

**CENTRAL INSTITUTE FOR COTTON RESEARCH
REGIONAL STATION, SIRSA-125055(HARYANA).**

F. No. Stores/2016-17/
2017

Dated the 05th Jan

To
M/S.....

.....
.....

Subject: Limited tender for award of Annual Maintenance Contract for Computers with & without internet, Printers & scanners installed in the office of Central Institute For Cotton Research Regional Station, Sirsa-125055 (Haryana) - reg.

Sir,

Sealed quotations are hereby invited on behalf of **The Director, Central Institute For Cotton Research, Nagpur** from the firms authorized by the manufacturer or are distributors for computers related work. The rates are invited for award of contract for maintenance of **Computers with & without internet , Printers & scanners installed in the office of Central Institute For Cotton Research Regional Station, Sirsa-125055 (Haryana)** for a period of one year which is extendable year. You are, accordingly, requested to quote your rates in a sealed cover super-scribing the envelop 'Quotation for AMC of **Computers, Printers & scanners** by 1.00 P.M. on 23 /01/2017 by Regd.post/courier etc. The quotations will be opened on the same day at 4.00 P.M. in the presence of those bidders who may wish to remain present at the time of opening of tender. The award of contract will be governed by the following terms and conditions:-

TERMS & CONDITIONS:-

- 1. Earnest money:** An earnest money of Rs. 2,000/-(Rupees Two thousand Only) is required to be deposited in the form of Demand Draft/Pay Order drawn in favour of **The Head, CICR, Regional Station**, and payable at Sirsa along-with the quotations. The Quotations received without earnest money will be summarily rejected. The earnest money will be forfeited in case the bidder refuses the offer. No interest will be paid on earnest money. The earnest money will be refunded after completion of process.

- 2. Security Money:** The successful tenderer will be required to deposit 10% of the AMC charges in the form of Demand Draft/Pay Order drawn in favour of **The Head, CICR, Regional Station, Sirsa**. The Security money will be refunded after the expiry of the contract satisfactorily. No interest will be paid on Security Money.

...2/-

: 2:

3. The payment shall be made after completion of the contract upon submission of pre-receipted bill by the contractor.

4. The firm has to provide the acceptance immediately after award of the work.

5. Taxes will be deducted at source as per rules.

6. The contract will be awarded initially for a period of one year extendable for further two years (total 3 years) but will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/terms of the contract. In that event, the security money deposited by the firm will be liable to be forfeited. Besides, the Institute could make deductions up-to 10% while making payment of bills.

7. The maintenance services will consist of:

a) Attending complaints raised by office on daily basis.

b) On site preventive & corrective maintenance of computers connected with internet & without internet, printers & peripherals, includes removal of virus, software patch updation, HDD crash recovery, system administration, network administration, software support/troubleshooting to keep the systems fully operational and website updated.

c) The maintenances contract also includes necessary repairs to the installed systems and replacement of defective/damage parts, components and other accessories.

7. Additional Particulars to be furnished by the Bidder:-

(i) The contractor should submit valid proof of PAN/TAN No.

(ii) Name and full address of the banker.

(iii) Bidder should mention total number of similar type of systems already being Maintained by them.

(iv) Number of Technicians engaged by the firm and the infrastructure of the firm.

(v) Annual turnover and sales tax registration number of the firm.

(vi) Authorisation letter from the manufacturer/distributors.

8. The Head,CICR,RS.Sirsa reserves the right to reject any or all the quotations in whole or in part without assigning any reasons therefore.

9. If any damage is caused to the system/wiring etc. during the course of AMC the firm will be liable to make good the damage/loss and any additional penalty in this regard.

Yours faithfully,

Head of Station.

Encl. Quotation Performa

QUOTATION PROFORMA
(DUE DATE AND TIME 1.00 P.M. on 23 /01/2017)

Comprehensive Annual Maintenance Service Contract for Computers with & without internet, Printers & scanners installed in the office of Central Institute For Cotton Research Regional Station, Sirsa-125055 (Haryana).

Name of the Firm. _____

Address of the Firm _____

Telephone/Mobile No. _____

EMD Amount _____ D.D. No. & Date _____

Drawn on _____

Specification	Quantity	Amount
1) Computers with printer & internet maintenance required.	20 No.	Rs. _____ (Rupees _____ _____ only). (Including all Taxes)
2) Scanners	03 No.	

We undertake to abide by the terms and conditions of the contract.

Place:

Date:

Signature of the Bidder _____

Address of Firm _____

Telephone Numbers _____

Terms and conditions:

1. Attending complaints raised by office on daily basis.
2. On site preventive & corrective maintenance of computers connected with internet & without internet, printers & peripherals, includes removal of virus, software patch update, HDD crash recovery, system administration, network administration, software support/troubleshooting to keep the systems fully operational and website updated.
3. The firm will not claim labour charges for the replacement of defective/damage parts, components and other accessories.
4. The payment shall be made after completion of the contract upon submission of pre-receipted bill by the contractor.
5. Income Tax will be deducted at source as per rules.
6. The contract will be awarded initially for a period of one year.
7. The contractor should submit valid proof of PAN/TAN No.
8. Name and full address of the banker will be provided.
9. Authorization letter from the manufacturer/distributors is required.
10. The Head, CICR, RS. Sirsa reserves the right to reject any or all the quotations in whole or in part without assigning any reasons therefore.
13. If any damage is caused by the firm to the system/wiring etc. during AMC the firm will be liable to rectify it.
14. The CICR is not responsible for any loss of life due to negligence of Technician.