

# GREATER HYDERABAD MUNICIPAL CORPORATION

E-TENDERS ARE INVITED FOR PROCUREMENT OF ID CARD MATERIAL ALONG WITH SOFTWARE, (1) COLOR COPIER MACHINE AND (1) i3-DESKTOP TO GHMC.



THE INFORMATION PROVIDED BY THE BIDDERS IN RESPONSE TO THIS TENDER DOCUMENT WILL BECOME THE PROPERTY OF GHMC AND WILL NOT BE RETURNED. GHMC RESERVES THE RIGHT TO AMEND, RESCIND OR REISSUE THIS TENDER DOCUMENT AND ALL AMENDMENTS WILL BE ADVISED TO THE BIDDERS AND SUCH AMENDMENTS WILL BE BINDING ON THEM. THIS DOCUMENT IS PREPARED BY GHMC FOR PROCUREMENT OF ID CARD MATERIAL ALONG WITH SOFTWARE, (1) COLOR COPIER MACHINE AND (1) i3-DESKTOP TO GHMC IT SHOULD NOT BE REUSED OR COPIED OR USED EITHER PARTIALLY OR FULLY IN ANY FORM.

**Tender No: 09/IT/GHMC/2024-25, Dt:19.12.2024.**

GREATER HYDERABAD MUNICIPAL CORPORATION

Tank Bund Road, CC Complex, Hyderabad-500063.

## HOW TO APPLY ON e-PROCUREMENT PORTAL

- a. Applications can be downloaded from Government of Telangana e-Procurement Website <https://tender.telangana.gov.in/> under login for suppliers. Aspiring parties who have not registered in e-procurement should register before participating through the website <https://tender.telangana.gov.in/>
- b. The details of the process of registration and obtaining the digital signature certificates are available on the website: <https://tender.telangana.gov.in/> Necessary hands on training could be obtained from the center for M/s Vupadhi Techno Services Pvt. Ltd. and could also be obtained over telephone at +91-4040-44426250/51 Fax +91-40-44426252 **or mail to** [tseprocsupport@vupadhi.com](mailto:tseprocsupport@vupadhi.com). can access the application on the website, fill them with all relevant information, and submit the completed application and supporting documents
- c. **Read the complete document, carefully** PDF versions or scanned copies of the required documents are to be uploaded on the website.
- d. The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.
- e. For any help or technical support on e-Procurement, Bidders may contact M/s Vupadhi Techno Services Pvt. Ltd over phone or in person or their helpdesk at: e-Procurement Help Desk.

### **Vupadhi Techno Services Pvt. Ltd.**

1st Floor, Ramky Grandiose,  
Sy. No: 136/2 & 4, Gachibowli,  
Hyderabad - 500032.  
Telangana State.  
+91 40-33762222, 23  
[tseprocsupport@vupadhi.com](mailto:tseprocsupport@vupadhi.com) .

**Letter of Undertaking on Company Letter head**

To  
The Addl. Commissioner (IT)  
3<sup>rd</sup> Floor, GHMC Head Office,  
Tank Bund Road,  
Hyderabad. 500063

Sir,

Reg.: Our bid for Procurement of ID Card material along with Software, (1) Color Copier Machine and (1) i3-Desktop to GHMC.

We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

Vendor means the bidder who is decided and declared so after examination of commercial bids. Yours faithfully

For \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## CONTENTS

S.NO	DESCRIPTION	Page No.
1.	Eligibility Criteria of Bidders	7
2.	Terms and Conditions	7
3.	Bid submission	10
3.1	Technical bid	10
3.2	Financial bid	10
4.	Clarification of bid documents	11
4.1	Bid Validity	11
4.2	Bid Security (EMD)	11
5.	Preparation of Financial Bid	11
5.1	Over view of Financial Bid	11
5.2	Bid prices	11
6.	Standard procedure for Opening & Evaluation of Bids	12
6.1	Outline of Bid Evaluation procedure	12
6.2	Preliminary Examination	13
6.3	Evaluation of Technical Bid	13
6.4	Evaluation of Financial Bid	13
7.	Contacting GHMC	13
8.	Award Criteria	13
8.1	GHMC right to vary quantities at time of award	14
9.	Quality Standards	14
10.	Quantity to Quote	15
11.	Tests certificates	15
12.	Dispatch Clearance	15
13.	Experience Required	15
14.	Deviation from Specification	15
15.	Corrupt or Fraudulent Practices:	15
16.	Warranty	16
17.	Packing	17
18.	Declaration of Tenderer (Annexure-I)	19
19.	Record of Arbitration & Litigation (Annexure-II)	20
20.	Bidder Information (Annexure-III)	21
21.	(Annexure-IV) a) Evidence of Experience b) Details of Materials supplied by the Tenderer	22
22.	<b>(Annexure-V)</b> Technical Specifications	23
23.	Check List (Annexure-VI)	26
24.	Bill of Quantities (Annexure-VII )	27

**GREATER HYDERABAD MUNICIPAL CORPORATION: HYDERABAD**

O/o Additional Commissioner (IT),  
3<sup>rd</sup> floor, IT Section, Head Office,  
Tank Bund, Hyderabad.

