

**BECIL/Admin/IT/Empanelment/May25/2022-23**

**Dated May 25, 2022**

**Expression of Interest (EOI) for empanelment of agencies in BECIL for purchase of Laptops, Desktops, Printers and other IT related items.**

Broadcast Engineering Consultants India Limited (BECIL), a Public Sector Enterprise, under the Ministry of Information and Broadcasting invites quotation for supply of Desktops, Laptops, Printers and IT related items at BECIL Bhawan, Noida and head office at 14-B IP Estate, Ring Road, ITO, Delhi. Sealed quotations are invited from the eligible agencies for the project, which has the similar kind of supply experience.

Prospective bidders are requested to go through BECIL website ([www.becil.com](http://www.becil.com)) time to time for any updated information. The following are the schedule and critical dates for the bid submission:

i.	Issue of notification	:	May 25, 2022.
ii.	Availability of Document	:	<a href="https://www.becil.com">https://www.becil.com</a> , <a href="https://becil.euniwizarde.com/">https://becil.euniwizarde.com/</a> <a href="https://eprocure.gov.in/">https://eprocure.gov.in/</a>
iii.	Email id for any clarification(atleast two days before the submission of proposal)	:	rbjagtap@becil.com
iv.	Submission of proposals	:	June 21,2022 1500 Hrs
v.	Opening of proposals	:	June 21,2022 1530 Hrs
vi.	EOI document Fee	:	INR Rs. 2000/- + Processing Fees (non-transferable & non-refundable) payable through online e-Tender portal.
vii	Earnest Money Deposit (EMD) Refundable	:	25,000/- to be submitted online through <a href="https://becil.euniwizarde.com">https://becil.euniwizarde.com</a>
viii	Address Of communication	:	BECIL BHAWAN C-56A/17 Sector -62 Noida. Ph- 0120-4177850

**NOTE: Agencies who have already applied need not to apply again.**

BECIL reserves the right to amend the EOI tentative schedule and critical dates.

Thanking you,

Yours faithfully

**R.B. Jagtap**  
**General Manager (Admin)**

**EOI No. : BECIL/Admin/IT/Empanelment/2022-23**

**Expression Of Interest for empanelment of agencies in BECIL for purchase of Laptops, Desktops, Printers and other IT related items for BECIL Noida and ITO office.**



**BROADCAST ENGINEERING CONSULTANTS INDIA LTD**

**Head Office:** 14-B Ring Road, IP Estate, New Delhi-110002

Tel: +91 11 23378823 Fax: 91 1123379885

**Corporate Office:** 56-A/17, Block-C, Sector-62, Noida-201307

Tel: +91 120 4177850 Fax: +91 120 4177879

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## I. Critical dates and schedule

i.	Issue of notification	:	May 25, 2022.
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BECIL reserves the right to amend the RFP tentative schedule and critical dates.

## II. INSTRUCTIONS TO USE E-TENDERING PORTAL OF BECIL

1) E-Procurement is the complete process of e-Tendering from publishing of EOIs online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the EOIs floated under <https://becil.euniwizarde.com>. These will be invited for online Bids. Bidder Enrolment can be done using "Bidder Enrolment".

2) The instructions given below are meant to assist the bidders in registering on the e-EOI Portal, and submitting their bid online on <https://becil.euniwizarde.com> the e-Tendering portal as per uploaded bid.

3) More information useful for submitting online bids on may be obtained at: <https://becil.euniwizarde.com>

### 4) GUIDELINES FOR REGISTRATION ON PORTAL

a. Bidders are required to enroll on the e-Procurement Portal by clicking on the link "Online Bidder Enrolment" on the e-EOI Portal by paying the registration fee of ₹ 2000/- +Applicable GST.

b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.

d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our helpdesk for getting the DSC.

e. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

f. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

g. The scanned copies of all original documents should be uploaded in pdf format on portal <https://becil.euniwizarde.com>.

h. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail ID: [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) for activation of your account.

## **5) SEARCHING FOR EOI DOCUMENTS ON PORTAL**

a. There are various search options built in the e-EOI Portal, to facilitate bidders to search active EOIs by several parameters.

b. Once the bidders have selected the EOI they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / EOI schedules, Bid documents etc. Once you pay both fee EOIs will be moved to the respective 'requested' Tab. This would enable the e- EOI Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the EOI document.

## **6) PREPARATION OF BIDS ON PORTAL**

a. Bidders should take into account any corrigendum published on the EOI document before submitting their bids.

b. Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the bid.

c. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the EOI document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.

d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

e. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **7) SUBMISSION OF BIDS ON PORTAL**

a. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EOI document as a token of acceptance of the terms and conditions laid down by BECIL.
- c. Bidder has to select the payment option as “e-payment” to pay the EOI fee / EMD as applicable and enter details of the instrument.
- d. In case of BG bidder should prepare the BG as per the instructions specified in the EOI document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the EOI document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. The uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- h. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful EOI submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- i. The EOI summary has to be printed and kept as an acknowledgement of the submission of the EOI. This acknowledgement may be used as an entry pass for any bid opening meetings.

