

**F.No.1/10/3/2008-NSDI**  
**Deptt. Of Science & Technology**  
**(NSDI Division)**

East Block-7, Level-5,  
R.K.Puram, Sector-1  
New Delhi-110066

Dated: 1<sup>st</sup> Oct. , 2008

To

As per list attached.

**Subject: TENDER FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS, PRINTERS, UPS, ETC. IN NSDI DIVISION, DEPARTMENT OF SCIENCE & TECHNOLOGY.**

Sirs,

Sealed tenders (in two Parts) are hereby invited for the annual maintenance contract for computers, printers, UPS, etc. (List attached) in the NSDI Division, East Block-7, Level-5, Sector-1, R.K.Puram, New Delhi-110066 on terms and conditions as per Annexure-1.

2. The tender will be in two Parts i.e. Technical Bid and Financial Bid. Tenders should be submitted in two separate envelopes indicating thereon clearly "Technical Bid" and "Financial Bid."

3. The Financial Bid should contain item-wise cost and charges for the proposed work. The Technical Bid envelop should contain the following information :-

- i) Completed Technical Bid as per Annexure-II
- ii) A demand draft for Rs.5000/- as earnest money in favour of DDO, Department of Science & Technology, New Delhi. Cash , Cheque and other modes of payment shall not be accepted.
- iii) List of clientele serviced by the tenderer during last three years.
- iv) Enclose certificates(as per proforma in Annexure-IV) of similar work experience of minimum 3 years from earlier contracts, attested copies of the service tax registration, PAN No.etc.

: 2 :

4. The quotation may be posted or handed over to NSDI Office, East Block-7, Level-5, Sector-1, R.K. Puram, New Delhi-110066. The last date for receipt of the tender is 23.10.2008 (2.00 PM). On the same date at 02.00 PM the Technical Bids will be opened and Financial Bid of only those firms who qualify the technical bid shall be opened by the evaluation committee in presence of the representative of the firm at 11.30 AM on 29.10.2008.

**( C.R.Gangadharan )**  
**Under Secretary to the Government of India**

Encl. As above.

Copy to:-NIC, DST for uploading this on the Website of the Department.

**TERMS AND CONDITIONS**

1. **The firm should have minimum 3 years experience and has to provide one well qualified Service Engineer on site. The Service Engineer shall remain in office premises during normal working hours or till the office remains open, whichever is later.**
- 2.a **The bidders are to quote for the maintenance of equipment mentioned in Annexure -III (S.No. 1 to 2) in prime hours i.e. 9.00 A.M. to 6.00 P.M. on all working days.**
- 2.b **As an option, bidders are also to provide additional cost to maintain the systems mentioned under S.No.2 (a to d) in 24 X 7 mode. This is to be provided as option over and above the cost for maintenance during the prime time i.e. (9.00 AM to 6.00 PM).**
1. In case of emergency, the Service Engineer should be willing to work round the clock.
2. The Service Engineer will carry an identity card provided by the firm.
3. In case availability of any instrument falls below 98%, for every percentage drop of availability below 100%, there will be proportionate damage charges debits from AMC charges for that month.
4. The firm shall provide substitute well in advance if there is any probability of the person leaving the job for any reasons.
5. The contractor shall be responsible for any act of omission or commission on the part of his workers and he/she will vouch for their good character and conduct. Any damage to the office machine by workers shall be got rectified by the contractor at his cost.
6. The Agency shall appoint any Sub-Agency or out sources the work.
7. The Successful tenders have to give performance security @ Rs.5% of the bid amount subject to a minimum of Rs.10,000/- calculated on yearly basis through a DD in favor of DDO, Department of Science & Technology, New Delhi. Cash payment, Cheque and other modes of Payment shall not be accepted.
8. The Department reserves the right to reject any or all the tenders without assigning any reasons. The contract may also be terminated at any time without assigning any reasons.
9. Any dispute arising during execution of this contract shall be adjudicated by Chief Executive Officer(NSDI) whose decision shall be final/binding.

**ANNEXURE-II**

**Technical Bid**

Last date of Receipt :	23.10.2008 (till 2.00PM)
Date of opening of Technical Bid	23.10.2008 at 2.00 PM
Earnest Money	Rs.5000/-

Technical Bid Form for Providing ANNUAL MAINTENANCE CONTRACT OF COMPUTERS AND PERIPHERALS to Department of Science & Technology, Technology Bhavan, New Delhi.

**(To be filled in by the tenderer)**

1. Name, Address of Firm/Tenderer & Telephone No.:
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Affix Passport Size  
Photograph of the  
Tenderer duly attested.

2. Registration No. of the Firm/Tenderer Company. (Photocopy of the Registration Certificate duly attested to be attached).
3. Name and designation, address and telephone of authorized person Firm/Tenderer/Company to deal with.
4. Specify the Name, Address & Telephone Number of Director/Partner of the firm/agency

: 2 :

5. Permanent Account No. of Income Tax Deptt.
6. Work Contract Cell Registration Certificate No.  
issued by the Sales Tax Deptt. of Govt. of Delhi  
(Copy of Certificate to be attached)
7. No. of regular employees with the firm/ Tenderer.
8. Whether any Administrative, Civil or Criminal  
proceeding is pending against the contractor /  
firm(if yes) give details.
9. Detail of contract/work of similar nature currently  
with Ministry of Science & Technology.
10. Detail of other contract/work undertaken by the  
firm in other Ministries/Departments.(Proforma  
in Annexure – IV)
11. State whether the firm has defaulted on any contract  
during the preceding three years period (if yes),  
provide the factual details and circumstances.
12. State whether during the preceding three years period  
the firm has terminated a contract prior to the  
expiration of the stated contract term or has had a  
contract terminated by the other party prior to its stated  
term (if yes) give details.
13. Acceptance of terms and conditions: (The contract shall  
specifically stipulate that the proposal is based upon  
the acceptance of all terms and conditions stated in the  
tender)
14. References (The contractor shall provide letter of  
references from three previous clients knowledgeable  
of the contractor's performance in providing similar  
services).

15. Detail of earnest money deposited (EMD to :  
be enclosed along with this technical bid)

Amount:

Draft/Pay order No.

Date of Issue:

Name of Bank

16. Any other information

DECLARATION BY THE CONTRACTOR

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions and instructions herein and undertake myself/ourselves abide by the said terms and conditions.

Place: New Delhi

Dated:

(Signature of Tenderer)

Name & Designation:

Address:

Phone No.(Off)

Mobile

**ANNEXURE – III****LIST OF ITEMS**

Sl.No.	Items	Quantity	Date of Purchase	If on warranty, date & expiry	Rate of AMC per Item
<b>1</b>	<b>PC &amp; Peripherals</b>				
a	Computer-Compaq, Wipro, Acer etc. Complete with Key Board, Mouse, Monitor & CPU etc. Computer HP, IBM	8 Sets 4 Nos.	2003 July 2005	31.7.2008	
b	Tablet P.C.-Compaq HP	1 No.	2005	3.11.2008	
c	Printer HP Laser jet 1005	1 No.	2003		
d	Printer HP Laser jet 3050	1 No.	2007	14-09-2008	
e	Printer HP V40	1 No.	2003		
f	Printer HP Color laser jet 4650	1 No.	2005		
g	Printer HP Deskjet 3550	1 No.	2003		
h	Printer HP Laser jet 4200n	2 Nos.	2005		
i	Printer HP Laser jet 1015	1 No.	2005		
j	Printer HP Laser jet 1020	1 No.	2005		
k	U.P.S 1KVA A.P.C	4 Nos.	2005		
l	U.P.S. 2.5 KVA Uniline make	1 No.	2004		
<b>2</b>	<b>SERVERS</b>				
a	Server H.P.	2 No.	2005	3-11.2008	
b	Server L.G.	3 Nos.	2006		
c	U.P.S. 2.5 KVA Uniline make	1 No.	2004		
d.	Total LAN covering a) 10/100/1000 g-bit Cisco 1841 Router b) 10/100/1000 Dix 5008 PG Router c) Dlink DES 3026-24 port 10/100 suites (2 Nos) d) Cisco Pix 501 firewall e) Patch panels f) UTP Cat 5 cables g) Anti virus for 5 servers & 15 clients				

**ANNEXURE - IV**

**PROFORMA**

Name of Tenderer : -----

Address : -----  
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**TENDERER'S EXPERIENCE**

Sl.No.	Description of Work Executed (please indicate exact period and attach proof of contract/ certificate)	Value of Work	Name & Address of the Office.

Signature with Stamp of the firm