



Karnataka State Souharda Federal Cooperative Ltd.,

Bengaluru

**Tender Document for Purchase of
Desktop Computers, Laptops and
Printers**

Address:

**"Souharda Sahakari Soudha", No.68, 1st Floor, Between 17th & 18th Cross, Margosa
Road, Malleswaram, Bengaluru-560 055.**

Website:www.Souharda.coop,E-Mail:souharda@souharda.coop,Tel:23378375-80

Karnataka State Souharda Federal Cooperative Ltd.,

Bengaluru

Tender Document for Purchase of Desktop Computers, Laptops and Printers.

TENDER NOTICE NO. :KSSFCL/01/2024-25

DUE DATE :21 March 2025 upto15:00Hrs.

DATE AND TIME OF BIDS OPENING :21 March 2025 16:00Hrs.

NAME AND ADDRESS: Karnataka State Souharda Federal Cooperative Ltd.,
No.68, 1st Floor, 18th Cross, Margosa Road, Malleswaram, Bengaluru-560 055.

TELEPHONE NUMBER :080-23378375-80

E-MAILADDRESS : Kssfcl@souharda.coop

EARNEST MONEY DEPOSIT DETAILS :**Rs.25,000/-**(RupeesTwenty fiveThousand Only) by demand draft favouring “ Karnataka State Souharda Federal Cooperative Ltd”payable at Bengaluru .

Tender Document for purchase of Desktop Computers,Laptops and Printers

SECTION-I

1. Invitation for Bids

- 1.1. Karnataka State Souharda Federal Cooperative Ltd., Bengaluru (hereinafter referred to as the KSSFCL) intends to procure 39 nos. desktop computers, 19 Nos. Laptops, 13 nos. All-in-one Printers (Black&White). The KSSFCL is looking for vendors who have experience in supplying, installing / commissioning of the above, with all other necessary appendages.
- 1.2. Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3. Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to the Managing Director, KSSFCL, Bengaluru.
- 1.4. All bids must be accompanied by a **EMD of Rs. 25,000/- (Rupees Twenty five Thousand only)** in the form of demand draft from any of the Nationalized/ Scheduled Bank in favour of Karnataka State Souharda Federal Cooperative Ltd. The EMD amount is refundable on completion of the Bid process. Tenders not accompanied by earnest money or incomplete in any respect will be rejected, outright. Additionally, a Document fee of **Rs. 500 (Rupees five Hundred Only)** shall be payable by Demand Draft.
- 1.5. This tender document is not transferable.
- 1.6. The categories of items and quantity indicated in this document are tentative. The Managing Director reserves the right to increase or decrease the quantity or delete some or all items depending on the needs of KSSFCL without assigning any reasons.
- 1.7. The bidders should indicate the price including all taxes and other charges. No additional information will be entertained after the due date. The Managing Director may reject tenders if they do not carry such information separately and specifically quantitatively.
- 1.8. The tender should be submitted in one cover system i.e. There should be proper indication of the contents on each envelope as indicated in Clause 1.1 of Section II

- 1.9. The tender should clearly indicate the delivery period and validity period of the tender.
- 1.10. The tender should clearly indicate the availability of service and maintenance facilities at Bengaluru for the items quoted.
- 1.11. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Rupees only.
- 1.12. The Tender must be submitted along with the copies of:
 - i) Manufacturers' licenseor authority from the manufacturer
 - ii) Latest Income Tax Clearance Certificate
- 1.13. The Managing Director reserves the right to reject any or all tenders without assigning any reason, whatsoever.
- 1.14. The tenders will be opened on the specified date and the time, in the presence of bidders, if any present on the occasion. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 1.15. No advance payment or payment against Performa invoice will be made. Payment will be made 7days after receiving item, inspection, and installation and testing.
- 1.16. All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.17. The offer/bid shall be unconditional.
- 1.18. Packing list must be put in all packages.
- 1.19. On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Managing Director, KSSFCL reserves the right to not accept the delivery in full or in part. The Managing Director, KSSFCL specifically and incase the order is not executed within the stipulated period; the KSSFCL will be at liberty to make purchase through other sources, and to forfeit the earnest money deposit of the bidder.

1.20 Payment of bill will be made through the RTGS on completion of the works. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the KSSFCL to purchase all the items quoted by any particular firm.

1.21 Schedules for Tender

a) Date till which the tender is valid:

90 days from the opening of technical bid.

Installation of desktops, laptops and printers must be done within 7 Days after the allotment of tender.

b) KSSFCL shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

Sd/-

**Managing Director,
KSSFCL**

SECTION-II

1. Procedure for submission of bids

- 1.1. It is proposed to have a single cover system for this tender**
- 1.2. Both the documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover superscribed with "Computer, Laptop and Printers Tender".**
- 1.3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".**
- 1.4. A photocopy of the receipt of the earnest money, if paid in cash, must be enclosed along with the tender. In case the earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the Bid.**

2 Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the KSSFCL and KSSFCL will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

3 Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify KSSFCL in writing at the KSSFCL mailing address indicated in Clause 1.26 of section I. KSSFCL may respond in writing to any request for clarification of the tender document, received not later than 2 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held. However, KSSFCL reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring KSSFCL to respond to any query or to provide any clarification.

4 Amendment of Tender Document

- 4.1. At any time prior to the last date for receipt of bids, the KSSFCL may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.**
- 4.2. The amendment will be notified in writing or by E-mail to all prospective bidders who have received the tender document and will be binding on them.**
- 4.3. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the KSSFCL may, at its discretion, extend the last date for the receipt of the Bids.**

5. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the KSSFCL, shall be in the English language, provided that any printed literature furnished by the bidder may be written in another language accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Document Comprising the Bids

The Bids prepared by the bidders shall comprise of the following components:-

- a) **Technical bid Format** shall consist of the following:-
 - i) Technical bid furnished as per the format for technical (**Technical bid Format (Annexure-I of Section III)**)
 - ii) Technical literature for each product/service, covering full technical specifications.
 - iii) Certificate of Incorporation/Registration
 - iv) PAN No. of the company/Firm, TIN No (As applicable): self attested copies to be attached
 - v) Proof of Income Tax, Sales Tax, Service Tax and VAT/GST Registration Number (As applicable); Self attested copies to be attached.
 - vi) Proof of authorization of dealership/Partnership issued by the respective OEM.
 - vii) Profile of the company.
 - viii) Audited balance sheet and Profit and loss account for the last 3 years.
 - ix) Undertaking mentioning office address and the number of Employees with qualification.
- b) **Commercial bid** consisting of the following:-
 - i) Bid prices duly filled signed and complete as per the format (**Financial bid Format (Annexure-II of Section III)**) Maximum discount as could be offered should be mentioned.

SECTION-III

Annexure-I

Technical Bid Format for **Commercial Model**

Sl. No.	Item	Technical Configuration	Quantity
Laptop			
1	HP Pro Book 440G8 & 440G9	13 th Gen i5 / 8 GB RAM / 512 GB SSD / Windows 11 /14'' LED Monitor	19
2	Lenovo Think Pad		
3	Dell Latitude		
Desktop			
1	Dell	13 th Gen i5 / 8 GB RAM / 512 GB SSD / Windows 11 /24'' Display	39
2	HP		

Annexure -II

Technical Bid Format for **Consumer Model**

Sl. No.	Item	Technical Configuration	Quantity
Laptop			
1	HP Pavilion Laptop 15	13 th Gen i5 / 8 GB RAM / 512 GB SSD / Windows 11 /15.6'' LED Monitor	19
2	Lenovo Ideapad Slim5		
3	DELL Inspiron		
Desktop			
1	HP	13 th Gen i5 / 8 GB RAM / 512 GB SSD / Windows 11 /24'' Display	39
2	Dell		
Printer			
1	Canon Image Class MF275 and 284dw	A4 Black and White Laser Multifunction Printer, Perfect for Business, Print, Copy, Scan and Duplex, ADF, Print speed up to 27 ppm (black) USB, Ethernet, Wi-Fi	13

Note: Provide quotes for both the commercial and consumer model prices. KSSFCL can choose the appropriate option.

Technical Terms and Conditions

- 1) The person signing the bid shall be deemed that s/he has the authority to sign the bid on behalf of the said company. Letter of authority to be attached.
- 2) Proof of Income Tax, Sales Tax, Service Tax and VAT/GST Registration Number (As applicable); Self attested copies to be attached.
- 3) The Profile of the company along with last 3 years turnover, not less than Rs 1 Crore per year. Audited balance Sheet and Profit and loss account for the last 3 years should be submitted.
- 4) The Vendor can be the Original Equipment Manufacturer (OEM) of Desktop Computers, Laptops, Printers **OR** the authorized Partners / Dealers of the OEM. Proof of the above shall be submitted in the form authorization of dealership/Partnership issued by the respective OEM.
- 5) The vendor should have a local presence, fully functional service/support centre in Bengaluru with a minimum of 5 qualified support staff to provide quality service and support. Undertaking mentioning office address and the number of Employees with qualification to be enclosed.
- 6) The vendor should have successfully supplied and installed Hardware amounting to Rs 25 lakhs to at least one customer in Government Department or Public/Private Undertaking or other reputed organizations in the last 2 Years. The company has to provide Proof of satisfactory completion and the Purchase Order.
- 7) The company/firm should be in existence and should have been in operation for a period of 2 years, at least. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/SalesTax registration for the last 2 years.
- 8) PAN No. of the company/Firm, TIN No (As applicable): self attested copies to be attached.
- 9) The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU/Private Sector.