**8) FOR ANY CLARIFICATION IN USING [HTTPS://BECIL.EUNIWIZARDE.COM](https://becil.euniwizarde.com)**

- a. Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for a EOI or the relevant contact person indicated in the EOI.
- b. Any queries relating to the process of online bid submission or queries relating to e-EOI Portal in general may be directed to the Helpdesk Support.
- c. Please feel free to contact euniwizard helpdesk (as given below) for any query related to e-Tendering Phone No. **011-49606060** Mail id: - [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com).
- d. For Any query regarding Bid Submission bidder may contact **Mr. Tanweer Alam –Mob. 9355030610, 9456668969 between 09:30 AM to 6:00 PM.**

## II. Eligibility Criteria

The bidder shall fulfill the following eligibility conditions:

1. The bidder shall be either an Original Equipment Manufacturer (OEM), or any Firm/Company/Agency specially authorized by OEM or the authorized distributor.

In case the bidder is an OEM, the following supporting document will be submitted:

- a) Documentary Evidence in support of being an OEM;

In case the bidder is authorized by OEM or the authorized distributor, the bidder will submit the Letter of Authorization from the OEM or the authorized distributor.

2. The bidders shall provide documentary proof of the registration (GST Number) under their own name. The registration must be in force and shall not expire during the course of agreement.
3. Bidder shall provide a valid PAN number issued from Income Tax Authorities
4. For evaluation and comparison of EOI, BECIL may ask bidders individually for clarification of their bid documents, including breakdown of rate. The request for clarification and the response shall be in writing, but no change in the price or substance of the EOI shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the BECIL during the evaluation of the EOIs.
5. The bidder may be Proprietor/Partnership/Ltd Company. The bidder should have experience of minimum 3 years in the field of supply of desktops, Laptops, Printers and other IT related items.
6. The bidder should have its office and technical support center in Delhi/NCR.
7. Bidder should have experience for dealing government clients (list enclosed)
8. Only Gem registered vendor/OEM are eligible to participate in this EOI.

## IV. Scope of Work

1. The scope of work consists of supply of Laptops, Desktops, and Printers as “**As and When Required Basis**” for Noida and ITO locations.
2. The selected bidder shall maintain the sufficient stock at the time of supply.
3. The empanelment is for a period of 2 years and extended upto next 1 year from date of order. No demand for revision of rate on any account shall be entertained during the contract period.
4. Any vendor, empanelled under this empanelment, if fails to participate in more than 3 (Three) EOIs /RFQ floated by BECIL would be removed from the list of empanelled vendors.

### III. Terms and Conditions

1. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
2. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserved the right to relax the evaluation criteria.
3. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by BECIL
4. During empanelment period, BECIL reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the BECIL reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance. BECIL's decision will be final in this regard.

#### 5. Consignee

All the items as per suggestive BOM shall be delivered at:

*BECIL Bhawan,  
56-A/17, Sector-62,  
Noida – 201307 (U.P.)*

**OR**

*BECIL  
14-B Ring Road, IP Estate,  
New Delhi-110002*

#### 6. Delivery period

The delivery of the items as specified shall be done to BECIL within a period of 10 (Ten) Days from the date of release of Purchase Order.

#### 7. Guarantee and Warranty

The equipment shall be under warranty for with minimum period of 1 Year or above from the date of successful testing & commissioning at BECIL Bhawan.

#### 8. Penalty

In case of late delivery of items, bidders shall be liable to pay a penalty @ 0.5% of the order value per week of delay or a part there of upto maximum value of 5% of the contract value after which order is liable to be cancelled.



#### **IV. Payment Terms**

- 100% payment within 20 days after successful testing and operation of the items.

#### **V. Documents**

- All the documents including invoice should be made in the name of “BECIL, 56-A/17, Sector-62, Noida – 201307 (U.P.)”.

#### **VI. Supplier code of conduct and business ethics**

BECIL is committed to its ‘values & beliefs’ and business practices to ensure that companies and suppliers, who supply goods, materials or services, will also comply with these principles.

##### **a. Bribery and corruption:**

Suppliers are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

##### **b. Integrity, indemnity & limitation:**

Suppliers shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of BECIL. For avoidance of doubts, no rights shall accrue to the supplier in relation to such business/contract and BECIL or any entity thereof shall not have or incur any obligation in respect thereof. The supplier shall indemnify BECIL in respect of any loss or damage suffered by BECIL on account of such fraud, misrepresentation or suspension of material facts.

