

**M/s**

Dear Sir,

**Sub. : On-site Comprehensive Annual Maintenance Contract for 15 nos. HCL Desktops, 5 nos. Toshiba Laptops & 01 HP Scanjet 5590 Scanner installed at our TSG-NLMA project office at Directorate of Adult Education, 10/4, Jam Nagar House, (Room No. 60 & 199), New Delhi.**

This corporation intends to give on-site Comprehensive Annual Maintenance Contract for various computer hardware installed at our TSG-NLMA project office as per details mentioned in the schedule of requirements at Annexure-I.

If you are in a position to meet the requirement as per Annexure-I, you are requested to submit your sealed quotation based on our terms & conditions as set forth hereunder.

The quotation is based on single bid system. The envelope should contain the following documents.

1. Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees Three thousand only) by Demand Draft only drawn in favour of EdCIL (India) Limited' Payable at Delhi/Noida. **Any bid received without EMDs will be summarily rejected.** However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security.
2. Price Bid as per Annexure- II.
3. Letter of acceptance to the terms and conditions of the NIQ.
4. The agencies dealing with any reputed OEM manufacturer of Desktop/Printers supply & services may submit their bids within stipulated time.
5. Tenderer should furnish details of Comprehensive Annual Maintenance Contracts carried out by them in last three years giving complete details viz. name of the clients/ customer and their contact numbers with copies of the award letters.

Contd. 2/-

## **TERMS & CONDITIONS:**

Your quotation will be considered only for the C-AMC of machines as per details mentioned in the Annexure-I. Other terms & conditions will be as under:

1. The C-AMC firm should keep sufficient original spare parts equivalent to 2 machine for immediate repair of desktops, laptops & scanner.
2. Since the C-AMC services are to be made at Delhi office, Service Tax/ WCT to be charged should be shown separately in the financial quotes, if no service tax/ WCT is shown separately, it will be presumed that service tax/ WCT is included in the rates.
3. You are requested to quote your Service Tax/ Work Control Tax no. for the purpose of making payment on account of Service Tax/ Work Control Tax No. and also to provide the photo copies of the same.
4. The quotations should reach in a sealed cover as superscribed " **Quotation for C-AMC for HCL Desktops, scanjet scanner & Toshiba Laptops**" addressed to the **Asst. Manager (Admin.), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida** so as to reach not later than **1500 Hrs. on 16/02/2015**. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/ tender in the tender box only available at reception of the EdCIL House, Noida. The quotation/ tender received after the due date will not be entertained. The received quotations will be opened internally by the committee.

## **5. OPENING OF THE TENDER**

Sealed tender received up to **15.00 hours on 16/02/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 15.30 hrs on 16/02/2015** before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301**.

6. All the amount shall be indicated unit wise by the vendor/tenderders in figures as well as in words. Where there is any difference between the price quoted in figures and words, amount quoted in words shall prevail.
7. Your quotations / tenders shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rate will be allowed during the period of validity of tender/ quotation or the extended period.

Contd. 3/-

8. The C-AMC provider would be required to **use only genuine spare parts** in the equipment, a certificate to that effect should be given by tenderer.
9. The C-AMC provider would be required to provide preventive maintenance to all the above equipment on quarterly basis.
10. The standby equipment to be provided should be of same make and specifications. The Corporation reserves the right to cancel the contract if the quality of material supplied/services offered fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
11. The successful tenderers/vendors shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the corporation otherwise the corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful tenderers/vendors shall be liable to the corporation for any loss of damage which the corporation may sustain in consequence or arising out of such purchase.
12. The payment of services C-AMC shall be made within 20 days in half yearly installments after completion of satisfactory services to be certified by authorized person from concerned department.
13. You are requested not to erase or mutilate any word (s) of figures occurring in your quotation/tender, otherwise the quotation may be ignored. Your quotation/tender should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer. The bid will be evaluated on the total cost of requirement considering all the rates quoted by the bidder.
14. The time to attend the fault may be indicated. **The maximum response time for maintenance complaint during C-AMC period shall not exceed 48 hours.**
15. This Corporation also reserves the right to terminate the contract without any notice in the event of your services is not being found satisfactory.
16. This Corporation also reserves the right to accept or reject any quotation/ tender in whole or in parts without assigning any reason thereof. Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
17. If the successful bidder will not be able to provide satisfactory services, a penalty of 5% will be imposed on the payment of the effected quarter.
18. The EMD of successful bidder will be withheld till expiry of C-AMC contract as performance guarantee.

19. This contract extends only to problems arising out of normal functioning of equipment and contract does not cover break down or services for separate cost, arising out of damages caused due to fire, theft, riots, accidents earthquake storm and other nature calamities.
20. All the documents & annexure etc. should bear the page numbers & signed by the authorized signatory of the firm.
21. Vendors registered with MSME/NSIC will be given purchase preference as per the Government Procurement Policy 2012.
22. The quotation should be unambiguous in all respects.

Yours faithfully

(Sushant Dey)  
Asstt. Manager (Admin.)

## TECHNICAL SPECIFICATIONS

## Model HCL PRO FQC-04649 (AA2V0855-N)

S.No.	CPU Serial No.	TFT Serial No.	Make	Type
1	A113AA268470	486113417815	HCL	Desktop Computer
2	A113AA268471	486113416906	HCL	Desktop Computer
3	A113AA268500	486113417870	HCL	Desktop Computer
4	A113AA268513	486113416954	HCL	Desktop Computer
5	A113AA268468	486113417889	HCL	Desktop Computer
6	A113AA268466	486113415670	HCL	Desktop Computer
7	A113AA268510	486113417561	HCL	Desktop Computer
8	A113AA268482	486113416945	HCL	Desktop Computer
9	A113AA268512	486113417806	HCL	Desktop Computer
10	A113AA268515	486113417787	HCL	Desktop Computer
11	A113AA268486	486113417518	HCL	Desktop Computer
12	A113AA268485	486113415877	HCL	Desktop Computer
13	A113AA268505	486113417014	HCL	Desktop Computer
14	A113AA268508	486113417016	HCL	Desktop Computer
15	A113AA268478	486113415875	HCL	Desktop Computer

## INVENTORY FOR TOSHIBA LAPTOPS

S.No.	Model No.	Serial No.	Make	Type
1.	Satellite Pro L30 x 3430	XB330974W	Toshiba	Laptop
2	Satellite Pro L30 x 3430	XB330984W	Toshiba	Laptop
3	Satellite Pro L30 x 3430	XB330996W	Toshiba	Laptop
4	Satellite Pro L30 x 3430	XB330992W	Toshiba	Laptop
5	Satellite Pro L30 x 3430	XB330981W	Toshiba	Laptop

## INVENTORY FOR SCANJET SCANNER

S.No.	Model No.	Serial No.	Make	Type
1	HP Scanjet 5590	CN03MVH0VY	HP	Scanjet Scanner
2	HP Adapter-0957-2292	0300763202	HP	Adapter

ANNEXURE - II

PRICE SCHEDULE (Price Bid)

(in Rs.)

Items	Qty.	Rate without TAX (P/U)	Total Amount without Tax	Tax, if any
Desktops Computer (HCL)	15			
Laptops (Toshiba)	05			
Scanjet Scanner	01			

Total cost in Rs. (words) without tax : \_\_\_\_\_