

# **Request for Proposal (RFP)**

For

Purchase & Delivery of Laptops

at

Institute of Actuaries of India Office

REF. NO.: 2023/06/IAI/RFP/IT dated June 29, 2023

Institute of Actuaries of India

(Set up by an act of Parliament)

Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,

Seawoods Grand Central, Plot no R-1,

Sector 40, Near Seawoods Railway Station,

Navi Mumbai - 400 706

Boardline: +91 - 22 - 62433333

**Important Dates & Information: -**

Date of commencement of issue of RFP	Date: 29.06.2023   Time: 11:00 am
Date and Venue of Pre-Bid Meeting	NOT APPLICABLE
Last date for receipt of queries on RFP	Date: 03.07.2023   Time: 03:00 pm
Uploading of clarifications/ reply to Pre-bid queries on the IAI Website.	Date: 04.07.2023   Time: 03:00 pm
Last date for Bid Submission of RFP	Date: 07.07.2023   Time: 03:00 pm
Address for submission of Bids	INSTITUTE OF ACTUARIES OF INDIA Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Near Seawoods Railway Station, Navi Mumbai - 400 706
Date and Venue of opening of Technical Bids	Date: 08.07.2023   Time: 03:00 pm @ above address
Contact Person for queries	Mr. Larry Barretto (Dy. General Manager IT & Member Services) Phone: 8879594030 E-Mail: <a href="mailto:larry@actuariesindia.org">larry@actuariesindia.org</a>

**A. Company Background**

IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. The provisions of the said Act have come into force from 10th day of November 2006, in terms of the notification dated 8th November 2006, issued by the Government of India in the Ministry of Finance, Department of Economic Affairs. As a consequence of this, the erstwhile Actuarial Society of India was dissolved and all the Assets and Liabilities of the Actuarial Society of India were transferred to, and vested in, the Institute of Actuaries of India constituted under Section 3 of the Actuaries Act, 2006.

The erstwhile Actuarial Society of India (ASI) was established in September 1944. Since 1979 the ASI has been a Full Member of International Actuarial Association (an umbrella organizations to all actuarial bodies across the world) and is actively involved in its affairs. In 1982, the ASI was registered under Registration of Literary, Scientific and Charitable Societies Act XXI of 1860 and also under Bombay Public Charitable Trust Act, 1950. In 1989, the ASI started examinations upto Associate level, and in 1991, started conducting Fellowship level examination leading to professional qualification of an actuary, till then the accreditation was based on Institute of Actuaries, London examinations (now Institute and Faculty of Actuaries).

**B. Objective of the Tender**

1. Institute of Actuaries of India (IAI) intends to issue this bid document, hereinafter called tender, to invite proposals from reputed Original Equipment Manufacturers [OEMs] or their authorized distributors for the purchase of Laptops at IAI office as per the details given in the document.
2. IAI will not accept any deviations from the terms and conditions specified in the tender. Deviations will result in disqualification of the offer made by the bidder at the discretion of the Institute.

### C. Schedule of Events

IAI expects to adhere to the tentative schedule shown below. It should be noted, however, that some dates are approximate and final dates are subject to mutual agreement. It is the intention of IAI to move the process as quickly as possible.

#### **Minimum Eligibility Criteria**

The bidder interested in being considered for this assignment must fulfil the following criteria:

- The bidder should be a registered company in India. A Copy of registration certificate should be enclosed.
- The bidder should be Original Equipment Manufacturer [OEM] or authorized partner/ dealer/ re-seller of an OEM. In case of authorized partner/ dealer/ reseller of OEM, valid relationship certificate from OEM should be enclosed.
- The bidder should have been in the business of supply, installation and commissioning of hardware [Desktops/Laptops] in India for a period exceeding [5] years as on date of publishing of RFP. Experience certificate / completion certificate issued by clients should be provided as proof.
- The bidder should have supplied minimum 300 [Desktops/Laptops] at multiple locations in single or separate orders during last 3 financial years. A declaration from the organization(s) where the bidder has supplied, on the organization's letterhead, should be provided as proof.
- The bidder should have a valid Sales Tax/VAT/GST/Service Tax registration number and income tax registration number (PAN).
- The bidder should have turnover of a minimum INR Rs. 5 Cr. (last 3 years cumulative) The audited balance sheet of the firm/company for the relevant years should be provided as substantiation.
- The bidder should not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder must provide an undertaking on their letter head that they have not been black listed by any of the Govt. Authority or PSUs.