(FORWARDING SLIP TO ACCOMPANY TO THE TENDER SCHEDULE)

1)	Tender Notice No. & Date	:	09/IT/GHMC/2024-25, Dt: 19.12.2024
2)	Name of the Work	:	Procurement of ID Card material along with Software, (1) Color Copier Machine and (1) i3-Desktop to GHMC.
3)	Name and address of the Agency	:	M/s. _____
4)	<b>RFP Document Fee</b> (By way of DD drawn on or after <b>23.12.2024</b> from any scheduled Bank)	:	Rs. 1,000 should be drawn in form of DD in favour of Commissioner, GHMC
5)	<b>Earnest Money Deposit</b>	:	<b>Rs. 10,000 (initial payment)</b> shall be paid while submitting bids through online payment at <a href="https://tender.telangana.gov.in/">https://tender.telangana.gov.in/</a> and the balance amount of the tender value calculated @ 2.5% should be paid at the time of agreement in favour of Commissioner, GHMC
6)	Bid submission start Date & Time	:	23.12.2024 @ 11:00 AM onwards
7)	Bid submission closing Date & Time	:	02.01.2025 @ 05:00 PM
8)	Address	:	O/o Additional Commissioner(IT), 3 <sup>rd</sup> floor, IT Section, Head Office, Tank Bund, Hyderabad.
9)	Contact Number & mail:	:	6309999458 & deeit-ghmc@gov.in

Agency:

Signature of the Participant :  
Seal :

Note : For Further details, specifications please visit <https://tender.telangana.gov.in/>

## **NOTICE INVITING TENDERS:**

Tenders are invited on e-Procurement platform from the Authorized/Local Dealers for Desktops. A complete set of tender document can be downloaded from the website of <https://tender.telangana.gov.in/> on payment of non refundable amount of As mentioned in the Tender Document against each Package – Nonrefundable under any circumstances towards Bid Processing fee through D.D. drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation, Hyd.

The Tender Participant must fulfill the qualification criteria mentioned in the tender document. All tender offers must be uploaded on or before 02.01.2025 @ 05:00 PM duly uploading the copies of DDs along with other documents as per terms and conditions as stipulated.

**Agency:**

**Signature of  
the participant**

**Seal:**

**Seal:**

## 1. Eligibility criteria:

- a) Firm Registration, GST registration, IT returns and PAN card etc., only are eligible to participate in the tenders.
- b) Experience Certificate worth Rs. 5 Lakh in any one year during the last (3) years, 2021-22, 2022-23, 2023-2024 in Supply and Delivery of ID Card Material/Desktop/Copier Machines to any State / Central Govt./, Public Sectors (Enclose the clients list).
- c) The agencies turn over for shall be more than Rs. 10 lakh in last preceding three years viz. 2021-22, 2022-23, 2023-2024. A certificate, in original, from a chartered accountant on the turnover for the reference years may be submitted.

## 2. Terms and conditions:

1. The Bid processing fee will not be refunded under any circumstances. The EMD's shall be refunded to the unsuccessful tender participant except L1 and L2, soon after deciding the tenders after receipt of requisition from the Tender participants.
2. The bidder should quote their rates both in words as well as in figures. The rates quoted in words shall prevail in case of discrepancy. The rates mentioned shall include all taxes etc.
3. Any wrong declaration in this regard if comes to the notice at a later date, will disqualify him from tendering.
4. The bidders are required to quote their lowest all inclusive rates as per specifications, delivery period and discount, if any.
- 5. L1 agency has to submit a Sample of each and every ID Card material before supply.**
6. The Rates quoted for ID Card Materials/Desktop/Copier Machine shall be valid for a period of 6 Months.
7. The L1 Bidder/Agency has to supply ID Card Materials/Desktop/Copier Machine for next (6) with L1 Rates quoted in e-Tenders.
8. Supply and Delivery of ID Card Materials/Desktop/Copier Machine is to be ensured very expeditiously but not later than Seven days from the date of signing of agreement. The agency has to install the supplied items with required mentioned software as per Specifications.
9. The material supplied will be inspected by the technical persons of GHMC and in case the supply is not found strictly in conformity with the approved specifications and any

complaint is received about its quality and performance during the course of their use/utilization, the deficient supplies will have to be replaced with the good quality material, exactly commensurate with the approved specifications at the cost of bidder. The decision of the GHMC in this regard shall be final.

