

RFQ TITLE: Request For Quotation for Supply and Delivery of IT Equipment

RFQ NO.: IPE-AMRUT-2023 (RFQ) – 047

## NOTICE INVITING QUOTATIONS

DATE: MAY 17, 2023

REQUEST FOR QUOTATION  
TITLE:

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF IT EQUIPMENT

REQUEST FOR QUOTATION NO.:

IPE-AMRUT-2023 (RFQ) - 047

Dear Sir/Madam,

1. IPE Global Limited, India (IPE Global) is pleased to invite you as a prospective Bidder to submit a Quotation for the above-mentioned assignment in accordance with this Request for Quotation (RFQ) package.
2. IPE Global Limited, India (**IPE Global**) under its Project: Consultancy Services for Project Development & Management Consultant (PDMC) for Atal Mission for Rejuvenation and Urban Transformation 2.0 (AMRUT 2.0) works in Karnataka, under an agreement from the Karnataka Urban Water Supply & Drainage Board (KUWS&DB) ("**CLIENT**") is pleased to invite Quotations **for Supply and Delivery of IT Equipment**, as per detailed technical specifications and locations enclosed at **Annexure 8**, on Door-delivery Duty Paid (DDP) basis.
3. On no account should the Bidders communicate directly with any other personnel or officials of IPE Global or Client. Failure to comply with this requirement may result in the disqualification of your organisation from this competition.
4. IPE Global hereby request you to submit your Quotation giving full specifications, name of the Manufacturer, Catalogue etc. as per our terms and conditions enclosed herewith. The quotation should be valid for at least 90 days from the date of due date for submission of quotations.
5. **PART A – ELIGIBILITY/PRE-QUALIFICATION CRITERIA** and **PART B – FINANCIAL QUOTATION** must be documented and saved separately and efforts to be made for submission in a single email. The Financial Quotation **MUST BE PASSWORD PROTECTED** separately. Please do not include any price information/password to access the Financial Quotation in Part A or any and/or in any communication (unless and until requested by IPE Global).
6. If the Financial Quotation is not password protected or if any price information is included in Part A – Eligibility/Pre-Qualification Criteria and/or in any communication (unless and until requested by IPE Global), it may lead to disqualification of such Bidder from the bidding process.
7. The Quotations/Quotations should be submitted addressing the Senior Manager through e-mail to [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com) with Subject Line "**IPE-AMRUT-2023 (RFQ) - 047**" **on or before on 1800 Hrs on May 27, 2023. Quotations received in any form after the submission deadline shall not be considered.**
8. Any queries or request for additional information concerning this RFQ should be submitted addressing the Senior Manager through e-mail to [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com) with Subject Line "**Query – IPE-AMRUT-2023 (RFQ) - 047**" **on or before 1800 Hrs on May 20, 2023.** IPE Global shall provide the response to queries at the latest by **May 23, 2023.**

9. The Bidders must ensure that besides all these terms and conditions enclosed herewith, the supporting documents stated must be submitted in chronological order along with quotation to show their credentials against required qualifications.
10. Quotations for this assignment will be assessed in accordance with the Eligibility Criteria and Least Cost Selection (LCS) method.
11. Decision as to any qualification to the Pre-Qualification Criteria, arithmetical error, manifest or otherwise in the response to the RFQ shall be decided at the sole discretion of IPE Global and shall be binding on the Bidder. Any decision of IPE Global in this regard shall be final, conclusive and binding on the Bidder.
12. Modification to this RFQ, if any, will be made available by IPE Global and shall be emailed to the prospective Bidders.
13. Notwithstanding anything stated above, IPE Global reserves the right to review the Bidder's capability and capacity to perform the work, before awarding the possible future Contract.

**Yours faithfully,**

**Senior Manager**  
**Procurement and Contracts**  
**IPE Global Limited**  
**Email Id:** [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com)

## REQUEST FOR QUOTATION INSTRUCTIONS

### INTRODUCTION:

#### 1. GENERAL:

- 1.1. This Request for Quotation (RFQ) is designed to help you produce a Quotation that is acceptable to IPE Global, in accordance with the requirements of contracting and procurement. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2. IPE Global is not bound to accept the lowest Bidder, or any Quotation. IPE Global also reserves the right to request any, or all, of the Bidders to meet and/or email IPE Global to clarify their Quotation.
- 1.3. Each Bidder having responded to this RFQ acknowledges to have read, understood, and accepts the terms and conditions of this RFQ, including the selection and evaluation process mentioned in this RFQ document. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFQ.

