

F.No.18-9/2014-NMMA(pt)
Archaeological Survey of India
National Mission on Monuments & Antiquities
GE Building, Red Fort Complex, Red Fort, Delhi- 110006

Dated: 3.6.2015

NOTICE INVITING TENDERS

Sealed tenders are invited from eligible, reputed, qualified vendors for providing **Comprehensive Annual Maintenance Contract** of Desktops, Printers, Scanners, Laptop and Lan Nodes. for a period of one year, installed at National Mission on Monuments and Antiquities GE, Building , Red Fort Complex , Delhi -110006. The tenders will be received along with **Earnest Money Rs. 5000 /- (Rupees five thousand only)** in the office of undersigned at National Mission on Monuments and Antiquities GE, Building , Red Fort Complex , Delhi -110006 upto 15:00Hrs. On 22.6.2015. The tenders will be opened at 15:30 Hrs. on same day in the presence of the Contractors or their authorized representatives, if any.

Terms & Conditions:-

1. Bidders are advised to study the tender documents carefully & thoroughly with full understanding of its implications. Tender will not be accepted without Earnest Money Deposit(EMD).
2. Incomplete / Conditional/ Optional tender will not be accepted.
3. The Contractor shall have to submit the Earnest Money Deposit of Rs.5000/- Fees in the Form of Demand Draft or FDR issued in favour of Pay & Accounts Officer, Archeological Survey of India, New Delhi, payable at New Delhi(failing which the tender shall be rejected summarily) EMD of all unsuccessful bidders would be refunded within 30 days of the bidders being notified as being unsuccessful and the EMD, of successful bidder would be returned upon submission of Performance Security Deposit.
4. The envelopes are to be addressed to the Director, National Mission on Monuments & Antiquities GE Building, Red Fort Complex, Red Fort, Delhi- 110006 and dropped in the tender box placed at the Office of Director, National Mission on Monuments & Antiquities GE Building, Red Fort Complex, Red Fort, Delhi- 110006 . No tender will be accepted in person or otherwise after specified date & time. The response to Technical Proposal and Commercial Proposal should be submitted in separate envelop and price should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal. All sealed envelopes should clearly show in front side, it is for Technical Proposal & Commercial Proposal.
5. The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For the purposes of interpretation of the Proposal, the English translation shall govern.

6. The rates should be quoted in words and figures and should be inclusive of all taxes.
7. Selected bidder shall submit a Performance Security Deposit of Rs.10,000/- in the form of Fixed Deposit (FDR) made in the name of the company/Firm/Agency but hypothecated to the Pay & Accounts Officer, Archeological Survey of India, New Delhi payable at New Delhi within 15 days from the Notification of award. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of contract and the same will be released only after the completion of work/contract.
8. **Valid Service Tax Registration Certificate, Last Income Tax Return and PAN Registration shall have to be deposited with the tender documents otherwise Tender will not be accepted.**
9. Bidder should be an established experienced one in maintenance of IT hardware including desktops, printers, Scanners, Laptop and Lan Nodes and submit at least, last two years, Completion Certificates from the Client or Work Order Plus self certificate of completion (certified by Authorized Signatory).
10. **The comprehensive maintenance includes preventive maintenance quarterly/regular services of the Desktops, Printer, Laptops, scanners & Lan Nodes and/or replacement of any items necessary for keeping the Desktops, Printers Scanners, Laptop and Lan Nodes active and free from any defects/disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right the malfunctioning of the Desktops, Printers Scanners, Laptop and Lan Nodes. The replacement of all the spares (excluding printer heads, printer ribbons and toner cartridges) is included under the AMC.** The replacement of defective spares with good quality and standard spares will be done by the bidder without any extra charge of any kind. In case, the Bidder feels that the equipment cannot be repaired at site, they will carry and deliver the equipment at their own cost and risk to get it repaired promptly. The operating environment condition in which the equipment is presently installed is quite satisfactory and the Bidder will not raise any condition with regard to the working environments for the equipment for the equipment covered under AMC. In case of reinstallation of software, the AMC vendor will not install a pirated copy in any circumstances. The AMC vendor will ensure that National Mission on Monuments & Antiquities is provided with the original and licensed version of the software/OS. In case of any issue, the AMC vendor will report it to National Mission on Monuments & Antiquities of such circumstances in writing. The successful bidder, as per the real need and requirement of the National Mission on Monuments & Antiquities, shall ensure the appropriate deployment of the manpower. The successful bidder has to maintain all the relevant records, register and documents as required.
11. In case of any complaint received from any officer of National Mission on Monuments & Antiquities, the same shall be attended on same day positively.
12. The quantity of Computers & Peripherals mentioned in the tender notice can be increased or decreased, at any stage in contract period.