10. The supply of ID Card Materials/Desktop/Copier Machine shall be required to be made within the stipulated time on issue of Purchase Order and in case supply is not made within the stipulated time and the GHMC is forced to make purchases to meet the emergency demand, the bidder will be liable to make good the loss due to difference which the GHMC may directly deduct from Bill/security and the bidder will also be liable for penalty as follows.

#### **11. Penalty for Default in Delivery:**

For any delays in delivery beyond accepted period for delivery, the vendor will be liable for penalties as follows: (Delivery period shall be counted from the date of receipt of Purchase Order)

- A.
    - i. For the delay of first one week or part there of 1 % of the value of the purchase order.
    - ii. For additional delay beyond one week, for every one week or part thereof a penalty of 0.5 % of the PO value will be levied.
  - B. If the delivery time is more than 2 weeks, the above percentage of penalties are applicable but in a compounding manner i.e., for 1st week 1% and 2nd week 2.5 % and so on.
  - C. If the delay exceeds more than 30 days, GHMC will reserve the right to cancel the order without giving any notice and EMD will be liable for forfeiture.
12. The GHMC will deal with the bidder directly and no middlemen / agents / Commission agents etc. should be asked by the bidder to represent their cause and they will not be entertained by the GHMC.
  13. Payment shall be made promptly by the GHMC, but in no case later than (30) days after issuance of Acceptance Certificate.
  14. GHMC at its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reasons.



15. Even after awarding the said Contract, the GHMC reserves the right to terminate the same at any time, without assigning any reason.
16. List of clientele in support of carrying out similar types of supplies to the Central Govt. /State Govt. /Autonomous Bodies/Semi Govt. / Corporation should be invariably enclosed.
17. Statutory Deductions will be effected at the time of payment as per rules and vogue.
18. Successful bidder shall have to execute an agreement within (7) days from the date of issue of Purchase Order with GHMC on a non-judicial stamp paper worth Rs.100/- (should be submitted by the agency) expressing acceptance of the terms and conditions for supply of the items and get it registered with the Registration Department at his / their own cost.
19. The Earnest Money Deposit will be retained with the GHMC for the vendors who accept to supply the materials at L1 rates. The Earnest Money Deposit shall not carry any interest and cannot be withdrawn during the contract period.
20. If the vendor fails to supply the items according to the rates quoted, action will be initiated against such vendor holding him/them responsible duly forfeiting the Earnest Money Deposit
21. The consignee on receipt of consignment shall verify and set forth defective supplies if any within three weeks from the date of receipt of supplies.
22. Whenever material is supplied, Invoice in duplicate to be submitted along with delivery challan duly signed by concerned for payment.
23. The agency/contractor shall arrange to repair or replace as the case may be the defective supplies at his own cost to the complete satisfaction of the purchaser within 5 days from the date of receipt of intimation from the consignee and shall obtain a certificate to this effect from the purchaser or any authorized officer of the purchaser. Failure on the part of the contractor /agency will entail penalty.
24. If supplied material is found not genuine or not according to the required specifications, the EMD will be forfeited without any further notice. The bill amount together with the other bills if any pertaining to the said agency will not be entertained besides taking further action.

25. The tenderer shall furnish the information in the Annexures I to VII. The tenderer is advised to submit the Hard copies of tender document for verification / evaluation whenever required.
26. The tenderer must have one service centre in Hyderabad to attend the defects immediately whenever pointed out by GHMC and any two Contact numbers for any technical problems.
27. **Termination of the Contract: GHMC, Hyderabad is the sole arbitrator in case of failure by the vendor to perform any of its obligation under or arising out of the agreement. All disputes, differences and questions what so ever which may arise between the parties here to during the continuance of the agreement the GHMC, Hyderabad will have option to terminate the agreement or impose penalty.**
28. The Bidder shall meet the minimum qualification criteria mentioned in the bid document and shall furnish documentary evidence in support of the qualifying requirement.
29. Bidder shall have successfully executed the tender quantity within the last three years.
30. Details of supplies made of similar items in the past three years to various utilities with documentary evidence and user's certificate must be enclosed.

### **3. Bid submission:**

#### **3.1. Technical bid**

It shall include the following information about the firm and/or its proposal.

1. EMD Online payment at <https://tender.telangana.gov.in/>
2. Process Fee (Cost of Tender Schedule)
3. Firm Registration
4. GST Registration.
5. PAN Card
6. Declaration of Bidder (Annexure-I)
7. Record of Arbitration & Litigation (Annexure-II)
8. Bidder Information (Annexure-III)
9. Manufacturer Authorizations (Annexure-IV)
10. Experience Details & Materials Details (Annexure-V)
11. Technical Specifications (Annexure –VI)
12. Check List (Annexure-VII)

### 3.2. Financial bid

The financial bid should provide cost calculations corresponding to unit price of each item of the schedule in the Annexure – VII.

#### 4. Clarification of bid documents:

1. Prospective Bidder requiring any clarification on the Tender Document may notify the GHMC in writing through e-mail (dyeeit.ghmc@gmail.com). Bidders should send their queries latest **on or before Date: 31.12.2025 @ 5.00 PM**. However, it is not binding for GHMC to answer/accept any or all of such queries/comments.
2. To facilitate evaluation of Proposals, GHMC may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Notwithstanding anything contained in the Tender Document, GHMC reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Proposal.
3. The bidders are requested to upload all the Technical and Financial proposals on e-procurement portal only.
4. During evaluation of the bids, GHMC may, at its discretion, ask the bidder for clarification of its bid.

#### 4.1. Bid Validity

The commercial bid should be valid for minimum (6) months from the date of opening of qualification bid. GHMC may ask bidders to extend the period of validity. Commercial Bids of qualified bidders only shall be opened. The quote must be valid at least for three months from the date of opening of the commercial bid.

#### 4.2. Bid security i.e. Earnest Money Deposit (EMD)

- i. Tenders have to pay total 2.5% EMD on the Bid Price. (Initial Rs.10,000/- to be paid on the tender website) shall be paid while submitting bids through online payment and 2.5% of the tender price should be paid at the time of agreement in favour of Commissioner, GHMC, Hyderabad in the form of a DD, payable to the **“Commissioner, Greater Hyderabad Municipal Corporation, Tank Bund, Hyderabad”** drawn from any scheduled Bank. **EMD in any other Form / Instrument shall not be acceptable.** This EMD does not carry any interest.
- ii. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected. EMD in respect of parties that are not selected shall be returned within one month.

### 5. Preparation of financial bid:

#### 5.1. Overview of financial bid

The financial bid should provide cost calculations corresponding to each component of the project.

## **5.2. Bid prices:**

- a. The bidder shall indicate the unit prices (where applicable) and the total bid price of the goods/services it proposes to supply under the contract.
- b. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by GHMC and will not in any way limit the purchaser's right to contract on any of the terms offered.
- c. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- d. Bid currency: Prices shall be quoted in Indian rupees.
- e. All the rates shall be quoted with all taxes (tax mentioned separately).

## **6. Standard procedure for opening and evaluation of bids:**

### **6.1 Outline of bid evaluation procedure**

1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the GHMC authorized officer shall open, Technical bids. Finally financial bids of those bidders will be opened who are short listed in technical evaluation and all the communications with regard to tender evaluation status shall be viewed on e-procurement portal only.
2. In case of composite bid - technical and financial bids combined together, first Prequalification, Technical evaluation will be done followed by Financial evaluation of only those bids which have qualified in Pre qualification, Technical evaluation.
3. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or GHMC may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

### **6.2 Preliminary examination:**

1. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
2. 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 quantity, the unit price shall prevail and the total price shall be corrected. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

3. GHMC may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
4. Prior to the detailed evaluation, GHMC will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without any deviations.
5. If a bid is not substantially responsive, it will be rejected by the GHMC and may not subsequently be made responsive by the bidder by correction of the nonconformity.

### **6.3 Evaluation of Technical bid**

Technical bid documentation shall be evaluated in two sub-steps.

1. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the offer made, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project.
2. In the second step, GHMC may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

### **6.4 Evaluation of Financial bid**

1. Financial bids of those vendors who satisfy technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. GHMC will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid.
2. Evaluation of financial bids will exclude and not take into account any offer not asked for or not relevant to the present requirements of user and who ever quotes L1 price (inclusive taxes) will be treated as successful bidder.

### **7. Contacting GHMC:**

1. Bidder shall not approach GHMC officers outside of office hours and / or outside GHMC office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a bidder to influence GHMC officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also marked as ineligible for future bids. If the bidder wishes to bring additional information to the notice of the GHMC, it should do so in writing.

## **8. Award criteria:**

Final choice of firm to execute this project shall be made on the basis of conformity to technical requirements, appropriateness of the product/services offered, appropriateness of financial offer from the point of view of cost-effectiveness, total cost of ownership over entire contract period for the product/services and past track record of bidder.

### **8.1. GHMC right to vary quantities at time of award**

GHMC reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions.

1. GHMC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
2. GHMC reserves the right to decide which ever plan is feasible as quoted in Annexure IV. Whatever plan is finalized, the bidder who stands as L1 will be selected.
3. Prior to expiration of the period of bid validity, GHMC will notify the successful bidder in writing, that its bid has been accepted.
4. Upon the successful bidder's acceptance to, GHMC will promptly notify each unsuccessful bidder and will discharge its bid security on e-procurement portal only.
5. "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the process of contract execution and
6. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition:
7. "Unethical practice" means any activity on the part of bidder which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of financial bids will be treated as unethical practice.
8. GHMC will reject a proposal for award and also may debar the bidder for future tenders in GHMC, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

## **9. Quality Standards:**

- i. This specification covers design manufacture, testing and delivery of the materials described as in the tender document.

- ii. The materials offered should have been successfully tested and the design should be in satisfactory operation for the duration of the contract.
  
- iii. All the materials should conform in all respects to highest standards of engineering, design, this specification and the latest revisions of relevant Indian / International standards, at the time of offer and the Purchaser should have the power to reject any work or material, which, in his judgment is not in full conformity to the standards specification. All material will be of the best class and will be capable of satisfactory operation under tropical conditions without distortion or deterioration.

**10. Quantity to Quote:**

Bidder shall quote for full quantity indicated in the bid Specification. Offers for Partial quantity are liable for rejection.

**11. Tests certificates:**

Tests will have to be conducted on the materials in case an order is placed, according to relevant standard and tests certificates in triplicate will have to be furnished. The tests that will be conducted on the materials as per relevant IS/ Tender specification should be stated in the tender. Each unit of the materials will be subject to the tests prescribed in the relevant standard (latest edition) before supply is affected. Untested materials will not be accepted. The certificates of type tests if any should also be submitted with the tender.

**12. Dispatch Clearance:**

(a) The manufacture / authorized dealer after receiving dispatch clearance from the respective inspection Authority / Purchaser should deliver the equipment/materials suitably packed to GHMC designated Stores. The materials are to be suitable packed and fully insured against all risks and to be delivered as per dispatch instruction to be communicated in due course.

(b) Materials/ equipment as per dispatch clearance should have to be dispatched within the stipulated period of the order and inspection of further lots against the said order will be arranged after receipt of confirmation regarding physical delivery to our stores by the inspection authority.

**13. Experience Required:**

Past experiences and performance certificate received in respect of these types of materials supplied earlier during last 3 years shall have to be submitted with the tender.

#### **14. Deviation from Specification:**

1. Any Deviation from the specified specifications or improvement over the specification should be stated in the offer in the enclosed Schedule of deviation format.
2. The detailed dimensioned drawing will have to be furnished with the tender incase if it is applicable.

#### **15. Corrupt or Fraudulent Practices:**

It is essential that the Purchaser as well as Bidder / supplier / contractor for the purposes of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;
- (iii) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (iv) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at anytime determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

#### **16. Warranty:**

1. The supplier will warrant for the satisfactory functioning of the Supply and Delivery of ID Card Materials/Desktop/Copier Machine for GHMC, as per the warranty issued by the Original Manufacturer from the date of delivery of material / equipment in good condition and as per the tender specifications.
2. The Supplier shall ensure that the Materials / equipment supplied under the Contract are new of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The supplier further shall ensure that all Materials / equipment supplied under this Contract will have no defect, arising from a design and / or materials as required by the Purchaser's specifications.
3. All the material will be of the best class and will be capable of satisfactory operation in the tropics under service conditions as indicated in this document without distortion or deterioration. No welding filling or plugging of defective parts will be permitted, unless



otherwise specified, they will conform to the requirements of the appropriate Indian, British or American Standards.

4. Where a standard specification covering the material in question has not been published, the standards of the American Society for testing of Materials should be followed.
5. The entire designs and construction will be capable of withstanding the severest stresses likely to occur in actual service and of resisting rough handling during transport.
6. The warranty period should be as per the warranty issued by the OEM for supply of ID Card Materials/Desktop/Copier Machine from the date of acceptance of the Materials / equipment. The Supplier will, in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the supplier will at its discretion either, Make such changes, modifications, and/or additions to the Materials /equipment or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests as per the relevant standards.
7. The Purchaser will promptly notify the supplier in writing of any claims arising under this warranty. "Upon receipt of such notice, the Supplier will within 7 days repair or replace the defective Materials / equipment or parts thereof, free of cost at the ultimate destination.
8. The supplier will take over the replaced parts/Materials / equipment at the time of their replacement. No claim whatsoever will lie on the Purchaser for the replaced parts/Materials / equipment thereafter". In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material will be extended to a further period of 12 months.
9. If the Supplier, having been notified, fails to remedy the defect(s) within the above period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense duly deducting the expenditure from subsequent bills / EMD and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

#### **17. Packing:**

1. The materials/ equipment should have to be packed suitably. If the materials/ equipments are found to be acceptable after inspection and testing, the same should have to be suitable sealed by our inspecting officers. Due care should have to be ensured during transportation to keep the packing and seal intact for acceptance by consignee stores. All necessary Assistance in this regard should be extended by the party to GHMC's inspecting team free of cost.
2. Goods securely packed are to be delivered to the consignee mentioned below, during office hours on any working day within the period of delivery specified. Bills should be prepared

in triplicate by the suppliers and marked distinctly as original, duplicate and triplicate and dispatched to the consignee quoting reference to purchase order.

3. Payment will be made after supply and satisfactory functioning of the items. No advance payments will be released under any circumstances.
4. The vendor at his cost shall arrange transport of the goods to the project site(s).
5. No variation or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
6. The Vendor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent from GHMC.
7. In the event the GHMC terminates the contract in whole or in part, GHMC may procure, upon such terms and in such manner, as it deems appropriate, goods or services similar to those undelivered, and the Vendor shall be liable to the GHMC for any excess costs for such similar goods or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
8. If a Force Majeure situation ("Force Majeure" means an event beyond the control of the Vendor and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the GHMC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes) arises, the Vendor shall promptly notify the GHMC in writing of such condition and the cause thereof. Unless otherwise directed by the GHMC in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
9. The vendor should indicate in detail fail-safe procedure(s) for the following:
  1. Power failure
  2. Voltage variation
  3. Frequency variation
  4. Temperature and humidity variations.
10. The vendor's request(s) for payment shall be made to the GHMC in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/ performed. Payments shall be made promptly by the GHMC, but in no case later than (30) days after issuance of Acceptance Certificate and the vendor shall submit a valid invoice or claim accordingly.
11. For any dispute arising here of shall fall within the jurisdiction of Hyderabad.

## **A N N E X U R E - 1**

### **DECLARATION OF TENDERER**

I /We hereby declare that I / We read the specifications and all the relevant standards and requirements of the work and that I / We have myself/ ourselves are thoroughly satisfied about the quality, availability and transport facilities for all materials and required for the work on which I / We have based my /our rates for the work. The Specifications, terms & conditions of the contract have been received by me /us well in advance before submitting the tender.

I/We am/are prepared to furnish detailed data in support of all my/our rates quoted, if and when called upon to do so without any reservations within (3) days from the date of receipt of communication.

Agency:

Signature of  
the participant

Seal:

**ANNEXURE - II**  
**RECORD OF ARBITRATION & LITIGATION.**

The Tenderer shall record chronologically any disputes he had with any of his previous clients during the last (3) years, indicate whether Arbitration or Litigation, the nature, approximate duration and amount of claim involved in respective cases.

Sl. No.	Project Identification & Location	Name & address of the client	Description	Nature of disputes		Amount claimed	Award in favour of client/ contract
				Period of Arbitration /Litigation from	to		

Name :

Signature :

Date :

Seal of the Company :

Designation :

Note : Separate forms shall be submitted to cover details in above format for the individual members of joint venture.

Agency:

Signature of  
the participant

Seal:

## ANNEXURE – III

### BIDDER INFORMATION

1	Name of the Organization	
2	Year of establishment	
3	Registered Office Address	
4	Phone No.	
5	Fax No.	
6	Email	
7	Contact person details with phone no.	
8	Total No. of branch offices in Telangana / A.P	
9	Total Support Engineers at --	
10	At Head office ( No.)	
11	At branch offices (No.)	
12	Whether Manufacturer?	If Yes, Provide relevant documents
13	Whether authorized dealer/ Service Provider?	If Yes, Provide relevant documents
14	Details of certificates enclosed.	

*Relevant supporting documents for the above information to be submitted.*

Place & Date

Bidder's signature and Seal

**ANNEXURE - IV**

**A) EVIDENCE OF EXPERIENCE:**

Name of Materials supplied on hand	Estimated cost	Amount of Contract	Date of Agreement	Agreed date of completion	Agreed progress upto end of previous month	Actual progress upto end of previous month	Name of the Division in which the supplies

**B) DETAILS OF MATERIALS SUPPLIED BY THE TENDERER**

Name of Materials supplied	Estimated cost	Amount of Contract	Actual amount final bill received or to be received	Agreed period of completion		Actual period of completion	
				From	To	From	to

Note: the Tenderers may attach a separate sheet if the space left is insufficient

Agency:

Signature of the participant

Seal:

**ANNEXURE – V**  
**TECHNICAL SPECIFICATIONS**

**1) Supply of Synthetic Sheets (Size A3)**

- Paper Size : A3 (297 x 420 mm)
- Usage/Application: For Printing.
- GSM: 90
- Fine Finish with Water Proof

**2) Supply of Lamination Sheets (Size A3)**

- Size : A3
- Material: Plastic
- Thermal Lamination
- Non-stick & Acid Free
- Color Transparent

**3) ID Card Holder (as desire by GHMC)**

- Usage : ID Card
- Type : Card Holder
- Color : Desire by GHMC
- Material : Plastic
- Usage : Office
- Size : 54x86mm

**4) ID Card Tags Green Color ( as desire by GHMC)**

- Width: 0.5 inch
- Use: Office/College.
- Pattern: Printed.
- Size: 2.0 X 90cm.
- Thickness: 0.6 mm.
- Material: Polyester.
- Printing : Yes (as desired by GHMC)

**5) ID Card Tags Blue Color ( as desire by GHMC)**

- Width: 0.5 inch
- Use: Office/College.
- Pattern: Printed.
- Size: 2.0 X 90cm.
- Thickness: 0.6 mm.
- Material: Polyester.

6) **Dye Machine( as desire by GHMC)**

- Usage : ID Badge, Credit, PVC Paper, Business Card
- Material : Alloy Steel
- Product : Die Cutter
- Portable with manual operating

7) **Cutter ( as desire by GHMC)**

- Punching Size 54mmx86 mm
- Cutting Thickness : 0.1- 1 mm

8) **Lamination Machine ( as desire by GHMC)**

- Fully automatic A3 / A4 /A6/Id card Size
- Lamination type: Thermal Pouch

9) **Desktop with i3 Processor: (HP/DELL)**

Sl.No	Feature	Specifications
1	Processor	Latest 12th Generation or above Core i3 Processor with base frequency 3.6 GHz up to 4.3 GHz with minimum 6 MB L3 Cache Memory and 6 Cores / 8 Threads or better.
2	Chipset	Intel Chipset
3	Motherboard	Intel OEM Motherboard with embedded TPM 2.0
4	Memory	8 GB DDR 4 RAM expandable to 32GB; 2 DIMM slots
5	Hard Disk Drive	512 GB PCIe NVMe SSD or Above
6	Graphics	Intel® Integrated Graphics
7	Audio	High Definition Integrated Audio Controller.
8	Ethernet	Integrated Gigabit (10/100/1000 NIC) LAN
9	Wi-Fi Connectivity	Integrated On Board 802.11bgn/ac or better
10	Slots	4 PCI/PCIe slots with min 1 PCIe X16
11	Bays	(1) 3.5" Internal drive bays (1) ODD bay
12	Ports	Minimum 8 USB Ports (4 USB 3.1 or Higher Gen , 4 USB 2.0 or Higher) Front Side 4 and Back side 4. <b>(1) VGA video port; (1) HDMI Port</b> (1) RJ-45 network connector 1 universal audio jack for headphone& MIC 1 audio line in, 1 audio line out
13	Form Factor	Micro Tower
14	Power Supply	Minimum 180W 90% Energy Efficiency Surge protected SMPS
15	Keyboard/Mouse	USB 104 keys keyboard (Same make as PC) USB 2 Button Scroll Mouse (Same make as PC)
16	Operating System	Preloaded Microsoft Windows 10 Pro 64-bit
17	Diagnostic Tool	BIOS Diagnostics
18	Security	TPM 2.0 SATA port disablement (via BIOS) Serial, USB enable/disable (via BIOS) Removable media write/boot control



		Power-On password (via BIOS) Administrator password (via BIOS) Setup password (via BIOS) Support for chassis padlocks and cable lock devices
19	Support	Drivers should be available for download from OEM site.
20	Monitor	21.5" LED Monitor with resolution of 1600 x 900 or higher with <b>VGA &amp; HDMI</b> Ports, Same as PC Make
21	Other	The detailed Technical specifications of the Model with images should be available to public on OEM's official website for verification.
22	Warranty	Three (3) Years Comprehensive on-site warranty.
23	Delivery	Within 7 Working Days from the issue of P.O.

