



*Himachal Pradesh*

**Department of Transport**



**Tender Document for Supply of Tablets  
and Providing after sales Support  
(including Warranty) for 120 Tablet PC**



**2016**

Department of Transport  
Parivahan Bhawan  
Shimla (Himachal  
Pradesh)  
0177- 2803136/2808642



*Himachal Pradesh*

# Department of Transport



Government of Himachal Pradesh

**OFFICE OF THE DIRECTOR TRANSPORT, PARIVHAN BHAWAN, SHIMLA-171004**  
No. CT 1-15/VAHSAR/2016-1059076 Dated, 05.02.2016

## NOTICE INVITING TENDER (NIT)

Department of Transport, Himachal Pradesh invites sealed Bids from Original Equipment Manufacturers (OEM) or Authorized Dealers for the office of Registering and Licensing Authorities (SDO(C), RTOs) in the State for **“Supplying and providing sales support including One year comprehensive warranty for 120 nos. of Tablets”** for official use.

Tender documents shall be available from the office of the Director Transport, Directorate of Transport, Parivahan Bhawan, Shimla -171004 on payment of non-refundable fee of Rs. 1,000/- (one thousands only) by Demand Draft in favour of Director Transport payable at Shimla. Complete tender documents are also available on Department of Transport website, as noted below:-

**<http://himachal.nic.in/transport>**

The documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender documents downloaded from the website shall have to pay the fee of the document i.e. Rs.1000/- (One thousand only) non-refundable in the form of a demand draft along with the tenders. Tenders received without the requisite fee shall be considered as invalid ab-initio.

Last date of submission of bids is 24.02.2016. The bids will be opened and evaluated on the same day.

Director Transport reserves the right to accept/reject any/ all proposals without assigning any reason thereof

**Director Transport  
Himachal Pradesh**



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## SECTION 1: INVITATION FOR BIDS

### 1.1 Definitions

“**Bidder or bidder**” means O.E.Ms/Authorized partners/Channel partners offering the service(s) and/ or materials required in the RFP. The word Bidder, when used in the pre-award period shall be synonymous with Bidder, and when used after intimation of successful bidder shall mean the successful bidder, also called ‘Vendor, with whom the tenderer signs the Contract.

“**OEM**” means Original Equipment Manufacturer company, that is incorporated in India or abroad, who has management control over the manufacturing/production process, Quality Assurance, Procurement of Raw materials/manufacturing process inputs marketing and warranty services of the resultant products, of at least one manufacturing facility/factory where the manufacturing of equipment, related accessories, as required for this tender is carried out.

“**Tenderer**” shall mean the authority issuing this Request for Proposal (RFP) and the authority under whom the project is to be implemented, managed etc. and this authority shall be “Office of the Director of Transport, Directorate of Transport, Parivahan Bhawan Shimla-4”.

### 1.2 Introduction

Sealed bids are invited from eligible bidders for Supply and after sales support (including one year of comprehensive warranty) for 120 numbers of tablets. The bids should be submitted in the prescribed format at the address mentioned in the following section.

**Schedule of Bid Process**

Sl No	Information	Details
1.	RFP No. and Date	No. CT 1-15/Vahsar/2016-1059076 Dated 05.02.2016
2.	Bid validity period	180 days
3.	Last date for submission of bids	24.02.2016 up-to 1:00 PM
5.	Opening of Technical Bids	24.02.2016 at 3:00 PM



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6.	Opening of Commercial Bids	25.02.2016 at 3:00 PM
7.	Place of opening of proposals received in response to the RFP notice	Directorate of Transport, Parivahan Bhawan, Shimla-171004
8.	Address for submission of Bids	Directorate of Transport, Parivahan Bhawan, Shimla-171004
9.	Earnest money deposit	42000/- (Forty Two Thousands only)
10	Price of RFP Document	Rs. 1000/- (One thousand only) Demand Draft in favour of Director Transport payable at Shimla.
11	<b>Contact Info for any issue</b>	Sh. Devender Chauhan ,AC (F&A) (9418110647), Tilok Chand (9129173101 )

## 1.3 Instructions to Bidders

Bidders are advised to study this RFP document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the RFP with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligations under the Bid.