13. The Director General, ASI, reserves the right to reject any tender or all tenders without assigning any reason thereof and all disputes are subject to the jurisdiction of the Courts in the NCT of Delhi.
14. The tender will be rejected straightway without assigning any reason if the firm/agency involves itself in any criminal case, declared black listed by any Govt./Semi Govt. Department/ Agencies etc.
15. In case of violation of any clause of supply/ installation, the explanation of the firm can be called by issuing Show Cause Notice. If the reply is not found satisfactory, the Earnest Money/ Security Deposit can be forfeited as well as action for blacklist can also be taken prior to taking any legal action.
16. The payment of Comprehensive AMC of Computers & peripherals shall be made Quarterly, on completion of each Quarter of contract, after receipt of pre-receipted bill in triplicate and proper work completion receipts of concerned Officer-in-charge during the bill period.
17. The broad details of Computers and peripherals are mentioned in **Annexure-'A'**
18. Technical Bid as per Annexure - B
19. Price Bid/ Commercial Bid shall be submitted as per **Annexure-'C'**.
- 20. The Technical Bid shall be opened in presence of tenderers and financial bids of those tenders will be opened whose technical bids are found as per requirement. Clarifications, if any, may be sought from Director, NMMA – Tel.No.011-23252603**
21. In case, the firm does not complete the supply/ work within the delivery/prescribed period, liquidated damage charges will be charged, a sum equivalent to 1(one) percent of the price of the delayed item(s) for each & every week (part of a week being treated as a full week) of delay until actual delivery or performance, upto a maximum deduction of 05% (Five Percent) of the undelivered item(s).
22. The Work Order shall be issued after execution of Agreement.
23. The aforesaid Terms & Conditions Sl.No.1 to 21 should be accepted in **Annexure-'D'**.

Director
(NMMA)

Annexure-‘A’

**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF
COMPUTERS AND PERIPHERAL**

S.No	Description of item/work	Qty.
1.	Computers and Monitors Make HP, COMPAQ,DELL , HCL	16
2.	LaserJet Printer Make HP, CANNON, SAMSUNG	6
3.	Colors LaserJet Printer Make HP	2
4.	Scanner Make HP	3
5.	Laptop Make Sony ,	1
6.	Lan Nodes	24

(Signature and Seal of Bidder)
Dated _____

Technical Bid

Following information/documents are to be given.

1. Earnest Money in the form of DD/FDR in favour of Pay & Accounts Officer, Archeological Survey of India, New Delhi for Rs.5,000/- (Rupees five thousand only)
2. PAN No. (copy to be enclosed)
3. Service Tax Registration Certificate
4. Copy of last Income Tax Return
5. Experience Certificate – (minimum two years, copies of completion certificates from the client or Work Order Plus self certificate of completion)
6. Name of Firm
7. Registered office address:
8. A Certificate from bidder that all the terms and conditions are acceptable to him/her.

PERFORMA FOR PRICE BID/ COMMERCIAL BID
TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF COMPUTERS
AND PERIPHERAL.

S.NO	Description of item/work	Qty	Unit Price in India Rupees	Extended Price in Indian Rupees (CxD)=E	Service Tax /Sales Tax/ DVAT in Indian Rupees	Total Price for Destination in Indian Rupees (E+F) = G
a	b	c	d	e	f	G
1.	Charges of CAMC for computers and Monitor	16				
2.	Charges of CAMC for LaserJet printer's	6				
3.	Charges of CAMC for Color LaserJet printer's	2				
4.	Charges of CAMC of Scanner	3				
5.	Charges of CAMC for Laptop	1				
6.	Charges of CAMC for Lan Nodes	24				

(Signature and Seal of Bidder)

Dated _____

Acceptance of Terms & Conditions

The Terms and Conditions earmarked from point No. 1 to 21 are hereby accepted by me/ us. I/we bound myself/ ourselves to observe them in toto in the event of my/ our tender being accepted.

(Signature and Seal of
Bidder)

Dated _____