

**National Institute of Plant Genome Research**  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
Aruna Asaf Ali Marg, New Delhi-110067  
(Tel. 26735165/26735170; (Fax) 26741658

Tender Notice No. II-4/2022-23/NIPGR/AMC/Computers etc.

**NOTICE INVITING TENDER**

Online Tenders are invited on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New-Delhi-110067, from the reputed Service Providers, in the prescribed form, for **Annual Maintenance Contract of Computers, Printers, UPS and Accessories etc.** at NIPGR Campus, New Delhi up to 3:00 p.m. on or before November 02, 2022 as per following tails.

Annual Estimated Cost (in ₹)	EMD (in ₹)	Validity of Bid	Period of Contract	Last date & time for submission of Tender Document	Time & Date of opening of tenders
₹ 6,00,000/-	12000.00	90 Days	One year (365 days)	November 02, 2022 03:00 p.m.	November 03, 2022 03:00 p.m.

In case the tender is not submitted in the prescribed bid document, the tender will not be considered.

The service provide/agencies based/having their liaison office in Delhi-NCR and completed either at least one similar contract costing not less than ₹ 4,80,000/- or two similar works of each costing not less than ₹ 3,00,000/- or similar three works each costing not less than ₹ 2,40,000/- during last three years as on September 30, 2022 satisfactorily, in Government, Department/Organization/PSUs/Autonomous Organizations, besides fulfillment of other requirements, are eligible to apply. Copies of job orders & satisfactory completion/performance certificates and particulars of contract awarded by the concerned organizations indicating the period/scope of contract, type of services rendered and payments received be furnished. Further, the tenderer should have a minimum annual turnover of at least ₹ 6.00 lakhs for each of the last **three financial years ending March 31, 2022. The other eligibility conditions are mentioned in the Tender Document.**

**Similar services mean work related to “AMC of Computers, Printers, UPS and Accessories and repairing of associated accessories” in Government, Department/Organization/PSUs/Autonomous Organizations.**

**The tenderers registered with MSME & NSIC in the above service/Activity are exempt from deposit of EMD.**

Intending bidders must enclose copy of documents such as Completion Certificates and Work/Supply orders/certified Balance Sheet, GST Registration, Copy of Income Tax Return for the Financial Years 2019-20, 2020-21 and 2021-22, etc. with the bids.

- 1. Tender document is an integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped alongwith Technical Bid.**
- 2. The Director, NIPGR, reserves the right to accept or reject all or any of the bids without assigning any reasons thereof.**

**Purchase cum Stores Officer, NIPGR**

**Note: The Terms & Conditions may be read carefully and strictly with before submitting the Tender/Quotations.**

## **General Terms and Conditions:**

- 1) Every tender shall be accompanied with the required Earnest Money Deposit of ₹ 12,000/- (twelve thousand) in the form of Demand Draft in favour of the “**Director, NIPGR**” payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
- 2) The rates quoted in the tender shall remain valid for a period 365 days from the date of offer of award letter. 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.
- 3) 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.
- 4) 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 the tenderer for the preparation and submission of tenders.
- 5) The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR. **Submission of complete tender document is mandatory.**
- 6) 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 on NIPGR.
- 7) The tenderer shall submit a copy of **Authorization letter** from their authorized agents along with copy of GST numbers allotted to them.
- 8) NIPGR reserves the right to select more than one firm for award of contract for Maintenance of Computers, Printers, UPS and accessories etc.
- 9) The successful Tenderer shall be required to deposit an amount equal to 3% of the tender value as performance security after adjusting the EMD within 10 days from the date of issue of letter of acceptance. Performance Security may be deposited in the form of Demand Draft or any Scheduled bank. In case of violation of any condition of tender, the security deposit will be forfeited/revoked.
- 10) The rates shall be inclusive of Transportation, loading, unloading, taxes etc., nothing extra will be paid.
- 11) The supplier should be responsible for any damage and site clearance and nothing extra shall be paid. The agency shall be responsible for any damage occurred due to negligence of its staff deputed at the Institute during the tenure of contract period. The company shall carry out the repairs of the damages occurred or else the cost on such repairs shall be recovered from them.
- 12) The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi – 110067.
- 13) The contract shall be remained valid for one year initially from the date of award which may be extended further 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.
- 14) Submission of complete tender document duly signed & stamped by the tenderer is mandatory. The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
- 15) The EMD of the successful tenderers shall be treated as Performance Security and shall be returned to them without any interest, after expiry of the date of award letter.
- 16) The scope of work can be increased or reduced during the period of AMC at the discretion of the Institute.
- 17) 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.
- 18) The Company must submit copies of Balance Sheets, ITR Returns, list of existing Customers for last three financial year’s i.e **2019-20, 2020-21 and 2021-22.**
- 19) Any accident 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) NIPGR will not pay any expenses, whatsoever incurred by tenderer for the preparation and submission of tenders.
- 21) The bidder should not be blacklisted/suspended or involved in any service related to dispute with any Govt. Organization/Department etc. in India or outside India. A declaration in this regard should be attached as per **Annexure-II.**

- 22) NIPGR shall in no way be involved in any dispute of any kind between the contractor and the staff engaged by him.**
- 23) The Institute will maintain an attendance register/biometric on behalf of the agency in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- 24) The agency shall submit the analysis for the rates quoted in Financial Bid.
- 25) The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by NIPGR on this account.
- 26) The agency shall provide trained personnel. Rates quoted will include all statutory obligations, to be implemented by agency like Minimum Wages Act, Payment of Bonus Act, Payment of Bonus Act, Labour Laws and social legislation such as Contract Labour Act, EPF, ESIC, Workman Compensation Act & Cost of uniform/badges etc., in respect of the staff deployed by agency for satisfactory performance of contractual job. If the minimum wages are revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be paid subject to the condition that the revised wages are paid to the manpower engaged for the purpose. However, for other charges, service charges, no increase will be allowed on account of inflation/escalation, during the Contract period. The tender/bid which are not in compliance of Minimum Wages Act and any other Labour Laws will be treated as invalid.

## Payment Terms & Conditions

- The payment to the contractor will be made on quarterly basis at the end of the 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.
- Necessary taxes will be deducted as per rules in force.

## 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 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 website 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. Provision of availability of service engineers on 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-I.

## 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/- 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.
5. The recovery for the absence of the resident Engineer/Staff from duty shall be made from the Company's/bidders bill at the rate of Rs. 500.00 (Rupees five hundred) per day besides recovery of wages for the same day.

(Signature of Authorized Signatory with Company Seal)

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## Technical Bid Schedule of Quantities

Sr. No.	Description	Unit	Rate Per Unit	Amount
1	Desktops	265 nos.	<b>Not to be filled</b>	<b>Not to be filled</b>
2	Laptops	35 nos.		
3	Workstations	40 nos.		
4	Printers	154 nos.		
5	UPS	195 nos.		
6	Servers	20 nos.		
7	Scanners	20 nos.		

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**Annexure -I**

List of spares/accessories required during AMC period.

