



REQUEST FOR QUOTATION FOR SUPPLY AND INSTALLATION OF SMALL FORM FACTOR (SFF) DESKTOPS.

RFQ Reference Number: NPCI:RFQ:2013-14/0028 Dated 30.10.2013

National Payments Corporation of India

C-9, 8th Floor, RBI Premises,
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This RFQ document is not an agreement and is not an offer or invitation by NPCI to any parties other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFQ document is to provide Bidder with information to assist the formulation of their proposals. This RFQ document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ document and where necessary obtain independent advice. NPCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ document. NPCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ document.

Important Detail about RFQ

Note: Bids will be opened in the presence of the Bidders' representatives who choose to attend Bid opening meeting.

Checklist

The following items must be checked before the Bid is submitted:

1. Demand Draft / Banker's Cheque / Bank Guarantee of INR 50,000/- (Rupees Fifty Thousand only) - towards Bid Security in Envelope - 'A'
2. Demand Draft / Pay Order for Rs. 1,124.00 (i.e. Rs.1,000+ Service Tax@12.36% only) towards cost of Bid document in Envelope - 'A'.
3. Both the technical and commercial Bids prepared in accordance of RFQ document.
4. Envelope 'A' Eligibility Criteria Response.
5. Envelope 'B' Technical Response
6. Envelope 'C' Commercial bid.
7. RFQ document duly sealed and signed by the authorized signatory on each page is enclosed in Envelope - 'A'.
8. All relevant certifications, audit reports, to be enclosed to support claims made in the Bid must be in relevant Envelopes.
9. All the pages and documents submitted as part of Bid must be duly sealed and signed by the signatory.
10. Prices to be quoted in Indian Rupees (INR).

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Section 1 - BID Schedule and Address

S.No.	Description	
1	Name of Project	RFQ for Supply and Installation of SFF Desktops.
2	Tender Reference Number	NPCI:RFQ:2013-14/0028 dated 30.10.2013
3	Date of Publishing RFQ document on the website	30.10.2013
4	Last date of receiving Bidders' Pre-Bid clarifications in writing	11.11.2013
5	Date of Pre bid meeting	Not applicable
6	Last date and time for Submission Bids	20.11.2013 3.00 pm
7	Date and Time of Eligibility and Technical Bid Opening	20.11.2013 3.30 pm
8	Place of Bid Submission and opening of Bids	National Payments Corporation of India, 8th Floor, R Tech Park, off Western Express Highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063
9	Place of Commercial Bid Opening	Will Inform the qualified Bidders
10	Name and Address for communication	Head - IT Procurement National Payments Corporation of India 8th Floor, R Tech Park, off Western Express Highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063 E-mail: itprocurement@npci.org.in
11	Bid Related Queries	Mr. Udit Dawra udit.dawra@npci.org.in Mr. Prashant Awale prashant.awale@npci.org.in Mr. Hilary Fonseca hilary.fonseca@npci.org.in Mr. Sandeep Sood Sandeep.sood@npci.org.in
12	Bid Cost	₹1,124 (Inclusive of service tax@12.36%)
13	EMD	₹50,000

Note:

- Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening meeting.*
- Date and time of Commercial Bid Opening will be intimated later*
- Bid Cost: DD shall be made in favor of "National Payments Corporation of India" of amount ₹1,124/- inclusive of taxes (Non-Refundable) payable at Mumbai.

Section 2 - Introduction

2.1 About NPCI:

National Payments Corporation of India (NPCI) is a Company registered under Section 25 of the Companies Act, 1956 with its Registered Office in Mumbai, India. NPCI has been promoted by 10 banks in India under the aegis of the Indian Banks' Association with majority shareholding by Public Sector Banks.

The 10 promoter banks are State Bank of India, Punjab National Bank, Canara Bank, Bank of Baroda, Bank of India, Union Bank of India, ICICI Bank Ltd, HDFC Bank Ltd, Citibank, and HSBC. The vision, mission and objectives of NPCI are to operate for the benefit of all the member banks and the common man at large.