### INSTRUCTIONS FOR SUBMITTING YOUR QUOTATION:

#### 2. FORMAT OF YOUR QUOTATION:

- 2.1. The Bidder should submit the Quotation in English. The response for the Quotation should be set out in Two main parts:
  - **PART A – ELIGIBILITY/PRE-QUALIFICATION CRITERIA**
  - **PART B – FINANCIAL QUOTATION**
- 2.2. **Part A (Eligibility/Pre-Qualification Criteria)** and **Part B (Financial Quotation)** must be documented and saved separately and submitted in a single email to enable evaluation of Eligibility/Pre-Qualification Criteria and Financial independently. **Part B (Financial Quotation) must be protected with a unique password. Please do not include any price information/password to access the Financial Quotation in Part A (Eligibility/Pre-Qualification Criteria) and/or in any communication (until and unless requested by IPE Global).**

#### 3. PART A – ELIGIBILITY/PRE-QUALIFICATION CRITERIA:

- 3.1. The purpose of information requested under Eligibility/Pre-Qualification Criteria is to establish that the Bidder conclusively demonstrate to completely meet all the eligibility criteria and also to establish the propriety of the Bidder.
- 3.2. **Supporting documents to be provided<sup>1</sup> for Eligibility/Pre-Qualification criteria:**

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<sup>1</sup> The Bidder:

- a) Should furnish adequate information as evidence for assessment on the Eligibility/Pre-Qualification Criteria as mentioned;
- b) Must submit documentary evidence in support of facts/ claims submitted/ made in response to the Pre-qualification criteria and attach certified copy of the related certificates and supporting documents. These supporting documents includes but not limited to: Registration Certificate, extracts from the audited Balance Sheet and Profit & Loss Account, Certificate from the Chartered Accountant, etc.; failure to comply with this, may lead to disqualification.

- i. Bidder should be a legal entity for doing business in India and must be in operation for at least 5 years. A copy of registration documents/certificate is required.
- ii. The Bidder should be registered with GST in India. A copy of PAN and GST Registration is required.
- iii. The Bidder should have experience of at least 03 years in similar assignments. The copies of Purchase Order / Supply Order issued by Clients / Purchasers, preferably by Government organisations (in name of the Bidder) for supply of items of similar nature is required.
- iv. Bidders should preferably be the manufacturer of quoted item. In case Bidder is not the manufacturer of quoted item, a copy of manufacturer's authorization issued by the manufacturer of quoted item or authorized distributor certificate/letter issued by OEM is required.
- v. The Average Annual Turnover in last three financial years must be at least INR **1 Crore**. A copy of audited balance sheet and audit report for 3 financial years (2019-20, 2020-21 & 2021-22) is required.
- vi. Other documents comprising Eligibility/Pre-Qualification Criteria:
  - Letter and Declarations Accompany Quotations (as per **Annexure 1**).
  - Particulars of Bidder (as per **Annexure 7**); and
  - Statement of compliance / specifications of quoted item (as per **Annexure 10**).

#### **4. PART B – FINANCIAL QUOTATION:**

- 4.1. The **PROFORMA 1: FINANCIAL QUOTATION** provided should be completed in the format requested.
- 4.2. Total Price till final Place of Destination should be quoted, only GST to be quoted separately, as applicable.
- 4.3. All quoted prices should remain valid for a period of at least 90 days from the date of the submission of the bid and should be only in Indian National Rupees (INR).
- 4.4. Prices payable to the Supplier as stated in the subsequent Contract shall be firm and not subject to adjustment during performance of the subsequent Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges, etc. Please note that IPE Global Policy places the burden of exchange rate fluctuations on the supplier, who will be expected to absorb the impact of these within and across their contracts.

#### **5. EVALUATION:**

- 5.1. **Part A – Eligibility/Pre-Qualification Criteria:** This covers circumstances where IPE Global must exclude a Bidder from participating further in the procurement. IPE Global therefore applies a pass/fail assessment of the Eligibility/Pre-Qualification Criteria response on the specific question. No further evaluation is carried out for the Bidder whose Eligibility/Pre-Qualification Criteria does not meet any one of the prerequisite criteria. Financial Quotation of only those Quotations of qualified Bidders only will be opened and compared to determine lowest evaluated responsive Bidder.
  - 5.1.1 IPE Global will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, whether the quotation/ tender validity is as required and whether the quotations are generally, in order.
  - 5.1.2 Quotations from Bidder(s) without proper authorization from the manufacturers/ distributor/ dealer shall be treated as non-responsive and shall be rejected.

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- c) Acknowledge that IPE Global reserves the right to request supporting documents at any time to prove the information provided above or for any other purpose
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5.1.3 A quotation/tender determined as not substantially responsive will be rejected by IPE Global and may not subsequently be made responsive by correction of the non-conformity by the Bidder(s).

5.1.4 IPE Global may waive any minor informality or non-conformity or irregularity in a quotation, which does not constitute a material deviation, provided such waiver does not prejudice and affect the relative ranking of any Bidders.

5.2. **Part B – Financial Evaluation:** Financial Quotations of only those firms clearing the Eligibility/Pre-Qualification Criteria stage will be opened; the qualified Bidder will be asked for the password to access the financial Quotation, and the evaluation will be done **in accordance with the Least Cost Selection (LCS) method**. The **PROFORMA 1: FINANCIAL QUOTATION** provided at end of this section should be completed in the format requested. All Quotation prices should be in Indian National Rupees (INR).

5.2.1 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its quotation/ tender will be rejected. If there is a discrepancy between the words and figures, the amount in words shall prevail.