### 10) **A3 Photo Color Copier machine : (Canon 3326)**

<b>S.No</b>	<b>Feature</b>	<b>Specifications</b>
<b>1</b>	<b>Standard functions</b>	<b>Copy, Email, Print, Scan</b>
2	Speed	26 ppm or above
3	Monthly Duty Cycle	50,000 pages or above
4	Processor / Memory	800 MHZ/ 2.0 GB RAM
5	Connectivity	Ethernet 10/100/1000 Base-T, High-speed, USB 2.0 (Host) x2, USB 2.0 (Device) x1.
6	Copy and Print Resolution	Print & Copy: Up to 600 x 600 dpi;
7	Page Description Languages	UFR II, PCL6 (Optional) Option: Adobe®, PostScript®3™, I
8	Input Tray	2x350 Sheets,100 Sheets Bypass
9	Paper Output	250 sheets each; Lower tray offsets
10	Operating System	UFR II: Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later)
11	Preview	Preview of Scan/Fax with Zoom, Rotate, Add Page
12	Print Features	1-sided: Up to 26 pages/min (A4), Up to 15 pages/min (A3), Up to 20 pages/min (A4R) 2-sided: Up to 26 pages/min (A4), Up to 15 pages/min (A3), Up to 20 pages/min (A4R)
13	Scan Speed	1-sided Scanning: 70/70 (300 x 300 dpi, send), 51/42 (600 x 600 dpi, copy) 2-sided Scanning: 35/35 (300 x 300 dpi, send), 25.5/25.5 (600 x 600 dpi, copy)
14	Warranty	1 Year Onsite.
15	Accessories	Trolley & Stabilizer
16	Delivery	Within 7 Working Days from the issue of P.O.

## Annexure –VI

### (Check List)

The following are the particulars of compliance/deviations from the requirements of the tender specifications.( For every item appropriate remarks should be made like Complied, No deviation, Agreed, Enclosed)

<b>Bid document reference</b>	<b>Enclosed Yes / No</b>
1. EMD online payment	
2. Process Fee (Cost of tender schedule)DD	
3. Firm Registration	
4. PAN Card	
5. Service Tax Registration	
6. GST Registration	
7. Turnover Details	
8.Declaration of Bidder (Annexure-I)	
9.Record of Arbitration & Litigation (Annexure-II)	
10.Bidder Information (Annexure-III)	
11.Evidence of Experience & Details of Materials (Annexure-IV)	
12.Technical Specifications (a&b) (Annexure-V)	
13.Check List (Annexure-VI)	
14.Bill of Quantities (Price schedule) in e procurement page only (Annexure –VII)	

The specifications and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Place:

Bidder's signature

Date :

Bidder's seal

**ANNEXURE – VII**

**GREATER HYDERABAD MUNICIPAL CORPORATION**

**Bill of Quantities (Price schedule)**

Procurement of ID Card material along with Software, (1) Color Copier Machine and (1) i3-Desktop to GHMC.

NIT No.: **09/IT/GHMC/2024-25, Dt:19.12.2024.**

Name of Contractor : .....

Address : .....

**Table – I : Procurement of ID Card Materials along with Software**

Sl. No	Description	Unit Rate	Qty No	Total Amount in Rs.
1	Supply of Synthetic Sheets (Size A3)		2000	
2	Supply of Lamination Sheets (Size A3)		2000	
3	Supply of card Holders for ID Cards		20000	
4	Supply of ID Card Tags - Aasara ( In Green Colour)		10000	
5	Supply of ID Card Tags - Vikasam ( In Blue Colour)		2000	
6	Supply of Dye Machine		3	
7	Supply of Cutter		3	
8	Supply of Lamination Machine		3	
9	Providing of Software for ID Card Printing		1	
<b>Grand Total (Inclusive of GST @ 18%)</b>				

**Table –II : Procurement of Desktops:**

Sl. No	Description	Unit Rate	Qty No's	Total Amount in Rs.
1	Supply and Delivery of <b>i3 Desktop HP/Dell:</b> Intel core i3-10th Gen/ above 3.6 GHZ CPU /8GB RAM/ 512 SDD/ No ODD/ Wi-Fi/Keyboard / Mouse/ W10 Pro/ 21.5” LED/ (3) years onsite warranty.		1	
<b>Grand Total (Inclusive of GST @ 18%)</b>				

**Table –III : Procurement of Copier Machine:**

Sl. No	Description	Unit Rate	Qty No's	Total Amount in Rs.
1	Supply and Delivery of <b>Canon 3326 Color Copier machine:</b> Copy/Print Speed 26 PPM/ Duplex with DADF/ Stand and Stabilizer with (1) Year onsite Warranty.		1	
<b>Grand Total (Inclusive of GST @ 18%)</b>				

Note:

- 1. The agency can quote for any of the items as per their choice.**
2. Unit rate and price shall be quoted by the bidder in Indian rupees in figure & words.
3. The rate quoted should be inclusive of all charges, including Taxes, if payable.
4. Whoever quotes lowest against each Table, will be treated as the L1.

Signature and Seal of  
Contractor