2.2 Objective of this RFQ:

National Payments Corporation of India proposes to purchase twelve desktops, four for its office in Goregaon and eight for its Data Center located in BKC.

2.3 Scope of Work:

The scope of the work covers Supply and Installation of Small form factor Desktops. Installation would include installation of antivirus scanner and MS Office at the said offices of NPCI at Mumbai. Bidders should provide comprehensive onsite support during the warranty period of 3 years with next business day response and resolution time and 3 years' comprehensive AMC after expiry of the warranty (optional).

NPCI reserves the right to place Purchase order to the successful Bidder for any further requirement of SFF Desktop at the agreed unit rate i.e. the rate contract, for a period of six months from the date of first Purchase Order.

2.4 . Cost of the RFQ:

The Bidder shall bear all costs associated with the preparation and submission of its bid and NPCI will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidders shall submit the Bid Document at NPCI's office at 8th Floor, R-Tech Park, off Western Express Highway, Nirlon Complex, Near Hub Mall, Goregaon-East, Mumbai-400063, along with non-refundable amount of Rs.1,124.00 (Inclusive service tax) (INR One Thousand One hundred Twenty-four only), payable in the form of Demand Draft / Pay order from any scheduled commercial bank in India favoring "**NATIONAL PAYMENTS CORPORATION OF INDIA**" payable at Mumbai in envelope A. This RFQ document is non-transferable and cost of RFQ documents is non-refundable.

2.5 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this RFQ. The Bid shall be deemed to have been submitted after careful study and examination of this RFQ document. Failure to furnish all information or submission of a bid not responsive to this RFQ will be at the Bidders' risk and may result in rejection of

the bid. NPCI is not bound to disclose the grounds for rejection of Bid. The decision of NPCI regarding the final declaration of the successful Bidder shall be final.

The Bidder is requested to carefully examine the RFQ documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFQ document, Bidder should seek necessary clarifications through Pre-Bid queries.

2.6 Ownership of this RFQ

The content of this RFQ is a copy right material of National Payments Corporation of India. No part or material of this RFQ document should be published on paper or electronic media without prior written permission from NPCI.

Section 3 - Eligibility Criteria

3.1 Pre-requisite:

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

3.2 Eligibility Criteria:

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.

- 3.2.1** The Bidder should be a Company registered under the Companies Act, 1956 since the last three years.
- 3.2.2** The Bidder should have minimum annual turnover of Rs.60 lac during the last three financial years 2009-10, 2010-11, and 2011-12 or calendar year 2009, 2010, 2011 or the Bidder's financial year.
- 3.2.3** The Bidder should be a profit (profit after tax) making Company in the last Financial Year i.e. 2011-2012 (or calendar year 2011 of bidders financial year)
- 3.2.4** The Bidder should not be currently blacklisted by any bank / institution in India or abroad. The bidder should provide declaration to this effect (Annexure- 4) on their company's letterhead.
- 3.2.5** The bidder should be authorized business and support partner for the OEM equipment.
- 3.2.6** The Bidder should provide reference of 2 clients who have procured similar hardware from them.

Section 4 - Instruction to Bidders

A. The Bidding Document

4.1 RFQ:

1. RFQ shall mean Request for Quotation
2. Bid, Tender and RFQ are used to mean the same.

4.2 Content of Bidding Document:

- 4.2.1** The Bid shall be in 3 separate envelopes, Envelope A, B and C. The contents of the Envelopes are mentioned in clause 5.9

B Preparation of Bid

4.3 Bid Price:

- 4.3.1** Prices should include all cost including all taxes, duties levies, VAT/Sales Tax and fees whatsoever, except Octroi. Octroi will be paid additionally, at actual on production of original receipt.

4.4 Period of Validity of Bids:

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NPCI holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

4.5 Format of Bid:

- 4.5.1** The Bidders shall prepare one hard copy (marked as 'ORIGINAL') of the Bid and one soft copy of the Technical Bid marking it as "Technical Bid-Soft Copy".

- 4.5.2** In case of any discrepancy between them, the original shall govern.

4.6 Signing of Bid:

- 4.6.1** The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

4.7 Earnest Money Deposit (EMD) /Bid Security

- 4.7.1** The Bidder shall submit Earnest Money Deposit of ₹50,000 (Rupees Fifty thousand only) in the form of a Demand Draft / Pay order from a scheduled bank in India in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, as per format in Annexure A1 or A2.

- 4.7.2** No interest shall be payable on the EMD.

4.8 Return of EMD

- 4.8.1** EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity / finalization of successful Bidder, whichever is earlier.

- 4.8.2** The EMD of successful Bidder shall be returned / refunded after furnishing Performance Guarantee as required in this RFQ.

4.9 Forfeiture of EMD

The EMD made by the bidder will be forfeited if:

- 4.9.1** The Bidder withdraws his Bid before opening of the Bids.
- 4.9.2** The Bidder withdraws his Bid after opening of the Bids but before Notification of Award.
- 4.9.3** Failure to accept the order by the Selected Bidder within 14 days from the date of receipt of the Notification of Award makes the EMD liable for forfeiture at the discretion of NPCI. However NPCI reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- 4.9.4** The selected Bidder withdraws his Bid / proposal before furnishing Performance Guarantee.
- 4.9.5** The Bidder violates any of the provisions of the RFQ up to submission of Performance Bank Guarantee.
- 4.9.6** If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.

C Submission of Bid

4.10 3-Envelope Bidding process:

- 4.10.1** The Bid shall be prepared in 3 different envelopes, Envelope A, Envelope B and Envelope C.
- 4.10.2** Each of the 3 Envelopes shall then be sealed and put into an outer envelope marked as '*Request for Quotation (RFQ) for Supply and Installation of SFF Desktops.*'
- 4.10.3** The inner and outer envelopes shall
1. be addressed to NPCI at the address mentioned in Section 1
 2. The inner envelopes shall indicate the name and address of the Bidder.
 3. If the outer envelope is not sealed and marked as indicated, NPCI will assume no responsibility for the bid's misplacement or premature opening.

4.11 Contents of the 3 Envelopes:

- 4.11.1** Envelope 'A' Eligibility Criteria. The following documents shall be inserted inside Envelope A:
1. Bid Earnest Money in the form of Demand Draft - Annexure A1
OR
 - 1A. Bid Earnest Money in the form of Bank Guarantee - Annexure A2
 2. Manufacturer's Authorization form - Annexure 1
 3. Bidder's Information - Annexure 2

4. Eligibility Criteria Matrix - Annexure 3
5. Declaration Clean Track Record-Annexure 4
6. RFQ document duly signed by the authorized signatory
7. DD/Pay Order towards cost of the bid document

4.11.2 Envelope 'B'

1. Technical Compliance Sheet - Annexure 5
2. Un-priced Commercial Bid
3. Customer Information/references

4.11.3 Envelope 'C' Commercial Bid:

1. Price Format - Annexure 6
2. Commercial Proposal - Annexure 7

4.12 Bid Submission:

4.12.1 Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 1.

4.12.2 The offers should be made strictly as per the formats enclosed.

4.13 Bid Currency:

All prices shall be expressed in Indian Rupees only.

4.14 Bid Language:

The bid shall be in English Language.

4.15 Deadline for Submission:

The last date of submission of bids is given in Section 1, unless amended by NPCI through its website.

4.16 Extension of Deadline for submission of Bid:

NPCI may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through NPCI website, in which case all rights and obligations of NPCI and Bidders will thereafter be subject to the deadline as extended.

4.17 Late Bid:

Bids received after the scheduled time will not be accepted by NPCI under any circumstances. NPCI will not be responsible for any delay due to postal service or any other means.

4.18 Modifications and Withdrawal of Bids:

4.18.1 Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

4.18.2 No bid will be modified after the deadline for submission of bids

4.19 Right to Reject, Accept/Cancel the bid:

4.19.1 NPCI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

4.19.2 NPCI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. NPCI also has the right to re-issue the Tender without the Vendors having the right to object to such re-issue

4.20 RFQ Abandonment:

NPCI may at its discretion abandon the process for the selection of vendor for Supply and Installation of SFF Desktops at any time before notification of award.

