARTICULARS	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
04	Registration No. of the firm/Agency	
05	Registration Certificate of the bidder firm/ agency (Attach Proof)	
06	Permanent Account Number under Income Tax Act (Attached Proof)	
07	G.S.T. Number (Attach Proof)	
08	Whether Agency has been blacklisted by any of the Department/ Organizations (Attach Undertaking on the letter head of the firm duly signed and stamped)	
09	Duly signed & Stamped original bid document	
10	Attach copy of authorized dealership certificate	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ ourselves to abide by the same.

Place:  
Date

Signature of the Tenderer  
Name of the Tenderer  
Name of the Firm/agency  
Seal of the Firm/Agency

**CERTIFICATE OF COMPLIANCE OF SPECIFICATIONS of Dell Latitude 5400  
laptop with i7 and i5 Processor**

S. No.	Make/Model of Laptops	Configuration/ Specification	Please specify YES/NO	If No, deviations to be specified
1	Dell Latitude 5400 Laptop (Metallic Body)	<b>Intel Core i-7</b> 8665U processor/ 8 GB RAM/ 512 GB SSD/ 14" FHD Antiglare Screen/ Wi-Fi/Web Cam/ BT/ Card Reader/Windows 10 Professional/ 3 years Accidental Damage Protection warranty		
2	Dell Latitude 5400 Laptop	<b>Intel Core i-5</b> 8265U processor/ 8 GB RAM/512 GB SSD/ 14" FHD Antiglare Screen/ Wi-Fi/Web Cam/ BT/ Card Reader/ Windows 10 Professional/ 3 years Accidental Damage Protection warranty		

Yours faithfully,

Signature and seal of the  
firm/supplier

**UNDERTAKING**

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Place:  
Date

Signature of the Tenderer  
Name of the Tenderer  
Name of the Firm/Agency  
Seal of the Firm/Agency

**Price of Dell Latitude i7 and i5 Laptops**

I/we declare that I/we have gone through and shall abide by the terms and conditions detailed in the tender document for supply of laptop as required by your office. The Rates are quoted as under:

S. No.	Quantity Required	Make/Model of Laptops	Configuration/ Specification	Rate per laptop including all taxes and duties
1	01 (One)	Dell Latitude 5400 Laptop (Metallic Body)	Intel Core i-7 8665U processor/ 8 GB RAM/ 512 GB SSD/ 14" FHD Antiglare Screen/ Wi-Fi/ Web Cam/ BT/ Card Reader/ Windows 10 Professional/ 3 years Accidental Damage Protection warranty	
2	03 (Three)	Dell Latitude 5400 Laptop	Intel Core i-5 8265U processor/ 8 GB RAM/512 GB SSD/ 14" FHD Antiglare Screen/ Wi-Fi/ Web Cam/ BT/ Card Reader/ Windows 10 Professional/ 3 years Accidental Damage Protection warranty	

Yours faithfully,

Signature and seal of the  
firm/supplier