5.2.2 Prior to the detailed evaluation, IPE Global will determine the substantial responsiveness of each quotation/tender vis-a-vis the quotation documents. It is further clarified that a substantially responsive quotation/tender is one which conforms to all the terms and conditions of the quotation documents without material deviations. IPE Global's determination of a quotation's responsiveness is to base on the contents of the quotation/tender itself without recourse to extrinsic evidence.

## 6. AWARD CRITERIA

6.1. The determination will take into account of the Bidders' "Eligibility/Pre-Qualification Requirements" and "Least Quoted Cost". It will be based upon the examination of the documentary evidence of the Bidder qualifications submitted by the Bidders as well as such other information as IPE Global deems necessary and appropriate.

6.2. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder quotation/tender in which event IPE Global will proceed to the next lowest evaluated quotation/tender to make a similar determination of the Bidder capabilities to perform satisfactorily.

6.3. IPE Global will award the contract to the successful Bidder whose quotation has been determined to be substantially responsive and has been determined as the lowest evaluated quotation, provided further that the Bidders is determined to be qualified to perform the contract satisfactorily. IPE Global also reserves the right to split the Contract between two and more Bidders.

## 7. LIQUIDATED DAMAGES

7.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, IPE Global, without prejudice to its other remedies under the contract, deduct from the contract prices as liquidated damages, a sum equivalent to the **01 percent per day** of the delivered price of the delayed goods or unperformed services for each delay until actual delivery or performance, up to a maximum deduction of the **10 percent of the value of delayed goods**.

## 8. TERMS OF DELIVERY

- 8.1. Delivery should be completed within **Twenty (20) days** of the receiving of confirmed Purchase Order/Contract from IPE Global. Bidders should clearly mention about the delivery period, if Supplier is unable to supply the goods before stipulated time LD will be applicable.
- 8.2. **Door-delivery Duty Paid (DDP) – final place of destination** as per details stated in **Annexure 9**.
- 8.3. At the time the Contract is awarded, IPE Global reserves the right to increase or decrease the quantity.
- 8.4. The responsibility of arranging all required documents for supply of goods till final place of destinations, including Road Permits, e-way bill, unloading of goods and shifting inside the delivery premises is of the Supplier.
- 8.5. The payment of GST to respective authority shall be the responsibility of supplier and should be included in the Financial Quote.
- 8.6. At the time the Contract is awarded, IPE Global reserves the right to instruct preferred Bidder to supply and deliver the total quantity in the batches to the desired locations.
- 8.7. At the time the Contract is awarded, IPE Global reserves the right to increase or decrease the quantity originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions of the RFQ document.

## **9. INSTALLATION**

- 9.1. Installation (wherever required and applicable) should be completed within Seven (07) days of the delivery of the Equipment unless instructed otherwise by IPE Global.

## **10. GOVERNMENT TAX:**

- 10.1. Bidders are responsible for establishing the status of the Services for the purpose of any government tax applicable in India. Any applicable taxes should be included in **PROFORMA 1: FINANCIAL QUOTATION** separately.

## **11. ALTERATIONS TO QUOTATIONS:**

- 11.1. Any manuscript or other alteration to the Quotation must be countersigned and dated by the person submitting the Quotation. The Bidder must not alter the RFQ documents.

## **12. SELECTION OF QUOTATIONS AND REJECTION OF NON-COMPLIANT QUOTATIONS:**

- 12.1. The instructions contained in the RFQ Package constitute the Conditions of Quotation. Participation in the Quotation process confirms that the Bidder accepts these Conditions of Quotation.
- 12.2. The Bidder must ensure that each and every employee, sub-contractor, consortium member and any other person / organisation the Bidder involves in their response to this RFQ, abides by the Conditions of Quotation. The Bidder shall be responsible for any breach of the Conditions of Quotation by anyone they have involved in their response to this RFQ.
- 12.3. Prior to commencing the evaluation process, IPE Global may check Quotations received to ensure they are fully compliant with the Conditions of Quotation. Non-compliant Quotations may be rejected by IPE Global.

## **13. LETTERS AND DECLARATION TO ACCOMPANY QUOTATIONS:**

13.1. Your Quotation must be accompanied by a Bid Covering letter on the organization's headed paper showing the full registered and trading name(s), trading and registered office address of the Bidder and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Bidders to a binding contract. Bidders are required to sign the declarations as mentioned in this Point 13 – LETTERS AND DECLARATION TO ACCOMPANY QUOTATIONS as **ANNEXURE 1**. The Bidder must quote the Title and Number of the RFQ and the Title and include the following declarations:

1. We have examined the information provided in your Request for Quotation (RFQ) and offer to undertake the work described in accordance with requirements as set out in the RFQ. This Quotation is valid for acceptance for 90 days from the date of the offer and we confirm that this Quotation will remain binding upon us and may be accepted by you at any time before this expiry date.
2. We accept that any contract that may result will a) comprise the contract documents issued with the RFQ and be based upon the documents submitted as part of our Quotation.
3. (if applicable) Certain information included in this Quotation would if disclosed prejudice our commercial interests. The particular information together with an explanation, and the period this information should be withheld, is attached to this letter.
4. The Quotation (including Eligibility/Pre-Qualification Criteria & Financial Quote) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other supplier invited to Quotation for this contract.
5. We understand the obligations as laid down under this RFQ instructions and have included any necessary declarations.
6. We agree to bear all costs incurred by us in connection with the preparation and submission of this Quotation and to bear any further pre-contract costs.
7. We understand that if the details given in support of claims made above are found to be untenable and/or unverifiable our bid may be rejected without any reference to us. We further clearly understand that IPE Global is not obliged to inform us of the reasons of rejection of our bid.
8. We hereby declare that we are registered/not registered under MSME. Certificates of MSME and Udyog Aadhar/Udyam Registration are attached herewith (whichever are applicable).
9. We certify that we haven't been blacklisted by a Central/ State Government institution/ Public Sector Undertaking/ Autonomous body and there has been no litigation with any Government Department/ PSU/ Autonomous body on account of similar services.
10. We certify that all the information mentioned in the Annexures of this covering letter is true and correct.
11. I confirm that I have the authority of [name of organisation] to submit Quotations and to clarify any details on its behalf.

#### **14. PACKAGING AND DELIVERY OF QUOTATIONS BY EMAIL:**

14.1. **Part A – Eligibility/Pre-Qualification Criteria and Part B – Financial Quotation must be Documented and saved separately and efforts to be made for submission in a single email.** The Financial Quotation **MUST BE PASSWORD PROTECTED** separately. **Please do not include any price information/password to access the Eligibility/Pre-Qualification Criteria and Financial Quotation in Part A** or any and/or in any communication (unless and until requested by IPE Global).

- 14.2. If the Financial Quotation is not password protected or if any price information is included in **Part A – Eligibility/Pre-Qualification Criteria** and/or in any communication (unless and until requested by IPE Global), **it may lead to disqualification** of such Bidder from the bidding process.
- 14.3. The two Documents should be clearly marked as **PART A – ELIGIBILITY/PRE-QUALIFICATION CRITERIA** and **PART B – FINANCIAL QUOTATION**.
- 14.4. The subject of email shall be the RFQ Number i.e., IPE-AMRUT-2023 (RFQ) – 047 followed by the Bidder’s Name.
- 14.5. Quotation must be received **on or before 1800 Hrs on May 27, 2023** addressed to the Senior Procurement Manager, IPE Global at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). Late Quotations will not be accepted in any circumstance. No special pleadings will be accepted.

## **OTHER INFORMATION**

### **15. CONFLICT OF INTEREST:**

- 15.1. Bidders must disclose in their Quotation details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor, if they were awarded this contract. Where Bidders identify any potential conflicts, they should state how they intend to avoid such conflicts. IPE Global reserves the right to reject any Quotation which, in IPE Global’s opinion, gives rise, or could potentially give rise to, a conflict of interest.
- 15.2. Bidders are required to sign and return the **Declaration of Conflict of Interest, provided at ANNEXURE 2** of this section.
- 15.3. IPE Global’s Conflict of Interest Policy Statement may be viewed at, [https://www.ipeglobal.com/wp-content/uploads/2023/04/Conflict-of-Interest-Policy\\_2023.pdf](https://www.ipeglobal.com/wp-content/uploads/2023/04/Conflict-of-Interest-Policy_2023.pdf).

### **16. COLLUSIVE BEHAVIOUR:**

#### **16.1. Any Bidder who:**

- a) fixes or adjusts the amount of its Quotation by or in accordance with any agreement or arrangement with any other party; or
  - b) communicates to any party other than IPE Global or, the amount or approximate amount of its proposed Quotation or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Quotation or insurance or any necessary security); or
  - c) enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Quotation; or
  - d) enters into any agreement or arrangement with any other party as to the amount of any Quotation submitted; or
  - e) offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Quotation or proposed Quotation, any act or omission, shall (without prejudice to any other civil remedies available to IPE Global and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.
- 16.2. Bidders are required to sign and return the **Declaration of Non-Canvassing and Non-Collusive Proposing provided at ANNEXURE 3** of this section.



**17. ANTI-FRAUD AND ANTI-CORRUPTION STATEMENT:**

- 17.1. If selected, in the performance of their obligations under or in connection with this Quotation, the organization, their agents and employees will need to comply with all applicable laws, rules and regulations including but not limited to IPE Global’s Anti-Fraud and Anti-Corruption Policy, the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions or their equivalent, as applicable in India.
- 17.2. Bidders are required to sign and return the **Declaration – Anti-Fraud and Anti-Corruption provided at ANNEXURE 4** of this section.
- 17.3. IPE Global’s Anti-Fraud and Anti-Corruption Policy Statement may be viewed at, <https://www.ipeglobal.com/wp-content/uploads/2023/04/Anti-Fraud-Anti-Corruption-Policy-2023.pdf>

**18. ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING STATEMENT AND CHILD PROTECTION POLICY:**

- 18.1. If selected, in the performance of their obligations under or in connection with this Quotation, the organization, their agents and employees will need to comply with all in-country legislation relating to Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy.
- 18.2. Bidders are required to sign and return the **Declaration – Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy at ANNEXURE 5** of this section.