4.21 Bid Evaluation Process:

4.21.1 The Bid Evaluation will be carried out in 2 stages.

4.22 Contacting NPCI:

4.22.1 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact NPCI for seeking any clarification any matter related to the bid, it should do so in writing.

Section 5 - Bid Opening

5.1 Opening of Bids:

5.1.1 Bids will be opened in 2 stages:

Stage 1 - In the first stage only the Eligibility Bids and Technical Evaluation i.e. Envelope 'A' and Envelope 'B' will be opened.

Stage 2 - Envelope C: In the second stage the Commercial Bids i.e. Envelope C will be opened.

5.2 Opening of Eligibility and Technical Bids:

5.2.1 NPCI will open Envelope 'A' and Envelope 'B' in presence of Bidders' representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by NPCI from time to time.

5.2.2 The representatives of the Bidder have to produce an identity proof from the Bidders to represent them at the time of opening of the above bids. Only one representative will be allowed to represent each Bidder. In case the Bidder's representative is not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the NPCI.

5.3 Opening of Commercial Bids:

5.3.1 . Only those Bids that are technically qualified will be eligible for opening of commercial bids-Envelope 'C'.

5.3.2 The representatives of the Bidders have to produce an authorization letter from the Bidders to represent them at the time of opening of Commercial bids. Only one representative will be allowed to represent each Bidder. In case the Bidders' representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of NPCI.

Section 6 - Bid Evaluation

6.1 Preliminary Examination of Eligibility Bids:

- 6.1.1** NPCI will examine the bids to determine whether they are complete, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.
- 6.1.2** NPCI may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 6.1.3** If a Bid is not substantially responsive, it will be rejected by NPCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

6.2 Evaluation of Technical bids:

- 6.2.1** Compliance to Technical Requirement stipulated in the RFQ, duly supported by documentary evidence will be evaluated in detail.
- 6.2.2** Written reply, if any, submitted in response to the clarification sought by NPCI, if any, will be reviewed.
- 6.2.3** NPCI may interact with the Customer references submitted by Bidder, if required.

6.3 Evaluation of Commercial Bids:

- 6.3.1** Arithmetic errors in the Bids submitted shall be treated as follows:
- 6.3.2** Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- 6.3.3** Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of the NPCI, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern.
- 6.3.4** Where there is a discrepancy between the amount mentioned in the bid and the line item total present in the Commercial Bid, the amount obtained on totalling the line items in the Commercial Bid will govern.
- 6.3.5** Commercial bids of only the technically qualified short-listed bidders will be opened and evaluated.

6.4 Successful Evaluated Bidder:

- 6.4.1** Bidder who has quoted the lowest will be declared as successful evaluated bidder who will be called L1 Bidder.

Section 7 - Terms and Conditions

7.1 Notification of Award:

- 7.1.1** After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, NPCI will send Notification of Award /Purchase Order to the selected Bidder.

7.2 Purchase Order:

- 7.2.1** Within 5 days of receipt of Notification of Award the successful Bidder shall accept the Purchase Order.
- 7.2.2** Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

7.3 Performance Bank Guarantee:

- 7.3.1** The successful bidder shall submit Performance Bank Guarantee (PBG) for an amount equivalent to 10% the total order value for a period of 3 years with an action period of 3 months from a scheduled commercial bank in favour of NPCI. Failure to submit the PBG would entail forfeiture of the EMD submitted by the bidder.

7.4 Taxes and Duties:

- 7.4.1** All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rates while making any payment.
- 7.4.2** Commercial Bid should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, insurance, service taxes etc. Octroi, if applicable, shall be reimbursed to supplier by NPCI at actual on production of original receipt.
- 7.4.3** The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to NPCI.

7.5 Terms of Delivery:

- 7.5.1** The hardware shall be delivered within 6 weeks of receipt of the Purchase Order and installed within 1 Week from date of delivery.

