

DELHI COMMISSION FOR WOMEN
(Govt. of NCT of Delhi)
C-Block 2nd Floor Vikas Bhawan
I.P. Estate New Delhi-110002

F.No. F.1/26/DCW/2012

Dt: _____

Tender Notice

This office invites bids for Annual Maintenance of Desktop computers, Printers, Laptop, Fax Machine & UPS for one year w.e.f. 1st December 2014. The details of Desktop computers, Printers, Laptop & UPS are mentioned in the Annexure-A.

Interested vendors may quote the rates for "AMC" which includes hardware, software and networking related problems on yearly basis. They may submit their Technical and Financial quotations in two separate envelopes bearing name "Technical Bid" and "Financial Bid" respectively, the prescribed Proforma of both the bids (Annexure- B and C respectively) can be downloaded from Delhi Government website.

Technical Qualification:

- (a) The bidders should have minimum 3 years experience of providing similar services in Govt./PSU offices. (Documentary Proof should be attached only from Govt./PSU offices).
- (b) Audited balance sheet (duly certified by CA) for preceding 3 (three) years showing that the bidder has been having the annual turnover not less than Rs. 50 Lakhs per year in the similar sales & maintenance business only.
- (c) Certificate of Registration.
- (d) Copy of Service Tax & VAT Registration.
- (e) Copy of PAN No.
- (f) Registration from EPF
- (g) Registration from ESI & should have 25 service engineers. (Documentary Proof should be attached)
- (h) Business Partner/Service Provider or AMC partner of leading firms like HP, Lenovo and Acer is preferable.
- (i) EMD of Rs.2,000/- [Rs.two thousand only] (Refundable – shall not attract any interest) should be placed with Technical Bid in the form of Demand Draft in favor of "Delhi Commission for Women, payable at New Delhi without which the quotations will not be considered.
- (j) Self declaration for My/our Firm has not been blacklisted by any of the Government

Department/PSUs etc.

If the firm/Company meets the above technical requirements, it may apply in the Prescribed Performa at Annexure B -Technical Bid in a sealed cover;

The contract shall include following terms and conditions:-

(i) Periodic Service for all the Computers, Printers, Laptop, Fax Machine & UPS Shifting, Networking or as and when required.

(ii) Prompt attendance of the breakdown calls.

(iii) All the computers, printers, laptop, Fax Machine & UPS shall be repaired at site and only in case of major repairs, the machine shall be allowed to be taken to the service centre with the prior permission.

(iv)The office reserves the right to terminate the contract at any time during the contract period without assigning any reason.

(v) Bids not received in the prescribed form shall not be considered.

(vi)The Commission does not bind itself to award AMC to the lowest tender and reserves to itself the right to increase or decrease the quantity and to accept or reject any or all tenders without assigning any reason.

(vii)The conditional bids shall not be considered under any circumstances and rejected without any notice.

(viii) New equipment as and when added to the inventory by the Commission will be included in the AMC on the existing AMC rates. The rates mentioned in the contract will be for one year from the date of awarding of contract. The same may be extended for a period of further one or two year with mutual consent on same prices, same terms and conditions.

The bids addressed to the Deputy Secretary should be deposited with on or before 3.00 P.M. on 27/01/2015. The bids will be opened on 28/01/2015 at 3 P.M. Authorized Representatives of the vendors may remain present at the time of opening of bids.

Assistant Secretary

ANNEXURE-A

S.No	Machine Description	Qty	Rate
1	ACER Desktop P-IV	08	
2	HP Laptop	01	
3	HP Desktop	02	
4	Lenovo Desktop	06	
5	Printer HP Photosmart	02	
6	Printer Inkjet 5748	02	
7	Printer 840-C	02	
8	Printer 3550	01	
9	Ricoh Printer SP3510DN	03	
10	Ricoh Printer SP C220N	01	
11	Printer HP DeskJet D2460	03	
12	Printer Samsung ML-2245	04	
13	HP LaserJet P 1007	02	
14	UPS APC 650 VA	10	
15	Samsung Fax Machine	02	
16	Total		