

Government of India
Computer Centre, Ministry of Statistics &
Programme Implementation
East Block-10, R.K. Puram,
New Delhi - 110066

भारत सरकार
संगणक केन्द्र
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
पूर्वी खण्ड-10, रामकृष्ण पुरम् .
नई दिल्ली-110066

Dated: 30th August, 2011

TENDER NOTICE

Sub: To hire the Manpower to run the System (SUN V890, HP Proliant, HCL Servers and Wipro Servers) and SAN Storage in the Computer Centre **on 24 X 7 basis (365 Days including holidays).**

Sealed quotations are invited from **NICSI empanelled vendors** to supervise the system (SUN V890, HP Proliant and Wipro Servers) and SAN Storage round the clock i.e. **24 x 7 basis (365 Days including holidays)** .

The firms who fulfill the following eligibility conditions should only apply:

- 1) The firm should at least be a 'Private Limited' (if not public Limited) and should be in existence for over 4 Years in the trade. The firm should be established or having branch office in the NCR of Delhi. Proprietary firms/ partnership firms will not be eligible.
- 2) The firm must be a 'registered' firm and should also be registered with the Delhi Sales Tax Department for Works Contract Tax (certificates of registration have to be provided to this Centre)
- 3) The firm must have duly allotted PAN and also TIN (allotted by the Delhi Sales Tax Department for works contract tax). These numbers must be printed on the bills submitted by the firm for payment.
- 4) Authenticated copies of income Tax Returns filed in the last three years have to be furnished i.e 2007-08, 2008-09, 2009-10

IF A FIRM FILING QUOTATION DOES NOT FULFIL ALL OR ANY OF THE ABOVE ELIGIBILITY CONDITIONS MENTIONED ABOVE, THE QUOTATION OF THE FIRM IS LIABLE TO BE REJECTED.

Scope of the work for which quotations are being invited:

To supervise the System (Sun Servers V890, PCs, Switches) in suitable environment, LAN (including Networking Equipments) and System Software, in case system stops working report to a person concern through e-mail or telephone and re-start the system after getting instructions from the concerned officer in Computer Centre, Ministry of Statistics and Programme Implementation, East Block-10, R. K. Puram. New Delhi – 110066.

A) Terms and conditions of the Contract for which quotations are being invited:

- 1) The period of contract shall initially be for one year from the date of commencement of the contract. However, the contract can be terminated at any time during the period of contract after giving notice of 15 days, if the firm did not render the services satisfactorily. It will also be open to the Computer Centre, M/o Statistics and Programme Implementation to extend the term of the agreement beyond for a further period of two years, if required.
- 2) The rates quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- 3) The firm has to provide services in Computer Centre M/o Statistics and Programme implementation East Block- 10, R. K. Puram, New Delhi-110066.
- 4) The firm has to make provision for deployment of a qualified Engineer(s) for 24 hrs without any holiday. **Qualification of the Engineer(s) should be a B.E (Electronics/ Computer science)/ B.Sc. (Computer Science)/ M.Sc.(Computer Science)/ Diploma (Computer science) from recognized/ reputed university/institute with at least 1-2 Years experience in maintenance of hardware, software and networking.**
- 5) The Engineer of the firm should monitor the Server room comprises Sun Servers and Windows Server on 24 x 7 basis for environmental parameters. He will also maintain a log book cum attendance book. All system related problems lodged will be entered in the log book with date and time of lodging and thereafter the date and time of attending it. The log book shall be kept in the custody of the concerned unit-in-charge in the Computer Centre who shall countersign all entries made with remarks if any.
- 6) It shall be the onus of the firm to ensure that the Engineer(s) is equipped with mobile phone so as to enable this Office to contact the Engineer(s) immediately.
- 7) No advance payment shall be made. Payment shall be made on quarterly basis i.e. after completion of every quarter by the firm. For making the payment, the firm will have to attach with their quarterly bill, a report of 'satisfactory service' from the Unit under whose control the hardware/software is working/installed. The bill submitted by the firm for quarterly payment must bear PAN and also TIN allotted by the Delhi Sales Tax Department for works contract tax.

8) It may also be noted that in case of the firm with whom the contract has been entered into, backs out in mid-stream without any explicit consent of Computer Centre, the firm shall be liable to recovery at higher rates vis-à-vis those contracted with it, which may have to be incurred by the Computer Centre on maintenance for the balance period of contract through alternative means. Further, the act of backing out will automatically debar the firm from any further dealing with Computer Centre, Ministry of Statistics and Programme Implementation.

9) The firm to whom the contract would be granted shall be required to submit a Performance Security in the form of a Bank Guarantee of an amount of at least 10% of the total contractual amount with the Computer Centre, Ministry of Statistics and Programme Implementation. The Bank Guarantee should be in favour of Pay & Accounts Officer, Ministry of Statistics and Programme Implementation and should remain valid at least for a period of sixty days beyond the date of expiry of the contractual period. The firm shall be required to submit the performance Guarantee at the commencement of the contract. The contract shall not be valid unless the Performance Guarantee is submitted.

10) In case of any dispute or differences arising at any time between this Centre and the firm holding the contract, these shall be resolved in accordance with the provisions of the Indian Arbitration Act, 1940 and only courts of Delhi shall have the jurisdiction in all matters arising out of or connected with this contract, this contract is subject to law's of India alone.

A COPY OF THE ABOVE TERMS AND CONDITIONS DULY SIGNED BY THE TENDERER IN TOKEN OF HAVING UNDERSTOOD AND AGREED TO THE SAME HAS TO BE ATTACHED WITH THE TENDER.

B) Tendering Process for the Quotations being invited:

1. Tenders duly filled-in the prescribed format (Annexure II and Annexure III) placed inside the envelope with the following words "QUOTATION FOR CONTRACT OF MANPOWER, ETC." superscribed on the envelope should be addressed to 'The Deputy Director & Head of Office' and sent to the following address: Computer Centre, Ministry of Statistics and Programme Implementation, East Block-10, R.K. Puram, New Delhi – 110066 so as to reach this Centre **LATEST BY September 16th 2011 upto 3 PM**. The TECHNICAL BID (Annexure-I along with EMD) and FINANCIAL BID (Annexure-II) should be sealed in two separate envelopes and these two envelopes should be placed inside the main envelope being sent to addressee. The main envelope should also be sealed.

2. Quotations received after due date and time mentioned above, as well as those received without separate sealed envelopes as mentioned above will not be accepted.

3. The centre reserves the right to reduce or increase the number of items offered for maintenance contract.

4. The Centre also reserves the right to reject any quotation without assigning any reason.

5. An Earnest Money amount of Rs.10,000/- (Rs. Ten thousand only) through a Demand Draft / Pay Order issued by a scheduled Bank in New Delhi drawn in favour of " Pay and Accounts Officer", Ministry of Statistics and Programme Implementation, Govt. of India, New Delhi must be enclosed with the Tender (Technical Bid) submitted. The Demand Draft / Pay Order should be made payable at New Delhi and should be valid for at least 45 days beyond the validity period of the Tender. Tenders received without Earnest Money will not be considered.

6. In respect of unsuccessful Tenderers, their Earnest Money shall be returned. In respect of the Tenderer who is successful in the bidding, the Earnest Money shall be returned only on receipt of Performance Security and commencement of the AMC. Earnest Money of a Tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish required performance security within period specified, its Earnest Money will be forfeited. No interest shall be payable on Earnest Money.

7. A copy of the terms and conditions laid down in this Tender Notice duly signed by the tenderer in token of having understood and agreed to the same has to be attached with the tender.

8. The Technical Bid & Financial Bid will be opened at 3.30 PM on September 16th 2011 in the Conference Hall. Level – II of this Centre in the presence of representative of the firms who have submitted tenders. If no representative turns up, then the Technical Bids will be opened in the absence of any representative.

9. After scrutiny of the Technical Bid as per the terms & conditions/ other specifications laid down in this Tender Notice, the firms satisfactorily fulfilling the terms & conditions/ other specifications would be shortlisted and the Financial Bids of the short listed firms can be opened on the same day or on some other day for which a notice will be issued afterwards.

10. It may be noted that incomplete or conditional tenders will not be entertained.



(R C MEENA)

Deputy Director/ Head of Office

Tel: 26103956

Proforma for "TECHNICAL BIDDING"

(The sealed envelope containing the bid should be super scribed **Technical Bid**)

The Technical Bid should include the following details / documents -

1. The date of commissioning of the firm and proof of its continuous functioning in the maintenance business. Please enclose a certified copy to prove that the firm is a 'registered' firm.
2. Indicate the date from which the firm is continuously registered with the Delhi Sales Tax Department for Work Contract Tax. A copy of the certificate of registration with the Delhi Sales Tax Department to be enclosed.
3. **Certificates from at least five Central Govt, offices / organizations and Public Sector Undertaking under the Central Govt, if any - where the firm is presently holding contract - indicating 'satisfactory performance / service providing' by the firm have to be furnished along with proof of holding AMC in that office / organization as on date.**
4. Authenticated copies of Income Tax Returns filed in the last two years.
5. Authenticated copies of 'Audited Balance Sheet' for the last-three years.

Signature with Name of the Tenderer
(with full address, contact details and official stamp of the firm)

Proforma for "FINANCIAL BIDDING"

(The sealed envelope containing the bid should be super scribed **FINANCIAL BID**)

Qualification of Engineers	Experience (in year)	Rate (`)	Total Amount (`)

To be filled in by Tenderer

Signature and Name of the Tenderer (with full address, contact details and official stamp of the firm)