7.6 Penalty for default in delivery:

- 7.6.1** If the Bidder does not deliver the Desktops within 6 weeks of receipt of the Purchase order, or such authorized extension of delivery period as may be permitted in writing by NPCI, NPCI shall impose a penalty @ the rate of 0.5% of the total value of the Purchase Order for each week's delay subject to a maximum of 5% of the total value of the Order for delayed deliveries, without prejudice to any other right or remedy available under the Purchase Order.
- 7.6.2** In the case of delay in compliance with the order beyond 10 days of the stipulated time period, NPCI will have the right to cancel the order.

7.7 Warranties:

7.7.1 All Goods shall have the comprehensive On-site warranty of 36 months from the date of delivery of Goods, with 4hrs response and next business day resolution time.

7.7.2 Bidder guarantees the whole of the Goods against any defects or failure, which arise due to faulty materials, workmanship or design (except materials or design furnished by NPCI).

If during the Warranty Period any Goods are found to be damaged or defective or not acceptable, they shall promptly be replaced or rectified /re-furnished or rendered by Bidder at its own cost (including the cost of dismantling and reinstallation) on the request of NPCI and if removed from the Site for such purpose, Bidder has to repair or replace / re-furnish, rendered all goods shall be removed and re-delivered to NPCI by Bidder at its own cost.

7.8 Post-warranty Hardware Maintenance: (Optional)

7.8.1 The successful bidder shall provide comprehensive on-site maintenance (AMC) of the hardware for a period of 3 years after expiry of the warranty period.

7.8.2 Scope of work -AMC

- Service Window & Call registration: 9.00 a.m. - 6.00 p.m. (Monday to Saturday)
- Response: Within 4 hours.
- Resolution: Next Business Day.
- Call Registration Process: Via Web, Phone & mail.
- The Vendor shall attend unlimited breakdown calls on receipt of complaints. No Spares or any other Items will be supplied by NPCI.
- All spares to be used shall be genuine or compatible spare parts (in that order) and the same shall be procured from the authorized dealers or Manufacturers.
- Service offered shall be in accordance with the service instructions and standard practice of original manufacturer.
- The Vendor shall maintain service log book and record the nature of service rendered during each trouble shoot by the service representative and the same shall be duly signed by the NPCI official.
- To co-ordinate with OEMs for support for configuration issues, hardware replacement etc.
- To provide patches / upgrades of IOS during the period of AMC, wherever applicable, without any extra cost to NPCI.
- To provide support for the Computer Peripherals in case they are shifted to other location.

7.8.3 Penalty for breach of SLA Terms: Penalty of Rs. 500.00 per day shall be levied if the call is not resolved within 24 hrs or 1 business day.

7.9 Payment Terms:

a) Supply

- i) 90% Payment shall be made to the Bidder after delivery and successful installation of the Desktops at NPCI's Sites.
- ii) 10% Payment will be made on completion of one month after installation.

b) Services (Optional)

AMC will be paid quarterly in arrears.

Payment will be made within 30 days of receipt of correct Invoices along with Delivery Challan / Installation Certificate / Acceptance Certificate, as the case may be.

7.10 Price:

There shall be no increase in price for any reason whatsoever during the period of 6 months from the date of acceptance of the Purchase Order.

7.11 Repeat Order:

NPCI reserves the right to place Purchase Orders with the Supplier for any or all of the goods at the agreed unit rate, i.e. the rate contract for a period of six months from the date of notification of award / Purchase Order.

7.12 Intellectual Property:

Intellectual Property Rights in all Standard software and all off-the-shelf software shall remain vested in the owner of such rights.

7.13 Confidentiality:

The Bidder shall (whether or not he submits the tender) treat the details of the documents as secret and confidential.

7.14 Bidder's Liability

7.14.1 The selected Bidder will be liable for all the deliverables.

7.14.2 The Bidder's aggregate liability in connection with obligations undertaken as part of the Project regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract.

7.14.3 The Bidder's liability in case of claims against NPCI liability in case of claims against NPCI resulting from gross misconduct or gross negligence of the Bidder, its employees, contractors, and subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

7.14.4 Liquidated Damages: The parties hereby agree that due to negligence of act of the Bidder or non-fulfillment of contract obligations, if NPCI suffers losses, damages the Bidder would be fully liable to the total value of the contract

Section 8 - Technical Requirements

SN.	Description	Minimum Specifications
1	Make	Vendor to specify
2	Model	Vendor to specify
3	Form Factor	Small Form Factor
4	Processor	3rd Gen Intel® Core™ i5 (Quad Core, 3.2GHz)- Equivalent or higher
5	Cache	6 MB
6	Chipset	Intel Chipset
7	Motherboard	Intel
8	Memory	1*4GB, NON-ECC, 1600MHZ DDR3 RAM with atleast 1 DIMM Slots free.
9	Monitor	17" to 19.0" Widescreen Backlit LED TFT Monitor with 1600*900 resolution.
10	Graphics Card	Integrated Intel HD graphics card
11	Hard disk	Minimum 500GB 7.2K RPM SATA Hardisk or Higher
12	Optical drive	Not Required.
13	Ports	Min. 8 USB 2.0 Port (2 front accessible), 1 RJ-45, 1 Audio Line-in, 1 Audio Line-out, 1 Mic. in, 1 headphone, 1 VGA Port, 1 HDMI Port.
16	PCI SLOTS	Min 1 half height PCIe x16
17	Keyboard	Standard 104 Keys USB Keyboard from the same OEM
18	Mouse	Standard 2 button Optical USB Scroll Mouse from same OEM
20	Operating system	Windows 8 64 bit preloaded
21	Certification	Should be certified to run Windows 8 Professional (documentary evidence required)
23	Compliance	Energy Star 5.2, EPEAT registered.
24	Warranty	3 yrs, on-site, comprehensive, back to back from OEM
25	Antivirus	McAfee Endpoint Protection
26	MS Office	MS Office 2013 Professional Plus MOLP
27	Additional Requirement for 5 machines Display Card (Compatible with SFF desktop)	SFF PCI-E x16 Dual Monitor Display Video Card (VGA)

Section 9 Documents forms to be put in Envelope 'A'

Annexure A1 Bidder's Letter for EMD/Bid Security

To

The Chief Executive Officer
National Payments Corporation of India,
C-9th 8th Floor, RBI Premises
Bandra Kurla Complex, Bandra (E)
Mumbai 400 051

Subject: RFQ No.NPCI:RFQ:13-14/0028 dated 30.10.2013 for “Supply and Installation of SFF Desktops”

We have enclosed an EMD in the form of a Demand Draft No._____ issued by the branch of the _____Bank, for the sum of ₹50,000 (Rupees Fifty thousand only). This EMD is as required by clauses 5.7 of the Instructions to Bidders of the above referred RFQ.

Thanking you,

Yours faithfully,

(Signature of the Bidder)
Printed Name:
Designation:
Seal:
Date:
Business Address:

Annexure A2 Bidder's Letter for EMD/Bid Security

To

The Chief Executive Officer
National Payments Corporation of India,
C-9th 8th Floor, RBI Premises
Bandra Kurla Complex, Bandra (E)
Mumbai 400 051

Subject: RFQ No.NPCI:RFQ:13-14/0028 dated 30.10.2013 for "Supply and Installation SFF Desktop"

We have enclosed an EMD in the form of a Demand Draft No._____ issued by the branch of the _____Bank, for the sum of ₹50,000 (Rupees fifty thousand only). This EMD is as required by clauses 4.7 of the Instructions to Bidders of the above referred RFQ.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Annexure-1

Manufacturer's Authorization Form

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]

Date:

To:

WHEREAS

We _____, who are official manufacturers/OEM vendors of _____ having factories at _____ do hereby authorize _____ to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____, and to subsequently negotiate and sign the Contract. We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed by the Manufacturer/OEM Vendor:

Name:

Title:

Dated on _____ day of _____, _____

Annexure-2

Bidder's Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Constitution of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation / Registration of the Company. Relevant Certificate to be submitted	Date:		
		Ref#		
5	Details of Commencement of Business, if applicable	Date:		
		Ref#		
6	Valid Sales tax registration no.			
7	Valid Service tax registration no.			
8	Permanent Account Number (PAN)			
9	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10	Telephone No. (with STD Code)			
11	E-Mail of the contact person:			
12	Fax No. (with STD Code)			
13	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
14	Year	2009-10	2010-11	2011-12
15	Net worth			
16	Turn Over			
17	PAT			

Annexure 3

Eligibility Criteria Matrix

Sr. No.	Description	Complied with statements	Proof attached
1	Company registered under the Companies Act, 1956 since the last 3 years.		Proof should be submitted
2	The Bidder should have minimum annual turnover of Rs.60 Lac during the last three financial years. (2009-10, 2010-11, and 2011-12) or calendar year 2009, 2010, 2011 or bidder's financial year.		Audited balance sheets & Profit /loss statement to be submitted.
3	The Bidder should be a profit making Company (profit after tax) in the last Financial Year.(2011-2012)		Audited balance sheets & Profit /loss statement to be submitted.
4.	The Bidder should not be currently blacklisted by any Government / Government agency/ Bank / institution in India or abroad		Declaration as per Annexure-4
5.	The Bidder should provide reference of 2 clients who have procured similar hardware from them.		Proof for as Purchase Order/Work Order/Client letter
6	Bidder should be authorized business and support partner for the OEM equipment		As per Annexure 1

Annexure-4
Declaration regarding Clean Track by Bidder
(On Company's Letterhead)

To

The MD & Chief Executive Officer
National Payments Corporation of India,
C-9, 8th Floor, RBI Premises,
Bandra (E), Mumbai - 400 051.

Sir,

Re: RFQ No. NPCI: RFQ: 2013-14/0028 dated 30.10 2013 for "RFQ for Supply and installation of SFF Desktop".

I have carefully gone through the Terms and Conditions contained in the above referred RFQ. I hereby declare that my company is not currently debarred/black listed by any Government / Semi Government organizations/ Institutions in India or abroad. I further certify that I am competent officer in my company to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred/blacklisted/case is pending	Black listed/debarred by Government / Semi Government organizations/ Institutions	Reason	Since when and for how long

(NOTE: In case the company was blacklisted previously, please provide the details regarding Period for which the company was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Section 10 Documents forms to be put in Envelope 'B'
Annexure 5
Technical Compliance

SN.	Description	Minimum Specifications	Compliance (y/n)
1	Make	Vendor to specify	
2	Model	Vendor to specify	
3	Form Factor	Small Form Factor	
4	Processor	3rd Gen Intel® Core™ i5 (Quad Core, 3.2GHz)- Equivalent or higher	
5	Cache	6 MB	
6	Chipset	Intel Chipset	
7	Motherboard	Intel	
8	Memory	1*4GB, NON-ECC, 1600MHZ DDR3 RAM with at least 1 DIMM Slots free.	
9	Monitor	17" to 19.0" Widescreen Backlit LED TFT Monitor with 1600*900 resolution.	
10	Graphics Card	Integrated Intel HD graphics card	
11	Hard disk	Min 500GB 7.2K RPM SATA Hard disk or Higher	
12	Optical drive	Not Required.	
13	Ports	Min. 8 USB 2.0 Port (2 front accessible), 1 RJ-45, 1 Audio Line-in, 1 Audio Line-out, 1 Mic. in, 1 headphone, 1 VGA Port.	
16	PCI SLOTS	Min 1 half height PCIe x16	
17	Keyboard	Standard 104 Keys USB Keyboard from the same OEM	
18	Mouse	Standard 2 button Optical USB Scroll Mouse from same OEM	
20	Operating system	Windows 7 professional 64 bit preloaded	
21	Certification	Should be certified to run Windows 7 Professional (documentary evidence required)	
23	Compliance	Energy Star 5.2, EPEAT registered.	
24	Warranty	3 yrs, on-site, comprehensive, back to back from OEM	
25	Antivirus	McAfee Endpoint Protection	
26	MS Office	MS Office 2013 Professional Plus MOLP	
27	Display Card(Compatible with SFF desktop)	SFF PCI-E x16 Dual Monitor Display Video Card (VGA)	

Dated this..... Day of.....2013

(Signature)

(Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

Section 11 - To be put in Envelope "C"**Annexure 6
Price Format**

Location: Goregaon office and BKC Data center.

