

F. No. 25/2/2010-G.Admn.  
Government of India  
Ministry of finance  
Department of Disinvestment

Block No.11, CGO Complex  
Lodhi Road, New Delhi-110003  
Dated 24<sup>th</sup> May, 2010

NOTICE INVITING TENDER

Subject : Quotation of Comprehensive Services & Maintenance Contract for Computers, Laptop, Printers & UPS.

Sealed Quotations are invited from interested and eligible service agencies for the following jobs subject to the terms and conditions mentioned in para '2' below:-

| S. No. | Items                   | Qty.   |
|--------|-------------------------|--------|
| 1.     | HP/HCL/Compaq Computers | 39 no. |
| 2.     | Laptop (HP/Compaq)      | 2 no.  |
| 3.     | <b><u>Printers</u></b>  |        |
|        | HP 2015                 | 5 no.  |
|        | HP 6L Pro               | 7 no.  |
|        | HP 1000L                | 6 no.  |
|        | HP 1010                 | 2 no.  |
|        | HP 1022                 | 2 no.  |
|        | HP 1505                 | 2 no.  |
|        | HP 2100                 | 1 no.  |
|        | Wipro HQ 1040 +         | 1 no.  |
|        | HP 2605                 | 2 no.  |
|        | HP 3380                 | 3 no.  |
|        | HP P1007                | 6 no.  |
|        | Canon FX9               | 3 no.  |
| 4.     | UPS (600 - 650 VA)      | 39 no. |
| 5.     | Online UPS (2 KVA)      | 1 no.  |

**2. Terms & Conditions:-**

2.1 Eligibility of Firms :- The firm or the service providing agency should have valid service tax registration no. and should have minimum three years experience of providing similar service to any Govt. organization or organization of repute. A copy of Service Tax registration no., TAN/PAN and certificate of experience are required to be attached.

- 2.2 **Period of Contract :** The period of CSMC ordinarily be one year from the date of award of contract.
- 2.3 **Place of Work :** The Computers etc. for which CSMC will be awarded are installed in various rooms of this Department located at Block No. 11 & 14, CGO Complex, Lodhi C Road, New Delhi - 110003.
- 2.4 **EMD :** An earnest money deposit of Rs. 1000/- (Rupees one thousand only) in the form of Bank Draft/Bankers Cheque drawn in favour of Drawing & Disbursing Officer, Department of disinvestment is required to be furnished with the tender. The EMD shall be refunded after completion of tendering process. No interest shall be paid on EMD.
- 2.5 The rate for the CSMC for Computers, Printers & UPS should include the cost of replacement of parts wherever necessary excluding batteries.
- 2.6 The payment would be released on quarterly basis at the end of each quarter if the services of the firm are found satisfactory.
- 2.7 The replaced parts of the Computers, printers and UPS should be of reputed brand and in good working condition.
- 2.8 One resident engineer must be available half day in this office on every working day. The attendance will be marked by Engineers deputed in a register maintained by the Section Officer. Penalty will be imposed at the rate of Rs. 100/- if the complaint is not attended within 24 hours of intimation.
- 2.9 In case any machine or part thereof is required to be taken out to workshop for repair overhauling, it shall be responsibility of the service provider to arrange to carry the machine to the workshop. No charges on account of cartage/labour shall be borne by this Department. In case the service provider shall provide an alternative machine from their own stock till the faulty machine is repaired and installed back duly repaired. No charges shall be paid for such alternative arrangement.
- 2.10 **Submission of Tenders :** The eligible firms may submit their quotation in the format prescribed at Annexure in sealed cover to the Under Secretary (Admn.), Room No. 209, Block No. 11, CGO Complex, Lodhi Road, New Delhi within the last date of receipt of tender. The envelope containing the quotation should superscribe - "Tenders for CSMC of Computers, Printers & UPS".
- 2.11 **Last Date :** The tenders shall be received upto 3.00 PM of 15<sup>th</sup> day after issue of this notice. In case, the last prescribed above, happened to be holiday, the next working day shall be deemed to be the last day of receipt of tenders.
- 2.12 **Opening of Tenders:** Unless otherwise notified by this Office under exceptional circumstances, the tenders shall be opened at the office of Under Secretary (Admn.) of this Department at 4.00 PM of the last date of receipts of tenders as mentioned above. One representative from each of the tendering firms may remain present while opening of the tenders.
- 2.13 **Security Deposit :** The firm in favour of whom the contract shall be awarded will be required to furnish a security deposit of Rs. 10000/- (Rs. ten thousand only) in the form of a Bank Draft/Bankers cheque drawn if

favour of Drawing & Disbursing Officer, Department of Disinvestment. The said security deposit will be refunded on completion of period of contract. The security deposit shall be forfeited in case firm claims to abide by any terms & conditions of the contract.

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- 2.14 The tender shall be liable to be rejected in case the tender is not in the prescribed pro-forma as contained in the Annexure to this Notice.
- 2.15 The tender shall also liable to be rejected in case there is any overwriting or alteration in the rates quoted.
- 2.16 This Department reserves the right to reject any or all of the quotations without assigning any reason whatsoever. In case any dispute, the decision of the Joint Secretary (Admn.), Department of Disinvestment shall be final.

(Narendra Singh)  
Under Secretary (Admn.)