**19. CONFIDENTIALITY:**

- 19.1. All material issued in connection with this RFQ shall remain the property of IPE Global and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to IPE Global or securely destroyed by unsuccessful Bidders at the conclusion of the procurement exercise.
- 19.2. The contents of this RFQ are being made available by IPE Global on condition that:
- a) Bidders shall at all times treat the contents of the RFQ and any related documents (together called the ‘Information’) as confidential, save in so far as they are already in the public domain.
  - b) Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
  - c) Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Quotation;
  - d) Bidders shall not undertake any publicity activity in connection with this RFQ within any section of the media.
  - e) Bidders may disclose, distribute or pass any of the information to the Bidder’s advisers or to another person provided that either:
    - This is done for the sole purpose of enabling a Quotation to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
    - The Bidder obtains the prior written consent of IPE Global in relation to such disclosure, distribution or passing of information; or
    - The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the RFQ; or the Bidder is legally required to make such a disclosure.

19.3. In this section the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.

## **20. DISCLOSURES:**

20.1. The Bidder must disclose:

- a) If they
  - are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder including but not limited to the appointment of any officer such as a receiver in relation to the Bidder’s personal or business matters or an arrangement with creditors or of any other similar proceedings.
- b) If they or any of the Bidder’s sub-contractors have been convicted of, or are the subject of any proceedings, relating to:
  - a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
  - corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with USAID/IPE Global, or any other donor of development funding, or any contracting authority.
  - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- c) If they or any of the Bidder’s sub-contractors:
  - are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documentated by Central/ State Government departments / Undertakings of Govt. of India or any other Procuring Agency.

20.2. Disclosure extends to any company in the same group of the Bidder (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Bidder is associated in respect of this Quotation).

20.3. If a Bidder or related company or any individual discloses details of any previous misconduct or complaint, IPE Global will seek an explanation and background details from them. At the sole discretion of IPE Global an assessment as to whether the Bidder will be allowed to submit a Quotation, will then be made.

20.4. Bidders are required to sign and return a self-declaration for the disclosures as mentioned in Point 20 as **ANNEXURE 6**.

## **21. IPE GLOBAL’S TREATMENT OF YOUR QUOTATION:**

21.1. IPE Global is committed to ensuring Value for Money<sup>2</sup> in complex procurements. Therefore, when you submit a Quotation, we will

- a) ensure Quotations are registered upon receipt and held securely until after the deadline for receipt of Quotations;
- b) witness the opening of all Quotations after the time and deadline for receipt of Quotations and separately register the financial details of each Quotation;

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<sup>2</sup> Value for money is defined as the optimum combination of whole-life cost and quality to meet requirements.

- c) return, unopened, any Quotations received after the deadline of receipt of Quotations;
- d) disqualify any non-compliant Quotations (i.e. Quotations failing to meet the terms of these instructions) received. The financial details of such Quotations will be recorded and marked as disqualified;
- e) ensure that all Quotations are evaluated objectively, in line with the evaluation criteria specified;

## **22. DISCLAIMERS & ARBITRATION:**

22.1. Whilst the information and supporting documents provided in this RFQ Package have been prepared in good faith, it does not purport to be comprehensive. Neither IPE Global, nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFQ; or
- b) accepts any responsibility for the information contained in the RFQ or for the fairness, accuracy or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of deceit or fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- c) Any persons considering making a decision to enter into contractual relationships with IPE Global following receipt of the RFQ should make their own independent assessment of IPE Global and its requirements and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFQ or any other associated documents is only authorised to be provided by the Procurement Expert named in the RFQ covering letter.

22.2. This RFQ and any dispute arising from it shall be governed by the laws of India.

## **23. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS:**

23.1. IPE Global shall not be committed to any course of action as a result of:

- a) issuing this RFQ or any invitation to participate in this procurement exercise.
- b) communicating with a Bidder or a Bidder's representatives in respect of this procurement exercise; or
- c) any other communication between IPE Global (whether directly or by its agents or representatives) and any other party.

23.2. By taking part in this competitive exercise, Bidders accept that IPE Global shall not be bound to accept any Quotation and reserves the right not to conclude a Contract for some or all of the services for which Quotations are invited.

23.3. IPE Global reserves the right to amend, add to or withdraw all or any part of this RFQ at any time during the procurement exercise.

## **24. COSTS OF THE RFQ:**

24.1. Bidders will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this RFQ. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this RFQ by IPE Global at any time. For the avoidance of doubt, IPE Global shall have no liability whatsoever to Respondents for the costs of any amendments, changes, discussions or communications.

**25. DATA PRIVACY:**

- 25.1. In connection with the performance of its obligations under this RFQ, the Bidder undertakes to comply with the requirements of (and to take all necessary steps to ensure that by its acts or omissions it does not cause IPE Global data privacy laws. No personal data shall be shared by the Bidder with IPE Global unless such sharing is required on a need-to-know basis in connection with RFQ. In such a case, IPE Global will hold and process personal data provided by the Bidder in connection with this RFQ and may disclose and transfer such data to any other IPE Global's entities, and other third party, on a need-to-know basis, as IPE Global may reasonably deem necessary or appropriate. The Bidder warrants that it has the authority to grant such right.
- 25.2. For the purpose of this RFQ "Personal Data" shall mean any data/information that relates to a natural person which, directly or indirectly, in combination with other information available or likely to be available, is capable of identifying such natural person.

**\*\*END OF REQUEST FOR QUOTATION INSTRUCTIONS\*\***

<b>RFQ TITLE:</b>	Request For Quotation for Supply and Delivery of IT Equipment
<b>RFQ NO.:</b>	IPE-AMRUT-2023 (RFQ) – 047

**ANNEXURE 1: LETTERS AND DECLARATION TO ACCOMPANY QUOTATIONS**

*(This Declaration is to be given on letterhead of the Organization and stamped with Organization’s Seal)*

**DATE:** xxxxxxxxxx

<b>REQUEST FOR QUOTATION TITLE:</b>	XXXXXXXXXXXX
<b>REQUEST FOR QUOTATION NO.:</b>	XXXXXXXXXXXX

1. We have examined the information provided in your Request for Quotation (RFQ) and offer to undertake the work described in accordance with requirements as set out in the RFQ. This Quotation is valid for acceptance for 90 days from the date of the offer and we confirm that this Quotation will remain binding upon us and may be accepted by you at any time before this expiry date.
2. We accept that any contract that may result will a) comprise the contract documents issued with the RFQ and be based upon the documents submitted as part of our Quotation.
3. (if applicable) Certain information included in this Quotation would if disclosed prejudice our commercial interests. The particular information together with an explanation, and the period this information should be withheld, is attached to this letter.
4. The Quotation (including Eligibility/Pre-Qualification Criteria & Financial Quote) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other supplier invited to Quotation for this contract.
5. We understand the obligations as laid down under this RFQ instructions and have included any necessary declarations.
6. We agree to bear all costs incurred by us in connection with the preparation and submission of this Quotation and to bear any further pre-contract costs.
7. We understand that if the details given in support of claims made above are found to be untenable and/or unverifiable our bid may be rejected without any reference to us. We further clearly understand that IPE Global is not obliged to inform us of the reasons of rejection of our bid.
8. We hereby declare that we are registered/not registered under MSME. Certificates of MSME and Udyog Aadhar/Udyam Registration are attached herewith (whichever are applicable).
9. We certify that we haven’t been blacklisted by a Central/ State Government institution/ Public Sector Undertaking/ Autonomous body and there has been no litigation with any Government Department/ PSU/ Autonomous body on account of similar services.
10. We certify that all the information mentioned in the Annexures of this covering letter is true and correct.
11. I confirm that I have the authority of [name of organisation] to submit Quotations and to clarify any details on its behalf.

**Name:**

**Designation:**

**Date:**

**Place:**

<b>RFQ TITLE:</b>	Request For Quotation for Supply and Delivery of IT Equipment
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## ANNEXURE 2: DECLARATION – CONFLICT OF INTEREST

### DECLARATION – CONFLICT OF INTEREST

I [Name], in my capacity as [Designation] with [name of the organisation] hereby declare that, to the best of our knowledge, [name of the organization] do not have any perceived or deemed conflict of interest in applying for this assignment – [insert RFQ name].

I undertake to make any further declarations detailing any conflict, potential conflict or apparent conflict that may arise during the duration of our involvement with [insert RFQ name]. We agree to abstain from any discussion and decision where such a conflict arises.

Name:

Designation:

Date:

Place:

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Signed by Authorized Representative<sup>3</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

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<sup>3</sup> The Authorized representative should be of Senior Management Level.

**ANNEXURE 3: DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING**

**DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING**

The essence of the public procurement process is that the Contracting Authority shall receive bona fide competitive Quotations from all Bidders.

We, the undersigned, hereby certify that this is a bona fide Request for Quotation (RFQ) and neither we nor any other member of our supply chain:

1. Entered into any agreement with any other person with the aim of preventing RFQs being made or the conditions on which any RFQ is made in respect of this invitation for RFQ; or
2. Caused or induced any person to enter into such an agreement as is mentioned in Para 1 above; or
3. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 or;
4. Offered or agreed to pay or give any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other RFQ for this invitation for RFQs; or
5. Canvassed any other persons in connection with this Request for Quotation; or
6. Communicated directly with any personnel or officials of IPE Global Limited India involved in work directly concerning this Request for Quotation, other than through the email address specified in the advertisement i.e., [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). This includes any aspect of the invitation for RFQs (without limitation) for the purpose of soliciting information or the transfer of related personnel into the employment of the Bidder.
7. We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 6 above before the hour and date specified for the submission of Request for Quotation.

In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>4</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

\_\_\_\_\_  
<sup>4</sup> The Authorized representative should be of Senior Management Level.

**ANNEXURE 4: DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**

*(This declaration is to be given on letterhead of the Organization and stamped with Organization’s Seal)*

**DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**

The organization [name], in order to be considered for the assignment.

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act including without limitation the offer or payment of a bribe to a public official or any other person in connection with any matter connected with this assignment and has not in the past been investigated and/or held guilty of fraud, conspiracy, corruption or bribery, with respect to any project/organizational activity.

Further the organisation agrees to notify the Senior Procurement Manager, immediately in writing with full particulars in the event that the organisation receives a request from any IPE Global official or any other person of influence requesting illicit payments.

If the organization is in breach of any term of this clause, then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Name:

Designation:

Date:

Place:

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Signed by Authorized Representative<sup>5</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

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<sup>5</sup> The Authorized representative should be of Senior Management Level.



<b>RFQ TITLE:</b>	Request For Quotation for Supply and Delivery of IT Equipment
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**ANNEXURE 5: DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING**

**DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING**

The organization [name], in order to be considered for the assignment.

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act relating to any matter connected with Anti-Slavery and Anti-Human Trafficking and has not in the past been investigated and/or held guilty of the same.

If the organization is in breach of any term of this clause, then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>6</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>6</sup> The Authorized representative should be of Senior Management Level.

**ANNEXURE 6: OTHER DISCLOSURES**

*(This Declaration is to be given on letterhead of the Organization and stamped with Organization’s Seal)*

**DATE: xxxxxxxxxxxx**

<b>REQUEST FOR QUOTATION TITLE:</b>	XXXXXXXXXXXX
<b>REQUEST FOR QUOTATION NO.:</b>	XXXXXXXXXXXX

**I. We disclose that:**

a) We

- haven’t been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or our financial standing including but not limited to the appointment of any officer such as a receiver in relation to our personal or business matters or an arrangement with creditors or of any other similar proceedings.

b) Neither we nor our sub-contractors have been convicted of, or are the subject of any proceedings, relating to:

- a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
- corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with Client and/or IPE Global, or any other donor of development funding, or any contracting authority.
- failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

c) Neither we nor our sub-contractors:

- are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documentated by Corporates, Bi-lateral Donors or Clients/Multi-lateral Donors or Clients/Philanthropic Organizations/Governments/or any other Procuring Agency.

**II. We also understand and agree that the above disclosures extends to any of our related organization(s) which is in the same group company (*including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom we are associated in respect of this Quotation*).**

**III. In case we or any of our related organization(s) or any individual discloses details of any previous misconduct or complaint or IPE Global is aware of such misconduct or complaint, then, IPE Global will seek an explanation and background details from us. At the sole discretion of IPE Global an assessment as to we will be allowed to submit a Quotation, will then be made.**

Name:

Designation:

Date:

Place:

**ANNEXURE 7: FORMAT – PARTICULARS OF BIDDERS**

1. Name of the Supplier: \_\_\_\_\_
2. Address of the Supplier: \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_ PIN  
\_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. Incorporated as: \_\_\_\_\_ in year \_\_\_\_\_ at \_\_\_\_\_ (Company, State Registered Firm, Co-operative Society or Partnership Firm)
6. Whether any legal arbitration/proceeding is instituted against the Bidder or the Bidder has lodged any claim in connection with works carried out by them (Yes/No): \_\_\_\_\_
7. If yes, please give details. \_\_\_\_\_
8. Whether the Bidder complies with the requirement of Registration under the Contract Labour (Regulation and Abolition) Act (Yes/No): \_\_\_\_\_
9. Bidder's profile (\*)
  - a. Name of the top executive: \_\_\_\_\_
  - b. Designation: \_\_\_\_\_
  - c. Email Address: \_\_\_\_\_
  - d. Mobile Number: \_\_\_\_\_
  - e. Office Strength Technical staff: \_\_\_\_\_ Nos.
  - f. Administrative staff: \_\_\_\_\_ Nos.
10. Bidder's Turnover (In Rs.)

2019-20	
2020-21	
2021-22	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

Name  
Date  
Place  
Bidder's Seal

**RFQ TITLE:** Request For Quotation for Supply and Delivery of IT Equipment

**RFQ NO.:** IPE-AMRUT-2023 (RFQ) – 047

**ANNEXURE 8: TECHNICAL SPECIFICATIONS**

SL. No.	Equipment	Unit	Quantity (in Units)	Technical Specifications
1.	Desktop Computer	Nos.	50	Desktop (Dell/HP/Equivalent) with minimum following specification: - Processor: Intel core i5 11th generation or latest RAM: 8 GB DDR4 Storage: 1 TB Monitor: 22” Operating System: Windows 11 Pro pre-loaded Other Softwares: MS Office latest version and Antivirus licensed for 3 years Warranty: 3 years comprehensive [Accidental Damage Protection (ADP)]
2.	Laptop Computer (Higher Specifications)	Nos.	78	Laptop (Dell/HP/ Equivalent) with minimum following specification:- Processor: Intel core i5 11th generation or latest RAM: 8 GB DDR4 Storage: 512 GB SSD Display size: 14” with graphics card Operating System: Windows 11 Pro pre-loaded Other Softwares: MS Office latest version and Antivirus licensed for 3 years Warranty: 3 years comprehensive [Accidental Damage Protection (ADP)] Accessories: Carry bag, charger, optical mouse
3.	Laptop Computer (Lower Specifications)	Nos.	146	Laptop (Dell/HP/ Equivalent) with minimum following specification:- Processor: Intel core i3 11th generation or latest RAM: 8 GB DDR4 Storage: 256 GB SSD Display size: 14” Operating System: Windows 11 Pro pre-loaded Other Softwares: MS Office latest version and Antivirus licensed for 3 years Warranty: 3 years comprehensive [Accidental Damage Protection (ADP)] Accessories: Carry bag, charger, optical mouse