No.	Line Item	Unit Price	Taxes	Sub-Total	Qty.	Total Price
A	SFF Desktop as per the Technical (Requirements vide Section 8)				12	
B	McAfee Endpoint Protection with 3 years support.				12	
C	Dual Monitor Display Video Card. (Section 8 No 25)				05	
D	MS Office 2013 Professional Plus MOLP				12	
	GRAND TOTAL A+B+C+D					

AMC Rates: (Optional):

AMC is the optional items. NPCI reverse right to place the order with L1 bidder after the expiry of Warranty at the rate quoted for AMC)

No.	Line Item	Unit Price	Taxes	Sub-Total	Qty.	Total Price
E1	Hardware AMC for 4 th year				12	
E2	Hardware AMC for 5 th year				12	

Dated this..... Day of.....2013

(Signature)

(Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

Annexure 7

Commercial Bid Form

(To be included in Commercial Bid Envelope)

To:

Date:

NPCI

Dear Sir,

Re: Request for Quotation for Supply and Installation of SFF Desktop.

Having examined the Bidding Documents placed along with RFQ, we, the undersigned, offer to provide the required infrastructure in conformity with the said Bidding documents for the sum of Rs.....(Rupees all inclusive) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide _____ for the above purpose within the stipulated time schedule.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by NPCI up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We have complied with all the terms and conditions of the RFQ. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this..... Day of.....2013

(Signature)

(Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

Annexure 8

FORMAT: PROFORMA OF BANK GUARANTEE

Date

Beneficiary: NATIONAL PAYMENTS CORPORATION OF INDIA

(Please insert complete address)

Performance Bank Guarantee No:

We have been informed that----- (hereinafter called “the Supplier”) has received the purchase order no. “-----” **dated** ----- issued by National Payments Corporation of India (NPCI), for ----- (hereinafter called “the Purchase Order”).

Furthermore, we understand that, according to the conditions of the Purchase order, a Performance Bank Guarantee is required.

At the request of the Supplier, We ----- (name of the Bank), the issuing Bank to furnish the details of its incorporation, and having its registered office at ----- and, for the purposes of this Guarantee and where claims are payable, acting through its ---- branch presently situated at ----- (hereinafter referred to as “**Bank**” which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns), hereby irrevocably undertake to pay you without any demur or objection any sum(s) not exceeding in total an amount of **Rs.----- (in figures) (Rupees----- (in words)----- only)** upon receipt by us of your first demand in writing on or before ----- (Date) declaring the Supplier to be in default under the purchase order, without caveat or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Please note that you may, if you so require, independently seek confirmation with - (Bank Name & Issuing branch address)-----, that this Bank Guarantee has been duly and validly issued.

Notwithstanding anything contained in the foregoing:

- (i) The liability of ----- (Bank), under this Bank Guarantee is restricted to a maximum total amount of Rs. ----- <Amount in figures and words>.
- (ii) The liability of ----- (Bank), under this Bank Guarantee is finally discharged if no claim is made on behalf of NPCI within three months of the expiry of the validity period of this Bank Guarantee viz. from -----.

(iii) Our liability pursuant to this Bank Guarantee is conditional upon the receipt of a valid and duly executed written claim or demand, by ----- (Bank)----- (Address), delivered by hand, courier or registered post, or by fax prior to close of banking business hours on ---- (Date) failing which all rights under this Bank Guarantee shall be forfeited and ----- (Bank), shall stand absolutely and unequivocally discharged of all of its obligations hereunder. This Bank Guarantee shall be governed by and construed in accordance with the laws of India and competent courts in the city of Mumbai shall have exclusive jurisdiction.

Kindly return the original of this Bank Guarantee to ----- (Bank & Its Address), upon the earlier of (a) its discharge by payment of claims aggregating to Rs. ----- <Amount in figures & words>. (b) Fulfillment of the purpose for which this Bank Guarantee was issued; or (c) <Claim Expiry Date>

All claims under this Bank Guarantee will be made payable at ----- (Bank & Its Address).

{Signature of the Authorized representatives of the Bank}