Sr. No.	Name of the Item	Quantity	Unite Price
1	Teflon for HP-LJ-1020	1	<b>Not to be quoted</b>
2	Teflon for HP LJ-1005	1	
3	Teflon for HP LJ-2015 dn	1	
4	Teflon for HP LJ-2025 dn	1	
5	Teflon for HP LJ-1606 dn	1	
6	Teflon for HP M1136	1	
7	Teflon for HP LJ-1015	1	
8	Teflon for HP LJ-1213 nf	1	
9	Teflon for HP LJ-1022	1	
10	Pressor Roller For HP LJ 1020	1	
11	Pressor Roller HP LJ-1005	1	
12	Pressor Roller For HP LJ 2015 dn	1	
13	Pressor Roller For HP LJ 2025dn	1	
14	Pressor Roller For HP LJ 1606dn	1	
15	Pressor Roller For HP LJ 1136	1	
16	Pressor Roller For HP LJ 1015	1	
17	Pressor Roller For HP LJ 1213nf	1	
18	Pressor Roller For HP LJ 1022	1	
19	Pressor Roller For HP LJ M1005	1	
20	Formatting Card HP LJ 1020	1	
21	Formatting Card HP LJ 1022	1	
22	Formatting Card HP LJ 1005	1	
23	Formatting Card HP LJ M1005	1	
24	Formatting Card HP LJ 2015dn	1	
25	Formatting Card HP LJ 2025dn	1	
26	Formatting Card HP LJ 1606dn	1	
27	Formatting Card HP LJ M1136	1	
28	Formatting Card HP LJ 1015	1	
29	Formatting Card HP LJ 1515	1	
31	Formatting Card HP LJ CP 1525	1	
32	Formatting Card HP LJ 128fn	1	
33	Fuser Assembly For HP LJ 1020	1	
34	Fuser Assembly For HP LJ 1022	1	
35	Fuser Assembly For HP LJ 1005	1	
36	Fuser Assembly For HP LJ M1005	1	
37	Fuser Assembly For HP LJ 2015dn	1	
38	Fuser Assembly For HP LJ 2025dn	1	
39	Fuser Assembly For HP LJ 1606dn	1	
40	Fuser Assembly For HP LJ M1136	1	
41	Fuser Assembly For HP LJ 1015	1	
42	Fuser Assembly For HP LJ CP 1515	1	
43	Fuser Assembly For HP LJ 128fn	1	
44	Toner Drum Kit HP CLJ 1600dn	1	
45	Toner Drum Kit CLJ 2600dn	1	
46	Toner Drum Kit CP1515	1	
47	Toner Drum Kit CLJ 1525	1	
48	1 TB Bolt for CLJ 1600 dn	1	
49	1 TB bolt for CLJ 2600 dn	1	
50	1 TB Bolt for CP 1515	1	
51	1 TB bolt for CLJ 1525	1	

52	Mother board 1 <sup>st</sup> Gen. Computer	1
53	Mother Board 2 <sup>nd</sup> Gen. computer	1
54	Mother board 3 <sup>rd</sup> Gen. computer	1
55	Mother Board 4 <sup>th</sup> gen. computer	1
56	Mother Board 5 <sup>th</sup> Gen. computer	1
57	Mother Board 6 <sup>th</sup> Gen. Computer	1
58	Mother Board 7 <sup>th</sup> Gen. Computer	1
59	Mother Board 8 <sup>th</sup> Gen. Computer	1
60	Mother Board Workstation Dell	1
61	Mother Board Workstation HP	1
62	GC & DC card 18.5" Col. Monitor	1
63	GC & DC 21" Col. Monitor	1
64	GC & DC 24" Col. Monitor	1
65	GC & DC 27" Col. Monitor	1
		1
		1
68	Power supply for HP Elite Desktop	1
69	Power Supply For Dell 780 Desktop	1
70	Power Supply for Dell Optilex Desktop	1
71	Power Supply For HP XW series 6200 Workstation	1
72	Power Supply For HP XW series 6400 Workstation	1
73	Power Supply For HP XW series 8200 Workstation	1
74	Power Supply for Dell Precision series 1700 workstation	1
75	Power Supply for Dell Precision series 5400 workstation	1
76	Power supply for Dell precision series 3610 workstation	1
77	Power supply for Dell precision series 7810 workstation	1
78	Power supply for Dell precision series 7910 workstation	1
79	Mouse Dell (USB Cable)	1
80	Mouse Dell (wireless)	1
81	Mouse (Optical)	1
82	Key board (USB Cable)	1
83	Key Board (Wireless)	1
84	Quick Heal Total Security (Single User-Three Years)	1
85	Quick Heal Total Security (three User-Three Years)	1
86	Quick Heal Total Security (five User-Three Years)	1
87	Quick Heal Total Security (10 User-Three Years)	1
88	Kaspersky Antivirus Net Security (Single User- One year)	1
89	Kaspersky antivirus Net Security (Three Users- One year)	1
90	Laptop Battery	1
91	Hard Disk 1 TB for Dell computers	1
92	Hard Disk 1 TB for HP Computers	1
93	Hard Disk 2 TB for Dell computers	1
94	Hard Disk 2 TB for HP Computers	1
95	Hard Disk 4 TB for Dell computers	1
96	Hard Disk 4 TB for HP Computers	1
97	Hard Disk 4 TB External	1
98	Hard Disk 8 TB External	1
99	UPS Battery 7 AH	1

