

File no. 1/3/2015-Admn.III
Government of India
Ministry of Statistics & PI
National Statistical Office
Industrial Statistics Wing
Data Processing Division
1, Council House Street
Kolkata- 700001

Tender Document for Comprehensive Annual Maintenance Contract of Desktop
Computer, Laptop, Printer, Scanner, Peripherals and UPS

TENDER REFERENCE NO.& DATE	1/3/2015-Admn.III Date: 02/09/2019
TENDER ISSUE DATE	02/09/2019
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	23/09/2019 at 3: 00 P.M.
TENDER OPENING PLACE, DATE & TIME	1, Council House Street, Kolkata – 700001. Date: 24/09/2019 at 3:00 P.M.

Contact us

The Under Secretary
Government of India
Ministry of Statistics & PI
National Statistical Office
Industrial Statistics Wing
Data Processing Division
1, Council House Street
Kolkata- 700001

Table of contents

Section	Title	Page No.
-	Cover	1
-	Table of Contents	2
SECTION-I	Notice Inviting Tender	3
SECTION-II	Instructions to Bidders	4-7
SECTION-III	General (Commercial) Conditions of Contract	8
SECTION-IV	Schedule of Requirements	9-10
SECTION-V	List of Items	11
ANNEXURE-I	Bid Application Cum Declaration Form	12
ANNEXURE-II	Letter of Authorisation For Attending Bid Opening	13
ANNEXURE-III	Proforma for Financial Bid	14
ANNEXURE-IV	Check List and the order in which the Documents are to be Submitted for the Technical Bid	15
ANNEXURE-V	Check List and the order in which the Documents are to be Submitted for the Financial Bid	16

Government of India
Ministry of Statistics & PI
National Statistical Office
Industrial Statistics Wing
Data Processing Division
1, Council House Street
Kolkata- 700001
Ph. No. 2248-4504/05

Date:

NOTICE INVITING QUOTATION

Office of the National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), 1 Council House Street, Kolkata- 700 001 invites quotations in the enclosed format for Comprehensive Annual Maintenance Contract (CAMC) for Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS operating in this office. **The terms “Comprehensive” means repair and replacement of all parts including damaged/broken part i.e. no payment will be made towards repair or replacement of any part excluding consumables like battery, cartridge tonners etc.**

The quotations are to be submitted in two parts i.e. Technical Bid and Financial Bid in separate envelopes. Both Technical Bid and Financial Bid are to be submitted concurrently, duly digitally signed in the website www.eprocure.gov.in.

Hard copies of Technical Bid submitted through CPP portal along with related documents and EMD may be sent to the Under Secretary, Govt. of India, Ministry of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), 1 Council House Street, Kolkata – 700 001 by hand or by post in a sealed cover superscripted on the envelope “Technical Bid for AMC of Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS” so as to reach by 23.09.2019 at 3:00 p.m. The quotation will be opened at 3:00 p.m. on the next day, i.e. 24.09.2019. Authorised representatives of the participating firms may be present at the time of opening of quotation.

The Technical Bid should be accompanied with an EMD of Rs. 10,000/- (Rupees ten thousand only) in the form of Demand Draft only issued by any Scheduled Commercial bank drawn in favour of “ P&AO, MOS&PI, Kolkata” payable at “Kolkata” without which the quotations will not be considered. The EMD (without interest) will be returned to all except the successful tenderer after the award of contract. No EMD is required to be submitted by the firms who satisfy the conditions given under Rule 170 (revised) of GFR 2017, GoI.

(Somen Chowdhury)
Under Secretary

Instructions to Bidders

A. Introduction

1. Definitions

- (a) “ The Bidder” or “ The Intending Bidder” means the individual or firm who participates in this tender and submits its bid.
- (b) “The Supplier” means the individual or firm or CAMC Vendor providing the services under the contract.
- (c) “The Goods” means the services which the vendor is required to provide including all the equipments, machinery or other materials which the supplier is required to supply to this office as per Contract.
- (d) “The Work Order” means the order placed by Under Secretary, Govt. of India, Ministry Of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), Kolkata including all attachments and appendices thereto all documents incorporated by reference therein: The Work Order shall be deemed as “Contract” appearing in the document.
- (e) “The Contract Price” means the price payable to the Supplier under the Work Order for the full and proper performance of its contractual obligations.
- (f) The Comprehensive Maintenance Contract, herein after called Comprehensive Annual Maintenance contract or CAMC in short, shall be formatted for the diagnosis and rectification of faults in the Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS. The vendor shall be responsible for repair/replacement of faulty components in Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS and no payment will be made towards repair or replacement of any component under contract except the contract value.
- (g) The selected bidder herein after called as “CAMC vendor” will undertake to provide Service / maintenance of the Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS to Under Secretary, Govt. of India, Ministry of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), Kolkata subject to the terms and conditions contained in the contract for which an agreement between the vendor and the Under Secretary, Govt. of India, Ministry of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), Kolkata has to be signed.

2. Vendor Eligibility Criteria:-

- a) The bidder should possess valid GST Number. Attested copies of the same must be submitted with the bid.
- b) Minimum 5 years’ experience in business of providing CAMC in Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS after registration.
- c) The intending bidder should have served at least 3 big Central /State Govt. Deptt./ Govt. Undertakings/PSUs who have taken AMC from them in the last 3 years.
- d) The company should be providing similar services to at least 2 (two) other Govt. Deptt. / PSU of same capacity in the current financial year. Copy of Current work order issued to them should be enclosed as proof.
- e) The company should have at least Rs. 3,00,000/- of annual turnover from its AMC of Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS maintenance in last two financial years.
- f) The bidder shall have to produce a signed undertaking to the effect that it has not been black listed by any of the Departments/ Ministries/ Organization of the Government of India.
- g) Corrupt or Fraudulent Practices:-
 - i) It is expected that the bidders who wish to bid for this tender have highest standards or ethics;
 - ii) Under Secretary, Govt. of India, Ministry of Statistics & PI, National Statistical Office

(N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division
(D.P.D.), Kolkata shall reject bid if it is found that the bidder recommended for
award has engaged in corrupt or fraudulent practices while competing for this contract;

3. **Cost of Bidding-** The bidder shall bear all costs associated with the preparation and submission of the bid. The Under Secretary, Govt. of India, Ministry of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), Kolkata, will in no case, be responsible or be liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The Bidder is expected to examine all instructions, forms, terms and specifications in Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid at the technical bid opening state.
5. The Tender documents are not transferable.

B. PREPARATION OF BIDS

6. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise of

- (1) The Technical bid
- (2) Financial bid

The Technical Bid shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top

- (a) The check list (as per annexure-IV)
- (b) Authorization letter for attending the bid opening (format-Annexure II)
- (c) Bid Security (EMD) in the form of bank draft for Rs. 10,000/- (As per Section I)
- (d) Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice F. No. 1/3/2015-Admn.III Date – 02.09.2019 by Bidder or Authorized Person/ persons.
- (e) Certificate Regarding Annual Turnover of more than 3 Lakhs from AMC of Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS for last two years, (as per Para 2 (d) of Section II)
- (f) Valid Income Tax Clearance Certificate/Income Tax Return with PAN.
- (g) Copies of GST Registration.
- (h) Certificate of Incorporation/Firm Registration Certificate as the case may be.
- (i) Bid Application Cum Declaration Form as per Annexure-I.
- (j) Minimum 5 years' experience in business of providing CAMC in Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS after registration (as per Para 2 (b) of Section II).
- (k) Current work order copy of providing similar services to at least 2 other Govt. Deptt. / PSUs of same capacity in the current financial year (as per Para 2 (d) of Section II).
- (l) Undertaking that the Agency/Firm has not been blacklisted by any Central/State Department/ Ministries or Government Undertakings as on the date of submission of the bid.
- (m) Any other relevant Documents (Please specify).

The Financial Bid shall contain:

- (a) The check list [as per Annexure – V]
- (b) Price Schedule [as per Annexure – III]

7. **BID FORM:** The bidder shall complete the Bid Form and appropriate Schedule furnished in the Bid

Documents (vide Annexure I to Annexure V).

8. **BID PRICES:** The bidder shall give the total **composite price inclusive of all taxes & levies as per price schedule given in Annexure-III**. The offer shall be in Indian Rupees. The rates quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected. The price approved by the Competent Authority, Govt. of India, Ministry of Statistics & PI, National Statistical Office (N.S.O.), Industrial Statistics Wing (I.S.Wing), Data Processing Division (D.P.D.), Kolkata for award of CAMC will be the total composite price inclusive of all taxes & levies as per price schedule given in Annexure-III.
9. **EMD:** The Quotations should be accompanied with an EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in Favour of "P&AO, MOS&PI, Kolkata" payable at "Kolkata" without which the quotations will not be considered. The EMD (without interest) will be returned to all but the successful bidder after the award of the contract.

The EMD may be forfeited:
(a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form.

Or

(b) In case of a successful bidder, if the bidder fails, (i) to sign the contract (ii) to furnish performance Security or (iii) if the bidder is found to have given false/incorrect certificates.
10. **PERIOD OF VALIDITY OF BIDS:** Bid shall remain valid for 90 days after the date of opening. A bid valid for a shorter period shall be rejected by this office as non-responsive.
11. **FORMAT AND SIGNING OF BID:** The bidder shall submit the Technical and Financial bids separately in the CPP Portal. The copy of the Bid shall be typed or printed and shall be numbered consecutively and signed by the bidder or a person or persons duly authorized by the bidder. All pages of the bid shall be signed & stamped by the person or persons authorized for signing the bid. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.
12. Tax (TDS) will be deducted from the bill as per Government Rules.

C. BID OPENING AND EVALUATION

13. TECHNICAL EVALUATION/TECHNICAL BID OPENING:

- i) Tender Evaluation Committee shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per checklist given.
- ii) Prior to the financial Bid opening, Tender Evaluation Committee will determine technical qualification of each technical bid. For the purposes of these clauses, a technically qualified bid is one which conforms to all the terms and conditions of the Bid Documents without requirement deviations. Tender Evaluation Committee's determination of bid's technical qualification is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- iii) A bid determined as technically non-qualified, will be rejected by Tender Evaluation Committee and shall not subsequently qualify for the financial bid opening.

14. FINANCIAL EVALUATION/FINANCIAL BID OPENING OF TECHNICALLY

QUALIFIED BIDDERS:

- i) Tender Evaluation Committee shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 13. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened.
 - ii) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by Tender Evaluation Committee. If there is a discrepancy between words and figure, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
15. **AWARD OF CONTRACT:** Tender Evaluation Committee shall consider placement of orders for the CAMC on that bidder whose offers have been found technically and financially acceptable.
16. **PERFORMANCE SECURITY DEPOSIT:** The successful bidder (whose tender is accepted) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the award of CAMC, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. EMD will not be refunded and payment will not be made till the firm deposits Performance Security.
17. **RIGHT TO VARY QUANTITIES AT TIME OF AWARD:** This Office reserves the right at the time of award of contract or during the continuance of the contract to decrease or increase the quantity of items offered for CAMC on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and services specified in the schedule of requirement without any change in unit price for similar configured items on the same terms and conditions.
18. **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:** This Office Reserves the right to accept or reject any bid, and to terminate the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the this office's decision.

(Somen Chowdhury)
Under Secretary

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. The General Conditions shall apply in contracts made by this office for the CAMC services rendered by the bidder. The services provided under this contracts shall conform to the standards prescribed in the schedule of requirements as mentioned in **Section-IV**.
2. **INSPECTION & WARRANTY:** If any spare/equipment or any part thereof supplied by the CAMC vendor is found defective, the same shall be got replaced from an outside source and the cost of any such replacement shall be paid by CAMC Vendor. The contractor shall provide the warranty for one year that items supplied/replaced shall be new and free from all defects and faults in material.
3. **PAYMENT TERMS:** The payment will be made through E-payment on satisfactory completion of each Quarter after receipt of bills
4. **DELAYS IN THE CAMC VENDOR'S PERFORMANCE:** Delay in performance of services shall attract penalty for the CAMC vendor in accordance with clause 12 of section-IV.
5. **TERMINATION FOR DEFAULT:** The competent authority of this office reserves the right to terminate the maintenance contract in full or part of the contract at any time, if service is found unsatisfactory or without assigning any reason by serving one month's notice. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contract or for maintenance service already performed in terms of the contract, the same would be paid to him as per the contract terms on pro-rata basis. This office also reserves the right to deduct the amount from contractor's payment if any negligence of works occurs or is found.
6. All disputes and differences arising out or in connection with the tender/contract shall be Subject to the exclusive jurisdiction of courts at Kolkata.

(Somen Chowdhury)
Under Secretary

SCHEDULE OF REQUIREMENTS

1. This Schedule of requirement shall supplement the 'Instruction to the Bidder' as contained in section II & General (commercial) condition of the contract as contained in Section III and wherever there is a conflict, the provision herein shall prevail over those in section II and Section III.
2. Along with the Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS, the Vendor will maintain operating Software to the systems. They will also maintain basic software support, if required. The firm shall have the required drivers (CDs etc.) for maintaining the Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS for configuring the machines.
3. The CAMC vendor shall maintain a log book in which separate pages should be allotted to each Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS. The firm shall record the calls attended and quarterly regular services rendered and get the signature of the user along with User's name, Designation, stamp and section Name.
4. The CAMC vendor shall do the comprehensive maintenance of all the items as specified in **Section -V**. The consumable items like CD, toner, cartridges, batteries and adaptor shall not be covered under this contract. Consumable items listed herein and antivirus packages for removal of virus shall be provided by this office. **In addition to these, the CAMC provider will arrange to repair (without any extra cost) any other IT hardware/operating software items which are not covered under section V due to any reason, however spares for such items, if any, shall be provided by this office.**
5. The CAMC includes removal of virus, software patch updating, HDD crash recovery, data backups, system administration (software installation and other system maintenance) troubleshooting to keep the system fully operational.
6. Preventive maintenance will, be carried out during the last month of each quarter. Preventive maintenance will include inspection of each system, scanning hard disk for any defects/problems therein and obtain a satisfactory working certificate from the user after cleaning of the system i.e. PC/ Monitor/ printer/ Key Board /CD ROM Drive/ FDD and other accessories with a blower/ vacuum cleaner as per requirement and wiping the surface of the systems with a good quality cleaning liquid, cloth and brush etc. On no account, equipment or its accessories shall be allowed to be taken out of its normal installed location. Only replacement of sub assemblies of the whole unit on a like-by-like or later version basis will be permissible and the replacement of such assemblies should be done with the written approval of maintenance In-charge of this office. Before taking up preventive maintenance, the contractor will submit a schedule of preventive maintenance.
7. The Vendor shall have to depute one well qualified engineer in the field of hardware maintenance with sufficient knowledge of software also at the client site on full time basis for the service of the systems. The engineer will follow the rules, regulations, timings as per the client.
8. In the absence of any engineer/personnel, it shall be the responsibility of the contractor to depute another competent and experienced engineer during the period of absence of the designated engineer/personnel.
9. The Comprehensive CAMC includes formatting of Desktop computers, Laptops, data recovery and reinstallation of drivers including the operating software used in the office and covers repair and free replacement of all spare parts of the Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS excluding damage/broken parts and consumables like cartridge, tonners, batteries, adaptor etc.

10. The resident engineers deployed shall be responsible for preventive and corrective maintenance of all Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS. Any complaint will have to be attended within one (1) hour of logging time. If any faulty system is not repairable within 48 hours from the time of reporting of fault, a stand-by/back-up support of the faulty system shall be provided immediately. If the firm fails to make the system working by any of the two options, **penalty of Rs. 50/- (Rupees fifty only)** will be imposed per working day per system (i.e. Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS alone) after the next two working days (i.e. 48 hours) of the booking of the fault. Fault booked will be treated as rectified only if the CAMC Contractor gets satisfactory report from the user on the date of rectification.
11. In case of non-adherence to preventive maintenance schedule, a penalty of 10% of the total of CAMC charges for the Quarter for every such failure in a quarterly schedule will be recovered.
12. Frequent faults of same nature in the same Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS will be considered inefficient attendance by the CAMC contractor and if repeated faults of same nature in the same Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS are noticed frequently, notice of termination for the company may be issued.
13. This office reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with this office. This office also reserves the right to blacklist a bidder for a suitable period in case if he fails to honour his/her bid without sufficient grounds.
14. Bids shall be evaluated as per package CAMC cost given by bidder in price schedule. Rates for the annual maintenance should be quoted for all the items and bidders quoting partial rates for selective items will be summarily rejected.
15. The firm shall not further sublet the CAMC under any circumstances to a third party/sub-contractor for the maintenance.
16. **ARBITRATION CLAUSE:** In case of any disputes between the parties viz. the Office on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender Document/Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Kolkata jurisdiction.

SECTION-V**List of items**

Sl. No.	Equipment Name	Equipment Make	Model	Qty.
1	Desktop	HP	DX6100MT	11
2	Desktop	HP Compaq	dx2280MT	06
3	Desktop	HCL	INFINITI TRU BL 1300	55
	Desktop Total			72
4	Laptop	HCL	INFINITI POWERLITE 9100E	03
5	Laptop	Dell	Inspiron 3521- i5	01
6	Laptop	Dell	Latitude E 6420- i7	01
	Laptop Total			05
7	Printer	HP	Laserjet 1022	01
8	Printer	HP	Laserjet 1020	02
9	Printer	HP	Laserjet 1108	06
10	Printer	HP	Deskjet D2568	03
11	Printer	HP	Deskjet 5160	01
12	Printer	HP	Officejet 8610	02
13	Printer	Samsung	Laserjet ML 3471 ND	03
14	Printer	Cannon	Laserjet MF 4820 D	01
	Printer Total			19
15	Scanner	HP	Scanjet 5000 Sheet Feed	01
16	Scanner	HP	Scanjet G-2410	02
17	Scanner	HP	Scanjet 200	01
	Scanner Total			04
18	UPS	Proster	1 KVA	18
19	UPS	EPOCH	1 KVA	01
20	UPS	Switching AVO	1 KVA	02
21	UPS	Microtek	3 KVA	01
	UPS Total			22

BID APPLICATION CUM DECLARATION FORM

(Bidder's letter head)

To,
Under Secretary,
National Statistical Office,
Industrial Statistics Wing,
Data Processing Division,
1 Council House Street,
Kolkata- 700001.

Sir,

With reference to your tender notice No1/3/2015-Admn.III dated 02/09/2019, I am to submit my tender documents for Comprehensive Annual Maintenance Contract for Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS for the year 2019-20 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions Mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance
2. The rates quoted by me/us are valid for 90 (Ninety) days from bid opening and binding upon me for the entire period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank a security amount of 10% of the contract sum for the performance of the Contract in the form of Fixed Deposit in favour of " P&AO, MOS&PI, Kolkata" payable at "Kolkata".
4. Until a format Work Order of Contract is prepared and executed, this Bid together with your acceptance thereof in your notification of award shall constitute a binding contract between us.
5. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
6. I/We understand that you are not bound to accept the lowest or any bid, you may receive.

Date:

Signature of Bidder (s)

Telephone No.-

Fax No.-

Email Address-

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on _____ (date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
---------------------	------	--------------------

I

II

Signatures of bidder (s) with seal

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Proforma for Financial Bid

Sl. No.	Equipment Name	Equipment Make	Model	Qty.	CAMC Charges per unit	Total amount (Incl. All taxes etc.)
1	Desktop	HP	DX6100MT	11		
2	Desktop	HP Compaq	dx2280MT	06		
3	Desktop	HCL	INFINITI TRU BL 1300	55		
	Desktop Total			72		
4	Laptop	HCL	INFINITI POWERLITE 9100E	03		
5	Laptop	Dell	Inspiron 3521- i5	01		
6	Laptop	Dell	Latitude E 6420- i7	01		
	Laptop Total			05		
7	Printer	HP	Laserjet 1022	01		
8	Printer	HP	Laserjet 1020	02		
9	Printer	HP	Laserjet 1108	06		
10	Printer	HP	Deskjet D2568	03		
11	Printer	HP	Deskjet 5160	01		
12	Printer	HP	Officejet 8610	02		
13	Printer	Samsung	Laserjet ML 3471 ND	03		
14	Printer	Cannon	Laserjet MF 4820 D	01		
	Printer Total			19		
15	Scanner	HP	Scanjet 5000 Sheet Feed	01		
16	Scanner	HP	Scanjet G-2410	02		
17	Scanner	HP	Scanjet 200	01		
	Scanner Total			04		
18	UPS	Proster	1 KVA	18		
19	UPS	EPOCH	1 KVA	01		
20	UPS	Switching AVO	1 KVA	02		
21	UPS	Microtek	3 KVA	01		
	UPS Total			22		
Total Composite Price (Desktop + Laptop + Printer + Scanner + UPS)						

Signature with seal

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

Sl. No.	DOCUMENTS (Please refer to clause 5 (1) of Section II for filling this Checklist)	Page No.
1.	Authorization letter for attending the bid opening (format-Annexure II)	
2.	EMD in the form of bank draft for Rs. 10,000/- (As per Section I)	
3.	Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice F. No.1/3/2015-Admn.III dated 02/09/2019 by Bidder or Authorized person/persons.	
4.	Certificate Regarding Annual Turnover of more than 3 Lakhs from AMC of Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS for last two years, (as per Para 2 (e) of Section II).	
5.	Valid Income Tax Clearance Certificate/Income Tax Return with PAN	
6.	Copies of GST registration	
7.	Certificate of Incorporation/Firm Registration Certificate as the case may be	
8.	Bid Application Cum Declaration Form as per Annexure-I	
9.	Minimum 5 years' experience certificate in business of providing CAMC in Desktop Computer, Laptop, Printer, Scanner, Peripherals and UPS after registration (as per Para 2 (b) of Section II).	
10.	Current work order copy of providing similar services to at least 2 other Govt. Deptt. /PSUs of same capacity (as per Para 2 (d) of Section II)	
11.	Other Documents as per this NIT (Please Specify)	

Bidder to ensure:

- A. That all pages and attached documents have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature with seal

ANNEXURE-V

**CHECK LIST and the order in which the documents are to be submitted for the
Financial Bid**

Sl. No.	Documents (Please refer to clause 5(2) of Section II for filling this Checklist)	Page No.
1.	Price Schedule as per Annexure-III	

Signature with seal