

**E-TENDER
FOR
PROCUREMENT OF 41 Nos of Laptops**



**Citizen Resources Information Department (CRID),
Govt. of Haryana
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Website: - <https://etenders.hry.nic.in>
E -Tender ID: 2025_HRY_473095_1**

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IMPORTANT INFORMATION

1.	Tender Inviting Authority Designation and Address	Special Secretary (IT) & Treasurer, Citizen Resource Information Department (CRID), Govt. of Haryana Office: - SCO 109-110 Sector 17 B, Chandigarh. 160017				
2.	Name of the Work	Procurement of 41 Nos. Laptops				
	Tender reference	e-Tender/CRID/Proc./Laptops/2025-26				
	e-Tender ID	2025_HRY_473095_1				
3.	Tender document availability	Tender Notice & Tender Document are available at https://etenders.hry.nic.in from 18.09.2025 from 5:00 PM onwards				
	Approximate tender value	₹55.63 Lakhs.				
	Processing Fee for Tender	The bidder shall pay Non-refundable tender document fee & eService fees through Online Mode (Available on NIC e-Procurement Portal of the State). A Scanned copy of Online Payment Receipt should be uploaded along with technical bid. The details of the payment to be paid are given as under: -				
		S#	Descriptions	Amount	GST @18%	Total
		1.	Tender document fee	5000.00	900.00	5900.00
		2.	eService Fee	1000.00	180.00	1180.00
Earnest Money Deposit (EMD)	The Payment for EMD (refundable) of Rs.1,11,300/- (Rupees One Lakh Eleven Thousand Three Hundred only) can be made by eligible bidders through Online Mode Available on NIC Procurement Portal of the State, inviting e-Tender). Scanned copy of the Online Payment Receipt should be uploaded along with the technical bid.					
4.	Starting date of Tender	18.09.2025 from 5.00 PM onwards				
6.	Last date and time for submission of e-Tender	03.10.2025 by 5:00 PM				
8.	Date and Time of Opening of Technical Bids	09.10.2025 at 11:30 AM (5 Days from the Date of technical bid opening)				
9.	Date and Time of Opening of Commercial Bids	To be intimated later on				
i. Eligibility Criteria: Please refer to Section 2 of the Tender Document.						
ii. Two Bid System i.e. Stage-1 Prequalification cum Technical Bid; Stage-2 Commercial Bid.						
iii. Tenders received after the due date and time will be summarily rejected.						
iv. Any Bid not conforming to the format will be summarily rejected.						

Note: Bidders are advised to visit the e-procurement portal, i.e., <https://etenders.hry.nic.in> of Haryana Govt. on regular basis for updates/corrigendum issued by CRID related to the tender.

SECTION 1

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e- Mudhra CA/GNFC/IDRBT/MtnTrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid Updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST), which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
26. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.

SECTION 2 SCOPE OF WORK

Citizen Resources Information Department (CRID), Govt. of Haryana invites e-bids for the Procurement of 41 Nos. Laptops as per the minimum technical specifications and terms & conditions mentioned in this Tender document. The warranty of quoted items should be as mentioned in the technical specifications from the date of installation. The installation of the Hardware under this contract shall be remain under the scope of successful bidder.

Bidder's General Eligibility Criteria: -

- a. This RFP is open to all firms/companies within India, who are eligible to do business in India under relevant Indian laws as in force at the time of bidding.
- b. Firm/company declared by GoH to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.
- c. In case the entity is a defaulter in paying any dues to any of the Government Departments, the entity is not eligible for the tender. The bidder should submit affidavit as placed at Annexure- 13 in the technical bid.
- d. Breach of any of the conditions of this tender document, work order, arrangement, contract with GoH may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls at the option of CRID.
- e. The concessions/benefits to MSMEs, MSEs & MEs will be as per Haryana State Govt. Notification no. 2/2/2016-4I-BII dated 13.08.2021 and amendment thereof if any.
- f. The concession/benefit to the Start-ups are as per the policy issued by Govt. of Haryana, Department of Industries & Commerce vide No. 2/2/2016-4IB-II dated 03.01.2019.
- g. The restriction in public Procurement from bidders/OEM of certain countries will be as per Haryana State Public Procurement Policy no. 02/09/2020-4IB-II dated 10.12.2020.
- h. The concessions/benefits/preference to MII (Make in India) are as per Haryana State Public Procurement Policy for MII-2020 issued by Govt. of Haryana, Department of Industries & Commerce vide G.O. 02/08/2020-4IB-II dated 18.11.2020.
- i. Any Bidder not meeting even one of the qualification criteria as mentioned below shall be summarily rejected. The Bidders shall enclose documentary evidence for fulfilling the Eligibility in the Technical Bid. If a bidder fails to enclose the documentary proof for eligibility, their bid will be summarily rejected.

S#	Clause	Documents Required															
1.	Processing fee for Tender Document should have been submitted.	The bidder shall pay Non-refundable tender document fee & eService fees through Online Mode (Available on NIC Procurement Portal). Scanned copy of Online Payment Receipt should be uploaded along with technical bid. The details of the payment to be paid are given as under: - <table><tr><th>S#</th><th>Descriptions</th><th>Amount</th><th>GST @18%</th><th>Total</th></tr><tr><td>1.</td><td>Tender document fee</td><td>5000.00</td><td>900.00</td><td>5900.00</td></tr><tr><td>2.</td><td>eService Fee</td><td>1000.00</td><td>180.00</td><td>1180.00</td></tr></table>	S#	Descriptions	Amount	GST @18%	Total	1.	Tender document fee	5000.00	900.00	5900.00	2.	eService Fee	1000.00	180.00	1180.00
S#	Descriptions	Amount	GST @18%	Total													
1.	Tender document fee	5000.00	900.00	5900.00													
2.	eService Fee	1000.00	180.00	1180.00													
2.	EMD should have been submitted.	The Payment for EMD (refundable) of Rs.1,11,300/- (Rupees One Lakh Eleven Thousand Three Hundred only) can be made by eligible bidders through Online Mode Available on NIC Procurement Portal). Scanned copy of Online Payment Receipt should be uploaded along with technical bid.															
3.	The Signatory signing the Bid on behalf of	A Certificate from the Company Secretary of															

S#	Clause	Documents Required
	the Bidder should be duly authorized by the Board of Directors of the Bidding Company to sign the Bid on their behalf.	the Bidder certifying that the Bid signatory is authorized by the Board of Directors of the Company to do so, with acceptance of board resolution, resolution number and date.
4.	The Bidder must be a manufacturer i.e. Original Equipment manufacturer (OEM) of Computer Systems/Workstations - Or - Any firm can participate in this tender with Manufacture's Authority letter of OEMs of Computer Systems/Workstation Bidder can also be a startup as defined by Govt. of Haryana, Industries & Commerce Department vide policy circular no. 2/2/2016-4IB-II dated 03.01.2019. The said policy circular is available on the website of DGS&D, Haryana i.e. http://dsndharyana.gov.in	Manufacturers Certificate/license in the case bidder is an OEM. Manufacturers authority letter authorizing the bidder as per Annexure 5 In case of startups, the prior turnover and prior experience shall be applicable as defined by Govt. of Haryana, Industries & Commerce Department vide policy circular no. 2/2/2016-4IB-II dated 03.1.2019. The clause of OEM/authorized distributor/Dealer/agent shall not apply for startups as startups have to bid directly.
5.	The bidder must be registered in India under the Indian Companies Act, 1956/ Partnership Act 1932/sole proprietorship (with VAT & Service Tax registration) firm and should be in existence in India for at least the last 3 years, as on date of submission of bid. The OEM should have helpdesk in India with toll free number to lodge the services/ compliant/issues. Datasheet of offered product should be available on the website of OEM. (Relevant documents specifying the OEM eligibility should be submitted alongwith technical e-bid)	Copy of Certificate of Incorporation self-certified by the Authorized Signatory of the company.
6.	The bidder and OEM should be in the business/manufacturing of offered products during last 3 years	Copies of work orders and contracts specifying the same.
7.	The OEM average turnover during last 3 FY (FY 2022-23, FY 2023-24 & FY 2024-25) should be at least 5 times estimated tender value. The OEM of offered product should have positive net worth (measured as paid-up capital plus free reserves) for two years in last 3 financial years (FY 2022-23, FY 2023-24 & FY 2024-25).	CA Certificate duly signed by Statutory Auditor of the Bidder confirming the net-worth and profit after Tax for each of the specified years.
8.	The OEM of offered Components should have executed orders of 200% of tender estimated value in last 3 financial years. The orders should be executed on behalf of State/Central Govt./ PSUs in India.	Copies of work orders and contracts along with completions report specifying the same.

S#	Clause	Documents Required
9.	The bidder average turnover should be at least Half of the tender estimated value during last 3 financial years (FY 2022-23, FY 2023-24 & FY 2024-25). The bidder should have positive net worth (measured as paid-up capital plus free reserves) for two years in last 3 financial years (FY 2022-23, FY 2023-24 & FY 2024-25).	CA Certificate duly signed by Statutory Auditor of the Bidder confirming the net-worth and profit after Tax for each of the specified years.
10.	The bidder should have executed orders of offered components of 20% of tender estimated quantity in last 3 financial years. The orders should be executed on behalf of State/Central Govt./ PSUs in India.	Copies of work orders and contracts along with completions report specifying the same.
11.	Should not have been black listed by any Government or quasi-Government entity in India (Centre / State / Local Bodies, UIDAI, NIC, STQC etc.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit on non-judicial stamp paper as per the Annexure-2 to be submitted by bidder.
12.	ISO 9001:2008 or higher Certificate issued in the name of OEM of offered product for Manufacturing Process and ISO 14001 Certificate issued for handling of hazardous items in the manufacturing process.	Copies of valid ISO certificate required issued by the Govt. Certifying authority.
13.	Service Center	There should be at least one OEM owned or authorized service center in Chandigarh/Panchkula/Mohali (Tricity)/Delhi NCR.
14.	The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid Sales tax/Service Tax/GST Registration Certificate and PAN No.	Copies of valid GST registration certificate and & PAN No.
15.	The offered items as proposed should meet the minimum specifications of indicated in the RFP.	A self-certified document indicating compliance to minimum specifications as per the Annexure-IV.
16.	No Dispute with Bidder or their OEM/Principal	At the time of submission of bids there should be no dispute with the OEM/Bidder related to supply of any item placed by CRID. Bid of such OEM and their product/bidder will not be considered.
17.	OEM/Bidder shall have their own Website.	The URL of the Website Name and Copy of Home Page Print out shall be submitted.

S#	Clause	Documents Required
18.	Authenticity of Submitted Documents and No dispute with Bidder.	At the time of submission of bids there should be no dispute with the OEM/Bidder related to supply of any item placed by CRID. Bid of such OEM and their product/bidder will not be considered. (Annexure-12)
19.	The concessions/Benefits are allowed to MSMEs as per Haryana State Govt. Notification no. 2/2/2016-4I-BII dated 13.08.2021 and amendments thereof if any.	The details of Haryana State Public Procurement Policy for MSMEs-2016 can be obtained from website of Directorate of Supplies & disposal Haryana (https://dsndharyana.gov.in/instructions) (Annexure 10 & 11)
20.	Compliance Regarding Order no. F.NO. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance Department of Expenditure public Procurement Division regarding the restriction under rule 144(xi) of GFR 2017.	Bidder/OEM shall require to submit the compliance as per annexure-14 on bidder letter head regarding compliance of Order no. F.NO. 6/18/2019-PPD dated 23.07.2020 (Any Govt. amendment/ Guidelines/instruction issued from time to time shall also be applicable).

Note: -For MSME, make in India, startup, the turnover, experience and other conditions will be applicable as per Haryana State Govt. Guidelines issued time to time.

The representations/complaints (if any) of participating bidders/firms in the tendering process shall be dealt as per Haryana Public Procurement policy/notification no. 2/2/2016-4I-B-II dated 25.07.2016 for Grievance Redressal Mechanism.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

Relaxations to Micro Small and medium Enterprise registered in Haryana: -

A. Concessions/benefits Micro Small: -

S#	Area as part of qualifying requirements	Concession benefits allowed to MSEs.	Eligibility
1.	Tender Fee	Exemption on the payment of Tender Fee subject to fulfillment of conditions as per eligibility	Manufacturing Micro & Small Enterprises (MSEs) (Including Khadi & village Industries/ Units) who have filed SSI Certificate/ EM Part-II/Udyog Aadhaar Memorandum(UAM)/Udyam Registration in Haryana (applicable and valid on that date as per Govt. Instructions) in respect of the quoted items, participate directly in tender and not through any intermediaries (their dealers/ agents/ distributors), will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. <i>Concerned MSE will be required to submit the copy of SSI Certificate/EM Part-II/Udyog Aadhaar Memorandum(UAM)/Udyam registration in Haryana (applicable and valid on that date as per Govt. Instructions) in respect of its category of Micro/Small issued to the firm by the Industries Department Haryana as part of Technical Bid.</i>
2.	Earnest Money Deposit (EMD)	Exemption on the payment of Earnest Money deposit (EMD) subject to fulfillment of condition a per eligibility.	
3.	Performance Security	90% concession on Performance Security as applicable to other Haryana based firms subject to fulfillment of condition as per eligibility	
4.	Turnover	a. Micro Enterprises: Concession of 80% on Turnover condition imposed as qualifying criteria. b. Small Enterprises: Concession of 70% on Turnover condition imposed as qualifying criteria	

5.	Past Performance & Experience	Exempted in respect of Past Performance & Experience as part of qualifying Requirement of the tender subject to fulfillment of condition as per eligibility	Manufacturing Micro & Small Enterprises (MSEs) (Including Khadi & village Industries/ Units) who have filed SSI Certificate/ EM Part-II/Udyog Aadhaar Memorandum(UAM)/Udyam Registration in Haryana (applicable and valid on that date as per Govt. Instructions) in Haryana and Further:
6.	Purchase Preference	Upto 50% of the total tendered quantity provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other terms & conditions of the tender and further subject to fulfillment of conditions as per eligibility	a) Those MSEs have Qualified Certification of ISI/ISO/AgMark//Quality Mark issued from competent authority in State or Central Govt. in respect of the item/ Goods mentioned in the tender. OR/AND b) Those who are registered with DGS&D/ NSIC /GOI Department/ State Govt. Department/GOI PSUs/State Govt. PSUs in respect of the item/goods mentioned in the tender. The firm will be required to submit the detailed information in respect of above through an affidavit as per the format enclosed as Annexure-X.

B. Concessions/benefits to Medium Enterprises: -

S#	Area as part of qualifying Requirements	Concessions/benefits allowed to medium enterprises	Eligibility
i.	Past Performance & Experience	Exemption on Qualifying Requirement of Past Performance & Experience as part of Qualifying Requirements of the tender subject to the tender subject to fulfillments of conditions as per eligibility.	Manufacturing Medium Enterprises of the State that have filed SSI Certificate/ EM Part-II/Udyog Aadhaar Memorandum (UAM) /Udyam Registration in Haryana (applicable and valid on that date as per Govt. Instructions) for quoted items in Haryana, participate directly in tender and not through any intermediaries (their dealers/agents/ Distributors), and will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. This concession will be applicable only for one year to newly registered Medium Enterprises or Medium Enterprises of State who are not eligible in State Public Procurement due to eligibility criteria of part performance & Experience. The Firm will be required to submit the detailed information in respect of above through an affidavit as per the format enclosed as Annexure-XI .
ii.	Purchase Preference	Upto 10% of the total tendered quality provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other term & conditions of the tender and further subject to fulfillment of conditions as per eligibility.	

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

MINIMUM TECHNICAL SPECIFICATIONS

Please note that the specifications given below are the minimum specifications. Bidders are free to propose any specification over and above the minimum indicated: -

Technical specifications of Laptops: -

S. No.	Item	Minimum Specifications
1.	Form Factor	Standard
2.	Chassis	Aluminum With metallic hinges
3.	Display	35.6 cm (14") diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC
4.	Chipset	Integrated in Processor
5.	Processor	Intel® Core™ Ultra 7 155U Generation: 14th Gen (up to 3.8 GHz E-core Max Turbo frequency, up to 4.8 GHz P-core Max Turbo frequency, 12 MB L3 cache, 2 Pcores and 8 E-cores, 14 threads) Or Type: AMD Ryzen™ 7 7735U Generation: 7000-Series AMD AMD Ryzen 7000 Series ,AMD Ryzen™ 7 7735U, No of multithreaded CPU Cores -8 no , Base Clock Frq -2.7GHz , Max. Boost Clock -upto 4.75GHz
6.	Memory	32 GB DDR5-5600 MHz RAM, should support Dual Channel, Memory expandability up to 32 GB with 2 DIMM Slots
7.	Storage	1 Tb PCIe® Gen4x4 NVMe™ M.2 SSD
8.	Graphics	Integrated graphics
9.	Audio	Integrated audio controller with 2 Integrated stereo speakers
10.	Operating System	Factory preloaded Microsoft Windows 11 Professional OEM preloaded OS Certificate must be submitted on OEM letterhead
11.	Networking	Ethernet: Integrated 10/100/1000 Mbps
		WiFi: Wi-Fi 6E AX211 802.11ax 2x2
		Bluetooth: 5.0 or higher
12.	Ports	Video: 1 HDMI 2.1, Audio: 1 Headphone/microphone combo jack, 1 RJ-45
		USB: 2 USB Type-A (1charging, 1 power), 2 USB Type-C® (USB Power Delivery, DisplayPort™ 1.4)
13.	Keyboard	Spill resistant & backlit keyboard
14.	Touchpad	Touchpad with gestures support
15.	Battery	3-cell, 51 Whr Li-ion Long-life Battery with 1000 charge. Should support battery fast charge - Approximately 50% in 30 minutes. Should be able to provide battery backup of atleast 13 Hours in ideal test conditions and 6 Hrs in working conditions.
16.	Power Supply	65 W with 88% average efficiency or better Adapter
17.	Weight	up to 1.5 Kg including battery
18.	Security	1. Hardware based endpoint security controller TPM 2.0 2. Integrated Intrusion Sensor 3. Support for chassis cable lock devices & Support for chassis padlocks devices 4. Drive lock option for HDD to secure Data 5. Integrated protection from malware that lurks on malicious websites 6. Integrated real-time detection and prevention of zero-day threats and advanced persistent threat (APT) attacks for Windows applications
19.	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download

20.	Certifications	Microsoft Windows 11 FCC, CE, RoHS, UL, EPEAT, Energy Star & 18 MIL-STD 810 G ISO 9001,14001,20001,27001 for OEM
21.	Warranty	5 Years onsite including battery

Note: The Technical Compliance and MAF of offered Product should be submitted by the bidder on OEM letterhead as well as bidder letterhead Duly Stamped & inked Signed with Mobile No. and email id of signatory.

CRID may issue corrigendum regarding change in technical specifications/Tender terms if necessary.

Manufacturer Authorization (as per Annexure-5 of Tender Document) is mandatory.

2. SCHEDULE OF TENDER:

- a. **Availability of Bid Document:** The tender document is available at state Govt. Procurement Portal i.e. <https://etenders.hry.nic.in>.
- b. **Amendment of Tender Document:** The amendments in any of the terms and conditions of this Tender Document shall be uploaded on state Govt. Procurement Portal i.e. <https://etenders.hry.nic.in> and all prospective bidders are advised to check State Govt. Procurement Portal from time to time for any updates.
- c. **Submission of Bids:** Bids should be submitted online at <https://etenders.hry.nic.in> as per the date mentioned in the Section Important Information.
- d. **Advice to the Bidders: -**
Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after their careful study and examination of the tender Document with full understanding to its implications.
- e. **Period of Validity of Offer:** Offer should remain valid for 180 days after the date of opening of the Pre-qualification cum technical bids as prescribed by the Corporation. If the validity of the offer is extended, the validity of EMD will also have to be extended. An offer valid for a shorter period may be rejected by CRID as non-responsive.
- f. **Language of the Bid Proposal:** The Language of the bid proposal as prepared by the Bidders shall be English and all further correspondence and documents related to the bid proposal exchange with the corporation shall be English.

3. PROCEDURE FOR SUBMISSION OF BID:

The Bids should be submitted in two parts i.e. Technical Bid and Commercial Bid.

- a. **Technical bid (Stage1):-** The Technical Bid format as given in the Tender shall be filled, signed and stamped on all pages. Errors if any shall be attested by the Bidders. The Technical Bid shall not contain any indications of the Price otherwise the Bid will be summarily rejected. The bidders shall submit the details of make and model of the items offered against the tender requirement.
- b. **Price Bid Form (Stage 2):-** All the Price items as asked in the Tender shall be filled in the Price Bid Format as given in the Tender. The Prices quoted shall be only in INDIAN RUPEES (INR) only. The tender is liable for rejection if Price Bid contains conditional offers.
- c. **Mode of Submission of Bids:-** The Bids shall be submitted electronically on Haryana Govt. e-procurement portal strictly as specified in the Tender document. The Bids will not be received personally.
- d. **Rejection of Bid:-** Bids submitted other than the electronic form one procurement portal of Haryana Government shall not be entertained. However, Hard Copy of Technical bid with proper binding and indexing as uploaded on e-procurement portal by the respective bidder (s) must be submitted in the O/o CO(Proc.), CRID Bhawan, Bay no. 73-76, Sector-2, Panchkula.

4. EVALUATION OF BIDS:

An evaluation committee consisting of officials from CRID and indenting Department will evaluate the bids of all the bidders both technically and commercially as per the following schedule/pattern.

- i) Only Technical bid shall be opened on the day of opening of the bids.
- ii) Conditional bids shall be summarily rejected.
- iii) The Technical bids: -The documents furnished by each bidder with its Technical Bid and will be examined to see whether the qualifications and specific requirements mentioned in the tender document are fulfilled.
- iv) The Commercial Bids of those bidders who satisfy the parameters laid out in the Pre-Qualification cum Technical Bid will only be opened. The place, date and time of the opening of the Commercial Bids shall be notified separately.
- v) The bidder must quote all the required items as per NIT requirement. The L1 bidder will be discovered total amount.

5. GRIEVANCE REDRESSAL MECHANISM:

The representations/complaints (if any) of participating bidders/firms in the tendering process shall be dealt as per Haryana Public Procurement policy/notification no. 2/2/2016-4I-B-II dated 25.07.2016 for Grievance Redressal Mechanism. The policy/ procedure issued by State Govt. time to time will also be applicable.

6. RIGHT TO NEGOTIATE:

The negotiations will be held up to L3 bidders if the difference between L1 quoted rates and those quoted by L2 & L3 is within 5% of the L1 quoted rates as per the policy issued by the State Govt. vide G.O No. 2/2/2010-4-IB-II dated 18.06.2013, G.O No. 2/2/2010-4-IB-II dated 16.6.2014, G.O No. 2/2/2010-4-IB-II dated 09.02.2015 will be applicable. These policy guidelines are available at <http://dsndharyana.gov.in/en-us/Purchase/Rules-instruction-and-procedure/Instructions>. The policy/ procedure issued by State Govt. time to time will also be applicable.

7. RELEASE OF ORDER:

After Acceptance of a Bid Proposal either by CRID will release the formal purchase order in favour of the successful bidder(s).

The bidder is expected to examine all the instructions, forms, terms & conditions and specifications in the tender document. Further to furnish all the information required by the tender document or at the time of submitting of a bid in every respect will be at bidder's risk and may result in rejection of the bid.

SECTION 3

TERMS AND CONDITION OF THE CONTRACT

1. FOR Destination

Prices quoted should be FOR destination inclusive of GST and all taxes, freight, insurance, etc. and are to be quoted in Indian Rupees only.

2. Delivery Period: -

Supply of the equipment as mentioned in the tender shall be completed in all respect immediate but not later than 63 days from the date of placement of the order at the designated site.

3. Penalty: -

In case of delay in delivery beyond the delivery period, a penalty @ 0.5% for one week (seven days) for the delay of first two weeks and 1% for the delay of three weeks (21 days) upto a maximum cap of penalty of 4% for total delay of five weeks (35 days) would be applicable. Thereafter, CRID could cancel the order in consultation with indenting department and suitable action as stipulated in this tender document could be taken against the firm. However, if, Purchasing Department opts to accept the items beyond five weeks (35 days) delay, 1% penalty per week would continue for any unjustified delay in delivery maximum up to 45 days delay. no penalty shall be charged beyond six weeks delay.

4. Comprehensive Warranty Period and Maintenance Services:

- i. The successful bidder will be responsible for providing 05 years warranty.
- ii. The said comprehensive warranty shall be deemed to commence from the date of issue of the letter for successful installation/Installation report of equipment by the indenting department.
- iii. It shall be the responsibility of the successful bidder to keep the equipment in good working condition by providing necessary repairs/maintenance of during the comprehensive warranty period; otherwise it shall be treated as a non performance on the part of the vendor for penalty.
- iv. The comprehensive warranty shall cover repair/replacement of all defective parts, if any, with the same or equivalent make for any part removed. Maintenance will be provided at site. Limited/carry in comprehensive warranty will not be accepted.
- v. The successful bidder will provide after sale service during the comprehensive warranty period from Chandigarh/Panchkula/Mohali (Tricity)/Delhi NCR as per the after sales certificate attached at - **Annexure 8**.
- vi. The performance security submitted by the bidder shall be kept by CRID as a security against the comprehensive warranty period.

5. Price Fall Clause: -

- i. The prices charged for the Items/Services supplied under the contract by the successful bidder shall in no event exceed the lowest price at which the successful bidder sells the Goods or offers to sell Items of identical description to any persons/organizations including the CRID, Department of the Central or State Government or any Statutory undertaking of the central or State Government, as the case may be, till the signing of the contract.
- ii. If, at any time during the period, the successful bidder reduces the sale price, sells, or offers to sell such goods to any person/ organization including CRID or any Department/ Organization of State or Central Government or any statutory Undertaking of the Central or State Government as the case may be, at a price lower than the price chargeable under the contract, the successful bidder shall forthwith notify such reduction, or sale or offer to sell to the purchaser and the price payable under the contract for the supply of material after the date of coming into force of such reduction or sale or offer to sell shall stand correspondingly reduced.

6. Duties, Taxes and Statutory levies: -

- i. The Bidder shall bear all personnel taxes levied or imposed on account of payment received under this Contract.
- ii. The Bidder shall bear all corporate taxes, levied or imposed on the Bidder on account of payments received by it from CRID for the work done under this Contract.
- iii. Bidder shall bear all taxes and duties etc. levied or imposed on the Bidder under the Contract including but not limited to applicable taxes and all Income Tax levied under Indian Income Tax Act - 1961 or any amendment thereof up to the date for submission of final price bid, i.e., on account of payments received by him for the work done under the Contract. It shall be the responsibility of the Bidder to submit to the concerned tax authorities the returns and all other connected documents required for

this purpose. The Bidder shall also provide CRID such information, as it may be required in regard to the Bidder's details of payment made by the Purchaser under the Contract for proper assessment of taxes and duties. The amount of tax withheld by CRID/Department shall at all times be in accordance with Indian Tax Law and will furnish to the Bidder original certificates (Challan) for tax deduction at source and paid to the Tax Authorities.

- iv. If there is any reduction in taxes / duties due to any reason whatsoever, after Award of Contract, the same shall be passed on to CRID/Department.
- v. The Bidder shall be solely responsible for the payment /fulfillment of its tax liabilities and obligations under the Income Tax Act and other such laws in force and CRID/Department shall not bear responsibility for the same.

7. Inspection of the Items/Equipments: -

- i. The successful bidders shall offer inspection of the material in written, clearly mentioning date, time and place of the inspection at least before 1 week from the due date of delivery stipulated in the purchase order.
- ii. The inspection of the supplied items shall be done by the inspection committee of CRID. CRID can also involved. The successful bidder shall not be paid for supplies rejected as specified at part 'i' of clause no. 6. Of section 3.
- iii. The successful bidder shall neither claim nor be entitled to payment for any damage that rejected supplies may suffer from any harm whatsoever incidental to a full and proper examination and test of such supplies.
- iv. CRID shall be under no liability whatsoever for rejected item and the same will be at the successful bidder's risk.
- v. Rejected supplied shall be removed by the successful bidder at his own expense within 10 days after notice has been issued to him of such rejection, and failing such removal of rejected goods will at vendor's risk and CRID on behalf of and consultation with indenting Department may charges the successful bidder the market rent for the space occupied by such rejected goods.

8. Condition of Items Supplied:

- i. This is subject to the condition that the materials are securely packed by the successful bidder in sound containers and the consignment is accepted by the carriers without any adverse remarks as to the packing or the condition of the containers. In case of any adverse remarks, the responsibility for the losses in transit will rest with the successful bidder.
- ii. The successful bidder will not be entitled to charge or be paid for supplies broken, lost, or damaged in transit. Such supplies shall be removed by the successful bidder at his own expense. The decision in this regard taken by CRID in consultation with Indenting Department shall be binding the compilation and final.

9. Payment schedule:

- i. No payment shall be made in advance for any supplies made under this order.
- ii. 95% payment against inspection & delivery. Balance 5% payment against submission of installation reports/SNR/required PBG mentioned at Sr. No. 10, which shall be released after expiry of comprehensive warranty period of 60 months. The BG should be valid for 63 months from the date of final acceptance of supplied item from the indenting Department.
- iii. Penalty amount if any will be adjusted in the payment due to the Successful Bidder.
- iv. The EMD of the successful bidder shall be refunded after submission of required PBG at the time of releasing of their balance payment.

10. Performance Security:

The successful bidder/tenderer shall be required to deposit Performance Security as per provisions contained in Govt. of Haryana G.O. No. DGS&D/Admin/performance Security/2020/8780-8959 dated 14.12.2020 as under: -

S#	Type of Firm/Enterprises	Value of Performance Security Deposit

1	Haryana based firms	Haryana Based Micro and Small Enterprises (MSEs)	@0.2% of the value of contract
		Haryana based other firms/ enterprises	@2% of the value of contract
		Other States/ UTs based firms	@5% of the value of contract

Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed SSI Certificate/EM Part-II/Udyog Aadhaar Memorandum (UAM)/Udyam Registration in Haryana and who participate directly in the tender/quoted items and offering to supply the entire Work/Supply Order by their enterprise. The conditions governing the above may kindly be seen in the notification dated 14.12.2020.

11. Forfeiture of Earnest Money/Performance security:

A Forfeiture of Earnest Money: -

- If the Bidder withdraws his bid before the expiry of validity or after the acceptance of the bid, the Earnest Money Deposited (EMD) by the bidder will be forfeited.
- If the Bidder fails to comply with any of the terms, conditions or requirement of order and the technical specifications of the tender document, the Earnest Money deposited by the Bidder will be forfeited.
- In case required performance security is not submitted by the bidder within 10 days from the date of issue of Purchase order, the Earnest Money deposited by the Bidder will be forfeited

B forfeiture of Performance Security: -

- The Corporation reserves the right of forfeiture of the performance guarantee in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms & conditions of contract.
- In case the successful bidder fails to submit the performance guarantee of the requisite amount within the stipulated period or extended period, letter of Award automatically will stand withdrawn and EMD of the contractor shall be forfeited.
- In case successful bidder fails to comply with the delivery period as specified in the work order/contract, the Performance security deposited by the vendor will be forfeited.
- In case the vendor fails to provide services during the warranty period as per the satisfaction of CRID/ indenting department, the Performance security deposited by the vendor will be forfeited.
- In case the vendor failed to supply the ordered items as per the specification mentioned in the purchase order or ordered items are rejected during the inspection even after giving one or two extra chance for inspection, the Performance security deposited by the vendor will be forfeited.
- Performance guarantee shall be returned after successful completion / testing / commissioning and handing over the project to the client up to the entire satisfaction of The Corporation / Client

12. Authenticity of submitted Documents/Information.

- The documents forming the Contract are to be taken as mutually explanatory of one another. If an ambiguity or discrepancy is found in the documents, the Corporation shall issue any necessary instructions and the priority of the documents shall be in accordance with the order as listed in the Appendix.
- If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the bidder, the tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- If in case, any document, information & / or certificate submitted is found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
- The bidders must submit an Affidavit as placed at "Annexure-12" along with the technical bid.

13. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.

14. Cancellation of Order:

- In the event of the successful bidder failing duly and properly to fulfill the order or committing breach of any of the terms & conditions of this order or repeatedly supplying goods liable to rejection hereunder or failing,

declining, neglecting or delay to comply with any demand or requisition or otherwise not executing the same in accordance with terms of this contract or if the bidder or his agent or servants being guilty of fraud in respect of this contract or any of his partners or representatives found directing, giving, promising

or offering any bribes, gratuity, gift loan, perquisite, reward or advantage pecuniary or otherwise to any person in the employment of Government in any way relating to such officers or person or persons, officer or employment or if the bidder or any of his partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or make any composition with his/their creditors or attempts to do so, then without prejudice to CRID's as well as Indenting Department rights and remedies otherwise, CRID on behalf of and in consultation with Indenting Department shall be entitled to cancellation of order forth with and to blacklist the bidder and may claim back all or part of the money already paid to the bidder.

- ii. If during the currency of execution of order, the successful bidder becomes bankrupt or otherwise insolvent or is likely to become insolvent or bankrupt, CRID on behalf of and in consultation with Indenting Department may, at any time, cancel the order by giving written notice to the successful bidder. Notwithstanding the above, such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to CRID and Indenting Department.

15. Consequences of Cancellation of Order:

- i. Upon cancellation of order, the successful bidder shall deliver or cause to be delivered all works carried out for and on account of the indenting department and all data and records required from or on account of the Indenting Department.
- ii. Cancellation of order shall not affect any continuing obligations of the successful bidder under the Contract Agreement, which, either expressly or by necessary implication, are to survive its expiry or termination such as confidentiality obligations of the successful bidder.
- iii. Upon cancellation of order for any reason whatsoever, the successful bidder shall return to the Indenting Department any and all confidential information and any other property of the Indenting Department.
- iv. CRID on behalf of and in consultation with Indenting Department may procure services/items similar to those undelivered, upon such terms and in such manner, as it deems appropriate, at the risk and responsibility of the successful bidder and the successful bidder shall be liable for any additional costs for such services/items.
- v. The successful bidder shall continue the performance of the order to the extent not terminated.
- vi. Upon cancellation of order for whatsoever, CRID on behalf of and in consultation with Indenting Department shall have the right to perform the following penalties: -
 - Forfeiture of earnest money
 - Forfeiture of performance security.
 - Imposition of liquidated damage.
 - Risk purchase on the expenses of vendor.
 - Black listing of the successful bidder.

16. Arbitration:

- i. In the case of dispute arising upon or in relation to or in connection with the contract between the Purchaser and the Supplier, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 1 (one) arbitrator i.e. Administrative Secretary, Department of DITECH, Haryana.
- ii. Arbitration proceedings shall be held at Chandigarh and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- iii. The decision of the arbitrator shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Purchaser and the Supplier. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

Read and accepted

Signature on behalf of

M/s-----

Format 1

PRE QUALIFICATION-CUM-TECHNICAL BID
(To be submitted on its Letter head by the bidder)

Managing Director

**Citizen Resources Information Department SCO 111-113 Sector 17 B,
Chandigarh. 160017**

Dear Sir,

Subject: E-Tender/CRID/Proc./2025-26

- 1) Having examined the Tender document, I/We [name of the bidder (s)], the undersigned, herewith submit our response to your Tender Notification dated _____ for selection of vendor for the Procurement of 41 Nos. Laptops in full conformity with the said tender document no _____.
- 2) I/We have read the provisions of the Tender document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.
- 3) I/We agree to abide by this Tender, consisting of this letter, financial bid and all attachments, for a period of 180 days from the closing date fixed for submission of bid as stipulated in the Tender document.
- 4) I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India.
- 5) I/We understand that CRID/Department is not bound to accept/annul any bid received in response to this Tender.
- 6) In case, I/We are engaged by CRID/Department as service provider contractor for supply of ordered items/goods/items of turnkey projects, I/We shall provide all assistance/cooperation required by CRID/Department appointed auditing agencies officials for performing their auditing and inspection functions. I/We understand that our non-cooperation for the same shall be grounds for termination of service/contract.
- 7) In case, I/We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by CRID/Department from time to time.
- 8) I/ We have submitted requisite fee and EMD as per procedure laid in the Tender. All other required documents (details given in summary table below) as per the stated Qualification Criteria
- 9) Our Entity's profile is as under:-

S#	Required Details	Remarks
1.	Legal Name of Entity	
2.	Type of Business	☐ Corporation ☐ Individual ☐ Sole Proprietorship ☐ Joint Venture ☐ Partnership ☐ Limited Liability Partnership ☐ Other
3.	Company Identification No. (CIN)	
4.	Business Address: City District State Zip code Telephone Nos.: Contact email:	
5.	Registered Address of the Company: Address: City	

S#	Required Details	Remarks
	District State Zip code Contact Person: Telephone Nos.: Contact email: Company Website URL	
6.	PAN No. of bidder TAN No. of bidder VAT or CST of bidder	
7.	Has the firm transacted business under any other previous names? If yes, under which name business transacted	☐ Yes ☐ No
8.	Ownership of the Company/Firm: Whether Company owned or controlled by parent Company? If yes, complete the following: Legal name of the parent company Full address of parent company Street City District State Zip/Pin	☐ Yes ☐ No
9.	Relationship with the parent company	☐ Subsidiary ☐ Division
10.	Date of ownership	
11.	Shareholding pattern of Parent Company: Percentage of shares held by the parent company Other majority shareholders in the Indian Company Details of Board of Directors	
12.	Name of Bid and Contract Signing Authority - I Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory Authority - II Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory	
13.	Memorandum of Association and Articles of Association of the company Bye Laws and certificates of registration (in case of registered firm)	
14.	Whether MOA of Bidding Company allows entering into the bid of respective services? If yes, indicate the relevant clause.	

10) Our Entity's Financial Details is given as under:-

S#	Required Details	Remarks
1.	Authorized Capital of the Indian Company	
2.	Paid up Capital of the Company	
3.	Turnover of the Indian company for last three years	
4.	Net worth of the Indian company for last three years	
5.	Profit of the Indian company for last three years	
6.	Customer references	

7.	Past 1-3 year supply record	
8.	Quality certificates received, if any	
9.	Customer approval letters if any	
10.	Awards and recognition received , if any	
11.	After sales support mechanism	

11) Our entity's Legal Details

S#	Required Details	Remarks
1.	Whether In the past five years prior to the date of this application, has this entity or any principal of the entity has been deemed to be in default on any contract, or been forcefully terminated from any contract of any Organisation? If yes, state the names of the entity, relationship to firm and the circumstances.	☐ Yes ☐ No.
2.	Whether an undertaking (Affidavit) submitted that the bidder has not been blacklisted/debarred by any central/state Government department/organization	☐ Yes ☐ No
3.	Whether an undertaking submitted to the effect that there has been no litigation with any Government department/organization on account of similar services	☐ Yes ☐ No
4.	Whether the entity has undergone legal proceedings in the past three years. If yes, Submit details	☐ Yes ☐ No

Technical part

I/We hereby tender for the _____ and provision of services during the warranty period, as per the specifications given in this Tender document within the time specified and in accordance with the specifications and instructions

S#	Item Descriptions	Qty.*	Make	Model
1.	Laptop	41		

*The quantity can be increased or decreased as per discretion of Department/CRID. Yours

Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Format 2**COMMERCIAL BID**

(To be submitted by the bidder on its letter head)

Managing Director
Citizen Resources Information Department SCO 111-113 Sector 17 B,
Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

I/We hereby tender for the _____ and provision of services during the warranty period, as per the specifications given in this Tender document within the time specified and in accordance with the specifications and instructions. Mentioned below are the rates quoted in the prescribed format are FOR destination inclusive of all taxes: -

S No.	Item Description	Qty.	UoM	Basic Unit Price in INR	Applicable Taxes & Duties/GST	Unit Price (INR) All inclusive	Total Amount In INR
A	B	C	D	E	F	G=E+F	H=G*C
1	Laptops	41	Nos.				

Note:- The L1 bidder will be evaluated total wise.

The bid found in any other currency shall be summarily rejected. No upward revision shall be allowed in the case of any fluctuation in the foreign currency

1. Period of Delivery: We do hereby undertake that in the event of acceptance of our bid, the supply of mentioned items will be completed within stipulated delivery period as motioned in RFP from the date of issues of purchase order unless otherwise specified in the purchase order.
2. Terms of Delivery: The landed prices quoted are inclusive of applicable taxes and duties.
3. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the "Pre-Qualification cum Technical bids" and that we shall remain bound by a communication of acceptance within that time.
4. We hereby certify that we have read and understood the terms and conditions applicable to the bidder and we do hereby undertake to supply as per these terms and conditions.
5. **Validity of commercial bid: should be 180 days from the date of opening of commercial offers**
6. A company and the person signing the bid/offer is the constituted attorney.

NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid/offer document.

We do hereby undertake that until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract shall constitute a binding Contract between us.

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 1

Bidding Document Acknowledgement Form
(To be enclosed with technical bid)

To,
Managing Director

Citizen Resources Information Department (CRID)
SCO 109-110 Sector 17 B, Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

I/We hereby acknowledge we have downloaded a complete set of Bidding Document enclosed to the "Invitation for Bid" pertaining to tender Notification dated _____ along with corrigendum, if any, for the selection of vendor for the supply of mentioned items

I/We have noted that the closing date for receipt of this tender document by CRID is _____ at 3:00 PM.

I/We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of CRID and that the said documents are to be used only for the purpose intended by CRID. **Duly signed and stamped copy of tender document is also enclosed.**

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 2

Self-Declaration on not being blacklisted
(To be enclosed with Technical bid)

Date: _____

AFFIDAVIT

Subject: E-Tender/CRID/Proc./2025-26

From

To
The Managing Director,
Haryana State Electronics Development Corporation
SCO 111-113 Sector 17 B, Chandigarh. 160017

I, _____ son of Sh. _____ resident
of _____ do hereby solemnly affirm and
declare as under:-

That we M/s _____ hereby confirm that
we M/s _____ has not been blacklisted by any
State Government/ Central Government/ Public Sector Undertakings during the last three years and
further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State
Government / Central Government / Public Sector Undertakings during the last three years due to
our non-performance, non-compliance with the tender conditions etc.

That we M/s _____ hereby declare that
all the particulars furnished by us in this Tender are true to the best of my/our knowledge and I/We
understand and accept that if at any stage, the information furnished is found to be incorrect or
false, I/We am/ are liable for disqualification from this tender and also are liable for any penal
action that may arise due to the above.

That we M/s _____ certify that no
refurbished components are used in the manufacturing and supply of Quoted Items and its related
accessories / tendered items.

That in case of violation of any of the conditions above, We M/s _____
understand that We M/s _____ are liable to be blacklisted by CRID for a period of
three years from participating any tender published by Haryana Government.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my
knowledge and nothing has been concealed therein.

DEPONENT

Annexure 3

Statutory Undertaking
(To be enclosed with Technical bid)

Date: _____

Special Secretary (IT)
Citizen Resources Information Department
SCO 109-110 Sector 17 B, Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

I/We (Name of the Bidder) having registered office at (Address of the registered office) and local office at (Address of the local office), hereby declare and confirm that-

- 1) The contents of the Tender have been carefully gone through and we undertake to fully comply with the terms and conditions specified in the tender document including addendum, if any thereof.
- 2) I/We are not engaged into litigation as of date with any Government Department/ PSU/ Autonomous body on account of similar services for indulging in corrupt or fraudulent practices. We also confirm that we are not determined non-performing by any of the entities specified above.
- 3) Neither the Bidder nor any of its Directors are the subject of criminal or civil proceedings that could be expected to adversely affect its business or its ability to Bid in the present tender.
- 4) We understand that the technical Bid, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the requisite Bid Security/ Earnest Money Deposit, shall be summarily rejected.
- 5) We understand that if at any time, any averments made or information furnished as part of this Bid is found incorrect, then its Bid and the contract if awarded on the basis of such Bid shall be cancelled.
- 6) We offer to execute the work in accordance with the Terms of Reference and Conditions of Contract of this Tender.
- 7) The information provided in the technical proposal (including the attachments) is true, accurate and complete to the best of my knowledge & belief.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 4**Technical Compliance**
(To be enclosed with Technical bid)

Dated: _____

Special Secretary (IT)**Citizen Resources Information Department****SCO 109-110 Sector 17 B, Chandigarh. 160017****Subject: E-Tender/CRID/Proc./2025-26**

I/We M/S----- having registered office at (Address of the registered office) and local office at (Address of the local office), hereby declare and confirm that the specifications of the items offered match/exceed the ones quantified as minimum requirements in the Tender document.

I/ We, M/S----- further undertake that following equipments to be supplied by us hereunder shall be brand new, free from all encumbrances, defects and faults in material, workmanship and manufacture shall be of the highest grade and quality and consistent with the established and generally accepted standards for materials of the type ordered shall be in full conformity with the specifications, drawings or samples, if any, and shall operate properly.

Please note that the specifications given in tender Section of minimum technical specifications above. Bidders are free to propose any specification over and above the minimum indicated and bidder must be submit the technical Compliance of offered Item from OEM letterhead as well as bidder letterhead in Yes/No format. Manufacturer Authorization (as per Annexure-5 of Tender Document) is mandatory.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 5

Certificate of Authorization Certificate

(To be provided by the OEMs of devices as mentioned in this tender document on their Letterhead) to be enclosed with Technical bid

Dated: _____

Special Secretary (IT)

Citizen Resources Information Department

SCO 109-110 Sector 17 B, Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

Sir,

This is to certify that I/We am/are the Original Equipment Manufacturer in respect of the products listed below. I/We confirm that

- <Name of Bidder> have due authorization from us to provide product(s) listed below and related services of warranty, licensing and maintenance.
- We endorse the warranty, contracting and licensing terms provided by <Bidder> as per the requirement of this tender.
- We further undertake that we as an OEM of the below mentioned equipment will discharge all responsibilities under comprehensive warranty for the period indicated in the contract/purchase order, in case the Bidder fails to do the same for any reason.
- We also certify that the below mentioned product being supplied by the <Bidder> meets the minimum specifications given in the Tender document.

The authorization will remain valid till <Date of renewal of dealership>

S#	Product Name
1	<Fill Model number and Product name>
2	...

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 6**Undertaking for honoring warranty for the period indicated in the contract**

(To be enclosed with Technical bid and to be submitted by the bidder on OEM letter head)

Dated: -

Special Secretary (IT)
Citizen Resources Information Department
SCO 109-110 Sector 17 B, Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

This bears reference to our quotation Ref. _____ Dated _____

We warrant that,

- 1) All Products supplied by <Name of Bidder> shall be brand new (purchased within 2 months of the date of supply), free from all defects and faults in material, workmanship and manufacturing. They shall be of the highest grade and quality and shall be consistent with the established industry standards.
- 2) We shall provide the documentary proof for warranty and proof of purchase at the time of deployment of infrastructure.
- 3) We shall declare that none of the components and sub-components “End-of-sale” in next Five (5) years as on date of submission of Bid.
- 4) If the infrastructure supplied by <Name of bidder> is not-supported by bidder/OEM during the warranty period for any reason, then <Name of OEM> will replace the product with a suitable/higher alternate for which support is provided by us without any additional cost to CRID/Indenting department and without impacting the performance or timelines of this engagement
- 5) We would provide replacement warranty of the supplied items as mentioned in technical specifications from the date of acceptance within the price quoted by <name of bidder> in the Commercial Bid.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 7

Checklist to be enclosed with Technical bid

Dated: -

Special Secretary (IT)

Citizen Resources Information Department

SCO 109-110 Sector 17 B, Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

We M/s _____ has enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S#	Clause	Documents Required	Compliance Yes/No	Bid Page No.																				
1.	Processing fee for Tender Document should have been submitted.	The bidder shall pay Non-refundable tender document fee & eService fees through Online Mode (Available on NIC Procurement Portal). Scanned copy of Online Payment Receipt should be uploaded along with technical bid. The details of the payment to be paid are given as under: - <table> <tr> <th>S#</th><th>Descriptions</th><th>Amount</th><th>GST @18%</th><th>Total</th></tr> <tr> <td>1.</td><td>Tender document fee</td><td>17500.00</td><td>3150.00</td><td>20650.00</td></tr> <tr> <td>2.</td><td>eService Fee</td><td>1000.00</td><td>180.00</td><td>1180.00</td></tr> <tr> <td></td><td>Total</td><td></td><td></td><td>21830.00</td></tr> </table>	S#	Descriptions	Amount	GST @18%	Total	1.	Tender document fee	17500.00	3150.00	20650.00	2.	eService Fee	1000.00	180.00	1180.00		Total			21830.00		
S#	Descriptions	Amount	GST @18%	Total																				
1.	Tender document fee	17500.00	3150.00	20650.00																				
2.	eService Fee	1000.00	180.00	1180.00																				
	Total			21830.00																				
2.	EMD should have been submitted.	The Payment for EMD (refundable) of Rs.3,50,000/- (Rupees Three Lacs & Fifty Thousand only) can be made by eligible bidders through Online Mode Available on NIC Procurement Portal). Scanned copy of Online Payment Receipt should be uploaded along with technical bid.																						
3.	The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors of the Bidding Company to sign the Bid on their behalf.	A Certificate from the Company Secretary of the Bidder certifying that the Bid signatory is authorized by the Board of Directors of the Company to do so, with acceptance of board resolution, resolution number and date.																						

4.	The Bidder must be a manufacturer i.e. Original Equipment manufacturer (OEM) of Computer Systems/Workstations - Or- Any firm can participate in this tender with Manufacture's Authority letter of OEMs of Computer Systems/Workstation Bidder can also be a startup as defined by Govt. of Haryana, Industries & Commerce Department vide policy circular no. 2/2/2016-4IB-II dated	Manufacturers Certificate/license in the case bidder is an OEM. Manufacturers authority letter authorizing the bidder as per Annexure 5 In case of startups, the prior turnover and prior experience shall be applicable as defined by Govt. of Haryana, Industries & Commerce Department vide policy circular no. 2/2/2016- 4IB-II dated 03.1.2019. The clause of OEM/authorized distributor/Dealer/ agent shall not apply for startups as startups have to bid		
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S#	Clause	Documents Required	Compliance Yes/No	Bid Page No.
	03.01.2019. The said policy circular is available on the website of DGS&D, Haryana i.e. http://dsndharyana.gov.in	directly.		
5.	The bidder must be registered in India under the Indian Companies Act, 1956/ Partnership Act 1932/sole proprietorship (with VAT & Service Tax registration) firm and should be in existence in India for at least the last 3 years, as on date of submission of bid. The OEM should have helpdesk in India with toll free number to lodge the services/ compliant/issues. Datasheet of offered product should be available on the website of OEM. (Relevant documents specifying the OEM eligibility should be submitted alongwith technical e-bid)	Copy of Certificate of Incorporation self-certified by the Authorized Signatory of the company.		
6.	The bidder and OEM should be in the business/manufacturing of offered products during last 3 years	Copies of work orders and contracts specifying the same.		
7.	The OEM average turnover during last 3 FY (FY 2020-21, FY 2021-22 & FY 2022-23) should be at least 5 times estimated tender value. The balance sheet, Loss & Profit statement FY 2023-24 shall only be considered if audited). The OEM of offered product should have positive net worth (measured as paid-up capital plus free reserves) for two years in last 3 financial years (FY 2020-21, FY 2021-22 & FY 2022-23). The balance sheet, Loss & Profit statement FY 2023-24 shall only be considered if audited)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years. Certificate duly signed by Statutory Auditor of the Bidder confirming the net-worth and profit after Tax for each of the specified years.		
8.	The OEM of offered Components should have executed orders of 200% of tender estimated value in last 3 financial years. The orders should be executed on behalf of State/Central Govt./ PSUs in India.	Copies of work orders and contracts along with completions report specifying the same.		
9.	The bidder average turnover should be at least Half of the tender estimated value during last 3 financial years (FY 2020-21, FY 2021-22 & FY 2022-23). The	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years Certificate duly signed by Statutory Auditor of		

S#	Clause	Documents Required	Compliance Yes/No	Bid Page No.
	balance sheet, Loss & Profit statement FY 2023-24 shall only be considered if audited). The bidder should have positive net worth (measured as paid-up capital plus free reserves) for two years in last 3 financial years (FY 2020-21, FY 2021-22 & FY 2022-23). The balance sheet, Loss & Profit statement FY 2023-24 shall only be considered if audited).	the Bidder confirming the net-worth and profit after Tax for each of the specified years.		
10.	The bidder should have executed orders of offered components of 20% of tender estimated quantity in last 3 financial years. The orders should be executed on behalf of State/Central Govt./ PSUs in India.	Copies of work orders and contracts along with completions report specifying the same.		
11.	Should not have been black listed by any Government or quasi-Government entity in India (Centre / State / Local Bodies, UIDAI, NIC, STQC etc.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit on non-judicial stamp paper as per the Annexure-2 to be submitted by bidder.		
12.	ISO 9001:2008 or higher Certificate issued in the name of OEM of offered product for Manufacturing Process and ISO 14001 Certificate issued for handling of hazardous items in the manufacturing process.	Copies of valid ISO certificate required issued by the Govt. Certifying authority.		
13.	Service Center	There should be at least one OEM owned or authorized service center in Chandigarh/Panchkula/Mohali (Tricity)/Delhi NCR.		
14.	The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid Sales tax/Service Tax/GST Registration Certificate and PAN No.	Copies of valid GST registration certificate and PAN No.		
15.	The offered items as proposed should meet the minimum specifications of indicated in the RFP.	A self-certified document indicating compliance to minimum specifications as per the Annexure-IV.		
16.	No Dispute with Bidder or their OEM/Principal	At the time of submission of bids there should be no dispute with the OEM/Bidder related to supply of any item placed by CRID. Bid of such OEM and their product/bidder will not be		

S#	Clause	Documents Required	Compliance Yes/No	Bid Page No.
		considered.		
17.	OEM/Bidder shall have their own Website.	The URL of the Website Name and Copy of Home Page Print out shall be submitted.		
18.	Authenticity of Submitted Documents and No dispute with Bidder.	At the time of submission of bids there should be no dispute with the OEM/Bidder related to supply of any item placed by CRID. Bid of such OEM and their product/bidder will not be considered. (Annexure-12)		
19.	The concessions/Benefits are allowed to MSMEs as per Haryana State Govt. Notification no. 2/2/2016-4I-BII dated 13.08.2021.	The details of Haryana State Public Procurement Policy for MSMEs-2016 can be obtained from website of Directorate of Supplies & disposal Haryana(https://dsndharyana.gov.in/instructions) (Annexure 10 & 11)		
20.	Compliance Regarding Order no. F.NO. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance Department of Expenditure public Procurement Division regarding the restriction under rule 144(xi) of GFR 2017.	Bidder/OEM shall require to submit the compliance as per annexure-14 on bidder letter head regarding compliance of Order no. F.NO. 6/18/2019-PPD dated 23.07.2020 (Any Govt. amendment/ Guidelines/instruction issued from time to time shall also be applicable).		
21.	Technical Bid	Format 1		
22.	Commercial Bid	Format 2		
23.	Acknowledgement of bid document	Annexure 1		
24.	Self-Declaration on not being blacklisted	Annexure 2		
25.	Statutory undertaking	Annexure 3		
26.	Technical Compliance	Annexure 4		
27.	Certificate of Authorization Certificate	Annexure 5		
28.	Undertaking for honouring warranty	Annexure 6		
29.	Checklist	Annexure 7		
30.	After sales services	Annexure 8		
31.	Undertaking of rates	Annexure 9 (to be enclosed with commercial bid)		
32.	Format for Relaxations to Micro Small Enterprise registered in Haryana	Annexure 10		
33.	Format for Relaxations to Medium Enterprise registered in Haryana	Annexure 11		
34.	Authenticity of submitted documents/information	Annexure 12		
35.	Affidavit	Annexure 13		
36.	Compliance Regarding Order no. F.NO. 6/18/2019-PPD dated 23.07.2020	Annexure-14		

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 8**(To be enclosed with Technical bid)****AFTER SALES SERVICE CERTIFICATE**

Dated: -
Special Secretary (IT)

**Citizen Resources Information Department SCO 109-110 Sector 17 B,
Chandigarh. 160017**

Subject: E-Tender/CRID/Proc./2025-26

Whereas, we M/s (Bidder Name) are established & reputable manufacturers/authorized dealer for sales & services of (Make of items) of [items name] having service offices at Tricity/Haryana/NCR. Details are as under:

Sr.No.	Address of Service Centre	Phone No.	Number of Engineers
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We do hereby confirm that:

Services including repair/replacement of defective parts will be done by us and fully backed by (name of the OEM). Replacement of defective Systems/parts will be done by equivalent or better systems/parts of the same make. We will attend all the complaints/service calls within 24 hours and Down time will not exceed beyond 72 hours.

If the complaints are not rectified within 72 hours, an equivalent standby equipment shall be provided till rectification. A penalty of 0.25% per day will be applicable for delay in rectification of fault maximum upto 5% of value of the item till the same is put in working condition. No penalty will be applicable in case standby item is provided. However, in case the equipment is not made operational up to the penalty of 5% of the item value, then the item(s) will be made operational by CRID on the risk & cost of the supplier.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ *(Affix the Official Seal of the Bidding Company)*

Annexure 9

To be enclosed with the commercial bid
UNDERTAKING OF RATES

Dated: -

Special Secretary (IT)

Citizen Resources Information Department SCO 109-110 Sector 17 B,
Chandigarh. 160017

Subject: E-Tender/CRID/Proc./2025-26

We M/s _____ do hereby confirm that:

The rates quoted against this offer are lowest possible and as on date we have not quoted less rates to any other customer than the rates quoted herein. In case, we quote less rates than this offer to any other customer within 1 month of the due date of this offer, then double of the difference in amount will be refunded to CRID. We also confirm that in case our Company/principal officially reduce the price before the delivery or within 15 days from the date of delivery, then the benefit for the same will be passed to CRID.

We M/s _____ further undertake that any price benefit on account of providing higher version of "Offered items" than the required/specified in this offer shall not be claimed by us either from CRID or from indenting Department.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 10**Format of Affidavit**

**(Seeking benefits/concessions Past Performance/Experience & Purchase Preference by Haryana based manufacturing Micro & Small Enterprises (MSEs) in the State Public Procurement)
(On non-Judicial paper of Rs. 10/-)**

Subject: E-Tender/CRID/Proc./2025-26

I _____ S/o _____ aged _____ residing _____ at _____
_____ Proprietor / Partner / Director of
M/s _____ do hereby solemnly affirm and declare that: -

1. My/our above noted enterprise M/s (name and Address) _____ has been issued Manufacturing Entrepreneurs Memorandum in Haryana by the District Industries Centre _____ under acknowledgement No. _____ of dated _____ (Self Certified Copy of the same be attached as **Annexure 'A'** with this Affidavit) and has been issued for manufacture of the following items in **category Micro & small Enterprises** (please tick the either) as under:-
 - i. _____
 - ii. _____
 - iii. _____
2. That the quoted items(s) in the tender _____ is one (or more) of the item for which my/our above noted enterprise has been issued manufacturing Entrepreneurs Memorandum by the Industry Department Haryana as per details at the para 1 above.
3. That my/our above mentioned manufacturing Micro/Small Enterprises fulfils either or both of the below mentioned eligibility criteria:
 - i. That my/our above mentioned enterprise has been issued quality certification of ISI mark/ISO/Ag. Mark /any other quality mark _____ (Please tick either of the option) by _____ (name of GOI/State Govt. Agency/institution authorized by GOI/State Govt.) on _____ and the same is valid from _____ to _____ in respect of item/good (give name of item/good) _____ mentioned in the tender (self-certified copy of the relevant certificate is attached as Annexure-'A' with this affidavit)

OR/AND

 - ii. That my/our above mentioned enterprises has been registered with DGS&D, GOI/NSIC/Govt. Of India Departments/ State Govt. Department/Govt. Of India Public Sector Undertakings (PSUs) or State Govt. Public Sector Undertakings (PSUs) (**Please tick one of the option as above**) in _____ respect of _____ name of item/goods/works/services _____ (**Name**) as mentioned in the tender for the corresponding period of time of this tender. A self-certified copy of the same attached as **Annexure 'B'** with the affidavit.
4. That in case the purchase order of the quoted item is issued to me/us, it will not be outsourced or subcontracted to any other firm and the entire manufacturing of the order item shall be done in-house by our Enterprise base in Haryana (address mentioned as at Sr. No.1). Further, the billing will be done from Haryana.

Dated:

DEPONENT

VERIFICATION:

Verified that the contents of para no. 1 to 4 of the above are true and correct to my knowledge as per the official record and nothing has been concealed there in.

Dated:

DEPONENT

Annexure 11

Format of Affidavit

(for seeking the benefits/concessions by Haryana based manufacturing Medium enterprises in past Performance/Experience & Purchase Preference in the State Public Procurement)
(On non-Judicial paper of Rs. 10/-)

Subject: E-Tender/CRID/Proc./2025-26

I _____ S/o _____ aged _____ residing at _____
_____ Proprietor/Partner/Director of _____
M/s _____ do hereby solemnly affirm and declare that:-

1. My/our above noted enterprise M/s (name and complete address) _____ has been issued Manufacturing Entrepreneurs Memorandum in Haryana by the District Industries Centre _____ under acknowledgement No. _____ of dated _____ (Self Certified Copy of the same be attached as **Annexure 'A'** with this Affidavit) and has been issued for manufacture of the following items in **category Medium Enterprise** as under:-
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
2. That my/our above mentioned manufacturing Medium Enterprises meet all the remaining terms & conditions of the tender except Past Performance/Past Experience.
3. That my first purchase order under this benefit/concession was issued by State Government Department/ State Government Agency (name of Deptt./Agency) _____ vide P.O No. _____ of dated _____ for the supply of _____ (name of the item/good/work/services) was successfully complied by above mentioned Enterprises. A self certified copy of the same is attached as **Annexure 'B'** with this affidavit.
4. That in case the Purchase Order of the quoted item is issued to me/us, it will not be outsourced or subcontracted to any other firm and the entire manufacturing of the order item shall be done in-house by our enterprise base in Haryana based in Haryana, (address mentioned as at Sr. No.1).
5. That we agree to the condition that this benefit/concession to the Medium Enterprises is valid for one year from the date of getting the first supply order under State public Procurement .
6. That the billing will be done from Haryana

Dated :

DEPONENT

VERIFICATION:

Verified that the contents of para no. 1 to 6 of the above are true and correct to my knowledge as per the official record and nothing has been concealed there in.

Dated :

DEPONENT

Annexure 12

Authenticity of submitted documents/information's

AFFIDAVIT

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only to be duly attested by Notary Public)

Subject: E-Tender/CRID/Proc./2025-26

Affidavit of Mr..... S/o
R/o

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s
Having its Head Office/Regd. Office at
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for (Name of work)..... to the Corporation are genuine and true and nothing has been concealed.
3. I shall have no objection in case the Corporation verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the Corporation demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case NBCC verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before the Corporation receives said verification.
6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the Corporation shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.

I,, the Proprietor / Authorised signatory of M/s..... do hereby confirm that the contents of the above.

Affidavit are true to my knowledge and nothing has been concealed there from..... and that no part of it is false.

Verified atthis.....day of

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

Annexure-13

Affidavit
(On non-judicial stamp paper of Rs. 10/-)

Subject: E-Tender/CRID/Proc./2025-26

I, _____ S/o _____ r/o _____ on behalf of the entity
_____ do hereby solemnly affirm and declare as under: -

1. That I hereby confirm that my/our firm/company M/s..... Have not been convicted of any non-bailable offence, by any of the courts.
2. That I hereby confirm that my/our firm/company M/s..... Have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
3. That I hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s..... Has not been black listed/ de-listed or put on holiday by any Institutional agencies/ Govt. Deptt. / Public Sector undertaking, in the last TWO years.
5. That I hereby confirm and declare that my/our firm/company M/s..... has paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no default in arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.
6. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract, or have not been forcefully terminated from any contract of any Organization.
7. That I hereby confirm and declare that my/our firm/company M/s..... has not been blacklisted/debarred by any central/state Government department/organization.
8. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government department/organization on account of similar services.
9. That I hereby confirm and declare that my/our firm/company M/s..... has not undergone any legal proceedings of whatever kind in the past three years.
10. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues. May take any appropriate legal action against me.

Place:
Dated:

Deponent

Verification: Verified that the above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Note:

* In case of Registered Companies, the affidavit shall be on behalf of authorized person & with the name of the company.

Annexure 14**(To be provided on letterhead along with Technical bid)**Compliance regarding restrictions under Rule 144 (xi) of
the General Financial Rules (GFRs), 2017

Dated: -

Managing Director**Citizen Resources Information Department SCO 111-113 Sector 17 B,
Chandigarh. 160017****Subject: E-Tender/CRID/Proc./2025-26**

1. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority.
2. "Bidder" (including the term 'tenderer', 'consultant', or 'service provide' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firm or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
3. "Bidder from a country which shares a land border with India" for the purpose of this order means:-
 - i. Any entity incorporated, established or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv. An entity whose beneficial owner is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
4. The beneficial owner for the purpose of (3) above will be as under:
 - a. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
Explanation -
 - i. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. Of shares or capital or profits of the company;
 - ii. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - b. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - c. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more

juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- d. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 - e. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
5. An agent is a person employed to do any act for another, or to represent another in dealing with third person.
 6. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

i. Model Certificate for Tenders: -

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that we or our company/firm is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that we or our company/firm fulfills all requirements in this regard and is eligible to be considered. (Evidence of valid registration by the Competent Authority shall be attached.)”

ii. Tenders for Works involving possibility of sub-contracting:

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that we or our company/firm is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such a countries unless such contractor is registered with the Competent Authority. I hereby certify that we or our company/firm fulfills all requirements in this regard and is eligible to be considered. (Evidence of valid registration by the Competent Authority shall be attached.)”

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Appendix 1**Request for clarification**

Bidders requiring specific points of clarification may communicate with the CRID through email during the specified period using the following format.

Date: _____

To

Managing Director

Citizen Resources Information Department SCO 111-113 Sector 17 B,
Chandigarh-160017.

Subject: E-Tender/CRID/Proc./2025-26

BIDDER'S REQUEST FOR CLARIFICATION			
<<Name of Bidder submitting query / request for clarification>>			
<<Full formal address of the Bidder>>			Tel:
			Fax:
			Email:
S. No	RFP Reference (Section No. / Page No.)	Content of RFP requiring clarification	Points of clarification required
1			
2			
3			
4			
5			
6			

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Company)