100	UPS Battery 12 AH	1
101	PCB Board of UPS 600 VA	1
102	PCB Board of UPS 1000KVA	1
103	UPS 1000 KVA logic card	1
104	UPS 600 KVA Logic Card	1
105	Power Supply Dell OptiPlex 3050 Desktop Computer	1
106	Mother Board Dell OptiPlex 3050 Desktop Computer	1
107	Power Supply Dell Optiplex T-3620 Workstation	1
108	Mother Board Dell Optiplex T-3620 Workstation	1
109	Power Supply Dell OptiPlex 7050, Desktop Computer	1
110	Mother Board Dell Optiplex 7050, Desktop Computer	1
111	MS office Home & Student 2021Version	1
112	Windows 10 Professional	1
113	Power Supply for Apple iMac Computer	1
114	Mother Board for Apple iMac Computer	1
115	Power Supply for HP 280 G4 MT i5 Desktops	1
116	Mother Board for HP 280 G4 MT i5 Desktops	1
117	Teflon for Laser Printer Pro MFP M132 Fw	1
118	Pressure Roller Card for Laser Printer Pro MFP M132 Fw	1
119	Formatting Card for Laser Printer Pro MFP M132 Fw	1
120	Fuser Assembly for Laser Printer Pro MFP M132 Fw	1
121	Teflon for Brother DCP 2541 DN Multifunctional Printer	1
122	Pressure Roller Card Brother DCP 2541 DN Multifunctional Printer	1
123	Formatting Card for Brother DCP 2541 DN Multifunctional Printer	1
124	Fuser Assembly for Brother DCP 2541 DN Multifunctional Printer	1
125	Teflon for Brother Color Laserjet MFC9140 CDN Printer	1
126	Pressor roller for Brother Color Laserjet MFC9140 CDN Printer	1
127	Formatting Card for Brother Color Laserjet MFC9140 CDN Printer	1
128	Fuser Assembly for Brother Color Laserjet MFC9140 CDN Printer	1
129	Teflon for Printer HP 6830	1
130	Pressor roller for Printer HP 6830	1
131	Formatting Card for Printer HP 6830	1
132	Fuser Assembly for Printer HP 6830	1
133	Teflon for HP Color Printer Pro 8710	1
134	Pressor roller for HP Color Printer Pro 8710	1
135	Formatting card for HP Color Printer Pro 8710	1
136	Fuser assembly for HP Color Printer Pro 8710	1
137	Teflon for HP Laserjet MFP Pro 427 fdw	1
138	Pressor roller for HP Laserjet MFP Pro 427 fdw	1
139	Formatting card for HP Laserjet MFP Pro 427 fdw	1
140	Fuser roller for HP Laserjet MFP Pro 427 fdw	1



141	HDMI to HDMI cable 3 mtrs.	1	
142	CMOS battery	1	
143	USB C to VGA Adaptor	1	
144	USB C to USB Adaptor	1	

**(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)**

I/We (bidder) hereby give an undertaking that:

- (a) I/We have not been backlisted/ not on holding list during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
- (b) I/We do not have any dispute with any of the Govt. Department/Govt. Autonomous Bodies/Institutions, etc.;
- (c) I/We have never been certified as “Unsatisfactory Performer” for the said services provided to the Govt. Department/Govt. Autonomous Bodies/Institutions;
- (d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- (e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized  
Person of the Agency

Place:

Date: