

# **Request For Proposal (RFP)**

**To**

**Purchase IT Items**



**Uttarakhand Electricity Regulatory Commission**  
"Vidyut Niyamak Bhawan", Near I.S.B.T., P.O. Majra  
Dehradun (Uttarakhand)-248171  
**Phone:** 91-135-2641115  
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## **Disclaimer**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of UERC, is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by UERC to any parties other than the Bidders/applicants who are qualified to submit the Bids ("Bidders"). The purpose of this RFP document is to provide Bidder with information to assist the formulation of their Proposals. This RFP document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice. UERC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. UERC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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## Section 1 - Bid Schedule and Address

S. No	Description	Detail Information
1.	Name of Project	To Purchase IT Items
2.	Tender Reference Number	UERC/IT-items/2025-26-RT
3.	Tender Type	Open e-Tender
4.	Availability of RFP document	<a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a> and UERC website <a href="http://www.uerc.uk.gov.in">www.uerc.uk.gov.in</a>
5.	Document publish date	17-12-2025
	Documents download start date	17-12-2025
6.	Seek Clarification Start Date	17-12-2025
	Seek Clarification End Date	23-12-2025
	Bid Submission Start Date	17-12-2025
	Bid Submission Closing Date	30-12-2025
8.	Date and Time of Eligibility bid and technical bid opening	31-12-2025
9.	Date and time of Commercial bid Opening	To be announced later
10.	Name and Address for Communication	Secretary, Uttarakhand Electricity Regulatory Commission, Vidyut Niyamak Bhawan, Near I.S.B.T., P.O. Majra, Dehradun (Uttarakhand)-248171
11.	Bid Related Queries	M. C. Verma DD (IT) Uttarakhand Electricity Regulatory Commission Vidyut Niyamak Bhawan, Near I.S.B.T., P.O. Majra, Dehradun (Uttarakhand)-248171 Email: <a href="mailto:ddit.uerc@gov.in">ddit.uerc@gov.in</a> Phone: 9760695218
12.	Tender processing Fee	Nil
13.	EMD/Bid Security	Rs. 10,000/- (in shape of FDR/CDR/Bank Guarantee ) in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun)
14.	Validity of Bid	90 Days
15.	Delivery period	Within 21 days from award of contract

## **Section 2 – Introduction**

### **2.1 About UERC**

The Uttarakhand Electricity Regulatory Commission was constituted by Government of Uttarakhand, vide Notification 03/9-3- URJA/2002 dated 1st January, 2002 under the Electricity Regulatory Commission Act, 1998. The broad objectives of the Electricity Act, 2003 as incorporated in its preamble is to consolidate the laws relating to generation, transmission, distribution, trading and use of electricity and generally for taking measures conducive to development of electricity industry, protecting interest of consumers and supply of electricity to all areas.

### **2.2 Objective of this RFP:**

The objective of this RFP is to invite bids from reputed firms to purchase IT Items.

### **2.3 Cost of the RFP**

The Bidder shall bear all costs associated with the preparation and submission of its bid and UERC will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. There is no fee for RFP.

### **2.4 Due Diligence**

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. Also, the decision of UERC on rejection of bid shall be final and binding on the bidder and grounds of rejection of Bid should not be questioned during/ after the final declaration of the successful Bidder.

The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-1.

## Section 3 – Scope of Work

### 3.1 Scope of work:

UERC invites bids for following IT Items: -

S. No.	Item Description	Qty.	Specifications
1.	Sony (FW-55BZ30L) 55" Display	02	55" 4K HDR professional display, portrait/tilt, Pro-Mode, Airplay and Chromecast with wireless keyboard and mouse support
2	HP Pro Mini 400 G9 Desktop PC	02	14th Generation Intel Core i7,16GB RAM, 512GB SSD HDD, 4K Display Support, USB-C, Ultra-Quiet Design, Bluetooth, Wi Fi, wireless Keyboard and wireless Mouse, Windows 11 Pro
3	HP EliteOne 870 27" G9 All-in-One Desktop PC	02	14th Generation or higher Intel Core i7, 3 GHz processor, 16 GB RAM, 512 GB/ 1TB SSD HDD, 27" Full HD 1920 x 1080, wireless Keyboard and wireless Mouse, Windows 11 Pro and other standard features i.e. Camera etc. coming default with this model.
4	HP Color LaserJet Pro MFP 4303dw Printer	02	A4 Colour Laser Multifunction Printer, (Print Copy, Scan, ADF, Print speed up to 35/33 ppm black & colour (letter/ A4), USB, Ethernet, Wi-Fi, Duplex Printing)

**Note:-** The Commission has right to add or remove quantity (s).

### 3.2 Single Point of Contact

The selected Bidder shall appoint a single point of contact, with whom UERC will deal with, for any activity pertaining to the requirements of this RFP.

## Section 4 - Eligibility Criteria

The Eligibility Criteria are furnished below:

1. Bidders shall have minimum experience of 03 years in carrying out such works.
2. Required supporting documents (copy of GST Registration Certificate, PAN of firm/company & last 03 years work order).

## Section 5 - Instructions to Bidders

### 5.1 RFP

RFP shall mean Request for Proposal. Bid, Tender and RFP are used to mean the same. The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding document. Submission of a bid not responsive to the Bidding Document in every respect will be at the Bidders risk and may result in the rejection of its bid without any further reference to the bidder.

### 5.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and UERC will in no case be responsible or liable for those costs.

### 5.3 Clarifications of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify UERC in writing at UERC's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1. Bidders should submit the queries only in the format given below:

S. No	Document Reference	Page No	Clause No	Description in RFP	Clarification Sought	Additional Remarks (if any)

Any modification to the bidding documents which may become necessary shall be made by UERC by issuing an Addendum.

### 5.4 Amendment of Bidding Documents

1. At any time prior to the deadline for submission of bids, UERC may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be posted in websites ([www.uktenders.gov.in](http://www.uktenders.gov.in) and [www.uerc.gov.in](http://www.uerc.gov.in)). Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda had been taken into account by the Bidder in its bid.
3. In order to afford Bidders reasonable time to take the amendment into account in preparing their bids, UERC may, at its sole and absolute discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted on UERC's website/UK e-Tenders website.
4. From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the RFP.

## **5.5 Bid Price**

Prices should be mention as per BoQ format. The bidder shall meet the requirements of the applicable Goods & Services Tax (GST).

## **5.6 Earnest Money Deposit (EMD)**

The Bidder is required to deposit Rs 10,000/- in form of FDR/CDR/Bank Guarantee in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun. Uttarakhand's Micro, Small and Medium Enterprises (MSME) bidders register under relevant National Industry Classification codes pertaining to the sale of products mentioned in this bid are only exempted from submission of EMD and other benefits as per MSME rules. Bidder must upload copy of EMD and submit original copy in UERC office before bid opening date.

## **5.7 Return of EMD**

The EMDs of successful Bidder/s shall be returned/refunded after furnishing Performance Guarantee in the form of FDR/CDR/Bank Guarantee of the Scheduled Bank, which shall be valid for a period of 45 days beyond the date of completion of all contractual obligations. EMDs furnished by all unsuccessful Bidders will be returned within 30 days after finalization of successful Bidder selection.

## **5.8 Forfeiture of EMD**

The EMD made by the bidder will be forfeited if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid /proposal before furnishing Performance Guarantee.
- d) Bidder violates any of the provisions of the RFP up to submission of Performance Guarantee.
- e) Selected Bidder fails to acknowledge the order within three working days from the date of receipt of the order. However, UERC reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- f) Bidder fails to submit the Performance Guarantee within stipulated period from the date of acceptance of the Contract Order. In such instance, UERC at its discretion may cancel the order placed on the selected Bidder without giving any notice.



### **5.9 Period of Validity of Bids**

Bids shall remain valid for three months from the date of bid opening as prescribed by the UERC. A bid valid for shorter period shall be rejected by UERC as non-responsive.

### **5.10 Performance Guarantee**

The successful bidder shall furnish "Performance Gurantee" equal to 5% of the value of contract in the form of FDR/CDR/Bank Guarantee of the Scheduled Bank, which shall be valid for a period of 45 days beyond the date of completion of all contractual obligations. Performance guarantee will be forfeited, if the firm is found violating any of the terms and conditions of the contract or the contractor's services are or found unsatisfactory, otherwise security will be released after the completion of the contract period.

### **5.11 Signing of Bid**

The bid shall be signed by a person or persons duly authorized to bind the bidder to the contract.

### **5.12 Submission of Bid**

- The Bidder should bear all the costs associated with the preparation and submission of their bid and UERC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- Bidding process will be done by e-Tendering of Uttarakhand government portal.
- The offers should be made strictly as per the formats enclosed.
- No columns of the tender should be left blank. Offers with insufficient/inaccurate information and offers which do not strictly comply with the stipulations given in this RFP, are liable for rejection.

### **5.13 Rejection of Bid**

The bid is liable to be rejected if the bid document:

- a) Does not bear signature of authorized person.
- b) Is received through Fax /E-mail.
- c) Is received after expiry of the due date and time stipulated for Bid submission.
- d) Is incomplete /incorrect.
- e) Does not include requisite documents and EMD.
- f) Is Conditional.
- g) Does not conform to the terms and conditions stipulated in this Request for Proposal.

#### **5.14 Deadline for Submission**

The last date of submission of bids is given in Section 1. However, the last date of submission may be amended by UERC and shall be notified through websites.

#### **5.15 Extension of Deadline for submission of Bid**

UERC may, at its discretion, extend this deadline for submission of bids by amending the bidding documents which will be informed through UK tenders & UERC websites, in which case all rights and obligations of UERC and Bidders will thereafter be subject to the deadline as extended.

#### **5.16 Modifications and Withdrawal of Bids**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.

#### **5.17 Right to Reject, Accept/Cancel the bid**

UERC reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. UERC does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever.

UERC also reserves the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

### **Section 6 - Bid Opening**

Bids will be opened in 2 stages:

**Stage 1** – In the first stage, the Eligibility bid and Technical Bid will be opened.

**Stage 2** – Commercial bids will be opened for technically qualified bidders from stage 1.

### **Section 7 - Bid Evaluation**

Bidders are required to submit the price bid only in online mode as per the format provided in the bid. The evaluation committee will determine if the price proposals are complete and without computational errors. In case of any computational errors, the same shall be corrected to derive the correct amount.

Evaluation of the bid shall be on L1 basis among the bidders who are responsive to the Bidding Document. The bidder shall have to quote for all the items & parts mentioned in the “Price Schedule”, Section 10 of the tender document.

## **Section 8 - Terms and Conditions**

### **8.1 Notification of Award / Purchase Order / Contract agreement**

After selection of the L1 bidder and obtaining internal approvals, UERC will send Notification of Award / Purchase Order/ Contract agreement to the selected Bidder. Once the selected Bidder accepts the Notification of Award/ Purchase Order/ Contract agreement, the selected Bidder shall furnish the Performance Guarantee to UERC.

### **8.2 Acceptance Procedure**

- The Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest tender & no explanation shall be given for the cause of rejection of any tender.
- Within 03 working days of receipt of Notification of Award/Purchase Order, the successful Bidder shall send the acknowledgement.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

### **8.3 Performance Guarantee- Same as para 5.10**

### **8.4 Taxes and Duties**

All taxes deductible at source, if any, shall be deducted at as per then prevailing rates at the time of release of payments. Prices shall be exclusive of all taxes, duties, charges and levies of State or Central Governments as applicable. The bidder shall meet the requirements of applicable Goods & Services Tax (GST).

### **8.5 Bidder's Liability**

The selected Bidder will be liable for all the deliverables. The Bidder's aggregate liability in connection with obligations undertaken under the contract order, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract/purchase order.

The Bidder's liability in case of claims against UERC resulting from willful and gross misconduct, or gross negligence, fraud of the Bidder, its employees, contractors and subcontractors, from infringement of patents, trademarks, and copyrights or other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

### **8.6 Obligations of the Bidder**

**Standard of Performance:** The Bidder shall perform the services and carry out their obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective

equipment materials and methods. The Bidder shall always act in respect of any matter relating to this Contract

or to the services as faithful advisor to UERC and shall at all times support and safeguard UERC's legitimate interests in any dealings with third parties.

**Prohibition of Conflicting Activities:** The Bidder shall not engage and shall cause their personnel not to engage in any business or professional activities that would come in conflict with the activities assigned to them under this RFP.

### **8.7 Order Cancellation**

UERC reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to UERC alone:-

- i. Delay in services is beyond the specified period as set out in the Purchase Order/ Contract agreement before acceptance of the product; or
- ii. Serious discrepancy in the quality of service expected.
- iii. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the bidder turns out to be incorrect and/or bidder conceals or suppresses material information.

### **8.8 Co-ordination by bidder**

Bidder must co-ordinate with OEM to provide smooth services failing which PBG can be forfeited.

### **8.9 Payment Terms:**

Payment Schedule:-

The payment under the Contract order shall be made within 20 days after successful installation and training.

### **8.10 Confidentiality**

The Bidder shall treat the details of the documents as secret and confidential.

In the event of disclosure of Confidential Information to a third party in violation of the provisions of this Clause, bidder shall use all reasonable endeavors to assist UERC in recovering and preventing such third party from using, selling or otherwise disseminating of such information. The Parties' obligations under this Section shall extend to the non-publicizing of any dispute arising out of this Agreement. In the event of termination of this Agreement, upon written request of the UERC, the bidder shall immediately return the Confidential Information of UERC, or at the UERC's option destroy any remaining Confidential Information and certify that such destruction has taken place.

### **8.11 Indemnity**

The bidder shall indemnify, protect and save UERC and hold UERC harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting from any act or omission or negligence or misconduct of the bidder and its employees and representatives, breach of the terms and conditions of the agreement or purchase order, false statement by the bidder, employment claims of employees of the bidder, third party claims arising due to infringement of intellectual property rights, death or personal injury attributable to acts or omission of bidder, violation of statutory and regulatory provisions including labour laws, laws related to information technology and intellectual property rights, breach of confidentiality obligations, breach of warranty, etc.

Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect, consequential and incidental damages and compensation. Bidder shall indemnify UERC, provided UERC promptly notifies the Bidder in writing of such claims and the Bidder shall have the right to undertake the sole defense and control of any such claim.

### **8.12 Exit option**

- a) UERC reserves its right to cancel the order in the event of happening of one or more of the situations as mentioned in the “Order Cancellation” clause.
- b) Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the Bidder should continue to provide the facilities to UERC at UERC’s location.

### **8.13 Force Majeure**

If either party is prevented, restricted, delayed or interfered by reason of:

- a) Fire, explosion, cyclone, floods, droughts, earthquakes, epidemics/pandemic.
- b) War, revolution, acts of public enemies, blockage or embargo, riots and civil commotion.
- c) Any law, order, proclamation, ordinance or requirements of any Government or authority or representative of any such Government, including restrictive trade practices or regulations.
- d) Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, Or
- e) Any other circumstances beyond the control of the party affected; then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected used its best efforts to remove such cause

of non-performances, and when removed the party shall continue performance with the utmost dispatch.

Each of the parties agrees to give written notice forthwith to the other upon becoming aware of an Event of Force Majeure, the said notice to contain details of the circumstances giving rise to the Event of Force Majeure.

If force majeure situation arises, the successful bidder shall promptly notify UERC in writing of such condition and cause thereof. Unless otherwise directed by UERC in writing, the successful bidder shall continue to perform its obligations under contract as far as possible.

Neither party shall have any liability to the other in respect of the termination of this Agreement as a result of an Event of Force Majeure.

#### **8.15 Resolution of Disputes**

All disputes or differences between UERC and the bidder shall be settled amicably. If, however, the parties are not able to resolve them, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. Any appeal will be subject to the exclusive jurisdiction of courts at Dehradun.

UERC and the successful Bidder shall make every effort to resolve amicably by direct informal negotiation; any disagreement or dispute arising between them under or in connection with this RFP.

#### **8.14 Applicable Law and Jurisdiction**

**Applicable Law:** The Agreement shall be governed by and interpreted in accordance with the Indian Law. The jurisdiction and venue of any action with respect to the subject-matter of this Agreement shall be the Courts of Dehradun in India and each of the parties hereto submits itself to the exclusive jurisdiction and venue of such courts for the purpose of any such action.

#### **8.17 No Damage of UERC Property**

Bidder shall ensure that there is no loss or damage to the property of UERC while executing the Contract. In case, it is found that there is any such loss/damage due to direct negligence/nonperformance of duty by any personnel, the amount of loss/damage so fixed by UERC shall be recovered from Bidder.

#### **8.18 Fraudulent and Corrupt Practice**

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidder’s (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the UERC of the benefits of free and

open competition. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official or a UERC official in the process of project execution. UERC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing the project.

#### **8.19 Governing Language**

All correspondences and other documents pertaining to this Agreement shall be in English only.

## Section 9 - Technical Compliance

Form -A

### TECHNICAL BID

- 1) Name of the Firm :
- 2) Address of the firm :
- 3) Office Address of the firm :  
or its channel partner
- 4) G.S.T Registration no. :  
(Copies must be enclosed)
- 5) PAN registration no. :  
(Copies must be enclosed)
- 6) Last 03 years work supply order :  
(Copies must be enclosed)
- 7) Earnest Money Deposit (EMD) Amount Rs ----- Date-----  
(In shape of FDR/CDR/ Bank Guaranty) Valid Upto-----issued from-----

I have read all the conditions mentioned in document and agreed to all the Conditions.

Date:..... Signature of the Authorized Representative.....  
Name of the Authorized Representative .....  
Name of the Firm.....  
Phone no. (Office).....  
Mobile no.....

Seal of the Firm



### Technical Compliance

S. No.	Item Description	Qty.	Specifications	Compliance (Yes/No)
1.	Sony (FW-55BZ30L) 55" Display	02	55" 4K HDR professional display, portrait/tilt, Pro-Mode, Airplay and Chromecast with wireless keyboard and mouse support	
2	HP Pro Mini 400 G9 Desktop PC	02	14th Generation Intel Core i7,16GB RAM, 512GB SSD HDD, 4K Display Support, USB-C, Ultra-Quiet Design, Bluetooth, Wi Fi, wireless Keyboard and wireless Mouse, Windows 11 Pro	
3	HP EliteOne 870 27" G9 All-in-One Desktop PC	02	14th Generation or higher Intel Core i7, 3 GHz processor, 16 GB RAM, 512 GB/ 1TB SSD HDD, 27" Full HD 1920 x 1080, wireless Keyboard and wireless Mouse, Windows 11 Pro and other standard features i.e. Camera etc. coming default with this model.	
4	HP Color LaserJet Pro MFP 4303dw Printer	02	A4 Colour Laser Multifunction Printer, (Print Copy, Scan, ADF, Print speed up to 35/33 ppm black & colour (letter/A4), USB, Ethernet, Wi-Fi, Duplex Printing)	

## Declaration for Acceptance of RFP Terms and Conditions

(Bidder's Letter Head)

**To**

The Secretary  
Uttarakhand Electricity Regulatory Commission  
"Vidyut Niyamak Bhawan", Near I.S.B.T., P.O. Majra  
Dehradun (Uttarakhand)-248171

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for to **Purchase IT Items dated -----**. I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

## **Section 10**

(BoQ to be uploaded separately in excel format on UK tender Website.)