

No.D-19013/1/2019-GA
Government of India
Ministry of Commerce & Industry
Department of Commerce
(General Administration)

Udyog Bhawan, New Delhi
Dated, the 7th March, 2019

TENDER NOTICE

Subject: **Quotation for Comprehensive Annual Maintenance Contract of Computers, Printers (Colour/Mono), Multifunctional Device (with or without FAX), FAX, Scanners/Plotters, Laptops, wi-fi routers, Servers, LAN etc. in Department of Commerce for the year 2019-20.**

Sealed bids are invited from Service Providers of HP/Lenovo for the Comprehensive Annual Maintenance Contract for Computers/Laptops/Printers/ Servers/Scanners/Multifunction Devices and other related peripherals installed in various rooms of the Department of Commerce in Udyog Bhawan, New Delhi and at the residences of entitled Officers within the municipal limit of the city of Delhi/New Delhi. The general scope of work includes :-

- (a) The contract would be comprehensive i.e. including replacement of parts.
- (b) Upkeep and maintenance of the hardware installed.
- (c) To provide and maintain the required software for additional peripherals and hardware for maintaining the equipment.
- (d) Repair to be carried out at the location of the equipment.
- (e) Stand-by arrangement to be made in case the equipment is to be taken to workshop for repairs.
- (f) Support for users and troubleshooting of commercial software packages and removal of virus and re-installation of software, if corrupted.
- (g) Coordination with OEMs for troubleshooting of the computer and other peripherals under warranty.
- (h) Any other maintenance work to be undertaken related to the computers/peripherals.

2. The firm/vendor should send all the documents in support of eligibility criteria, authorization etc., for consideration of the Department. The Tenderers are advised in their own interest to submit the desired papers/documents with their bids failing which their bids may be declared non-responsive.

3. The **Earnest Money Deposit (EMD)** of **Rs.1,00,000/- (Rupees One Lakh only)** in favour of "*Under Secretary (Cash), Department of Commerce, New Delhi*" must be sent with the Tender. The Tender, in original, should be in a sealed envelope containing separate envelopes for "**Technical Bid**" and "**Financial Bid**" superscribed with the words "**Comprehensive Annual Maintenance Contract of Computers, Printers, Multifunction Device (with or without FAX), Scanners/Plotters, Laptops, wi-fi routers, Servers, LAN etc. in Department of Commerce for year 2019-20**" and has to be dropped in the Tender Box installed in Room No.27-C, Udyog Bhawan, New Delhi latest by **03.00 PM** on **25/03/2019**.

4. The tender shall be opened at **04.00 PM on the same day** in Room No.20-C. Date and time for opening of Financial Bids of the eligible firms would be intimated later.

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5. (a) The successful bidder shall have to deposit a Performance Security of **Rs.2,00,000/- (Rupees Two Lakh only)** in the form of **Bank Guarantee** in favour of "**Under Secretary (Cash), Department of Commerce**" payable at **New Delhi**. The security deposit is refundable after 60 days on successful completion of the contract. **The security money shall be forfeited in case of any default on the part of the contractor or unsatisfactory services.**

(b) Where a tenderer pleads his inability to supply and backs out of his obligation after award of the contract, the Department will forfeit the Performance Security and also recover the loss, if any, sustained by the Department, as a consequent of such backing out. In addition, the firm will also become liable for being black-listed. The decision of this Department, in this regard, shall be final.
6. The Department of Commerce reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will be stand forfeited.
7. The Technical Bid and Financial Bid details are placed at **Annexure A & B** respectively.
8. The list of computers, printers, servers, laptops, Multifunction Machines etc. and other related items is attached as **Annexure-B**. However, new equipment purchased from time to time, after the expiry of warranty/guarantee period, will also have to be serviced/maintained at the same rates, terms and conditions. Department reserves the right to add/remove any item from AMC during the contract period.
9. Complete tender documents may be downloaded from the website of the Department (**<http://commerce.nic.in>**). Information on any issue of corrigendum related to this tender will also be available on website of the Department.
10. Late submission of tenders will not be accepted. Tenders by "*Telex/Telegram/Fax/E-mail*" will not be accepted. Tenders may be submitted by Registered Post or by Hand in person or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
11. The tender is not transferable.
12. Department of Commerce reserves the right to accept or reject any or all tenders without assigning any reason.
13. The rates quoted should be NET (exclusive of taxes) and no discount, free services/offers quoted will be considered. Taxes to be paid may also be indicated separately.
14. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the Court of Law, it will be in the jurisdiction of Delhi.
15. The EMD will be refunded without any interest after completion of the tender.
16. **Scope of Work:**
 - (i) The scope of work covers comprehensive maintenance of Computers, Printers, Multifunctional Devices (with or without FAX), Scanners/Plotters, Laptops, Servers, LAN etc. installed at Udyog Bhawan, residence of Minister(s) and residences of Senior Officers. The details and quantity of such items may be seen at **Annexure-B**.


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(ii) The scope of work also includes maintenance of software procured by this office and installed in the computer and peripherals.

(iii) The scope of work covers provision of technical staff at Udyog Bhawan from **09.00 AM to 5.30 PM** (with 1.00 PM to 1.30 PM lunch break) on all working days, and if required on Saturdays and Sundays and also after 17.30 hrs. on working days. All engineers shall be equipped with **Mobile phones** to ensure their availability. An amount of Rs. 1000/- (Rupees one thousand only) will be deducted if any Service Engineer remains absent/leave without providing substitute.

(iv) **Five resident engineer would be required for AMC in DoC. The description as follows:**

(a) **Team Leader/Network Administrator {01(One)}**: Must have regular full time degree of B.E/B.Tech /MCA in Computer Science/IT/Electronics & Telecom. Must have minimum 5 Years of post-qualification experience out of which two years' experience as a Team Leader in Maintenance and Facility Management Service, hardware & networking, software management etc. He will be fully responsible for the project.

(b) **Senior Technicians: 02(Two)** senior IT professionals would be deployed by the company to cater the day to day requirement of IT facilities for repair/maintenance of desktop/printer/networking equipment. Senior Technician should be Graduate/post Graduate in IT or three years' polytechnic diploma and must also have Diploma in Hardware Networking with minimum 5 Years of post-qualification work experience in the setup of 500 or more desktop computers.

(c) **Junior Technicians: 02(Two)** IT professionals would be deployed by the successful bidder to cater the day to day requirement of IT facilities. These team members for maintenance of Desktop/Printer/Networking equipment should be IT graduate or three years' polytechnic diploma and also have Diploma in Hardware and Networking with minimum 1 year of work experience.

(d) All the technicians should be also expertise in LAN/FAX/Printer etc.

(v) Manpower placed at DOC, Udyog Bhawan once deputed shall not be changed. The change may happen only if so desired by DOC or manpower leaves the company. **The violation shall fetch the penalty @ 2% of the total annual project cost per month.** Any change desired by JS (Admin), DOC shall be communicated one week before.

(iv) The standby replacement in lieu of leaves, illness etc. should be of the same capacity.

(vii) The required manpower should be in place immediately after the award of contract.

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(viii) The firm shall also be responsible for deployment of necessary staff for regular cleaning of all hardware using suitable cleaning material and equipment. Each equipment has to be cleaned on regular basis. A register shall be maintained showing the cleaning of each equipment and shall be produced to the Section Officer (General Administration), DoC for verification on monthly basis.

(ix) The engineer deployed shall be responsible for preventive and corrective maintenance of all PCs and peripherals mentioned under schedule of quantities and also maintenance of software. Any lapse in the maintenance of hardware and software by the deployed engineers shall be viewed seriously and the firm shall be penalized for the lapses as deemed fit.

(x) Maintenance and inventory support for IT equipment, History card of each unit to be maintained. Inventory software should be deployed by the successful bidder immediately within 30 days after award of work.

(xi) Record of all IMACs (installation, move, add, change) on site.

(xii) Faulty mouse, key boards & Mouse Pads should be replaced with new ones. Warranty should be updated with DoC in records. Old/used mouse/key-board/mouse pads to remain with DoC.

(xiii) Maintenance of Printers/Line matrix printer shall include heads, fuser assembly, all other items in printers including cards, adaptor; hammer, assemblies and accessories etc. attached to the system and/ or required to make it functional. *The successful bidder has to rectify all such problems or replace all the parts/computers including damage to connectors (pins) of mouse or keyboard, replacement of Teflon in laser printer etc.*

(xiv) A Laptop/Note-Book includes display screens, adaptor, battery, network cards, webcam, motherboard, processor, c-mos battery, touchpad, Power Cords, key pad etc. Laptop batteries would be from Laptop OEM Original/LAPTOP OEM certified compatible e.g Lenovo, DELL, HP, Sony etc.

(xv) If any component of a System/Sub-system gives repeated/recurring problems, resulting in recurring failure of the system then it must be immediately replaced by the firm with new & genuine spare parts or the entire set to be replaced.

(xvi) Followings are also included in AMC :-

- (a) Trays for Printers
- (b) Print heads for plotter/Scanner
- (c) Interface cables of PC/Printers/Peripherals, etc.

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(xviii) In case of **Hard Disk Failure**, the successful bidder shall make all attempts possible to retrieve the data & transfer to new Hard Disk. In case all attempts to recover the data fail, the report for the same has to be produced to the competent authority of this Department. Recovery of lost data from damaged hard disk where third party support is required is also covered in the scope of work. **A separate register may be maintained for this purpose.** The firm should ensure each and every step to constraint use of retrieved data by any unauthorised entity in any manner.

(xix) Maintenance service shall also include installation of I/O box, RJ 45 connectors and laying of CAT 6 (to replace faulty cable) and other associated items where-ever necessary. All plastics parts, wires, cords, breakdowns due to power conditions, rodents, etc. are covered under the contract (except manmade damage/Burn out).

*Note: Submit unit rate of LAN related items (with validity upto completion of AMC and extended on mutual consent) as per **Annexure-E** (must be submitted with financial bid).*

(xx) The firm shall carry out preventive maintenance regularly and shall plan, as per schedule of quantities, such that maintenance is carried out in each equipment at least once in three months. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment.

(xxi) The schedule of preventive maintenance include:-

- (a) Cleaning of all equipment using dry vacuum air, brush, soft muslin clothes.
- (b) Running of test programs to ensure quality print/data reliability.
- (c) Checking of power supply source for proper grounding and safety of equipment.
- (d) Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
- (e) Shifting of equipment as and when required.
- (f) Running of diagnostic software for system performance, etc.

(xxii) At the beginning of the Contract, the Successful Bidder shall at his own cost deploy his personnel for checking, building and validating database of all hardware & software assets available with DoC which are to be covered under the Contract. Existing data already available for this purpose will be made available to the contractor. However, the same would have to be checked and updated by the successful bidder on his own by taking physical census of all the equipment at his own cost.

(xxiii) The Successful bidder shall inspect all the Hardware & submit detailed Hardware status & inspection report of all Systems/Peripherals. Inspection report generated shall be signed by the Successful bidder before start of the contract. The successful bidder will identify all the non-operational Systems and shall submit a report.

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(xxiv) The Vendor shall also provide data recovery services in the cases where the media is physically or logically crash. The crash may take place due to any type of situation. The data recovery should be completed within 15 days, otherwise, DoC shall be free to get the services of external agencies and the charges to that effect shall be deducted from the quarterly payment of AMC. The firm should ensure each and every step to constraint use of retrieved data by any unauthorised entity in any manner.

17. Tender document should be submitted with the following documents, failing which the tender shall be rejected:

(i) The Company should be a Private Limited or Limited company having Registered Office in Delhi/NCR.

(ii) The Company/firm should be in existence for over 5 years in the trade with Annual Maintenance Contract worth more than Rs.50 Lakh per Annum during the consecutive last 3 (three) years ending 31st March, 2018.

(iii) The Audited balance sheet for last three years showing that the bidder has a minimum per annum turnover of at least Rs.15 Crore.

(iv) The Company/firm should be an ISO 9001:2015 (Quality management systems) & ISO 20000-1:2011 certified.

(v) The Company/firm also must have expertise and experience in LAN troubleshooting. The bidder should have executed satisfactorily minimum one AMC Contract of more than 1000 computers connected in LAN under Linux/Window NT environment for at least two years consecutively.

(vi) The Company/firm should be an Authorized Supplier of any one of the companies like HP/Lenovo throughout the tenure of the contract. The vendor will be required to liaison with the O.E.M. for maintenance of these computers/Multifunction/Fax/Printers/Scanners/ Plotters/routers etc.

(vii) List of Engineers (As per **Annexure-D**) with Resumes along with copy of last three-month salary slips, deployed under the contract, must be enclosed with technical bids. The firm shall furnish a **notarized affidavit** to the effect that the engineers going to be employed in the performance of the contract would be paid minimum wages as per applicable orders of Govt. of NCT of Delhi and all statutory requirements w.r.t. ESI, EPF, Factories Act, Industrial Disputes Act, Contract Labour (Regulation and Abolition) Act., would be complied with reference to those engineers.

(viii) Customer Satisfactory Certificate (at least 05 Nos. of Copy) issued by the clients (by Govt. Deptt. only) within last 3 years for having maintained at least 500 computers, printers, UPS, Laptops.

(ix) List of customers along with copies of order of AMC executed within last 3 Years.

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- (x) The address of the workshop with telephone and fax numbers at New Delhi.
- (xi) The firm must be registered with the Registrar of companies and with the GST / Delhi Sales Tax Department for Works Contract Tax etc.
- (xii) The company should produce the self-attested photocopies of documents related to allocation of **Registration Number, PAN number, GST, TIN/TAN** etc.
- (xiii) The firm/company applying for this tender should submit copies of tax payment challan/return for the last three financial years i.e. FY:2015-16, FY:2016-17 and FY:2017-18, about the payment of service tax, income tax and any other tax applicable.
- (xiv) The firm should submit an undertaking (**Annexure-C**) stating that it has not been barred or blacklisted by any of the Government agencies, and no such case is undergoing/pending upon the firm.

18. **The Technical and financial terms and conditions of AMC shall be as follows:**

- (i) The firm must have expertise in on-site maintenance and repair of servers, clients, standalone computers, Laser/inkjet printers network components, Multifunctional Printers (Fax/without fax & Colour also), FAX, Scanners, wi-fi routers, LAN peripherals and other hardware parts and accessories.
- (ii) The replacement of any part of the computer/peripherals, whenever required, must be carried out by the vendor with the genuine part of same specification and warranty.
- (iii) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard components for replacement. Until and unless written order of Under Secretary (GA)/Section Officer (GA) are conveyed, the original specification/characteristics/features shall not be changed.
- (iv) The initial period of the contract will be for **one year from the date of award of contract. The rates quoted will remain in force for the full period of contract.** No demand for revision of rate on any account shall be entertained during the contract period. **The AMC may be extended, if so desired by the Department, based on the performance of the service provider for further periods on same rates, terms & conditions.**
- (v) The charges quoted under this contract shall be inclusive of supply & replacement of all defective components/modules/unit cards/ parts/ cords etc. The successful bidder has to make good all such problems without additional cost to DoC.
- (vi) The successful bidder shall provide necessary support for maintaining virus free computer environment in the Department and help in upgrading the Software/Virus Detection mechanism, where necessary.

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19. Buffer Stock to be kept at DoC, Udyog Bhawan, New Delhi:

Also, at any given point of time, following items should also be available with the vendor as buffer stock in DoC to meet maintenance/replacement requirements:

| S.No. | Item | Quantity | Special Remarks |
|-------|--|--|-----------------|
| 1. | CPU Mother Boards as per specifications of inventory at DoC | Two (2) of each type | |
| 2. | Hard Disks as per specifications of Inventory DoC | Two (2) of each type | |
| 3. | Various RAM as per specifications of inventory at DoC | Five (5) of each type | |
| 4. | i-5 Desktop Computers with 4GB RAM, 500GB HDD, pre-loaded OS and antivirus | Three (3) | |
| 5. | Multifunction Printers with Network connectivity | Two (2) | |
| 6. | CPU Fan | Three (3) | |
| 7. | SMPS | Ten (10) | |
| 8. | C-mos battery for server/PCs/Laptops etc | Twenty (20) | |
| 9. | New Mouse (HP/Logitech) | Ten (10) | |
| 10 | New Key Board (HP/Logitech) | Ten (10) | |
| 11 | New Mouse Pad | Twenty (20) | |
| 12 | Server Hard Disks (as per specifications of Servers at DoC) | Two (2) each | |
| 13 | Various RAM (as per specifications of Servers at DoC) | Four (4) each | |
| 14 | Mother Board (as per specifications of Servers at DoC) | Two (2) each | |
| 15 | External Network Card | Five (5) | |
| 16 | CD (RW) External and Internal both | Two (2) | |
| 17 | DVD (RW) External and Internal both | Two (2) | |
| 18 | Pen Drive of 16 GB | Two (2) | |
| 19 | Wireless mouse and key boards with batteries (HP) | Two (2) | |
| 20 | Patch Cables (OFC and CAT6) | Four (4) of 5 mtrs. each type | |
| 21 | LED Monitor 21" | Two (2) | |
| 22 | Logic card for Laser Printer | Two (2) each model | |
| 23 | Laptop Adaptor | Two (2) each model | |
| 24 | VGA cable | Five (5) of two mtrs. & Two (02) of five mtrs. | |
| 25 | Power cable for CPU/computer | Five (5) of two mtrs. | |
| 26 | Printer USB Cable | Five (5) of two mtrs. | |

Note:

(i) The above items are minimum stock to be maintained on monthly basis at DoC. The items should be at site (DoC) immediately after the award of work/ contract/ tender. The delay shall attract the penalty of Rs.2000/- per week.

(ii) The vendor shall take unused items back after the completion of the contract period.