#### **VII. Empanelment Procedure**

The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically superior vendors. The Empanelment will be valid for 2 years.

The vendor will be empanelled as per the following process:

1. Presently empanelled vendors will also have to apply afresh to be considered for further empanelment. Further the vendors who are presently empanelled with BECIL, and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by BECIL under limited Tendering process will not be considered for empanelment.

2. Vendors satisfying the eligibility criteria will be short listed and will be empanelled with BECIL after due scrutiny of documents submitted by the bidder. BECIL may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately.
3. The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an applications which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants,
4. BECIL decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
5. BECIL may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of BECIL.

#### **Notification of Empanelment**

BECIL shall notify the successful applicant in writing by registered letter or by email, that its application has been accepted. The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification.

Failure to abide by this, may lead to termination of the empanelment.

Bidder is expected to examine all instructions, terms, specifications and other information in the bidding documents. Failure to furnish all information required by the bidding document or to submit a bid not substantially responsive to the bidding documents in every respect will be at bidder's risk and may result in the rejection of Bid.

Bidder should attach necessary supporting documents (self-attested copies) as proof in respect of each of the eligibility criteria mentioned in this EOI document.

#### **VIII. Amendment of EOI Document**

At any time before the submission of bids, BECIL may amend the EOI document by issuing an addendum/corrigendum in writing and by announcing it through its website. The addendum/corrigendum shall be binding on all the Agencies. To give the Agency reasonable time in which to take an amendment into account in their bids, the BECIL may, if the amendment is substantial, extend the deadline for the submission of bid.

**Check List**

<b>S.No.</b>	<b>Description</b>	<b>Compliance/Confirmation by Bidder(Tick Yes or No)</b>	<b>Please Indicate Page No. of the Bid Document</b>
1.	Brief Details letter		
2.	Company Registration copy		
3.	Authorization Letter		
4.	Startup/MSME Certificate		
5.	ISO certificate if any		
6.	GEM Registration certificate		
7.	Client/Customer list(Govt./PSU) along with PO copy		
8.	Pan/GST registration copy/TIN/VAT		
9.	Turnover certificate from CA		
10.	Audit report for previous 3 Financial years		
11.	Self-declaration for the code of integrity as per Annexure I		
12.	Undertaking and acceptance by the bidder as per annexure II		
13.	Company Profile as per Annexure III		
14.	Undertaking regarding Non-Blacklisting as per Annexure IV		
15.	Any Other document bidder would like to attach		

Place:

Date :

Signature of the applicant(s) with seal

## **ANNEXURE I**

### **SELF DECLARATION FOR THE CODE OF INTEGRITY**

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the BECIL that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the BECIL may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the BECIL.

I / We also declare that I / we will not get myself / ourselves registered as vendor(s) in BECIL in more than one name.

I/ We agree and authorize the BECIL to obtain the confidential report from my / our clients, to obtain credit opinion from the BECIL and to verify the work executed by us.

I/ We submit all the documents as mentioned in the Eligibility Criteria for Empanelment.

I/we shall submit additional documents whenever asked for by BECIL.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the BECIL and the BECIL reserves the right to reject all and / or any application without assigning any reason whatsoever.

Place:

Date :

Signature of the applicant(s) with seal

ANNEXURE II  
UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER

I/We have carefully gone through the various terms and conditions listed in the “**Expression Of Interest for supply of Desktop computer system, Laptop, Printer and supply of IT related items “As and When Required”**”. I/We agree to all these conditions and offer to service (Supply) for BECIL and submitting this proposal after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the document.

**Place:** \_\_\_\_\_

\_\_\_\_\_

**Signature of Authorized Signatory  
on behalf of Agency**

**Date** : \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile Number :** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**ANNEXURE III APPLICANT'S PROFILE (COMPANY'S LETTER HEAD)**

<b>S.No.</b>	<b>Particulars</b>	<b>Documentary Evidence (Pg.No.)</b>
1	Name of the Applicant / firm/Agency/ Vendor	
2	Status of Applicant (Company, Partnership, Prop., etc.	
3	Year of Establishment & Details of Registration (attach Documentary Proof)	
4	Number of years' experience in Supply of Computer HW/Software Business	
5	Address, Telephone No.	
6	Email Address	
7	Website address of the Company, if any	
8	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the EOI	
9	Service Tax No. / GST No	
10	Pan No.	
11	3 Years ITRs certificate from Chartered Account.	
12	Annual turnover for the last 3 financial years (certificate from Auditor)	

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our EOI is liable to be rejected.

Signature of the Authorized Signatory with date & seal

**ANNEXURE IV - SELF-DECLARATION: NOT BLACKLISTED**

(To be submitted on Vendor's letter head)

Ref: EOI No. \_\_\_\_\_

I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the EOI if any to the extent accepted may be cancelled.

Thanking you,

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization .....