



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान
पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर -440 010

ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH

POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA
Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17

Website: www.cicr.org.in, E-mail: cicrnagpur@gmail.com

{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur – 441 108}

ISO 9001-2008 Certified



F. No.(19) St/AMC/Computers, Printers etc./HQ NGP/2017-18

Date: 18.07.2017

To,

Sub: Limited tender for award of comprehensive of contract for Maintenance of Computers, Printers, Scanners, Switches, Servers, Wireless Router and Firewall etc. installed in various sections/divisions at ICAR-CICR, Nagpur – reg.

Sir,

Sealed quotations are invited on behalf of Director, ICAR-Central Institute for Cotton Research for award of Comprehensive Contract for maintenance of Computers, Printers, Scanners, Switches, Servers, Wireless Router & Firewall etc. Installed in various sections/divisions at ICAR-CICR, Panjari Farm, Nagpur. In case you are interested to undertake the work, you are requested to send your quotations in a sealed cover and super-scribed as "Comprehensive Contract for Maintenance of Computers, Printers, Scanners, Switches Servers, Wireless Router & Firewall etc." Installed in various sections/divisions at ICAR-CICR, Panjari Farm, Nagpur, accompanied by a **Demand Draft of ₹ 5,000/-** as earnest money drawn in favour of Director, ICAR-CICR, Nagpur which should reach the undersigned latest by **01.00 P.M. on 18.08.2017**. The Tender may be dropped in the tender box in S.A.O.'s Room, ICAR-CICR, Nagpur in the presence of tenderer.


Sr. Administrative Officer
ICAR-CICR, Nagpur

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TERMS & CONDITIONS

1. Tender form (General terms conditions) duly signed and stamped along with all relevant documents establishing the credibility of the firm.
2. **Earnest Money Deposit (EMD) of ₹ 5000/-** should be enclosed with tender/quotation in the form of Demand Draft, Banker's cheque, Pay Order in favour of "Director, ICAR-CICR, Nagpur". No exemption will be given to any firm for non submission of required EMD. Therefore, All the Firms should enclose required **EMD of ₹ 5,000/-** along with the tender/quotation. The earnest money shall be refunded without interest after deposit of security money by the successful bidder. However, the successful bidder will be required to deposit security money calculated at **10% of the estimated value of contract cost** in the shape of Demand Draft in favour of "Director, ICAR-CICR, Nagpur", payable at Nagpur which shall be refunded after six months of successful completion of the contract. **No interest shall be paid on EMD.**
3. Firm should have valid ISO certification in Computer Maintenance Contract (ISO 9001-2015), GST etc.
4. The annual turnover of the firm must be at least ₹ 50.00 lakh each year in the last 3 financial years 2014-15, 2015-16 & 2016-17. Company audited accounts should be attached. Quoting lowest rates will not amount to commitment for award of contract.
5. The firm should be handling at least three AMC satisfactorily in the Govt. Organizations each of value exceeding Rupees two lakhs and certificates (not work order) to that effect should also be attached with the tender.
6. Conditional rate will not be accepted.
7. Rate should also including the charge of full time residence engineer.
8. The firm should submit tender in the Performa attached along with tender only, and in the sealed cover super scribed 'Comprehensive Contract for Maintenance of Computers, Printers, Scanners, Switches, Servers, Wireless Router & Firewall etc.' Installed in various sections/divisions at ICAR-CICR, Panjari Farm, Nagpur. Any other type of submission of tender will not accept.
9. Correction or over- writing in the tender documents is not permissible. Every sheet of the tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
10. In case violation of any terms and Condition on the part of the firm is noticed and/ or the services are found unsatisfactory, performance security can be withheld at the discretion of Competent Authority. Further in case the complaint not attended to promptly and within the specified time. The work will be got done from other sources at the contractor's risk and cost. In this regard the decision of the Competent Authority in the Institute shall be final and binding on the contractor.
11. The contract may be considered for extension by mutual consent and for such further period as may be agree upon subject to approval of the competent authority in the Institute.

12. Rates once finalized will not be enhanced during the period the contract, which is initially for a period of one year from the date of commencement of contract.
13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for what so ever reason(s), to honor the contract, the earnest money/ performance security deposited would be forfeited.
14. The outer cleaning of the system and accessories will be done free of cost once in a quarter.
15. The contract shall be effective from the date of acceptance of the contract by the firm and the contract for maintenance of Computers and printers etc. (i.e. covers all the Items like CPU, Memory, Monitor, Speakers, Mouse, Keyboard, Adopter etc.). No extra charge whatsoever would paid to the firm. However, consumables like printer head; toner cartridge etc. will not be covered under this contract.
16. It shall be the responsibility of the firm (s) to make all the computers and printers etc. work satisfactorily throughout the contract period and also to hand over the systems to the Institute in working condition on the expiry of the contract.
17. The firm will provide genuine parts of computers and printers and other equipments and in case of replacement of parts is needed; the parts shall be of the same make. In the event of their non-availability, good quality parts should be used under intimation to this office.
18. Any reported fault would be taken up by the AMC engineers within two hours. As far as possible, the repairs would be carried out on site itself, however, in case the equipment is taken to the workshop, the firm would provide, a stand-by for the same.
19. The firm shall depute at least one efficient and qualified engineer for maintenance of computers and other equipments at CICR during the entire period of contract **on full time basis**.
20. No advance payment in any case would be made. However, payment will be made on quarterly basis after the submission of satisfactory report by the nodal officer of IT along with the bill of each quarter.
21. **The quantity of computers, printers and other equipment proposed to be given under AMC as listed in Annexure-A.** These equipments are installed in various section/divisions at ICAR-CICR, Panjari Farm, Nagpur.
22. As the contract shall be comprehensive, hence if the firm wishes to inspect the equipments, the same may be done between 10.00 A.M. to 03.00 P.M. at any working day.
23. The Competent Authority in the Institute reserves the right to terminate the work order at any time during the contract without giving any reason on one month notice of either side.
24. During the contract period, if it is found that the firm is not adhering to the terms and conditions of the contract, the same would be terminated without any notice and performance security would be forfeited.



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25. The firm will provide maintenance and repair service on holidays, if required.
26. Penalty as deemed fit by the competent authority in the Institute will be deducted in case of any of the items is not repaired within 24 hours of reporting of fault.
27. If any dispute (s) arises between the Institute and the firm with reference to the contract, the Institute will decide it and its decision will be binding on the terms.


SR. ADMINISTRATIVE OFFICER
ICAR-CICR, NAGPUR

ON COMPANY LETTER HEAD
FORMAT OF QUOTATION

Sl. No.	Particulars	Items	Qty.	Unit Wise Rate (₹)	Total (₹)
1.	Computers	ACER	21		
		LENOVO	26		
		HP	39		
		COMPAQ	08		
		HCL	07		
		ASSEMBLE	19		
		DELL	23		
2.	Server	HCL	03		
		IBM	05		
3.	Printer	HP	86		
		CANON	13		
		WIPRO	02		
		SAMSUNG	03		
		Xerox Printer Colour	01		
4.	Scanner	HP	31		
5.	Switches	D-LINK	15		
		CISCO	02		
6.	Wireless Router	D-link 1 ghz. 8 Nos.	02		
7.	Firewall	Juniper	01		

Authorized Signatory with seal/stamp

Name of the Firm:

Address:

E-mail id:

Ph./Mob. No.