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20. A logbook shall be maintained in which the resident engineer shall record all the complaints made. All the complaints received shall be attended by them in the following manner :-

- (i) Minor faults immediately.
- (ii) Major faults within 6 hours by replacement method, with the available spares, if instructed by Under Secretary(GA)/Section Officer(GA).
- (iii) Major faults within 72 hrs., except for the Computers/Laser Printers/FAX/Scanners & other peripherals etc., which are to be got serviced from authorized service centers of manufacturers.
- (iv) The firm shall be responsible for taking backup data and programs available on PCs before attending the fault and shall be also responsible for reloading the same. The back-up copies are to be returned to the users, under acknowledgement.
- (v) The firm shall be responsible to coordinate with Manufacturer Companies irrespective of all warranted PCs and Peripherals etc. installed in the Department/Residence(s) of Minister(s)/Officers.
- (vi) If the equipment is required to be transported to the firm's/manufacturer's service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
- (vii) The replacement of components shall be as per manufacturer's instruction and as per the direction of Under Secretary(GA)/Section Officer(GA), DoC.
- (viii) The firm shall have the required drivers (CDs) for maintaining the PCs and peripherals for configuring them.
- (ix) Repair and servicing of equipment can be carried out at site or at the firm's workshop after attending the complaint by replacement method and the same shall be done within 7 days of the receipt of the complaints. The replacement of components shall be free of charge.
- (x) The replacement also involves all items of equipment :- including major parts such as monitor, FDD, CDROM, Scanner units of printers, adaptor of printers, HDD, SMPS, CPU, RAM, Motherboard & etc. but excluding consumables such as computer stationery i.e. Toner, Printer Head, Drum Unit, Laptop Adaptor, Ink Cartridges etc.

21. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.

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22. The tender is subject to the provision of Rule-173(iv) of General Financial Rules, 2017 which enables a bidder to question the bidding conditions, bidding process and/or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded if the request is received in writing timely in General Administration Section of this Department.


07/3/2019
(Mukesh Kumar)
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Tel: 2306 2521

TECHNICAL BID

| | | | |
|----|---|---------|--|
| 1 | Name of Firm | | |
| 2 | Address of Firm | | |
| 3 | Registration No. | | |
| 4 | Name of the authorized signatory | | |
| 5 | Specimen Signature of the Authorized signatory | | |
| 6 | Telephone Number of the authorized signatory and other Telephone numbers of the firm | | |
| 7 | Whether the firm had enclosed EMD. If "YES" then DD/pay order no. | | |
| 8 | Details of the Government Ministries/ Departments/Organizations/PSUs etc. in which the firm is engaged in computer AMC activities during the FY:2015-16, 2016-17 & 2017-18. Customer Satisfactory Certificate (at least 05 Nos.) issued by the clients (Govt. Deptt. only) within last 3 years for having maintained at least 500 computers, printers, UPS, in any Govt. Min./Deptt. Org. may be enclosed. | Year | |
| | | 2015-16 | |
| | | 2016-17 | |
| 9 | Details of the Government Ministries/ Departments/Organizations/PSUs etc. in which the firm is engaged in maintenance of LAN during the FY 2015-16, 2016-17 & 2017-18. Customer Satisfactory Certificate (at least one) of the AMC contract of more than 1000 computers connected in LAN under Linux/Window NT environment for at least two years consecutively in any Govt. Min./Deptt. Org. may be enclosed. | 2015-16 | |
| | | 2016-17 | |
| | | 2017-18 | |
| 10 | Whether proof/copies of Work Order on items at S.No. 8 & 9 enclosed (Yes/No) | | |
| 11 | Year wise Financial Turnover (in rupees) of the firm in the field of maintenance of computers & peripherals during last three years(also furnish audited statements of accounts duly certified by a chartered Accountant) | 2015-16 | |
| | | 2016-17 | |
| | | 2017-18 | |


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| 12 | Firm's Registration Certificate/PAN/GST Number of firm along with self-attested copies | |
| 13 | Whether, ISO 9001:2015 (Quality management systems) & ISO 20000-1:2011 certified. Enclosed copy of certificate. | |
| 14 | Whether all the documents are signed by authorized signatory of the firm (Yes/No) | |
| 15 | Whether a copy of tax payment challan/return for the previous three financial years viz. FY:2015-16, 2016-17 & 2017-18 for the payment of service tax, income tax and any other tax applicable enclosed. | |
| 16 | Total number of Qualified Service Engineers in the roll of the Firm/Agency | |

(Authorized Signatory of the firm with Rubber Stamp)

Date:.....

Place:.....


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FINANCIAL BID

| | | |
|---|--|--|
| 1 | Name of the firm | |
| 2 | Address of the firm | |
| 3 | Name of the authorized signatory | |
| 4 | Specimen signature of the authorized signatory | |
| 5 | Telephone Number of the authorized signatory and other telephone numbers of the firm | |

(Authorized Signatory of the firm with Rubber Stamp)

Date:

Place:


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(I) ITEMS TO BE CONSIDERED FOR AMC DURING 2019-20 :

| S.No. | ITEMS | QUANTITY | UNIT PRICE (₹) | TOTAL PRICE (₹) |
|---|---|----------|----------------|-----------------|
| A. SERVERS | | | | |
| 1. | Fujitsu Server Intel Xeon Tower Configuration (S/N: YLXM019685) | 01 | | |
| 2. | HP Server ML 350 G6 Xeon Processor (S/N: CN710807BG) | 01 | | |
| B. DESKTOPS | | | | |
| 1. | Pentium D & Dual Core Desktop, Make: HP, Acer & Wipro | 04 | | |
| 2. | Pentium Core 2 Duo Desktop, Make: HP, Acer & Wipro | 29 | | |
| 3. | Pentium Core i5, Make: HP, Lenovo, Acer & Wipro | 525 | | |
| 4. | All in One Desktop i5, Make: HP & Lenovo | 15 | | |
| 5. | Pentium Core i7, Make: HP & Lenovo | 04 | | |
| 6. | All in One Desktop i7, Make: HP only | 02 | | |
| 7. | Mac Desktop AIO i5 & i7 Make: Apple | 12 | | |
| C. LAPTOPS | | | | |
| 1. | Macbook Laptop i5 & i7, Make: Apple | 22 | | |
| 2. | Dell Inspiron 7373 i5 Laptop | 01 | | |
| 3. | HP Laptop Model No, 4420, 4430 & 4431, 4440, Pavilion x360, HP 348 G4 (i3, i5 & i7) | 08 | | |
| 4. | Lenovo Yoga, Yoga 2, Model No. 500, 510, 520, 710 (i5 & i7) | 11 | | |
| D. PRINTERS & MULTIFUNCTIONS | | | | |
| 1. | Brother 2540 Series | 01 | | |
| 2. | Brother MFC 9140 Series | 05 | | |
| 3. | Brother MFC L2701 Series | 15 | | |
| 4. | Brother MFP HL31C | 01 | | |
| 5. | Canon F 166400 | 15 | | |
| 6. | Canon Fax | 01 | | |
| 7. | Canon Fax L170 | 02 | | |
| 8. | Canon Fax L220 | 01 | | |
| 9. | Canon Image Class MF4150 | 01 | | |
| 10. | Canon L140 | 01 | | |
| 11. | Canon LBP 6030B Series | 21 | | |
| 12. | Canon MF4870DN | 01 | | |
| 13. | Canon MFP 4570 Series | 04 | | |
| 14. | Fujitsu 5015C | 01 | | |

| S.No. | ITEMS | QUANTITY | UNIT PRICE (₹) | TOTAL PRICE (₹) |
|-------|------------------------|----------|----------------|-----------------|
| 15. | HP Color LJ 252n | 01 | | |
| 16. | HP Color LJ CP1025 | 05 | | |
| 17. | HP Color LJ CP2025 | 01 | | |
| 18. | HP Color LJ M254dw | 03 | | |
| 19. | HP Color LJ MFP 252n | 02 | | |
| 20. | HP Color LJ MFP M476dw | 14 | | |
| 21. | HP Color LJ MFP M477dn | 01 | | |
| 22. | HP Deskjet 4645 | 02 | | |
| 23. | HP Deskjet 840C | 01 | | |
| 24. | HP Deskjet D4268 | 01 | | |
| 25. | HP LJ 1008 | 01 | | |
| 26. | HP LJ 1010 | 05 | | |
| 27. | HP LJ 1020 | 31 | | |
| 28. | HP LJ 1020 PLUS | 42 | | |
| 29. | HP LJ 1022 | 19 | | |
| 30. | HP LJ 1200 | 01 | | |
| 31. | HP LJ 1320 | 01 | | |
| 32. | HP LJ 2055DN | 01 | | |
| 33. | HP LJ 400 Printer | 01 | | |
| 34. | HP LJ CP1515n | 01 | | |
| 35. | HP LJ M202dw | 06 | | |
| 36. | HP LJ MFP 1213nf | 01 | | |
| 37. | HP LJ MFP M1136 | 09 | | |
| 38. | HP LJ MFP M1213 | 06 | | |
| 39. | HP LJ MFP M128 | 03 | | |
| 40. | HP LJ MFP M1522nf | 01 | | |
| 41. | HP LJ MFP M277dw | 01 | | |
| 42. | HP LJ P1007 | 80 | | |
| 43. | HP LJ P1008 | 08 | | |
| 44. | HP LJ P1108 | 40 | | |
| 45. | HP LJ P1505 | 48 | | |
| 46. | HP LJ P1606dn | 02 | | |
| 47. | HP LJ P2035 | 01 | | |
| 48. | HP Officejet 4500 | 03 | | |
| 49. | HP Scanjet G4050 | 01 | | |
| 50. | Lexmark MS 310 DN | 06 | | |
| 51. | Richo LJ SP210SU | 18 | | |
| 52. | Richo MFP SPC 2505F | 01 | | |
| 53. | Samsung M2826ND | 03 | | |
| 54. | Samsung ML-1666 | 01 | | |
| 55. | Samsung ML-2161 | 01 | | |
| 56. | Samsung SCX 4623FN | 01 | | |
| 57. | Samsung SCX-4521F | 04 | | |
| 58. | Samsung Xpress C460FW | 01 | | |

Contd...page-IV


KESH KUMAR
Section Officer, Instr.
Ministry of Commerce & Industry
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| S.No. | ITEMS | QUANTITY | UNIT PRICE (₹) | TOTAL PRICE (₹) |
|----------------------------------|-----------------------|----------|----------------|-----------------|
| E. SCANNERS | | | | |
| 1. | Brother ADS-2100 | 05 | | |
| 2. | Canon DR C130L | 12 | | |
| 3. | Canon DR M1016 | 01 | | |
| 4. | Canon Fax L140 | 01 | | |
| 5. | Canon Scanner | 02 | | |
| 6. | Fujitsu | 01 | | |
| 7. | Fujitsu Fi-5015C | 01 | | |
| 8. | Fujitsu Fi-6230 | 01 | | |
| 9. | Fujitsu Image FI 6110 | 02 | | |
| 10. | Fujitsu SP1130 | 08 | | |
| 11. | HP Scanjet G3110 | 01 | | |
| 12. | HP Scanner Pro 300s3 | 03 | | |
| F. NETWORKING | | | | |
| 1. | No. of Networks Nodes | 635 | | |
| 2. | D-link WI-FI Router | 22 | | |
| Total (I) (Exclusive Tax) | | | | |

(Authorized signatory of the firm with Rubber Stamp)

Date : _____

Place: _____


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 Section Officer
 Ministry of Commerce & Industry
 Deptt. of Commerce, Govt. of India
 Udyog Bhawan, New Delhi

Contd...page-V

(II) Items which will come under AMC in 2019-20 on pro-rata basis


| S.No. | ITEMS | QUANTITY | AMC to start from | UNIT PRICE (₹) | TOTAL PRICE (₹) |
|---|--|----------|-------------------|----------------|-----------------|
| A. All-in-One Desktop | | | | | |
| 1. | Apple Imac AIO PC 27"/5K/Radeon R9 M3802 (S/N: C02RL1BGGG7J) | 01 | 13-05-2019 | | |
| 2. | HP 22-b251in AIO PC (S/N: 8CC8140KAK) | 01 | 23-07-2019 | | |
| B. DESKTOPS | | | | | |
| 1. | Lenovo Thinkcentre Desktop PCs | 10 | 04-09-2019 | | |
| 2. | Lenovo Thinkcentre Desktop PCs | 65 | 18-12-2019 | | |
| 3. | HP 406 MT (PMA Compliant) | 58 | 28-03-2020 | | |
| C. LAPTOPS | | | | | |
| 1. | Apple MacBook Air (13") (S/N: FVFW9TL6J1WK) | 01 | 26-04-2019 | | |
| 2. | Lenovo Yoga 520-141KB (S/N : MP1BB1Q2) | 01 | 26-04-2019 | | |
| 3. | Lenovo Yoga 520-141KB (S/N: MP1BB1XA) | 01 | 30-06-2019 | | |
| 4. | Apple MacBook Air (13") (S/N: FVFWRJ3UJ1WK) | 01 | 02-07-2019 | | |
| 5. | HP Pavilion x360 Convertible (S/N : 8CG831359V) | 01 | 03-10-2019 | | |
| 6. | Apple MacBook Air (13") (S/N : FVFXJ7UQJ1WK) | 01 | 27-10-2019 | | |
| D. PRINTERS & MULTIFUNCTIONS | | | | | |
| 1. | HP Laserjet Pro M-1136 MFP | 04 | 26-04-2019 | | |
| 2. | HP Laserjet Pro MFP 128fn | 01 | 22-05-2019 | | |
| 3. | Samsung MF Printer Xpress M2876FD | 01 | 22-05-2019 | | |
| 4. | Brother MFC 9140 CDN | 02 | 22-05-2019 | | |
| 5. | Brother MFC 9140 CDN | 01 | 09-09-2019 | | |
| 6. | HP Colour Laserjet Pro M254dw | 01 | 22-05-2019 | | |
| 7. | Samsung Xpress ML-2161 | 03 | 22-05-2019 | | |
| 8. | HP Colour Laserjet Pro M254dw | 01 | 04-09-2019 | | |
| 9. | HP Laserjet Pro M203dn | 01 | 23-10-2019 | | |
| 10. | HP Colour Laserjet Pro M254dw | 01 | 14-11-2019 | | |
| Total (II) (Exclusive Tax) | | | | | |
| GRAND TOTAL (I + II) (Exclusive Tax) | | | | | |
| GST @ _____ | | | | | |
| GRAND TOTAL (Inclusive Tax) | | | | | |

Note: Annexure-E must be attached with financial bid (Annexure-B) in single envelope

(Authorized signatory of the firm with Rubber Stamp)

Date : _____

Place: _____


MUKESH KUMAR
 Station Officer
 Ministry of Commerce & Industry
 Deptt. of Commerce, Govt. of India
 Udyog Bhawan, New Delhi

UNDERTAKING
(on company letter head)

1. I hereby certify that I have gone through the terms and conditions mentioned above and undertake to comply with them. The rates quoted by me are valid.
2. The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into or treated as agreement itself at the discretion of the JS(Admin.), Department of Commerce, Udyog Bhawan, New Delhi.
3. I undertake that the prices quoted by me are lowest and I have not quoted any price lower than that anywhere in India.
4. I also undertake that we are not a defaulter to any Govt. Organization/PSU since last two years for any reason due to non-supply of material even after agreed to supply in stipulated time.
5. I also undertake that we have never been debarred/blacklisted by any Govt. office or agency.

(Authorized Signatory of the firm with Rubber stamp)

Date:

Place:



List of manpower (engineers) to be deployed by the firm/company

| <u>S. No.</u> | <u>Name</u> | <u>Educational Qualification</u> | <u>Technical Qualification</u> | <u>Post</u> | <u>Page no. where CVs are enclosed.</u> |
|---------------|-------------|----------------------------------|--------------------------------|----------------|---|
| 1 | | | | Team Leader | |
| 2 | | | | Sr. Technician | |
| 3 | | | | Sr. Technician | |
| 4 | | | | Jr. Technician | |
| 5 | | | | Jr. Technician | |

(Attach copies of last salary slip of above mentioned Manpower (engineers) to be deployed by the firm/company)

(Authorized Signatory of the firm with Rubber stamp)

Date:

Place:

MUKESH KUMAR
Section Officer
Ministry of Commerce & Industry
Deptt. of Commerce, Govt. of India
Udyog Bhawan, New Delhi

[[must be submitted with financial bid (Annexure-B)]]

The rate of the following items with installation and validity up to completion of AMC :

| <u>S. No.</u> | <u>Item Description</u> | <u>Quantity</u> | | <u>Price per Unit (₹)</u> <u>(excluding tax)</u> | <u>Price per unit (₹)</u> <u>(including tax)</u> | <u>Total Amount</u> <u>(₹)</u> |
|---------------|--|-----------------|------|---|---|-----------------------------------|
| 1 | Cat-6 Cable Make: D-Link or equivalent | 1 | Mtr. | | | |
| 2 | Cat-6 cable (1 box=305 Mtr) Make: D-Link or equivalent | 1 | Mtr. | | | |
| 3 | Patch cord 3 feet (1 Mtr) make: D-Link or equivalent | 1 | No. | | | |
| 4 | Patch Cord 7 feet (2 Mtr) make: D-Link or equivalent | 1 | No. | | | |
| 5 | Patch cord (5 Mtr) make: D-Link or equivalent | 1 | No. | | | |
| 6 | I/O make: D-Link or equivalent | 1 | No. | | | |
| 7 | Box with face plate Make: D-Link or equivalent | 1 | No. | | | |
| 8 | Cat 6 cable with conduits (PVC Channel, Pipe, Flexible Pipe & etc.) Laying charges | 1 | Mtr. | | | |
| 9 | I/O box with face plate termination charges | 1 | No. | | | |
| 10 | Rack, Jack Panel, Switch Installation & fixing charges | 1 | No. | | | |

(Authorized Signatory of the firm with Rubber stamp)

Date:.....

Place:.....

MUKESH KUMAR
Section Officer
Ministry of Commerce & Industry
Dept. of Commerce, Govt. of India
Bhoyar Chowk, New Delhi