

**M/s**

Dear Sir,

**Sub. : On-site Comprehensive Annual Maintenance Contract for Acer Altos G-320 Server, scanner, printers & Laptops installed at EdCIL House, 18A, Sector 16A, Noida.**

This corporation intends to give on-site Comprehensive Annual Maintenance Contract for Acer Altos G-320 Server, Scanner, Printers & laptops installed at EdCIL House, Noida 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. 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.
5. The bidder must be submitted audited Balance sheets including profit and loss accounts for the last three financial years as mentioned above.

Contd. 2/-

6. Attach copies of Certificate of Incorporation of the Firm, Service Tax Registration Certificate, Sales Tax/VAT, Registration Certificate and PAN No. Certificate.
7. The bidder shall furnish an undertaking regarding their non-blacklisting in any of the Government Department and Public Sector undertaking /enterprise in India and central vigilance commission during the last three financial years.
8. The bidder should have **at least one of its service centre located in Delhi/NCR**

#### **TERMS & CONDITIONS:**

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

1. The proof for having carried out similar AMC services at least in any two Government or Corporate organizations during the past 3 years should be furnished.
2. The C-AMC firm should keep sufficient original spare parts equivalent to 2 machines for immediate repair of router. Instant support will be required (If the same model is not available, equivalent/higher end model will be provided as a standby).
3. Since the C-AMC services are to be made at Noida 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.
4. 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.
5. No payment shall be made in advance. Payment will be made quarterly/half yearly on the basis of certification of satisfactory report from concerned department. If the successful bidder will not be able to provide satisfactory services, a penalty of 5% to 10% will be imposed on the payment of that effected period.
6. Terms of payment as stated in Tender Document shall be final.

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7. At the time of payment, Income tax if any shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.
8. The quotations should reach in a sealed cover as superscribed "**Quotation for C-AMC of Acer Altos G-320 Server, Scanner, Printers & Laptops for EdCIL, Noida**" 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 20/10/2015**. 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.
9. **OPENING OF THE TENDER** : Sealed tender received up to **15.00 hours on 20/10/2015** 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 16.30 hrs on 20/10/2015** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301
10. All the amount shall be indicated unit wise by the vendor/tenderers 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.
11. 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.
12. 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.
13. The C-AMC provider would be required to provide preventive maintenance to all the above equipment on quarterly basis.

14. 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.
15. 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.
16. 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.
17. The time to attend the fault may be indicated. **The maximum response time for maintenance complaint during C-AMC period shall not exceed 4 hours.** The standby equipment should be given within 8 working hrs.
18. This Corporation also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
19. 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.
20. The EMD of successful bidder will be withheld till expiry of C-AMC contract as performance guarantee.
21. 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.
22. All the documents & annexure etc. should bear the page numbers & signed by the authorized signatory of the firm.

Contd. 5/-

23. Vendors registered with MSME/NSIC will be given purchase preference as per the Government Procurement Policy 2012.

24. The quotation should be unambiguous in all respects.

25. **TERMINATION FOR INSOLVENCY :** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.

26. **FORCE MAJEURE :** (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

27. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

Yours faithfully,

(Sushant Dey)  
Asst. Manager (Admin.)

**ANNEXURE-I****TECHNICAL SPECIFICATIONS FOR SERVER**

<b>Model</b>	<b>Specification</b>	<b>Quantity</b>
Acer make Altos G-320	ACER G-320 BIOS: ZX-G41D3LM Ver:2.1 Processor: Intel(R) Core(TM)2 Duo CPU E8400 @ 3.00GHz (2 CPUs) Memory: 2048MB RAM DVD ROM zeronics motherboard compatible Machine S/n AWR180008063993921F	One
D-Link (DGS-3100-24 (Switches)	Layer 2 (Manageable)	Seven

**TECHNICAL SPECIFICATIONS FOR SCANNER, PRINTERS & LAPTOPS**

<b>Particulars</b>	<b>Make</b>	<b>Serial No.</b>	<b>Type</b>
Scanjet N9120 Scanner	HP	CN99AF1012	Scanner
LaserJet Printer 1008	HP	VNF8205319	Printer
LaserJet Printer 1008	Hp	VNF8L05293	Printer
Multifunctional LaserJet Printer M1213nf	HP	CNB8B3MB28	Printer
Multifunctional LaserJet Printer M1213nf	HP	CNB8B4XBGJ	Printer
LaserJet Printer SCX 4521f	Samsung	8P67BACZ601083P	Printer
Laptop Pavilion DV-6 2174	HP	CNF012B74TX	Laptop
Laptop Pavilion DV-6 2174	HP	CNF012B70Y	Laptop
Laptop G570	Lenovo	CB06635781,	Laptop
Laptop Sony PCG - 41213W	Sony	27519572700326	Laptop

**ANNEXURE - II****PRICE SCHEDULE (Price Bid)**

<b>Items</b>	<b>Qty.</b>	<b>Rate without TAX (P/U)</b>	<b>Total Amount without Tax</b>	<b>(in Rs.)</b> <b>Tax, if any</b>
Acer make Altos G-320 Server	01			
D-Link Switch	07			
Scanner	01			
Printers	05			
Laptops	04			

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

Signature of authorized person with date