



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
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Web-site: www.hafed.gov.in



E-TENDER NOTICE FOR PURCHASE OF DESKTOP COMPUTERS and LAPTOPS

Hafed intends to purchase 102 nos. of Computers and 42 nos of Laptops. The Tender Document containing eligibility criteria and other terms & conditions can be downloaded from the Haryana State e-Procurement portal (<https://haryanaeprocurement.gov.in>) or the website of HAFED (www.hafed.gov.in). The period of downloading of Tender Document & bid submission starts from **12.10.2017 at 5.01 PM** and closed on **24.10.2017 at 5.00 PM** through e-Procurement portal as mentioned above. The technical bids will be opened on **25.10.2017 at 11.00 AM** and financial bids at **3.00 PM** on the same day at Corporate office of Hafed, Sector-5, Panchkula. The interested bidders must remit the requisite Tender Document fee of Rs. 6,000/- and EMD of Rs. 2.00 Lakh online on or before **23.10.2017**. The Managing Director, Hafed reserves the right to reject any/ all tenders without assigning any reason.

MANAGING DIRECTOR

E-TENDER DOCUMENT

E-TENDER FOR PURCHASE OF DESKTOP COMPUTERS and LAPTOPS

Scope of Work	EMD	Tender Document and E-Services fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
Purchase and installation of Desktop Computers and Laptops	Rs. 2 lakh	Rs.5000+1000= Rs.6000	12.10.2017 at 5.01 PM	24.10.2017 at 5.00 PM

Key Dates

S.N	Hafed Stage	Bidder Stage	Start Date and Time	Expiry Date and Time
1.	-	Downloading of Tender Document/ Online Bid Preparation and submission	12.10.2017 at 5:01 PM	24.10.2017 at 5:00 PM
2.	-	Submission of online Document Fee and EMD	12.10.2017 from 5.01 PM	23.10.2017 up to 5.00 PM
3.	Opening Technical Bid	-		25.10.2017 at 11.00 AM
4.	Opening Financial Bid	-		25.10.2017 at 3.00 PM

Instructions to bidders on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the e-tendering process are required to get registered on the centralized e-Procurement Portal of the Haryana State i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager/ Post Master/ Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued.
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate.
- 2.4 The bidder must ensure compliance of the online guidelines available at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

M/s Nextenders (India) Pvt. Ltd.
O/o DS&D Haryana, SCO – 09, IInd Floor,
Sector – 16, Panchkula – 134108
E-mail: chandigarh@nextenders.com

Help Desk: 0172 – 2582008-09, 2618292 and 1800-180-2097 (Toll Free Number)

Note: Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-tendering event. Also, for queries related to E-Payment of tender fees kindly contact the helpdesk at least 2 days prior to closing date & time of event.

Intended bidders may submit their queries, if any, pertaining to the online bidding at the Single E-Procurement Portal at email address chandigarh@nextenders.com.

- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act, 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7** In case of any change in the authorization, it shall be the responsibility of management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/ Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T. and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6 Download of Tender Documents:

The tender documents can be downloaded from the e-Procurement portal <https://haryanaeprocurement.gov.in>

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Online Payment of Tender Document Fee & e-Service fee & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee and e-Service Fee can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/Vendors online directly through Credit Card/Debit Cards/Internet Banking Accounts. The Payment for EMD shall also be made online through NEFT/ RTGS mode.

The secure electronic payments gateway is an online interface between contractors and Debit card/online payment authorization networks.

8.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

(i) Detailed Tender documents can be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) from **12.10.2017 (5.01 PM)** to **24.10.2017 (5.00 PM)** and tender mandatorily be submitted online following the instruction appearing on the screen.

(ii) **Scanned copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/Technical Envelope:**

The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

(iii) **Only Electronic Form (Refer Tender document).**

Financial or Price Bid Proposal shall be submitted mandatorily online under Commercial Envelope and not to be submitted manually)

NOTE:-

(A) *Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.*

(B) *For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.*

In the first instance, the online payment details of tender document fee + E-Service & PQQ/ Technical Envelope shall be opened of those bidders who have manually deposited the requisite EMD and other required documents if any. The financial bid of the eligible/ shortlisted bidder(s), whosoever is present, will be opened by the Committee. The bidder must submit their bids online as per the dates mentioned in the Schedule/Key dates above.

Guidelines for Online Payments at e-Procurement Portal of Government of Haryana

Post registration, bidders shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidders shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee:

A. Debit Card

B. Net Banking

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.
- (xi) The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank

14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank

TENDER DOCUMENT

Online Bids are invited from eligible bidders for Supply, Installation and Onsite Support of Desktop Computers and Laptops in HAFED.

BID SCOPE & REQUIREMENTS

The quantities required for different items are given below:

Item description	Quantity
Desktop Computers Intel Core i5 processor based with latest available Generation (3.2 Ghz or Higher)	102
Laptops Intel Core i5 processor based with latest available Generation (2.4 GHz or Higher) with minimum 6 hours battery back-up	42

Providing Onsite Service & Support for a period of three (3) years for Desktop Computers and Laptops.

TERMS AND CONDITIONS FOR PURCHASE OF COMPUTERS AND LAPTOPS.

1. Eligibility Criteria :

The eligible criteria for the bidders shall be as under :

- i) The vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and Laptops or the Authorized System integrator/ partners/ Dealer of OEM. In case the vendor is offering Desktop Computers and Laptops from more than one OEM, he shall be Authorized System Integrator/ Channel Partner/ Dealer for the Desktop Computers and Laptops offered by him. Proof of the above shall be submitted in the form of authorization of dealership / SI/ Partnership issued by the respective OEM.
- ii) The vendor should have a local presence, fully functional service/ support center in Haryana, Delhi with sufficient, qualified support staff to provide quality service support.
- iii) Vendors should have at least 3 years of experience in providing Hardware and Service Support. A list of minimum 3 Govt./ PSU clients served in Chandigarh/ Haryana/ Delhi (with contact address, email account and phone number) shall be attached. Proof of execution of supplies executed (computers/ laptop) in the last 3 years to the Government Department or Public Undertakings.
- iv) The company/ firm should be in existence and should have been operational for period of last 5 years. The company/ firm have to produce Certificate of Incorporation/ GST / Registration with Sales Tax Registration for the last 5 years.
- v) 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. (Affidavit duly notarized to be submitted).
- vi) The conditional bids shall not be considered and will be out rightly rejected in very first instance.

2. Technical and Financial Bids:

The online Tender shall be uploaded in two parts i.e.

- i) Technical Bid
- ii) Financial Bid

The Technical bids shall be opened first to ascertain the Technical eligibility of the bidders. Financial bids of only the technically eligible bidders shall be opened.

4. **Technical Bid :**

The Technical Bid shall be submitted online on the e-tendering portal in the prescribed performa as per Annexure -III and no manual Technical bid shall be accepted.

5. **Financial Bid :**

The Financial Bid shall be submitted online on the e-tendering portal in the prescribed performa as per Annexure- IV and no manual Financial bid shall be accepted.

6. **Validity :**

The bids will be valid for a period of 30 days from the date of opening.

7. **Earnest Money Deposit :**

Earnest Money of Rs. 2.00 Lakh shall be deposited online by the bidders

8. **Security :**

The successful bidder will have to deposit Security of Rs. 2 Lakhs in Hafed within 10 days of award of supply letter issued for the period of 3 years. In case the bidder fails to deposit the security amount in time, Hafed may adjust the EMD deposited by the bidder. No interest on security/EMD will be paid by Hafed.

In case the party fails to comply with the conditions of the contract during the contractual assignment, Hafed will forfeit the security. The security deposit will be released to the party after successful completion of the contractual assignment.

9. **Arbitration :**

In case of any dispute arising between both the parties, the matter shall be referred to the Managing Director, Hafed or his/her nominee for arbitration, whose decision shall be final and binding on both the parties.

Annexure - I

Specifications for Desktop PC with Intel Core i5 processor

Processor	Generation	Intel i5 with latest available Generation (At the time of supply)
	CPU Architecture	x86
	Speed	3.2 Ghz or Higher
	Cache	Min 6 MB
	Chipset	Processor OEM
	Wireless Connectivity	External
	Sound System	Internal Speaker
Mother Board	Make	Intel/OEM
	Memory	8 GB DDR-III (1333 MHz) or higher
	Video Graphics	Integrated Graphics with Free slot for additional Graphics card
	PCI Slot	1 PCIe x 1 and 1 PCI Express x 16 (total minimum 3 +1 PCI slots including the free slot as mentioned above.)
Hard disk Drive		500 GB SATA (7200 RPM) or higher capacity
Display	Screen Size	18.5" or more
	Display Technology	Active Matrix TFT LCD (Backlit LED)
	Resolution	1366x768 or higher
Optical Drive		Integrated 8X or higher (optional)
Keyboard		Standard Keyboard (Min 104 Keys)

Mouse		Optical mouse USB
Operating System		Windows 10 Prof 64 bit With paper license/COA
	OS Supported	Windows 10/Linux
Miscellaneous	Ports	Minimum 6 USB Ports (minimum one 3.0 and rest 2.0 or higher) 10/100/1000 Ethernet Card, VGA, DVI/Display Port, Microphone, Stereo Head Phone and other standard ports.
	Power Supply	Internal 180W + Power supply, Active PFC
	Case Size	Micro ATX / MT/Small Form Factor (SFF) cabinet
Certification		ISO 9001, Energy Star 5.0 complaint, FCC, UL
Warranty		Minimum 3 Years on-site comprehensive

Annexure - II**Specifications for Laptop with Intel Core i5 processor**

Processor	Generation	Intel i5 with latest available Generation (At the time of supply)
	CPU Architecture	x86
	Speed	2.4 GHz or Higher
	Cache	Min 3 MB
	Chipset	Processor OEM
	Wireless Connectivity	IEEE 802.11 b/g/n, Integrated Bluetooth 3.0 or higher
	Sound System	Integrated Stereo Speaker
Mother Board	Make	Intel/OEM
	Memory	8 GB DDR-III (1333 MHz) or higher
	Video Graphics	Integrated HD Graphics card
Hard disk Drive		500 GB SATA (7200 RPM) or higher capacity
Display	Screen Size	14.0" or more
	Display Technology	Anti Glare LED backlit display
	Resolution	1366x768 WXGA or higher
	Web Camera	Integrated HD Web Camera (720P HD or higher)
Optical Drive		Integrated 8X or higher (optional)
Keyboard		Backlit Keyboard with Touchpad
Operating System		Windows 10 Prof 64 bit With paper license/COA
	OS Supported	Window 10/ Linux

Miscellaneous	Ports	Minimum 3 USB Ports (minimum one 3.0 and rest 2.0 or higher) 10/100/1000 Ethernet Card, VGA/ HDMI, Microphone, Stereo Head Phone and other standard ports.
	Weight	Less than 3 kg without charger/ adaptor
	Battery Life	Battery backup for 6 hours or higher
Certification		Laptop manufactured in ISO 9001:2000, ISO 14001 plant (DMI, FCC, UL compliance)/BIS
Warranty		Minimum 3 Years on-site comprehensive on Laptop and 1 year on battery
Carry Case, Charging Adaptor		Good quality Carry Case, Charging Adaptor

PROFORMA FOR THE TECHNICAL BID

S.No.	Documents to be uploaded	Yes/ No
1	The profile of the Company Profile along with last 3 years turnover	
2.	Proof of income Tax, Sales Tax, Service Tax, VAT and GST Registration number (As applicable): Self attested copies to be uploaded.	
3.	Proof/ Certificate of OEM/ Authorized System integrator/ channel partners/ Dealer of OEM	
4.	Certificate of Incorporation/ Registration with Sales Tax Registration	
5.	GST No, PAN No. of the company/ Firm, TIN No. Self attested copies to be uploaded	
6.	Affidavit duly notarized to be submitted that 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.	
7.	Proof of local presence, fully functional service/ support center in Chandigarh, Haryana, Delhi with sufficient, qualified support staff to provide quality service support.	

Annexure - IV

PROFORMA FOR THE FINANCIAL BID

S.No.	Make/ Item Description	Qty	Unit Rate Inclusive of all Taxes (In Rs.)
1	Desktop Computer with Intel Core i5 processor (detailed specifications at Annexure - I)	102	
2.	Laptop with Intel Core i5 processor (detailed specifications at Annexure - II)	42	