



Principal Office

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GSTIN : 09AABCS7476C1Z7

RFQ No. SAMS/FIND/PROC/LT/05/2021

Dated: 03/02/2021

LIMITED TENDER FOR PROCUREMENT OF 1 TB External Hard Disk

Request for Quotation (RFQ)

1. The Strategic Alliance Management Services Pvt. Ltd. (SAMS) has been engaged by Foundation for Innovative New Diagnostics (FIND), India for providing procurement consultancy services for equipment, goods, works and services for use in TB Laboratories across India under GFATM Project. Accordingly, SAMS on behalf of FIND is pleased to invite Quotation for **Supply of 1 TB External Hard Disk**, as per detailed technical specification enclosed at **Annexure-A**, on DDP-Final Destination terms of delivery basis, as per schedule of requirement.
2. The SAMS hereby request you to submit your quotation giving in full specifications, name of the Manufacturer, Catalogue etc. as per our terms and conditions enclosed herewith, latest by **15/02/2021 till 03.00 PM.**

Sl. No.	Particulars of item	Unit	Quantity
1	1TB External Hard disk for backup	Nos.	20

3. Eligibility Criteria:

- 3.1 The bidder may be a single business entity incorporated in India under the Companies Act 1956; or Proprietorship Firm or Partnership Firm.
- 3.2 The bidder and any of its successors should not be debarred / blacklisted by any Central Govt. or State Govt. Department or UNOPS, UNDP or SAMS or GFATM as on the date of opening of bid;

4. Qualification Criteria:

- 4.1 Bidder should be in continuous business of supply / installation / maintenance of IT hardware and accessories during last five years prior to bid opening and should have successfully executed a least two supply orders of IT hardware or accessories (as given in Schedule of Requirement) of min value Rs. 10 Lakh, during last five years preceding the date of opening of bids.
- 4.2 The Bidder shall furnish the following documentary evidence to demonstrate that it fulfills the experience and technical capacity, as under:
 - a) Details of past experience in support of qualification requirement given above within the past five years, details of current contracts in hand and other commitments along with copies of P.O. / Contract / Invoice.

5. Preparation and submission of Quotation:

5.1 The quotation prepared by the bidder shall be in TWO PARTS (Technical and Financial Quote), consisting of the following documents, converted in to single pdf file each.

A. Technical Quote:

- (a) Copy of bidder firm's incorporation / Registration with respective authority as per para 3.1 above.
- (b) Letter of Quotation as per format given in **Annexure-B**.
- (c) Copy of work orders / contracts / Invoices, as per para 3 above.
- (d) Copy of GST Registration.
- (e) Technical Brochure for the quoted product.

B. Financial Bid:

- (f) Duly filled Price Schedule as per format given in **Annexure-D**.

6. The Bidder should submit Technical Quote and Financial Quote through separate e-mail to procurement@samsconsult.com with Subject Line as under:

Name of Bidder: Technical Quote for Supply of 1 TB External Hard Disk.

Name of Bidder: Financial Quote for Supply of 1 TB External Hard Disk.

6.1 **The Technical Bid SHOULD NOT BE password protected. However, the pdf file containing Financial Bid should be password protected.** The password should be provided only upon receipt of such request from Authorized Representative of SAMS.

6.2 The quotes as above should be submitted through e-mail only **up to 03:00 PM on 15th Feb, 2021**. The Employer, at its sole discretion, may extend the due date & time for submission of Quotations.

6.3 Quotations submitted after due date for submission as per para 6.2 shall not be accepted. The quotations received up to the scheduled date and time as above, shall only be considered valid.

7. Validity of Quotations:

7.1 The Quotation submitted by the Bidder should be valid for 60 days after the due date for submission of quotation.

7.2 In exception circumstances, the Employer may request for extension of validity of quotations. The bidder shall may accept or deny for such request for extension.

8. Opening and Evaluation of Quotations:

8.1 The Employer shall open Technical quotations of all the Quotations received up to due date and time for submission of Quotations at **03:30 PM. on 15th Feb, 2021** in presence of committee constituted by SAMS The bidders evaluated as Technically qualified later be shall be asked to submit password of their Financial Bids.

8.2 The evaluation and subsequent award of contract shall be carried out for each item.

8.3 If any information and document furnished by the bidder is found to be incomplete, the Employer may, in its sole discretion, request for addition information / document by giving definite time for submission. In case bidder fails to submit additional information / document as requested, the Authority shall conduct evaluation of quotation based on information / document already submitted.

- 8.4 In the event a bidder claims credit for an experience, and such claim is determined by the Employer as incorrect or erroneous, the Employer shall reject such claim and exclude the same from evaluation against eligibility and qualification criteria.
- 8.5 The quotation found eligible and qualified shall be considered for opening and ranking of Price Bids.

9. Letter of Award of Contract:

- 9.1 The bidder evaluated as qualified and found submitting lowest total cost shall be considered for award of contract.
- 9.2 The Employer shall issue Letter of Award of Contract in name of the bidder identified as per para 9.1 above.
- 9.3 The letter of Award of Contract shall contain Description of Item to be supplied as agreed with the selected bidder and the total cost of services to be provided by bidder. The salient terms and conditions of Letter of Award of Contract shall be as under:
- (a) **Delivery Schedule:** The delivery shall be completed within 30 days from the date of issuance of Letter of Award of Contract at Delivery location as mentioned in Annexure-A.
- (b) **Performance Security:** The selected bidders shall be required to submit Performance Security for an amount equivalent to 3% of contract value in the form of Bank Guarantee (BG) in name of 'Director, Strategic Alliance Management Services Pvt. Ltd, New Delhi'. The Bank Guarantee should be valid for 40 months from the date of award of contract. (Format attached as **Annexure-C**)
- (c) **Payment Terms:** payment to be made to the Supplier shall be as follows:
- **On Delivery:** Hundred (100) percent of the Contract Price of the Goods delivered to the consignee shall be paid within sixty (60) days of submission of documents and Consignee Receipt Certificate (Format attached in **Annexure-E**)
- (d) **Liquidated Damages:** If the supplier fails to deliver any or all of the goods within the time period(s) specified in the Award of contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay on pro-rata basis until actual delivery up to a maximum deduction of 10% (ten) percent of the delayed goods contract price. However, the purchaser may consider termination of the contract or emergency purchases once the time specified is over.

You are requested to submit your quotation as per instructions and up to due date and time for submission of quotations given above.

Yours sincerely,



CS Shivam Anand
Contractor

(Shivam Anand)
Manager (Procurement and Hospital Services)

Annexures:

- A. Technical Specifications and consignee wise distribution list.
- B. Letter of Quotation.
- C. Performance Bank Guarantee Format.
- D. Price Bid Format.
- E. Consignee Receipt Format.

Technical Specification

Item No.	Technical Specifications
1	1 TB External Hard disk for backup

Delivery Location:

All the goods to be delivered at below mentioned address: -

**Strategic Alliance Management Services Pvt. Ltd,
B-18, Sector-6, NOIDA,
G.B. Nagar, 201301 (Uttar Pradesh)**

LETTER OF QUOTATION (On Bidder's Letter Head)

Dated: _____

To,

Strategic Alliance Management Services Pvt. Ltd.,
 B01-B03, Vardhman Diamond Plaza, Community Centre,
 DB Gupta Road, Paharganj,
 New Delhi - 110055

Subject: Quotation for the supply of 1 TB External Hard Disk.

Dear Sir,

1. With reference to Request for Quotation (RFQ) Ref. No **SAMS/FIND/PROC/LT/05/2021** dated _____, I, having examined the RFQ Document and understood its contents, hereby submit our Quotation for the supply of following goods:

Sl. No.	Particulars of item	Unit	Quantity
1	1 TB External Hard Disk	Nos.	20

2. We hereby acknowledge and undertake that we shall provide services in full compliance with those specified in **Annexure-A** of the RFQ
3. We hereby acknowledge that we are into manufacturing/distribution/sales of IT hardware for at least 3 years
4. I acknowledge that the Employer will be relying on the information provided in the Quotation, and we certify that all information provided in the Quotation is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying quotation are true copies of their respective originals.
5. The quotation submitted stands valid for the period stated in para 7 of the RFQ.
6. I acknowledge the right of the Authority to reject our Quotation without assigning any reason.
7. I certify that neither we nor our successors are currently debarred / blacklisted by any Central Govt. or State Govt. Department or UNOPS, UNDP or SAMS or GFATM as on the date of opening of bid.
8. The brief information about us is provided below:

1	(a) Name of Bidder:	
	(b) Type of Organization:	Pvt. Ltd. Company / LLP / Proprietorship firm / Partnership Firm
	(c) Place of Incorporation / Registration:	
	(d) Date of incorporation / Registration:	

2	Brief description of Bidder's main lines of business	
3	Details of individual(s) who will serve as the point of contact/ communication for the Bidder:	
	(a) Name: (b) Designation: (c) Telephone No. (d) Mobile No. (e) E-mail:	
4	GST Registration Details	
5	Bank Details: (a) Name of Bank (b) Name of Branch / Address (c) Nature of Account (d) Account No. (e) IFSC / RTGS No.	

Signature Name, title and seal of authorized official of Bidder

Performance Security Bank Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Beneficiary: *[insert name and Address of Purchaser]*

Date: *_ [Insert date of issue]*

PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *_ [insert name of Supplier]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of *_ [insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

[signature(s)]

¹ *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance.*

Annexure-D

Price Form

[The Bidders shall fill in this Price Form in accordance with the instructions given below]

SL. No	DESCRIPTION	UNIT	Total Quantity (nos.) (a)	INR			
				UNIT PRICE (per piece), (b)	TOTAL PRICE, (c) = (a) x (b)	GST (d)	TOTAL PRICE, FINAL Place of Destination* (e)=(c) + (d)
1	1 TB External Hard Disk		20				

***Total Price, till Final Place of Destination for quoted items should be inclusive of all applicable taxes and duties, only GST to be quoted separately, as applicable.**

ANNEXURE-E

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Acknowledgement of Receipt of Goods (for 100% Payment)

(This certificate is to be issued to SAMS and copy to Supplier and FIND. All the three copies should be signed in ORIGINAL.)

CONSIGNEE RECEIPT CERTIFICATE (CRC)

CRC No.**Date**

To
Strategic Alliance Management Services Pvt. Ltd,
B-18, Sector-6, NOIDA,
G.B. Nagar, 201301 (Uttar Pradesh)

This is to certify that the Goods as detailed below have been received duly inspected in good condition in accordance with the Technical specifications and terms & conditions of the Contract/ NOA and amendment if any.

Project Name	Procurement Services to Foundation for Innovative New Diagnostics (FIND)
Purchaser	Strategic Alliance Management Services Pvt. Ltd, on behalf of FIND
Contract i.e. NOA No. & Date	
Description of Goods Supplied Name of Equipment/ Laboratory Materials: Schedule No. as per Contract: Model: Serial No.:	
Packing details	
Date of manufacturing	
Quantity supplied in Numbers	
Name of Supplier	
Invoice No. and Date	
Date of Delivery at Consignee Destination site	
Consignee full Address Name Address Contact No. Fax No.	

Seal Signature of Designated Consignee

Name :
Designation:
Seal:
Contact No:
Fax No. :

Copy To: (with Original Stamp and signature)

1. To Supplier
2. Procurement Officer, Foundation for Innovative New Diagnostics (FIND), Flat No. 6 & 8 – 14, 9th Floor, Vijaya Bank Building, 17, Barakhamba Road, New Delhi -110001