SL. No.	Equipment	Unit	Quantity (in Units)	Technical Specifications
4.	Plotter	Nos.	05	Plotter-A0 size at zonal offices:- HP / Equivalent with minimum following specification: Multifunction Plotter Printer Warranty: 3 years comprehensive
5.	Multi-function digital copier (Print, Scan, Copy) - A3/A4 (Heavy Duty)	Nos.	05	HP/EPSON/CANON/ Equivalent with minimum following specification: Multi-function digital copier (Print, Scan, Copy) - A3/A4 (Heavy Duty) Print technology – Laser Duplex, Color & black & white, Network printing & Scanning, Warranty: 3 years comprehensive Pages per minute: mono & colour – upto 26 PPM With all necessary accessories and software
6.	Multifunction Color Printer A-4	Nos.	05	HP/EPSON/CANON/ Equivalent with minimum following specification: Multifunction Colour Printer A-4 Print technology -ink tank Network printing and scanning Warranty: 3 years comprehensive Pages per minute: up to 23 ppm (black) and 22 ppm (color) With all necessary accessories and software
7.	A4 Black and White Laser Multifunction Printer	Nos.	20	HP/EPSON/CANON/ Equivalent with minimum following specification: Printers A4 Black and White Laser Multifunction Printer, Print, Copy, Scan and Fax, ADF Print speed up to 21 ppm (black) USB, Ethernet, Wi-Fi Warranty: 3 years comprehensive with all necessary accessories and software

**ANNEXURE 9: ADDRESS OF CONSIGNEE AND QUANTITY DISTRIBUTION****A. Consignee-wise Quantity Distribution<sup>7</sup>:**

<b>SL. No.</b>	<b>Brief Description of Equipment</b>	<b>Bangalore</b>	<b>Dharwad</b>	<b>Mysuru</b>	<b>Kalaburagi</b>	<b>Final Quantity</b>
1	Desktop Computer	20	10	10	10	<b>50</b>
2	Laptop Computer (Higher Specifications)	41	14	11	12	<b>78</b>
3	Laptop Computer (Lower Specifications)	37	45	33	31	<b>146</b>
4	Plotter	2	1	1	1	<b>5</b>
5	Multi-function digital copier (Print, Scan, Copy) - A3/A4 (Heavy Duty)	2	1	1	1	<b>5</b>
6	Multifunction Color Printer A-4	2	1	1	1	<b>5</b>
7	A4 Black and White Laser Multifunction Printer	8	4	4	4	<b>20</b>

<sup>7</sup> The name of the cities is given for ease of calculation for delivery charges. The exact addresses for delivery will be communicated at later stage.

**RFQ TITLE:** Request For Quotation for Supply and Delivery of IT Equipment

**RFQ NO.:** IPE-AMRUT-2023 (RFQ) – 047

**ANNEXURE 10: STATEMENT OF COMPLIANCE/SPECIFICATIONS OF QUOTED ITEM**

<b>Sr. No.</b>	<b>Technical Specifications as given in RFQ Document</b>	<b>Technical Specifications of quoted item</b>
	<b>Make and Model (to be duly filled by Bidder)</b>	
1		
2		
.		
.		
n		

**RFQ TITLE:** Request For Quotation for Supply and Delivery of IT Equipment

**RFQ NO.:** IPE-AMRUT-2023 (RFQ) – 047

**PROFORMA 1: FINANCIAL QUOTATION**

**(To be submitted separately protected by Password)**

**QUOTATION TITLE:**

**QUOTATION NUMBER:**

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

<b>BIDDERS'S PRICES FOR SUPPLY AND DELIVERY OF IT EQUIPMENTS (PRICE TO BE ENTERED BY BIDDER):</b>									
SL No.	ITEM NAME	MAKE/MODEL	SPECIFICATIONS	UNIT	TOTAL QUANTITY (NOS.) A	PRICE IN INR			
						UNIT PRICE (PER PIECE) B	TOTAL PRICE (C) = (A) X (B)	GST (D)	TOTAL PRICE, FINAL PLACE OF DESTINATION* (E)=(C) + (D)

a. Total price, till final place of destination for quoted items should be inclusive of all applicable taxes and duties (basic duty, entry tax, road tax, octroi duty and any other local taxes etc.), only GST to be quoted separately, as applicable. It should also include that all goods shall be duly insured up to the final destination.

b. The Bidder shall adequately cover transit insurance for losses, damages, theft, pilferage, accident, etc. for the Equipment.



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- c. The rates quoted should be as per industry standards. Bids quoting zero or abnormally low rates compared to the industry prevalent rates will be rejected.
- d. The rates finalized will not be changed throughout the period of bid validity.

Name of Supplier:

Authorized Signatory:

Name

Date

Place

Bidder's Seal