

**Request for Proposal (RFP)**  
**for Procuring Mini Laptops and Accessories for CAPI in**  
**National Family Health Survey (NFHS)-4**  
**2014-2015**

**Bid Document**



(स्थापना / Established in 1956)  
बेहतर भविष्य के लिए क्षमता निर्माण  
Capacity Building for a Better Future

**International Institute for Population Sciences**  
(Deemed University)  
Govandi Station Road, Deonar, MUMBAI-400088  
Tel: 91-22-42372400; Fax: 91-22-25563257

## Key Events and Dates

1	Tender Inviting Authority	International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400 088
2	Job Requirement	Procuring Mini Laptops and Accessories for CAPI
3	Announcement of Bids for 2014-2015 NFHS-4	Before 6 May, 2014
4	Any query on bid document	Up to 9 May, 2014, 5:00 pm
5	Last date for submission of bid	29 May 2014, 5:30 pm
6	Opening of bids, technical evaluation and financial evaluation	To be announced through IIPS website
7	Submission of Performance Security, Signing of Contract and submission of bank guarantee	To be announced through IIPS website

## **BID FOR PROCURING MINI LAPTOPS AND ACCESSORIES FOR CAPI TO IMPLEMENT NFHS-4**

The National Family Health Survey (NFHS) programme in India was initiated in the early 1990s with the first NFHS being conducted in 1992-93. Since then, India has successfully completed NFHS-2 in 1998-99 and NFHS-3 in 2005-06. All three surveys were conducted under the stewardship of the Ministry of Health and Family Welfare (MoHFW), Government of India, with the International Institute for Population Sciences (IIPS) as the nodal agency and technical assistance being provided by United States Agency for International Development (USAID) through ICF Macro (now called ICF International). USAID has provided primary funding for the NFHS surveys, but the most recent survey (NFHS-3) also had funding from DFID, the Bill and Melinda Gates Foundation (BMGF), UNICEF, UNFPA and the Government of India. The major objectives of the NFHS programme have been to strengthen India's demographic and health database by providing information that is both reliable and relied upon; to strengthen the survey research capabilities of Indian institutions to provide, analyze, and disseminate high quality data; and to anticipate and meet the country's needs for data on emerging health and family welfare issues.

In 2014-2015, India will implement the fourth National Family Health Survey (NFHS)-4. Like its predecessors, NFHS-4 will be conducted under the stewardship of the Ministry of Health and Family Welfare, coordinated by the International Institute for Population Sciences, Mumbai, and implemented by a group of Field Agencies (FAs) and Population Research Centres, following a rigorous selection procedure. Technical assistance for NFHS-4 will again be provided by ICF International, USA with the financial support from the United States Agency for International Development (USAID). Additional funding is being provided by DFID, the Bill and Melinda Gates Foundation (BMGF), UNICEF, UNFPA and the MacArthur Foundation.

The National Family Health Survey (NFHS)-4 is a nationally representative household survey that measures a wide range of indicators relating to fertility, family planning, and maternal and child health, as well as knowledge, attitudes and behaviour around HIV/AIDS and the prevalence of HIV infection among Indian adults. NFHS-4 will include for the first time blood glucose and hypertension measurements. NFHS-4 will produce population-based estimates of anaemia, HIV prevalence, blood glucose, blood pressure, and height and weight measurements among women aged 15-49 and men aged 15-54. Children age 0-5 years will be weighed and measured (height or length) and for young children aged 6-59 months anaemia will also be measured.

Data will be collected using Computer Assisted Personal Interview (CAPI) on mini laptops. CAPI eliminates the need for a separate data entry operation and for data editing in the field. With essential data consistency checks built into the programming, data are also likely to be of better quality. Additionally, data will be sent back to the central office more frequently, enabling faster feedback to FAs and survey teams on quality or other concerns.

Sealed tenders are invited on behalf of the Director, International Institute for Population Sciences (IIPS), Mumbai from reputed manufacturers and their authorized agents for supply, installation and commissioning of following equipment:-

**1. Mini Laptop (Technical Configuration)****No. of Units: 1000 only**

Display	10.1'' Display with minimum 1024 x 600 pixel Resolution
Operating System	Genuine Windows® 8 Professional 32 bit
Processor	Dual Core, 1MB Cache, 1.6GHz minimum with 3.5W or less Power Consumption
Storage	320 GB HDD minimum
Wireless Data Network	LAN connectivity via Ethernet or Wi-Fi
Memory	2 GB RAM DDR3 minimum
Webcam	HD Webcam
Audio	Yes
USB Port and SD card slot	2 USB Ports minimum and 1 SD card slot
Keyboard	With Joy Key mouse (optional)
Bluetooth	Bluetooth ready
Battery life (hrs.)	6 hrs or more (Actual Performance) - Longer hrs. will be given higher weightage in Technical Evaluation
Weight	1.2 Kg or less (including Battery) - Lesser weight will be given higher weightage in Technical Evaluation
Warranty	2 Years (onsite)
Pouch	Carrying cover (shock-proof will have higher weightage) alongwith Backpack

**Additional Accessories****2. Charger for Mini Laptop****No. of Units: 400 only**

Charger	Compatible with any car charger
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**EMD Amount**  
**Processing Fee**

**: Rs. 3, 00,000/- (Refundable)**  
**: Rs. 10,000/- (Non-Refundable)**

The processing fee of **Rs.10,000/-** should be paid through demand draft in favour of **“Director, IIPS” payable at Mumbai.**

The last date for submission of complete bid with all supporting documents (by hand, by post or by courier) is **May 29, 2014 up to 5.30 PM.** Any bid received after the prescribed time will not be considered. IIPS will not be responsible for any loss or postal delay. The Institute reserves the rights to accept or reject any or all the tenders without assigning any reason thereof.

**REGISTRAR**

## **GENERAL TERMS AND CONDITIONS**

- 1.** The technical bids shall be opened at IIPS. If the said date is declared as holiday, later the tender will be opened on the next working day.
- 2.** Tender shall remain open for acceptance for ninety days from the date of opening of tenders. Tender received without earnest money and not in proper form shall be liable to be summarily rejected.
- 3.** EMD should be submitted through DD for required amount in favour of 'Director IIPS', Mumbai along with the bid document by putting in a separate envelope marked as EMD.
- 4.** The bidders should submit the tender in two parts viz. Technical Bid and Financial Bid taking into consideration the following points:
  - i.** Technical bid shall consist of firm registration certificates and technical details. Technical details should be submitted in duplicate. Deviations from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned.
  - ii.** The tender form shall be submitted with this bid duly signed by the bidder.
  - iii.** Financial bid shall consist of price details item wise.
  - iv.** The technical bid and financial bid should be submitted in individual separate sealed covers, which shall again be put in a duly sealed envelope super scribing the tender number.
  - v.** At the time and date opening of tender only technical bids shall be opened and read out in public.
  - vi.** Tenders not complying with the above conditions are liable to be ignored without any further reference.
  - vii.** This tender is not transferable.
- 5.** The bids shall be accepted only from the manufacturers or their sole selling agents. In case the latter intends to submit their offer, a copy of their agreement with the principal manufactures appointing them as sole selling agent is to be enclosed with the bid.
- 6.** IIPS reserves the rights to choose, accept or reject any or all requests/offers, in full or part, at any stage, reduce or increase the quantity, spilt the order, criteria of requirement will also be a factor in the decision.
- 7.** IIPS will not be responsible for any postal losses or delays in receipt of documents.
- 8.** The rates should be quoted separately for each article according to the unit asked for together with manufacturer's name, license number, name of the brand/make. No tender for the supply of article "at the current market rate" will be accepted and no tender in which the rate quoted in for the unit other than the one asked for will be considered. The rate should be quoted only for the brand/make whichever is specified.
- 9.** No person making a tender shall be allowed at any time on any account whatsoever, any claim for revision or modification of the rates quoted by them. No clerical error, typographical error will be considered after the opening of the tender. Conditions such

“subject to the availability of stocks, supplies will be made and when received from the principals” etc., will not be considered under any circumstances.

- 10.** Liquidated damages @ 0.5% per fortnight subject to a maximum of 5% value of order may be imposed in case of late delivery.
- 11.** The quotation should be submitted in hard copy.
- 12.** The bidder should specify the minimum period required for arranging shipment/supply from the date of receipt of firm supply order contract. Further extension of time will not be provided for supply, than the minimum time indicated in the tender by the supplier after firm supply orders are placed by IIPS, Mumbai.
- 13.** Each tender must contain not only quote for the rates for the main item of the bid but also the rates for spare parts / accessories that are compulsorily supplied with the main equipment. No part is to be made optional, all parts should be quoted. The aggregate value of the entire tender with all parts required should be mentioned failing which, the tender is liable to be rejected. The Director reserves the right of ordering /not ordering / altering any of the quoted parts. The rates quoted should be inclusive of transportation, delivery of the equipment at the Institute premises, installation and commissioning.
- 14.** The successful bidder should enter into an agreement with the Director of the Institute (stamp duty to be paid by the of tenderers) within 15 days on receipt of the intimation about the acceptance of their rates of the item tendered by them to take effect that the equipment in question will be supplied in good working condition and that necessary repairs if any will be carried out by the supplier of the unit with the required spare parts free of cost during the guarantee period and after the guarantee period, at reasonable charges when called for and give an undertaking to the effect that the equipment will not be idle for want of repairs, spare parts etc.,
- 15.** The successful bidder should furnish a bank guarantee to the extent of 10% of the total FOB/CIF value as the case may be, valid until the completion of the warranty period of the equipment.
- 16.** The loss to IIPS, Mumbai, if any incurred on account of the purchase rendered necessary elsewhere by failure, neglect or refusal on the part of the bidder to supply according to the terms of agreement will be recovered from them. If any of the equipments supplied by the bidder have been partially or wholly used and they are subsequently found to be bad in order, unsound, inferior in quality or description not in accordance with the samples or otherwise faulty or unfit for use, the wholesome of the contract price or price of such articles, equipments or things will be recovered from the tenderer. The bidder will not be entitled for any payment whatsoever, for such articles for infringements of the stipulation of the conditions or for justifiable reasons, the contract may be terminated by the Director and the tenderer shall be liable for losses sustained by the IIPS on the consequences of the termination which may be recovered from the EMD/Bank guarantee or from their invoices which become due to them. In the event of such amount being insufficient, the balance will be recovered from the bidder.

17. All bidders should forward a declaration in the enclosed format, which should form a part of bid documents. Bid received without this declaration will not be considered.
18. The bidders should quote their rates for 3 years towards regular servicing/ maintenance duly mentioning the number of visits per annum after the guarantee/ warranty period (during the period of warranty servicing/ maintenance/ replacement of defective part is to be done free of cost/s) is over.
19. Necessary training/instructions on operation of the system should be given by the installation engineer to IIPS technical staff at the tenderer's cost within two weeks of completion of the installation.
20. Any change in service tax or other taxes structure made by the government (State/Central) in future will be borne by IIPS'.

## **Force Majeure and Termination**

### **1. Force Majeure**

- 1.1. Where the performance by the bidders of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the bidders and against which an experienced bidder could not reasonably have been expected to take precautions, the bidders shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this contract.
- 1.2. From the date of receipt of notice given in accordance with Clause 1.1, IIPS may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.
- 1.3. If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

### **2. Suspension or Termination without Default of the bidders**

- 2.1. IIPS may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the bidder and giving the reason(s) for such suspension or termination.
- 2.2. Where this Contract has been suspended or terminated pursuant to Clause 2.1, the bidder shall:
  - a) Take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
  - b) Provide to IIPS, not more than 30 days after IIPS notifies the bidder of the suspension or termination of this Contract an account in writing, stating:
    - i. Any costs, if any, due before the date of suspension or termination;
    - ii. Any costs to be expended after the date of suspension or termination which the bidder necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
- 2.3. Subject to IIPS approval, IIPS shall pay such amount to the bidder normally within 30 days after receipt from the bidder of an Invoice in respect of the amount due.

### **3. Termination with Default of the bidders**

- 3.1.** IIPS may notify the bidder of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the bidder to remedy that dissatisfaction and the time within which it must be completed.
- 3.2.** Where this Contract is suspended under Clause 3.1 and the bidder subsequently fails to remedy the dissatisfaction, IIPS may terminate the Contract forthwith.
- 3.3.** IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:
- a.** The bidder or any member of the bidder's personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
  - b.** The bidder or any member of the bidder's personnel has committed an offence under any of the prevailing laws applicable to the project; or
  - c.** The bidder is an individual or a partnership and at any time:
    - i.** Becomes bankrupt; or
    - ii.** Is the subject of a receiving order or administration order; or
    - iii.** Makes any composition or arrangement with or for the benefit of the bidder's creditors; or
    - iv.** Makes any conveyance or assignment for the benefit of the bidder's creditors ; or
  - d.** The bidder is a company and:
    - i.** An order is made or a resolution is passed for the winding up of the bidder; or
    - ii.** A receiver or administrator is applied in respect of the whole or any part of the understanding of the bidder.
  - e.** The bidder is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the bidder at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the bidders are conducted in accordance with the wishes of that person.
- 3.4.** Where this Contract is terminated in accordance with this Clause. The bidder shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.
- 3.5.** Where this Contract is terminated pursuant to Clause 3.3 the bidder shall pay IIPS within 10 days of notification such amount as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination together with the amount or value of any gift, consideration or commission concerned.





## INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

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Website: [www.iipsindia.org](http://www.iipsindia.org)

E-mail: [registrar@iips.net](mailto:registrar@iips.net)

### **TECHNICAL BID (PART- A)**

### **TENDER NO.IIPS/NFHS-4/MINI LAPTOP & ACCESSORIES /...../2014**

#### **QUESTIONARE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER FOR SUPPLY “MINI LAPTOP AND ACCESSORIES” AT IIPS, MUMBAI**

1. Status of Contractor Including partners :
2. Bio-Data of key top Official (please attach) :
3. Details of any Tie-ups if any (please attach) :
4. Experience in automated Data-management :
5. Copy of IT clearance of last  
Three assessment years (Please attach) :
6. Financial Status of Bidder and/or  
his Associates Including Annual Report of  
past 3 years with ROC (Registration of  
Companies) receipts duly authenticated by  
Chartered Accountant. :
7. Name of Contractor’s three largest clients,  
to whom Contractor provides similar  
services and average amount of monthly of  
bills to such clients. :
8. Name and address of Contractor’s bankers  
and provide a Solvency Certificate from  
the Bank for a minimum amount of Rs.  
50.00 Lakhs. :
9. Income Tax Permanent Account No. :
10. Details of EMD / Bank Draft No. :
11. Partnership related letter from recommended  
Company :

Signature of the Contractor or his/her  
Authorized Signatory with Seal of  
the Agency / Firm

Date:

- To be put in a separate sealed cover / envelope super scribing the wordings “TECHNICAL BID”, Notice inviting Tender No. and Name of the Tenderer. All technical documents like literature, catalogues, etc. are to be put in the same envelope. Price bid of agency / firms who technically qualify only will be opened for further consideration.



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**FINANCIAL BID**

Detailed Technical Specifications and other terms & conditions for **Supply for Mini Laptop and Accessories**

**1. Mini Laptop (Technical Configuration)**

**No. of Units: 1000 only**

Display	10.1'' Display with minimum 1024 x 600 pixel Resolution
Operating System	Genuine Windows® 8 Professional 32 bit
Processor	Dual Core, 1MB Cache, 1.6GHz minimum with 3.5W or less Power Consumption
Storage	320 GB HDD minimum
Wireless Data Network	LAN connectivity via Ethernet or Wi-Fi
Memory	2 GB RAM DDR3 minimum
Webcam	HD Webcam
Audio	Yes
USB Port and SD card slot	2 USB Ports minimum and 1 SD card slot
Keyboard	With Joy Key mouse (optional)
Bluetooth	Bluetooth ready
Battery life (hrs.)	6 hrs or more (Actual Performance) - Longer hrs. will be given higher weightage in Technical Evaluation
Weight	1.2 Kg or less (including Battery) - Lesser weight will be given higher weightage in Technical Evaluation
Warranty	2 Years (onsite)
Pouch	Carrying cover (shock-proof will have higher weightage) alongwith Backpack

**Additional Accessories:**

**2. Charger for Mini Laptop**

**No. of Units: 400 only**

Charger	Compatible with any car charger
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**Rate**

- |  |         |
|--|---------|
| 1. Mini Laptop (cost for 1 No.)          | ₹ _____ |
| Total cost for 1000 Nos. Mini Laptop     | ₹ _____ |
| 2. Charger (cost for 1 No.)              | ₹ _____ |
| Total Cost for 400 nos. Chargers         | ₹ _____ |
| 3. 2 years (onsite)                      | ₹ _____ |
| Total cost for 1000 Nos. Mini Laptop     | ₹ _____ |
| 4. Octroi / additional Local Taxes       | ₹ _____ |
| Which are not included in the cost above | ₹ _____ |

**(Tenderer's Signature)**



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**FINANCIAL BID (PART-B)**

**FILL THE FORM AS PER THE TECHNICAL SPECIFICATION OF THE PRODUCT DETAIL GIVEN ABOVE AND ENCLOSE ALONG WITH THE QUOTATION IN A SEPARATE ENVELOPE**

Sr. No.		Laptop
1.	Name and address of the Tender	
2.	Name and address of your principal employer	
3.	Name of the equipment and model quoted	
4.	FOB value of the equipment (Basic equipment)	
5.	Value of the spares and accessories	
6.	Optional spares and accessories value, if any	
7.	Freight and insurance charges	
8.	CIF value of the basic equipment	
9.	Validity of the quotation	
10.	Delivery period	
11.	Guarantee/Warranty period	
12.	Installation	
13.	Training	
14.	Whether after sales and service is available in Mumbai? If so, quote	
15.	What is the Agency commission payable?	
16.	Details of EMD submitted	
17.	Enclose users list	
18.	Any other information	
19.	AMC cost per year after warranty period	
20.	Any other charges	
21.	Price should include all taxes applicable but should be separately mentioned	

## **DECLARATION**

I declare that I will abide by all the conditions set forth in the Tender Notification no..... dated.....issued by the Director, IIPS, Mumbai calling for tenders for supply of .....equipment with all the essential accessories/spares.

**(Tenderer's Signature)**

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