SECTION-III

Annexure I

Financial Bid Format for Commercial Model

S.No	Item Type	Item Model	Unit Price(inclusive GST)
1	Laptops	HP Pro Book 440G8 & 440G9	
2		Lenovo Think Pad	
3		Dell Latitude	
4	Desktop	Dell (Specify Model).....	
5		HP (Specify Model).....	
6	Printer	Canon Image Class MF275 and 284dw	

TOTALAMT:

Total Amount in words(Rupees _____)

This offer/quote/bid is unconditional.

(Name of the bidder)

Annexure II

Financial Bid Format for Consumer Model

S.No	Item Type	Item Model	Unit Price(inclusive GST)
1	Laptops	HP Pavilion Laptop 15	
2		Lenovo Ideapad Slim5	
3		DELL Inspiron	
4	Desktop	Dell (Specify Model).....	
5		HP (Specify Model).....	
6	Printer	Canon Image Class MF275 and 284dw	

TOTAL AMT:

Total Amount in words (Rupees _____)

This offer/quote/bid is unconditional.

(Name of the bidder)

Financial Terms and conditions

1. The rates should be quoted in figures as well as in words, on the Financial Bid Format duly signed and stamped by the authorized person.
2. Unit rates mentioned above are inclusive of all taxes, transportation and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the the cost mentioned above.
3. Managing Director, KSSFCL reserves the right to alter the quantity of the IT equipment.

SECTION-IV

TERMS AND CONDITIONS

1. The company should adhere with all seriousness to the time schedule provided by the KSSFCL
2. The products asked for should be of very high standard and of reputed brands with authorized service provider in Bengaluru. Mutual trust and nature of services provided should motivate the provider to give more than what is asked in the agreement.
3. All the rates will be F.O.R, KSSFCL, Bengaluru
4. The Company shall be liable to indemnify the KSSFCL in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of or as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
5. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
6. There is no provision for making advance payment to the Company as per GFR rules. However, the running bill for the jobs completed can be submitted by the company and will be considered for payment within reasonable period.
7. Send a copy of the profile of the company along with the customer's satisfaction report.
8. Offers should contain the details of warranty period and the cost of AMC beyond the warranty period for all items.
9. Tender specific MAF should be submitted, Tender no, name & Signature of the concerned person of the OEM is a must. At the time of participation, the same will be sent to the OEM for verification of genuineness.
10. Declaration Letter from OEM that certifies Installation of Factory Pre-loaded Genuine OS should be uploaded at the time of participation and same should be confirmed by the OEM.
11. OEM logo should be embossed / (No Stickers are allowed) on Laptop this will be verified during the inspection.
12. At least two past performance experience with government agencies/PSUs to be provided and satisfaction letters should be submitted.
13. Service centers of OEM/Bidder have to be available in the consignee locations and details have to be furnished compulsorily at the time of uploading of tender.
14. Data sheets along with the relevant Certifications of all hardware components have to be uploaded at the time of tender.
15. Bidder's registered firm/ OEM has to provide local technical support on need basis during warranty period within 48 hours of a complaint being registered.

16. The Bidders should upload a document (on their letter head) stating that they are willing to abide by all the conditions in the Bid, ATC included.
17. All documents uploaded in the bid should be in the Letter Head of the Bidder / OEM and indicate clearly that it is with reference to this particular bid only and include the bid number.
18. Dedicated working contact numbers/ toll free number of Bidder & Escalation matrix of Bidder with working contact numbers have to be uploaded. Calls may be made to these numbers to check their genuineness during technical evaluation. If the numbers are found to be dummy/bogus/invalid/fake the bid is liable for rejection.
19. Dedicated contact numbers/ toll free number of OEM & Escalation matrix of OEM with contact numbers have to be uploaded.
20. Bidder should have minimum 3 years of experience in supplying of Laptop in Govt/PSU, document to be uploaded as proof
21. Scope of supply (Bid price to include all cost components): Supply Installation Testing and Commissioning of Goods
