



**EdCIL (INDIA) LIMITED**  
5<sup>th</sup> FLOOR, VIJAYA BUILDING  
17, BARAKHAMBA ROAD, NEW DELHI-110001  
Telephone No. 011-23765605-612  
FAX No.011-23765614/23765602

EdCIL\TSG-IS-Unit\MDM-AMC\2016

15-12-2016

### **LIMITED TENDER NOTICE**

#### **Sub: On-Site Comprehensive Annual Maintenance Contract (C-AMC) for Desktops, Laptops, Printers, Scanners, etc in New Delhi**

EdCIL (India) Limited, a Government of India Enterprise Under the Ministry of Human Resource Development, invites sealed quotations for C-AMC for Desktops, Laptops, Printers, Scanners and Peripheral at Project Office of EdCIL (India) Limited, 5<sup>th</sup> & 6<sup>th</sup> Floor, Vijaya Building, 17, Barakhamba Road, New Delhi - 110001. The equipment to be covered under C-AMC is summarized at 'Annexure-II'. The technical eligibility conditions, and financial terms are given below:

#### **1 TECHNICAL ELIGIBILITY CONDITIONS:**

- 1.1 The bidder should be reputed authorized service partner of any one reputed OEM(Like, HP, Acer, Dell, Samsung etc).The bidder must submit an authorization letter from any one OEM for submission of bids against our tender enquiry, failing which the bid will be rejected.
- 1.2 The bidder should be a private limited, proprietary, partnership firm registered with Registrar of Companies having at least one of its service centre located in New Delhi. The bidder must submit a copy of the Registration Certificate, failing which the bid will be rejected
- 1.3 The bidder should have successfully undertaken C-AMC of minimum 50 equipment viz., desktops, laptops, printer and peripherals for 3 Years with Government Departments, Ministries and Public Sector Units. The bidder should have average turnover of not less than Rs.20.00 lakhs per annum for the last 3 years. The proof of Job Orders, Turnover and Certificates stating that the bidder rendered satisfactory AMC services to client should be submitted, failing which the bid will be rejected
- 1.4 The bidder should have executed minimum one single C-AMC order for a value of Rs.4.00 lakh or three orders for a value of Rs.1.60 lakh each in respect of computer equipment viz., desktops, laptops, printer and peripherals in recent years with relevant job orders, failing which the bid will be rejected.
- 1.5 The bidder should submit self-attested copies of documents related to valid Registration Number for Sales Tax, Service Tax, , PAN and latest income tax clearance certificate for F.Y. 2015-16 duly certified by CA , failing which the bid will be rejected.
- 1.6 The bidder may inspect the equipment mentioned in the Annexure – II.

**Note: Please note that the bidder must enclose all the above required documents to be technically eligible. In case any document is not enclosed it**

**will be presumed that bidder does not meet eligible criteria. No further correspondence will be made in this regard with the bidder.**

## **2 FINANCIAL TERMS & CONDITIONS**

- 2.1 The financial bid should contain the unit rate against each item separately as per 'Annexure-III'.
- 2.2 The rates should be mentioned in figures as well as in words exclusive of taxes. All applicable taxes (if any) should be indicated separately. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for vendor.
- 2.3 The firms agreeing to all terms and conditions as mentioned in NIQ only should apply in the requisite proforma as per 'Annexure-III' in sealed cover accompanied by EMD..

## **3 EARNEST MONEY DEPOSIT (EMD)**

- 3.1 The bidder(s) should furnish Earnest Money Deposit (EMD) of 14,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi'. The tender bids received without EMD or submission of EMD in any other form mentioned above is liable to be rejected (to be read along with Clause 3.2).
- 3.2 The firms registered as MSEs with National Small Industries Corporation (NSIC) or with similar statutory government bodies as per norms are exempted from depositing EMD. However, they have to enclose valid registration certificate(s) otherwise the bids are liable to be rejected.
- 3.3 The EMD will returned to all bidders except successful bidder after issue of CAMC order. If the successful bidder is exempted from EMD deposit , he should furnish performance security for an amount equal to 5% of the total order value within seven days of issue of Job Order by means of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi'. The EMD of successful bidder will be retained as performance Security. Bidder have to pay the remaining amount if pending after adjusting EMD amount towards performance security. The performance security will be returned to bidder after completion of CAMC period.
- 3.4 No interest will be payable by EdCIL on the EMD/Performance Security deposited
- 3.5 The amount remitted towards EMD is liable to be forfeited if the bidder withdraws the offer or not interested to undertake/execute the work after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit.

## **4 SUBMISSION OF QUOTATION**

- 4.1 The tender document should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTER EQUIPMENT OF MDM TSG PROJECT" as per 'ANNEXURE-I' and "FINANCIAL/PRICE BID as per 'ANNEXURE-III'. These envelopes should then be kept in another sealed (outer) envelope super scribing 'ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTER EQUIPMENT OF MDM TSG PROJECT addressed to Deputy General Manager(IS), *EdCIL (India) Limited, 5th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi – 110001* with the Name, Address & Phone No. of the

Bidder on it and sent to the addressee so as to reach on or before the prescribed date and time.

- 4.2 The sealed quotations, complete in all respects, should be sent to address mentioned above latest by **3:00 PM on 06-01-2017** The quotations received afterwards will be rejected.

**5 OTHER TERMS AND CONDITIONS:**

- 5.1 Repairs of the equipment against the complaint lodged will be attended on-site immediately in case of minor faults (within three hours).
- 5.2 The major faults shall be resolved within 24 working hours by replacement of faulty equipment with available spares or by providing similar standby equipment to user. If any delay in service a penalty of 1% of contract value per week with a maximum of 5% of contract value will be deducted from the bill.
- 5.3 The machines are normally required to be repaired in EdCIL/MHRD only. In case of exceptional cases when the machine cannot be repaired in the office premises and required to be taken to the workshop/service centers for repairs, EdCIL will not make any extra payment.
- 5.4 The C-AMC provider should use only original/genuine spare parts of OEM during repairs and replacement of spare parts, components, sub-assemblies and assemblies except consumables.
- 5.5 The C-AMC contract would be initially for a period of one year from the date of commencement of contract and further extension may be considered on satisfactory services on year to year basis for a maximum of three years with mutual consent in writing on same terms and conditions.
- 5.6 The job demand very high standards and C-AMC work done in slipshod and unprofessional manner shall be liable for termination/cancellation of contract.
- 5.7 The bidder should not be blacklisted by any Government Department and Public Sector Units, Central Vigilance Commission.
- 5.8 The tender bids/quotations shall remain open for acceptance for 90 days. No revision/modifications in the rates quoted will be allowed during the period.
- 5.9 EdCIL is not bound to accept the lowest Tender and reserves the right to accept or reject any quotation/ tender in whole or in parts without assigning any reason thereof and also for termination of contract without notice if C-AMC services are found to be unsatisfactory.
- 5.10 The bidder should submit the list of qualified service personnel with their qualification who will rendering the C-AMC services.

**6 PAYMENT TERMS:**

- 6.1 The payment to successful bidder will be made in return of satisfactory C-AMC services of equipment on pro-rata basis after completion of each quarter.
- 6.2 All payments shall be made only through RTGS/NEFT/Bank Transfer.  
The bidders are requested to read carefully and understand the terms and conditions of the maintenance contract in the foregoing paragraphs before submitting their quotations. No violations of the aforesaid terms and conditions shall be permitted once EdCIL accepts your quotations. In case of any doubt, clarification may be sought through consultation. All pages of the tender document should be signed by the authorized signatory of the company confirming that bidder is abiding to all the terms and conditions.

Yours faithfully,

(.....)  
(G. S. SREEDHAR)  
Deputy General Manager (IS)

**TECHNICAL BID FOR ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT COMPUTER EQUIPMENT OF MDM TSG PROJECT**

Name of the Firm/Agency : .....

S. No.	Particulars	Information/Remarks	Encl Page No.
1	Name of Bidder (Private Limited, Proprietary, Partnership Company) (Enclose Registration Certificate with Authority)	Yes/No (Enclose Copy of Registration)	
2	Full Address of Bidders' Registered / Branch Office at New Delhi Telephone: Fax: Email: Cell:	Address: ..... ..... ..... ..... .....	
3	EMD of Rs.14,000/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi'  <b>OR</b> Registration certificate (s) of the firms registered with competent government bodies/agencies viz., NSIC, KVIC for exemption from depositing EMD to be enclosed with Technical Bid.	DD. No: ..... Date: ..... Bank: ..... Place:..... . Agency..... Reg. No: .....  Yes/No (Enclose Copy)	
4	Authorization Letter from any One OEM(Like HP,DELL, Acer etc) for Submission of Bids against EdCIL's Tender Enquiry	Yes/No (Enclose Original)	
5	Proof & Particulars of Service Centre(s) in Delhi	Yes/No (Enclose Copy)	
6	Proof of Job Orders w. r. t. C-AMC from Government Departments, Ministries and Public Sector Units	Yes/No (Enclose Copy)	
7	Proof for Job Order w. r. t. C-AMC Services of 50 equipment viz., desktops, laptops, printer and peripherals during last 3 Financial Years	Yes/No (Enclose Copy)	
8	Proof of Minimum Turn Over of 20 Lakhs per Year in repair Maintenance of Computer Equipment	Yes/No (Enclose Copy)	
9	Proof of one Job order having value 4.0 Lakh or three job orders having value 1.60 Lakhs	Yes/No (Enclose Copy)	
10	Permanent Account Number (PAN)	No: ..... (Enclose Copy)	
11	Sales Tax registration	No: ..... (Enclose Copy)	
12	Service Tax Registration	No: ..... (Enclose Copy)	
13	Both the bids, Technical & Price bids as per annexure are kept in separate sealed envelope. Price bid will be opened only of qualified bidders. Whether envelopes arranged accordingly?	Yes/NO	

**CERTIFICATE**

*It is certified that the firm M/s..... has not been blacklisted by any Govt. Organization/ DGS&D/ NCCF/ Kendriya Bhandar/ PSUs during last three years.*

I/We have been carefully read and fully understood Notice Inviting Quotation and conform to undertake the job of AMC as per terms and conditions enumerated therein.

Signature & Seal of the Original Equipment Manufacturer or Bidder

Date: .....2016

Place: .....

**ANNEXURE – II**

**List of Computer Equipment for MDM TSG Projects for CAMC**

S.NO. (A)	ITEM (B)	SPECIFICATIONS (C)	MAKE/MODELDESCRIPTION (D)	QTY (E)	DATE OF PURCHASE (F)
1	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL VPCSB18GG/B/S)	12	2011
2	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL SVS13118GNB)	1	2013
3	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL SVS13A15GGN)	2	2015
4	PRINTER	MULTIFUNCTIONAL FAX MACHINE SCX 4521F	SAMSUNG	1	2009
5	PRINTER	SAMSUNG MULTIFUNCTIONAL LASERJET COLOR PRINTER CLX 6220FX	SAMSUNG	6	2016
6	LAPTOP	I7,8 GB RAM, 1IB HDD	HP PAVILLION 15P207 TX	1	2013
7	PRINTER	HP MOBILE PRINTER 100	HP	1	2012
8	PRINTER	HP LASERJET M1536DN MFP	HP	1	2013

**FINANCIAL/PRICE BID FOR ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT FOR COMPUTER EQUIPMENT OF MDM TSG PROJECT**

NAME OF BIDDER: .....

S.NO. (A)	ITEM (B)	SPECIFICATIONS (C)	MAKE/MODELDESCRIPTION (D)	QTY (E)
1	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL VPCSB18GG/B/S)	12
2	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL SVS13118GNB)	1
3	LAPTOP	I7 4GB RAM, 500GB HDD, DVD+RW	SONY LAPTOP(MODEL SVS13A15GGN)	2
4	PRINTER	MULTIFUNCTIONAL FAX MACHINE SCX 4521F	SAMSUNG	1
5	PRINTER	SAMSUNG MULTIFUNCTIONAL LASERJET COLOR PRINTER CLX 6220FX	SAMSUNG	6
6	LAPTOP	I7,8 GB RAM, 11B HDD	HP PAVILLION 15P207 TX	1
7	PRINTER	HP MOBILE PRINTER 100	HP	1
8	PRINTER	HP LASERJET M1536DN MFP	HP	1
9	TOTAL COST FOR CAMC FOR ALL THE ABOVE MDM ITEMS EXCLUDING TAXES RS.....			
10	APPLICABLE TAXES ..... VAT/SERVICE/ANY OTHER .....@ .....% EXTRA			
11	TOTAL AMOUNT IN WORDS WITHOUT TAXES (RS.....)			

Note:

- (i) **The Bidder should quote for all the items and quantity mentioned above, failing which the bid will be rejected.**
- (ii) **They lowest Bid will be decided based on the total lowest cost for the package.(all items and quantities)**
- (iii) *The price bid should be submitted in separate sealed envelope as per Clause '4' of NIQ otherwise the bid will summarily be rejected.*
- (iv) *The price quoted should be mentioned in figures as well as in words exclusive of taxes.*
- (v) *All applicable rates of taxes (if any) should be indicated separately at S. No. 10 above. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for bidder.*

Signature of the  
Bidder With Stamp & Seal

Date: ..... 2016

Place: New Delhi



1. Firm
2. Technical conditions
  - a. –Auhorised
  - b. Turnover
  - c. Office and service centre , new delhi
  - d. Govt/PSU clients
  - e. Satisfactory certificate FROM CLIENT
  - f. Pament terms

General conditions

- 24 Hours to attend and repair the system
- - Technical Staff with qualification
- Documents needed
- - Pan Number
- -Service tax & sales tax/VAT
- -Company registration certificate
- Cost
- Annual Amc charges witout tax
- EMD Rs. 4000 will be returned for unsuccessful vendors and for selectd vendor the same is kept as Performance security.
- AMC charges in words and figures. The