

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

(An Autonomous Research Institution of the Department of Biotechnology

Ministry of Science and Technology, Govt. of India)

Aruna Asaf Ali Marg, New Delhi – 110 067

Phone: 26735139, 26735141 Fax: 26741658, 26741146

NOTICE INVITING QUOTATION

संख्या: 11-4/2016-17/रा.पा.जी.अनु.सं./एस एंड पी

दिनांक: 13/10/2016

Sealed item rate quotations in two bid system are invited on behalf of the Director, NIPGR, New Delhi, from approved & eligible contractor in respect of the subject work, so as to reach this office on or before 09/11/2016 up to 2.00 P.M. The quotation shall be opened on 10/11/2016 at 3.30 P.M. in the presence of the intending quotationer.

Name of Work: Annual Maintenance Contact of Computers, Printers, UPS etc. (Non-Comprehensive) and material required for day to day maintenance.

SCHEDULE OF QUANTITIES

Sl.No.	Description	Unit	Rate Per Unit	Amount
1.	Desktops	180 Nos.		
2.	Laptops	12 Nos.		
3.	Workstations	16 Nos.		
4.	Printers	130 Nos.		
5.	UPS	155 Nos.		
6.	Servers	5 Nos.		
7.	Scanners	10 Nos.		

Purchase cum Stores Officer
NIPGR, New Delhi

General Terms and Conditions:

- 1) Every tender shall be accompanied with the tender cost of ₹ 500/- (Rupees Five Hundred only) in the form of Demand Draft drawn in favor of “**Director, NIPGR**” payable at New Delhi in separate sealed envelope along with the tender. In case the tender cost is not submitted, the tender will not be considered.
- 2) Every tender shall be accompanied with the required Earnest Money Deposit of ₹ 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of the “**Director, NIPGR**” payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
- 3) The rates quoted in the tender shall remain valid for a period **180** days from the date of opening of tender. No tenderer can withdraw/or modify his tender or revoke the same within the said period. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice, his earnest money deposit shall stand forfeited. Notwithstanding foregoing, the Institute reserves the right to take other actions as deemed appropriate. In case the successful tenderer after award of acceptance of work fails to perform as per work order or violates any condition of tender, the security deposit/ performance security will be forfeited/encashed.
- 4) NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
- 5) In two-bid system the tenders should be submitted containing (a) Technical Bid consisting of all technical details along with commercial terms and conditions and (b) Financial Bid indicating item wise price for the items mentioned in technical bid. The technical bid and financial bid should be sealed by the bidder in separate covers duly super scribed and both these covers must be put in a bigger cover which should also be sealed and duly super scribed. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
- 6) The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
- 7) All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner to be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
- 8) The tenderer shall submit a copy of PAN/TIN numbers allotted to them.
- 9) NIPGR reserves the right to change the quantities of the units while issuing the letter of award of work.
- 10) The successful tenderer shall be required to deposit an amount equal to 10% of the Tender value as Performance Security after adjusting the Earnest Money Deposit within 10 days from the date of issue of letter of acceptance. Performance Security may be deposited in the form of Demand Draft or Bank Guarantee from State Bank of India Or any Scheduled bank. In case of violation of any condition of Tender, the Security Deposit / BG will be forfeited / revoked.
- 11) The rates shall be inclusive of Transportation, loading, unloading, taxes etc., nothing extra will be paid.
- 12) The supplier should be responsible for any damage and site clearance and nothing extra shall be paid.
- 13) The bidder/service provider should quote the rates after visiting the location and assessing the quantum of work involved in it. No escalation / change in the rates shall be allowed.
- 14) The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi – 110067.

- 15) The contract shall remain valid for one year initially from the date of award which may be extended further with the mutual consent and on the satisfactory services during the contract. NIPGR also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.
- 16) The scope of the work can be increased or reduced during the period of AMC at the discretion of the Institute.
- 17) The agency must have satisfactorily executed in last 3 years, minimum 3 AMC of more than 100 computers each. Necessary supporting documents as required must be attached.
- 18) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.
- 19) Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
- 20) Department shall in no way be involved in any dispute of any kind between the contractor and the staff engaged by him.

Payment Terms and Conditions

The payment to the contractor will be made on quarterly basis at the end of each quarter against invoice raised by the contractor. Income tax at Source and any other applicable deductions as per prevailing rates, will be deducted before making the payment. The maintenance charges quoted by the agency per item shall be on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground except for statutory increase in rate of taxes.

Description of the Work:

The agency is required to maintain system and peripherals as given in the Schedule of quantities and in accordance with the provisions laid down in the tender document, on yearly charges as given in the contract. The maintenance contract / services will consist of:

- a) The maintenance contract is non-comprehensive and will include cost of services on account of attending to complaints raised by various departments/individuals of NIPGR on daily basis.
 - b) Onsite preventive and corrective maintenance of computers, printers connected in LAN and peripherals at NIPGR, New Delhi.
 - c) The maintenance contract will include necessary repairs to the installed systems and other accessories/peripherals. The payment on replacement of defective/damaged parts, if required, shall be made separately. Warranty details/documents of replaced parts (new) shall be provided to the Institute.
 - d) The maintenance contract also includes removal of virus, software patch updation, HDD crash recovery, system administration, network administration, software support / troubleshooting to keep the system fully operational and web site updated.
2. The service provider shall provide **One (1)** Resident Engineer for maintenance/ service and the maintenance services will be provided on all working days from 0900 hrs. to 1730 hrs.

(Monday to Friday). Provision of availability of service engineers on Saturdays, Sundays or other holidays should be made in case of exigency.

3. The maintenance service agency shall further provide maintenance services through qualified experienced and competent engineers for maintaining workstations, printers/ scanners, web designing and Programming as and when required.
4. Besides quoting rates for maintenance services, the service provider should quote rates for the spares and accessories which may be required for replacement during the tenure of the Contract. The rates quoted shall remain valid during the tenure of the AMC contract. The indicative list of items/material required for maintaining the systems is at Annexure – II.

PENALTY

1. If the services provided by the agency under this maintenance services contract are not to the full satisfaction of NIPGR, the maintenance contract may be terminated by NIPGR and the charges shall be payable only up to the period, till which the agency has rendered satisfactory services. The decision of NIPGR in this regard shall be final and binding on the agency.
2. In case of non-compliance with the contract, NIPGR reserves the right to cancel/ /revoke the contract and impose suitable penalty in proportion to the damages.
3. The maximum response time for repairing the system shall not be more than five hours and penalty for failure of the agency to repair the system will be ₹ 300.00 per system per day.
4. The service engineers provided by agency shall not be changed frequently. Any change shall be with the consent of Institute

(Signature of Authorized Signatory
with Company Seal)

Financial Bid

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Annexure – II

List of spares/accessories required during AMC period.

Sl. No.	Name of the item	Quantity	Unit Price ₹
1.	Teflon for HP LJ-1020	As and when required	
2.	Teflon for HP LJ-1022	-do-	
3.	Teflon for HP LJ-1005	-do-	
4.	Teflon for HP LJ-2015dn	-do-	
5.	Teflon for HP LJ-2025dn	-do-	
6.	Teflon for HP LJ-1606dn	-do-	
7.	Teflon for HP- M1136	-do-	
8.	Teflon for HP LJ-1015	-do-	
9.	Teflon for HP LJ-1213nf	-do-	
10.	Pressure Roller for HP LJ 1020	-do-	
11.	Pressure Roller for HP LJ 1022	-do-	
12.	Pressure Roller for HP LJ 1005	-do-	
13.	Pressure Roller for HP LJ M1005	-do-	
14.	Pressure Roller for HP LJ 2015dn	-do-	
15.	Pressure Roller for HP LJ 2025dn	-do-	
16.	Pressure Roller for HP LJ 1606dn	-do-	
17.	Pressure Roller for HP LJ M1136	-do-	
18.	Pressure Roller for HP LJ 1015	-do-	
19.	Pressure Roller for HP LJ 1213nf	-do-	
20.	Formatting Card HP LJ 1020	-do-	
21.	Formatting Card HP LJ 1022	-do-	
22.	Formatting Card HP LJ 1005	-do-	
23.	Formatting Card HP LJ M 1005	-do-	
24.	Formatting Card HP LJ 2015dn	-do-	
25.	Formatting Card HP LJ 2025dn	-do-	
26.	Formatting Card HP LJ 1606dn	-do-	
27.	Formatting Card HP LJ M1136	-do-	
28.	Formatting Card HP LJ 1015	-do-	
29.	Formatting Card HP CP1515	-do-	
30.	Formatting Card HP LJ CP1525	-do-	
31.	Formatting card HP 128Fn	-do-	
32.	Fuser Assembly for HP LJ 1020	-do-	
33.	Fuser Assembly HP LJ 1022	-do-	
34.	Fuser Assembly HP LJ 1005	-do-	
35.	Fuser Assembly HP LJ M1005	-do-	
36.	Fuser Assembly HP LJ 2015dn	-do-	
37.	Fuser Assembly HP LJ 2025dn	-do-	
38.	Fuser Assembly HP LJ 1606dn	-do-	
39.	Fuser Assembly HP LJ M1136	-do-	

40.	Fuser Assembly HP LJ 1015	-do-	
41.	Fuser Assembly HP LJ CP1515	-do-	
42.	Fuser Assembly HP LJ CP 1525	-do-	
43.	Fuser Assembly HP 128 Fn	-do-	
44.	Toner Drum Kit HP CLJ 1600dn	-do-	
45.	Toner Drum Kit HP CLJ 2600dn	-do-	
46.	Toner Drum Kit HP CP 1515	-do-	
47.	Toner Drum Kit HP CP 1525	-do-	
48.	ITB bolt for CLJ 1600dn	-do-	
49.	ITB bolt for CLJ 2600dn	-do-	
50.	ITB bolt for CP 1515	-do-	
51.	ITB bolt for CLJ 1525	-do-	
52.	Mother Board 1 st . Gen. Computer	-do-	
53.	Mother Board 2 nd Gen. Computer	-do-	
54.	Mother Board 3 rd Gen. Computer	-do-	
55.	Mother Board 4 th Gen. Computer	-do-	
56.	Mother Board Workstation Dell	-do-	
57.	Mother Board Workstation HP	-do-	
58.	GC & DC Card 18.5" Col. Monitor	-do-	
59.	GC & DC Card 21" Col. Monitor	-do-	
60.	GC & DC Card 24" Col. Monitor	-do-	
61.	Power Supply for HP Elite Desktop	-do-	
62.	Power Supply for Dell 780 Desktop	-do-	
63.	Power Supply for Dell OptiPlex Desktop	-do-	
64.	Power Supply for HP XW series 6200 Workstation	-do-	
65.	Power Supply for HP XW series 6400 Workstation	-do-	
66.	Power Supply for HP XW series 8200 Workstation	-do-	
67.	Power Supply for Dell Precision series 1700 Workstation	-do-	
68.	Power Supply for Dell Precision series 5400 Workstation	-do-	
69.	Power Supply for Dell Precision series 3610 Workstation	-do-	
70.	Power Supply for Dell Precision series 7810 Workstation	-do-	
71.	Power Supply for Dell Precision series 7910 Workstation	-do-	
72.	Power Supply for Dell Precision series 7610 Workstation	-do-	
73.	Mouse (Wired)	-do-	
74.	Mouse (Optical)	-do-	
75.	Keyboard wired	-do-	
76.	Quick heal Total Security (Single user-Three years)	-do-	
77.	Quick heal Total Security (Three users-Three years)	-do-	

78.	Kaspersky Antivirus Net Security (Single user- One year)	-do-	
79.	Kaspersky Antivirus Net Security (Three users- One year)	-do-	
80.	Laptop Battery	-do-	
81.	Hard disk 1 TB for Dell Computers	-do-	
82.	Hard disk 1 TB for HP Computers	-do-	
83.	UPS Battery 7 AH	-do-	
84.	UPS Battery 12 AH	-do-	
85.	PCB Board of UPS 600VA	-do-	
86.	PCB Board of UPS 1.00 KVA	-do-	

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