### 1.3.1 Cost of Bidding

Bidder shall bear all costs associated with the preparation and submission of the Bid. The tenderer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 1.3.2 RFP Document

Bidder is expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish all information required by the RFP document or to submit a Bid not substantially responsive to the RFP document in every respect will be at Bidder's risk and may result in the rejection of its Bid.

### 1.3.3 Amendment of RFP Document

- a) At any time prior to the deadline (or as extended by the tenderer) for submission of bids, the tenderer, for any reason, whether at its own initiative or in response to



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clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s)

- b) All bidders will be notified of the amendment(s) by publishing on the website <http://himachal.nic.in/transport> and these will be binding on them.
- c) In order to provide, prospective bidders, a reasonable time to take the amendment(s) into account in preparing their bids, the tenderer, at its discretion, may extend the deadline for the submission of bids.

### **1.3.4 Language of BID**

The bid prepared by the bidder, as well as all correspondence and documents relating to the Bid exchanged between the bidder and the tenderer, shall be in English.

### **1.3.5 Period of Validity of Bids**

- a) The bid shall remain valid for 180 days from the date of submission. Bidder should ensure that in all circumstances, its Bid fulfills the validity condition. Any bid valid for a shorter period shall be rejected as non-responsive.
- b) In exceptional circumstances, tenderer may solicit bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing or by Fax. Bid Security shall also be suitably extended. In such scenario a bidder granting the request is neither required nor permitted to modify the bid.

### **1.3.6 Format and Signing of Bids**

- a) The bidder shall prepare required number of copies (original plus two copies) of the bid and shall clearly mark each "Original Bid" or "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.
- b) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the bid.
- c) The complete bid shall be without alteration or erasures, except those accorded with instructions issued by tenderer or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

### **1.3.7 Sealing and Marking of the Bid**

Bidder shall submit their bids in Two PARTS, each in a separate sealed envelope superscribed with the RFP document number, due date, time, TENDER name and nature of



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bid ( Technical or Commercial/Financial Bid)

PART-I: Envelope needs to be super scribed as “Technical Bid”-

- Tender Fee
- Bid Security (EMD)
- Bidder Profile
- Eligibility criteria checklist and supporting documents
- Self-Declaration
- Bid proposal Sheet
- Certificate of conformity
- Details of service centre

PART-II: Envelope needs to be super scribed as “Commercial Bid”

This will include the financial Quotation

The envelopes containing Part-I and Part-II of offer shall be enclosed in a larger envelope duly sealed and marked as Response to Request for Proposal (RFP) with title and reference number, and a statement "To be opened by addressee only" and the name and address of the Bidder. The envelope shall be addressed at the following address.

The Director Transport  
Directorate of Transport, Parivahan Bhawan, Shimla-4

The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in the case it is declared “late” pursuant, and for similar purposes.

If the outer envelope is not sealed and marked as above, the tenderer will bear no responsibility for the misplacement or premature opening of the Bid. Only detailed complete bids in the form indicated above received prior to the closing time and date of the bids shall be taken as valid.

Bids sent through Telex/Telegrams/Fax/e-mail should not be acceptable

### **1.3.8 Bid Due Date**

- a) Bid must be received by the tenderer at the address Directorate of Transport, Parivahan Bhawan, Shimla-171004 and not later than the time and date specified for this tender. Bids received after this deadline will be considered rejected and returned to the bidder unopened.



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- b) The tenderer may, at its discretion, on giving reasonable notice in writing by publishing on the specified website (<http://himachal.nic.in/transport>) and/or through press notification, extend the bid due date, in which case all rights and obligations of the tenderer and the bidder, previously subject to the bid due date, shall thereafter be subject to the new bid due date or deadline as extended.

### **1.3.9 Modification and Withdrawal of BID**

- a) The bidder may modify or withdraw its bid after submission, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the tenderer prior to the deadline prescribed for submission of bids.
- b) The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.
- c) No bid shall be modified subsequent to the deadline for submission of bids.
- d) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity. Withdrawal of a Bid during this interval may result in the bidder's forfeiture of its Bid security

### **1.3.10 Late Bid**

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) Tenderer shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) Tenderer reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

### **1.3.11 Bid Currency**

Prices for services offered shall be quoted in Indian National Rupees only.





### 1.3.12 Bid Security

- a) All bidders shall furnish, as part of its Pre-Qualification Bid, an Earnest Money amounting to Rs. 42,000/- (Rupees Forty Two Thousand only). Bids without this bid security will be rejected.
- b) The Bid Security shall be in Indian Rupees and shall be in the form of Demand Draft issued by any Nationalized bank in India, drawn in favour of Director Transport, payable at **Shimla**, and shall be valid for at least 180 days. Such negotiable instrument should be valid for at least sixty (60) days beyond the validity of the Bid.
- c) The successful bidder's Bid security will be discharged upon the bidder signing the Contract Agreement, and furnishing the Performance Security.
- d) EMD would be refunded to all unsuccessful bidders within 30 days of award of the Project to successful bidder (after submission of Performance Bank Guarantee).

### 1.3.13 Forfeiture of BID Security

The Bid security may be forfeited either in full or in part, at the discretion of the tenderer, on account of one or more of the following reasons:

- a) The bidder withdraws his Bid during the period of Bid validity
- b) The bidder fails to co-operate in the Bid evaluation process
- c) If the bid or its submission is not in conformity with the instruction mentioned herein
- d) If the bidder violates any of the provisions of the terms and conditions of the tender
- e) In the case of a successful bidder fails to (a) accept award of work, (b) sign the Contract Agreement with the tenderer, after acceptance of communication on placement of award, (c) furnish performance security, (d) fails to sign the Contract Agreement in time, (e) or the bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of the tenderer in timely finalization of this tender. The decision of the tenderer regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by the tenderer.

### 1.3.14 Award of Contact

Tenderer will award the contract to successful bidder whose bid has been determined to be responsive and has been determined to be most competitive



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## **1.3.15 Performance Security**

Within 7 (Seven) days of Notification of “Award of the Work” the successful bidder shall furnish Performance Security of 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favor of Director, Transport, valid for a period of three months after completion of tenure of appointment i.e. warranty period. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder. In case of project overrun, the PBG validity shall be renewed accordingly by the bidder. The proceeds of the Performance Security shall be payable to the Tenderer as compensation for any loss resulting from the Company’s failure to fulfill its obligations under the terms and conditions of the Work Order.

## **1.3.16 Contacting the Tenderer**

- a) Bidder shall not approach any officers of the Tenderer beyond office hour and/ or outside office premises, from the time of the Bid opening to the time of finalization of successful Bidder.
- b) Any effort by a Bidder to influence the officials of the tenderer office in the decisions on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the tenderer, it should do so in writing.

## **1.3.17 Right to Accept Bid and to Reject any or all Bids**

The Tenderer reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the tenderer action.

- a) Prior to expiration of the period of Bid validity, Tenderer will notify the successful bidder in writing that its Bid has been accepted.
- b) Within 7 days of receipt of such intimation, the successful bidder shall give its acceptance to the Tenderer
- c) Upon furnishing of Performance Security by the successful Bidder, the tenderer will promptly notify all unsuccessful bidders and will discharge their Bid security



### **1.3.18 Lack of Information to Bidder**

The bidder shall be deemed to have carefully examined RFP document to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the bid.

### **1.3.19 Fraudulent & Corrupt Practice**

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the tenderer of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution. Tenderer will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

### **1.3.20 Conflict of Interest**

A Bidder should not have a conflict of interest that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In such case the Bidder shall be disqualified from this bidding process. A Conflict of Interest would be termed as (but not limited to following):

- A bidder is also a constituent of another bidding process having direct or indirect relation with this bidding process/project.
- Such Bidder has a relationship with another Bidder for the Project, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Proposal of either or each of the other Bidders for the Project.

### **1.3.21 Penalty**

In the event the bidder is unable to meet defined milestones, a penalty of 2.5% of the total bid price will be charged for each week delay, maximum limit being 5% of the total bid price. If the delay continues beyond 2 weeks, the tenderer, may terminate the contract.



## SECTION 2: SCOPE OF WORK

As part of its scope of work the bidder needs to perform the following tasks.

### 2.1 Supply

The bidder has to supply OEM packed boxes of 120 Tablet PCs (including One year comprehensive warranty). The Bidder should also consider providing an Anti-Skid-Dual side cover to protect the tablet from scratches and Shocks, Dust Particles and Finger Prints

All items need to be delivered at the office of the tenderer within a period of seven days from the date of award of work.

### 2.2 After Sales Support including Warranty

The bidder should possess service center at least in Shimla and other major cities of Himachal Pradesh for providing after sales support and comprehensive warranty of Tablet PCs under this tender. The list of service centers with all relevant details should be enclosed with the offer. Further, it will be desirable that minor functional problems of these equipments are taken care of by the service centre only.

The minimum technical specifications of the tablet to be procured as part of this RFP document are as follows.

Minimum Technical Specification of the Tablet PC		
Sl.No	Features	Specification
1	Operating System	Android 5.0 (Lollipop)/ Windows 8 or higher
2	Processor	Quad core, with minimum 1.33GHz
3	RAM	Minimum 1GB, DDR3 or higher
4	Camera	Primary Camera 2 megapixels, Secondary Camera 0.3 megapixels, Primary Camera: Auto Focus, Secondary Camera: Video Chatting
5	Expandable Storage Capacity	32 GB
6	Internal Storage	16 GB
7	SIM	Single SIM , GSM
8	Graphics	Should support 2D and 3D Graphics



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9	Voice Call	No
10	Weight	Less than 600 Gms
11	Display Type	Minimum 7 inch TFT LCD Based Capacitive. Multi Touch Screen with minimum resolution of Min 1024x600 pixels.
12	Battery	Min. Battery 3200 mAh
13	Connectivity	Bluetooth V4 WiFi IEEE 802.11 b/g/n USB 2.0 or higher Integrated or SIM supported 3G, GSM, GPRS, EDGE & HSPA, HSUPA WCDMA- May be supported through USB Dongle Voice chat through chat client applications
14	Audio Jack	3.5 mm Headphone Jack
15	Sensors	Light Sensor G-Sensor Proximity Sensor Accelerometer
16	Accessories	Ear phone Battery Charger USB Cable User Manual and documentations
17	Buttons	Power on-off, Volume Up/Down
18	Warranty	one years of comprehensive warranty



**SECTION 3: CRITERIA FOR EVALUATION**

All evaluation process will be carried out by a Tender evaluation Committee to be formed by the tenderer for this purpose. The decision of the Tender evaluation committee shall be final and no correspondence will be entertained outside the process of negotiation by the Committee. Evaluation of the bid documents will be a 2-stage process as shown below.

**3.1 Stage 1: Technical & Eligibility Criteria**

First the technical & eligibility criteria Proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Commercial Proposal of Bidders who do not meet the technical & eligibility criteria will be returned without opening.

The technical & eligibility criteria against which the bidders will be evaluated are as follows.

Eligibility Criteria		
Sl.No	Criteria	Documents to be submitted as part of the proposal
1	<p>The bidder Should be:</p> <p>A Company incorporated in India and are Original Equipment Manufacturer (OEM) of Tablet Computers or  Company/firm incorporated/registered in India and are Indian Partners/Agencies solely authorized to bid in this tender on the behalf of such companies that are not incorporated in India but are Original Equipment Manufacturer (OEM) of Tablet Computers.</p> <p style="text-align: center;">Or</p> <p>Company incorporated in India and an original equipment manufacturer (OEM) of Tablet Computers having exclusive authorization to bid the product of another OEM either incorporated in India or outside India</p>	<p>a) Certificate of Registration</p> <p>b) Certificate of Incorporation</p> <p>c) Manufacturer Authorization Certificate in case bidder quotes the product of another OEM</p>



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2	Bidder must have an average annual turnover of at least Rs. 50 (Fifty Lakhs) in each of the 3 financial years ending 31/03/2015, 31/03/2014 and 31/03/2013.	Certificate from the statutory auditor.
3	Bidder must have proven record of having supplied at least 50 Tablet Computers in a single supply order in any of the last 3 (three) financial year ending 31/03/2015, 31/03/2014 and 31/03/2013 in India to any Government Department/ Government Institution/ Government Undertaking or Affiliated body/Recognized educational institution, Bank/financial institution.	a) Relevant Work Order and b) Customer Reference Document stating successful delivery of items
4	The bidder should not have been blacklisted by any institution of the Central or State Government in India on ground of involvement of the bidder in corrupt or fraudulent practices	Self-Declaration by the designated official as per the Annexure: II
5	The bidder should have consolidated positive Net worth in the last three financial years.	Chartered Accountant Certificate for Net worth
6	The OEM must have Authorized Service Centers (ASP) in Shimla and other major cities of Himachal Pradesh. The ASP should provide total OEM's support which is fully backed up by the OEM, by means of a written understanding regarding maintenance. However, the Purchaser shall have final discretion in this regard and can even ask for a written agreement with the Bidder and the OEM in order to ensure timely maintenance.	Self-declaration stating the list of towns and cities where Authorised Service Centres are located as per Annexure-IV
7	The bidder should have made a payment of Rs. 1000 (Rupees One Thousands only) towards the cost of non-refundable tender fee.	Demand Draft, from a Nationalized bank or a Scheduled bank, in favour of <b>“Director Transport, payable at Shimla</b>



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8	The bidder should have submitted a EMD of Rs. 42,000 (Rupees Forty Two Thousand only) as Bid Security	Demand Draft, from a Nationalized bank in favour of <b>“Director Transport, payable at Shimla</b>
9	Certificate of Conformity	As per Annexure- III

It is to be ensured by the bidder that the equipment brand quoted in his bid, referred hereinafter as Quoted Equipment Brand, is quoted exclusively in one and only one bid and that all the units (such as Tablet Computer) of that Quoted Equipment Brand (except the Exempted List) are such that they are integrated, sealed by and sold under the patented/copyright brand name of an OEM company only and the OEM company to whom the Quoted Equipment Brand belongs, has necessarily participated in that bid only

Further, the bidder also needs to ensure that all the units to be supplied as part of the scope of work should belong to a single OEM only.

The bidder needs to submit their Technical Proposal as per the following format.

	Features	Specification	Specification offered	Model-Complied (Yes)
1	Make Offered			
2	Model Offered			
3	Operating System	Android 5.0/ Windows 8 or higher		
4	Processor	Quad core, with minimum 1.33GHz		
5	RAM	Minimum 1GB, DDR2		
6	Camera	Primary Camera 2 megapixels, Secondary Camera 0.3 megapixels, Primary Camera: Auto Focus, Secondary Camera: Video Chatting		
7	Expandable Storage Capacity	32 GB		





8	Internal Storage	16 GB		
9	SIM	Single SIM , GSM		
10	Graphics	Should support 2D and 3D Graphics		
11	Voice Call	No		
12	Weight	Less than 600 Gms		
13	Display Type	Minimum 7 inch TFT LCD Based Capacitive		
		Multi Touch Screen with minimum resolution of Min 1024x600 pixels.		
14	Battery	Min. Battery 3200 mAh		
15	Connectivity	Bluetooth V4		
		WiFi IEEE 802.11 b/g/n		
		USB 2.0 or higher		
		Integrated or SIM supported 3G, GSM,		
		GPRS, EDGE & HSPA, HSUPA		
		WCDMA- May be supported through USB Dongle		
16	Audio Jack	3.5 mm Headphone Jack		
17	Sensors	Light Sensor		
		G-Sensor		
		Proximity Sensor		
		Accelerometer		
18	Accessories	Ear phone		
		Battery Charger		
		USB Cable		
		User Manual and documentations		
19	Buttons	Power on-off, Volume Up/Down		
20	Warranty	1 year of comprehensive warranty		



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Bidder should submit the compliance in the OEM letter head along with the data sheet of the model. Bids received without the same are liable to be rejected.

The Bidder should also consider providing an Anti-Skid-Dual side cover to protect the tablet from scratches and Shocks, Dust Particles and Finger Prints

## **3.2 Stage 2: Commercial Bid Evaluation**

- I. The Commercial Bids of only technically qualified bidders will be opened on a prescribed date in the presence of bidder representatives.
- II. Only fixed price commercial bids indicating total price for the deliverables specified in this bid document will be considered.
- III. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- IV. Any conditional bid would be rejected.
- V. Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.
- VI. If there is no price quoted for the deliverables, the bid shall be declared as disqualified.
- VII. In the event that there are 2 or more bidders having the same value in the commercial bid, the bidder offering the higher technical specifications will be adjudicated as the “Best responsive bid” for award of the Project.
- VIII. The tenderer will award the Contract to the successful bidder whose commercial proposal is the lowest and would consider it as substantially responsive as per the process outlined above.

The commercial proposal of the bidder should be submitted in the prescribed format as mentioned in **Annexure -VI**.



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# ANNEXURES



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## Annexure-I: Covering Letter

To

The Director Transport,  
Directorate of Transport, Parivahan Bhawan, Shimla-171004,  
Himachal Pradesh

Ref: RFP No: No CT 1-15/ Vahsar/2016-

Subject: Tender for the Supply and providing after sales support (including warranty) of  
120 numbers of Tablet PC

Sir,

We/I, the undersigned bidder(s), having read and examined in detail the Specifications and all the bidding documents as specified in the Bidding documents No. <\_\_\_\_\_>.

We/I undertake, if our tender offer is accepted, to complete delivery of all the items and perform incidental and supervisory services as specified in the Contract within \_(Number) days calculated from the date of receipt of your Notification of Award / Letter of Intent.

### PRICE AND VALIDITY

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 days from the date of submission of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices inclusive all taxes and warranty charges.

### UNIT RATES

We/I have indicated in the relevant schedules enclosed the unit rates for the purpose of on account of payment for the supply of items under the contract.



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## BID PRICING

We/I further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders included in bidding documents.

Our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated with our proposal as part of the Commercial Bid.

## PERFORMANCE BANK GUARANTEE

We/I hereby declare that in case the Contract is awarded to us, we shall submit the Performance Bank Guarantee Bond.

## WARRANTY

We/I declare that the items will be covered under three years comprehensive warranty.

We/I agree to abide by this tender offer and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Thanking you,

Yours faithfully,

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Bidder's Company Seal:

Place:

Date:



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## Annexure – II : Bidders Profile

S.No.	Particulars	Details to be Furnished
<b>Details of the Bidders(Proprietorship/ Partnership Firm/Company)</b>		
1.	Name	
2.	Address	
3.	Telephone :	Fax:
4.	Email:	Website:
<b>Details of Authorized Person</b>		
5.	Name	
6.	Address	
7.	Telephone:	Email:
<b>Information about the company</b>		
8.	Status of company (Public Ltd/Pvt. Ltd/ Proprietorship/ Partnership)  (Provide Ref e.g. Roc Ref#)	Date:
		Ref#:
9.	Location and Address of Offices(in Himachal Pradesh and India (Head office))	
10.	Income Tax Registration Number (PAN)	
11.	Sales Tax Registration Number (VAT)	

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Signature of the  
Bidder



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## Annexure - III :

Eligibility Criteria :			
Sl.No	Criteria	Documents to be submitted as part of the	Compliance
1	<p>The bidder Should be:</p> <p>A Company incorporated in India and are Original Equipment Manufacturer (OEM) of Tablet Computers or Company/firm incorporated/registered in India and are Indian Partners/Agencies solely authorized to bid in this tender on the behalf of such companies that are not incorporated in India but are Original Equipment Manufacturer (OEM) of Tablet Computers.</p> <p style="text-align: center;">Or</p> <p>Company incorporated in India and an original equipment manufacturer (OEM) of Tablet Computers having exclusive authorization to bid the product of another OEM either incorporated in India or outside India</p>	<p>a) Certificate of Registration</p> <p>b) Certificate of Incorporation</p> <p>c) Manufacturer Authorization Certificate in case bidder quotes the product of another OEM</p>	
2	<p>Bidder must have an average annual turnover of at least Rs. 50 (Fifty Lakhs) in each of the 3 financial years ending 31/03/2015, 31/03/2014 and 31/03/2013.</p>	<p>Certificate from the statutory auditor.</p>	
3	<p>Bidder must have proven record of having supplied at least 50 Tablet Computers in a single supply order in any of the last 3 (three) financial year ending 31/03/2015, 31/03/2014 and 31/03/2013 in India to any Government Department/ Government Institution/ Government Undertaking or Affiliated body/Recognized educational institution, Bank/financial institution.</p>	<p>c) Relevant Work Order and</p> <p>d) Customer Reference Document stating successful delivery of items</p>	
4	<p>The bidder should not have been blacklisted by any institution of the Central or State Government in India on ground of involvement of the bidder in corrupt or fraudulent practices</p>	<p>Self-Declaration by the designated official as per the Annexure: IV</p>	



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5	The bidder should have consolidated positive Net worth in the last three financial years.	Chartered Accountant Certificate for Net worth	
6	The OEM must have Authorized Service Centers (ASP) in Shimla and other major cities of Himachal Pradesh. The ASP should provide total OEM's support which is fully backed up by the OEM, by means of a written understanding regarding maintenance. However, the Purchaser shall have final discretion in this regard and can even ask for a written agreement with the Bidder and the OEM in order to ensure timely maintenance.	Self-declaration stating the list of towns and cities where Authorised Service Centres are located as per Annexure-VI	
7	The bidder should have made a payment of Rs. 1000 (Rupees One Thousands only) towards the cost of non-refundable tender fee.	Demand Draft, from a Nationalized bank or a Scheduled bank, in favour of <b>“Director Transport, payable at Shimla</b>	
8	The bidder should have submitted a EMD of Rs. 42,000 (Rupees Forty Two Thousand only) as Bid Security	Demand Draft, from a Nationalized bank in favour of <b>“Director Transport, payable at Shimla</b>	
9	Certificate of Conformity	As per Annexure- V	





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## Annexure-IV: Declaration that the bidder has not been blacklisted

To

The Director Transport,  
Directorate of Transport, Parivahan Bhawan, Shimla-171004,  
Himachal Pradesh

Ref: RFP No: No CT 1-15/ Vahsar/2016-

Subject: Tender for the Supply and providing after sales support (including warranty) of  
120 numbers of Tablet PC

Dear Sir,

We confirm that our company, \_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the Central or State Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice for the last 5 year

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.



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## **Annexure-V: Certificate of Conformity**

To

The Director Transport,  
Directorate of Transport, Parivahan Bhawan, Shimla-171004,  
Himachal Pradesh

Ref: RFP No: No CT 1-15/ Vahsar/2016-

Subject: Tender for the Supply and providing after sales support (including warranty) of  
125 numbers of Tablet PC

### **C E R T I F I C A T E**

This is to certify that, the service for supply and after sales support including warranty which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the Tender document.

I also certify that the price quoted per unit cost basis is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



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## Annexure-VI: Details of Service Center

Sl.No	Place	Is there service centre in the town/city?	Postal address	Contact numbers	Service facilities available	Number of service engineers	Time to report to a call
1	Shimla						
2	All other district headquarters/Sub divisional						

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



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## Annexure VII: Format for Financial Proposal

Sl No.	Description	Unit Price (A)	Taxes if any (B)	Unit Total (T)=	Total Quantity (Q)	Total Amount = T*Q
1	Tablet PC	INR 0.00	INR 0.00	INR 0.00	120	INR 0.00
2	After sale support including comprehensive warranty for 1 year					INR 0.00
<b>Total Bid Amount</b>						INR 0.00

Note:- Price comparison shall be done on the basis of total bid amount.