The bidder should submit proof in support of above-mentioned criteria while submitting the proposal. Bidders who do not fulfill the above criteria or fail to submit proof will be rejected

#### **Scope of Work**

Delivery of 12 new laptops with technical specifications as given below, along with accessories and necessary documentation at the IAI office address. The ordered Laptops should be delivered within 7 working days of acceptance of the Purchase Order.

During **delivery of Laptops** to IAI Office Bidder should take precautions for secure delivery of devices to avoid transit damages. Any damages during transit will be borne by the **Bidder**.

**Please find below the specifications for the laptops:**

The new laptop specifications are as below –

**HP ProBook 440 G9 i7-1255U Notebook Laptop Specifications – 11 nos.**

<b>Model</b>	<b>HP ProBook 440 G9 Laptop</b>
<b>Qty</b>	<b>11</b>
<b>Processor Name</b>	Intel Core i7 – 1255U
<b>Processor Family</b>	12th Generation Intel® Core™ i7 processor
<b>RAM Memory</b>	16GB RAM
<b>Hard Drive Description</b>	512GB SSD HDD
<b>Graphics</b>	Intel® Iris Graphics
<b>Camera</b>	720p HD
<b>Screen</b>	14" Full HD
<b>Operating System</b>	Windows 11 Pro 64 bit
<b>Warranty</b>	3 Years
<b>Bag Pack</b>	Yes

**HP FIREFLY 14G9 WORKSTATION - 6V2W6PA – 1 no**

<b>Model</b>	<b>HP FIREFLY 14G9 WORKSTATION - 6V2W6PA</b>
<b>Qty</b>	<b>1</b>
<b>Processor Name</b>	Intel Core i7 – 1255U
<b>Processor Family</b>	12th Generation Intel® Core™ i7 processor
<b>RAM Memory</b>	16GB (1x16GB) DDR5 4800
<b>Hard Drive Description</b>	1TB PCIe NVMe SSD
<b>Graphics</b>	Intel® Iris Graphics
<b>Camera</b>	5MP
<b>Screen</b>	14" WUXGA (1920x1200)
<b>Operating System</b>	Win 11 Pro DG Win 10 Pro
<b>Warranty</b>	3yrs Onsite + 1 Year ADP
<b>Bag Pack</b>	Yes

## **Instructions to the Bidders**

### **i. Procedure for Submission of the Proposal: -**

The bidder should submit their Proposal in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

ENVELOPE-A should contain all the information as mentioned below in point no. xiii. On page no. 8

ENVELOPE-B should contain the price bid mentioned below "Form 9: Financial Proposal" for providing the services as per scope of work.

Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal.

The sealed covers should be super scribed with the wordings "**Request for Proposal (RFP) For Purchase of Laptops for Institute of Actuaries of India**"

The sealed cover should also indicate clearly the name, address and telephone number of bidder to enable the proposal to be returned unopened in case it is declared "Late".

### **ii. Cost of Proposal: -**

Bidder shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if so desired by the Purchaser. Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **iii. Contents of the Proposal: -**

Bidder is expected to examine all instructions, forms, terms & conditions and Scope of Work in the Proposal. Failure to furnish all information required or submission of a Proposal not substantially responsive to the Proposal in every respect will be at the risk and may result in the rejection of the application.

### **iv. Conflict of Interest: -**

Bidder should not have any conflict of interest with the work that is needed to be undertaken.

### **v. Language of Proposal: -**

The Proposals prepared by the bidder and all correspondence and documents relating to the proposal exchanged by the bidder and Institute, shall be written in the English language, provided that any printed literature furnished bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### **vi. Confidentiality: -**

1. The bidder acknowledges that, as a result of the contracted activities, they may have access to internal business information of the Institute. The bidder agrees to maintain strict confidentiality and not disclose, in any form, the data or information derived from the assignment. The bidder shall take necessary measures to safeguard the confidentiality of the Institute's business information, applications, and data.

2. The bidder shall not disclose any part of the aforementioned information to parties not directly involved in providing the requested services, unless compelled to do so by a Court of Law or other Statutory Authorities. Failure to comply with this requirement may result in the immediate termination of the contract. In the event of a breach

of trust, the Institute reserves the right to initiate legal action against the bidder.

**vii. Disclaimer: -**

Institute and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of Institute and/or any of its officers, employees.

**viii. Authorized Signatory for Bidder: -**

The "Bidder as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Bidder, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the agency shall be annexed to the Proposal. Institute may reject outright any Proposal not supported by adequate proof of the signatory's authority.

**ix. Contact Details of the Bidder: -**

Bidder who wants to receive Institute's response to queries should give their contact details to Institute. The Bidder should send their contact details in writing at the Institute's contact address indicated in Page 1 of this document.

**x. Queries on the RFP: -**

Bidder requiring any clarification on this document may send a query in writing at the Institute's contact address indicated in Page 1 of this document. Institute's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the Institute, will be made available on the IAI website and sent to all bidders who have given their contact details. Institute may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the bidders who have given their contact details.

**xi. Amendment of RFP: -**

At any time prior to the last date for receipt of Proposals, Institute, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their Proposals, Institute may, at its discretion, extend the last date for the receipt of Proposals and/or make other changes in the requirements set out in the Invitation for Proposals.

**xii. Documents Comprising the Proposal:-**

The Proposal prepared by the bidder shall comprise of the following components:

- Form 1: Letter Proforma
- Form 2: Minimum Eligibility
- Form 3: Prior Experience
- Form 4: Comments and Suggestions
- Form 5: Approach for assignment

## Form 6: Declaration Letter

Institute shall not be responsible for non-receipt/non-delivery of the Proposal due to any reason whatsoever. Bidders are advised to study the Proposal carefully. Submission of Proposal shall be Deemed to have been done after careful study and examination of the Proposal with full understanding of its implications.

### **Selection Process**

The evaluation of the technical bids may be done in two stages:

- (a) Evaluation of the Technical bid documents submitted by the Bidders.
- (b) Evaluation of the Financial bid documents submitted by the Bidders.

The Technical and the Financial Bid will be opened on specified date and time mentioned under the "Important Dates" Section.

The bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats.

IAI would enter into contract with the bidder whose bids are determined as Lowest Commercial Bid [L1].

#### **i. Terms of Payment**

100% payment after delivery and verification of the laptops and submission of duly signed delivery of the ordered LAPTOP(s) and on receipt of proper tax invoice thereafter.

#### **ii. Penalty Clause**

If delay in completing any of the above written deliverable is more than 15 days a show cause notice may be served to the bidder. However, if there is a delay of more than a month in completion of the whole project then a penalty of 5% shall be imposed on complete cost raised by the bidder with regard to this project.

#### **iii. Termination for Default**

1. The Institute, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate this Contract in whole or in part, if the Bidder fails to perform any obligations(s) under the Contract.
2. In the event of the Institute terminating the Contract in whole or in part, the Institute may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Bidder shall be liable to the Institute for any excess costs for such similar services

#### **iv. Force Majeure**

The Bidder or the Institute is not responsible for delays or non-performance of any contractual obligations arising out of blockade caused by war, revolutions, insurrection, civil commotion, riots, mobilizations, strikes, acts of God, plague or other epidemics, fire, flood, obstructions of navigation by ice of port of dispatch, acts of Govt. or public enemy or any other event beyond the control of either party which directly, materially and adversely affect the performance of any contractual obligation.

#### **v. Compliance with Laws**

The Bidder shall observe, adhere to, abide by, comply with and notify the Institute about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards

them and all purposes of this RFP and shall indemnify, keep indemnified, hold harmless, defend and protect the Institute and its employees/officers/staff/ personnel/representatives from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

**vi. Assignment & Subcontract**

The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with the Institutes prior written consent.

In case of subcontracting permitted, the contracting vendor is responsible for all the services provided to the Institute regardless of which entity is conducting the operations. The contracting vendor is also responsible for ensuring that the sub-contractor comply with all security requirements of the contract and Institute can obtain independent audit report for the same.

**vii.Tender / RFP Cancellation**

The Institute reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

**FORMS for the Proposal**

Proposal is to be submitted in the following format along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

**Form 1: Letter Proforma**

To  
Director  
Institute of Actuaries of India  
Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,  
Seawoods Grand Central, Plot no R-1,  
Sector 40, Seawoods,  
Near Seawoods Railway Station,  
Navi Mumbai - 400 706

Sir,

Sub: Request for Proposal (RFP) for Purchase and Delivery of 12 Laptops at Institute of Actuaries of India Office.

The undersigned Bidder, having read and examined in detail all the RFP documents in respect of appointment of a Bidder for Institute for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

**Correspondence Details**

<b>1</b>	Name of the Bidder Company	
<b>2</b>	Year of establishment in India	
<b>3</b>	Type of Company [Govt/PSU/Pub. Ltd/ Pvt. Ltd/partnership/proprietary]	
<b>4</b>	Address of the Registered Office at Mumbai	
<b>5</b>	Name of the contact person to whom all references shall be made regarding this tender	

<b>6</b>	Designation of the person to whom all references shall be made regarding this tender	
<b>7</b>	Address of the person to whom all references shall be made regarding this tender	
<b>8</b>	Telephone (with STD code)	
<b>9</b>	E-Mail of the contact person	

**Document forming part of Proposal**

We have enclosed the following:

Form 2 : Minimum Eligibility

Form 3 : Comments and Suggestions

Form 4 : Declaration Letter

Form 5 : Financial Proposal

Registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)

Seal:

Name:

Designation:

Date:

Place:

Business Address:

Witness:

Signature

Name

Bidder:

Signature

Name

**Form 2: Minimum Eligibility**

[Bidder should not include the figures of the subcontractors]

	Minimum Eligibility Criteria	Bidder's Response	
1	Name of the bidder company		
2	Registration No. and date of registration. <b>[Registration Certificate to be enclosed]</b>		
3	OEM or Authorised Partner/dealer <b>[If partner, partnership certificate to be enclosed]</b>		
4	<b>OEM Details</b>		
a	Name of OEM		
b	Address of OEM in India		
c	Contact Details of OEM		
d	Name		
e	Designation		
f	Mobile No.		
g	Mail Id		
5	To be in the business of service in India for a period exceeding [5] years of experience in supply, installation & commissioning of Laptops, Desktops etc. <b>[Experience certificate / completion certificate issued by your clients]</b>		
6	Supplied minimum 1000 [Laptops/Desktops] at multiple locations in single or separate orders during last 3 financial years <b>[Declaration from the organization where Bidder has supplied in the organization letter head]</b>		
7	<b>Financials</b>		
	<b>Parameter</b>	<b>FY (2020-21, 2021-22, 2022-23)</b>	<b>Amount in lakh (INR)</b>
a	Annual Turnover (INR)**		
b	Cash Profit (INR)**		
c	Net Worth (INR)**		
d	CA certificate to be submitted		
8	ISO 9000:2001 certification <b>[Enclose certificate]</b>		

Witness:  
Signature  
Name  
Address  
  
Date

Bidder:  
Signature  
Name  
Designation  
Company  
Date

**Note**

1. Bidder response should be complete; Yes/No answer is not acceptable.

2. Documentary proof, sealed and signed by authorized signatory, must be submitted.
3. Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. IAI will not make any separate request for submission of such information.
4. IAI will contact the bidder referenced customer for verifications of facts, the bidder to ensure that the customer is intimated. Further in case IAI feels to visit the site, the bidder to take necessary approvals for the same. IAI will not make any separate request to the bidder's customers.
5. Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.

**Form 3 : Comments and Suggestions**

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Bidder can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

**Form 4: Declaration Letter**

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:  
Signature  
Name  
Address

Date

Bidder:  
Signature  
Name  
Designation  
Company  
Date

**Form 5: Financial Proposal**

To,

Director

Institute of Actuaries of India  
Unit no. F-206, 2nd Floor, 'F' Wing  
in Tower 2, Seawoods Grand  
Central, Plot no R-1,  
Sector 40, Seawoods,  
Near Seawoods Railway Station,  
Navi Mumbai - 400 706

Sub: Request for Proposal (RFP) for Purchase & Delivery of 12 Laptops at Institute of Actuaries of India Office.

Sir/ Ma'am,

In response to the above mentioned subject, hereunder is our financial cost for the project:

I/we \_\_\_\_\_ Bidder services firm herewith enclose Financial Offer of Rs. \_\_\_\_\_ (in words) for selection of my/our firm as Bidder. The break-up of the above cost is given as below.

S.N	Description	Quantity#	Unit Cost	GST Amount	Total Cost
(A)	(B)	(C)	(D)	(E)	(F) = (C)x[(D)+(E)]
1.	Purchase & Delivery of 12 Laptops as per the Scope of Work mentioned in the RFP	12			

Above mentioned cost includes all logistics and no other extra charges are applicable except service tax, which is extra as applicable by Government of India. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,  
Yours faithfully  
(Signature of the Officer)

Seal:

Name:  
Designation: Date:  
Place:  
Business Address: