

Cost of Tender Form-Rs 50/- (by hand)
Cost of Tender Form-Rs 150/- (by post/courier)
For Govt. Organization / Undertaking free of Cost

M.P. STATE AIDS CONTROL SOCIETY
1, Arera Hills, IInd Floor Oilfed Building, Bhopal
Phone No. 0755-2570435, 2577629

**INVITATION FOR TENDER/QUOTATIONS FOR COMPHRENSIVE ANNUAL
MAINTENANCE CONTRACT UNDER NATIONAL SHOPPING PROCEDURES**

Ref. No. F/27-750/PROC/AIDS/2012/3807

Bhopal, Dated: 26.11.2012

To,

Dear Sir/Madam,

Sub: **INVITATION FOR QUOTATION FOR COMPHRENSIVE ANNUAL MAINTENANCE
CONTRACT OF (COMPREHENSIVE) OF COMPUTER, LAPTOP, PRINTERS,
NETWORKING, ANTIVIRUS & ATTACHED EQUIPMENTS**

1. You are invited to submit your most competitive quotation for the CMC of following items:

S.N.	Name of the Items	Brand/Model	Qty	EMD Amount (In Rs.)	Place
1	Computer	HCL P-IV /Wipro P-IV/HCL Celeron/ Compaq presario Desktop	10	15000.00	M.P. State AIDS Control Society, 1 Arera Hills, IInd Floor Oilfed Building, Bhopal
2	Computer	HCL Core 2 Duo	7		
3	Computer	HCL Intel V Pro Infinity	8		
	Total Computers		25		
4	Laptop	HP Pentium M7	2		
5	Laptop	HCL Core 2 Duo	3		
6	Laptop	Toshiba Satellite	1		
7	Laptop	HCL Infinity Core 2 Duo	2		
	Total Laptops		8		
8	Printer (Inkjet)	HP 5652	1		
9	Printer (Color Leserjet)	HP 2005 DN/Canon	3		
10	Printer (Laser)	HP LJ-1020/HP LJ-1020/HP P1005/ HP P1007	18		
11	Printer (Laser)	(Samsung ML1640)	8		
	Total Printers		30		
12	Scanner	HP 3970 C	1		
13	Scanner	Canon	4		
	Total Printers		5		
14	Networking & Antivirus Maintenance	All items including Switcher, cable, socket etc.	-		

Government of India has received a credit from the International Development Association (IDA) and a Grant from the Department for International Development (DFID)/ DBS/GFATM (Whichever is applicable) in various currencies and intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotation is issued.

2. BID PRICE

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing dating and rewriting.
- All duties, taxes and othe levies payable by the contractor under the contract shall be included in the total price.

- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The prices shall be quoted in Indian Rupees only.
- 3. Each bidder shall submit only one quotation.

4. VALIDITY OF QUOTATION

Quotation shall remain valid for a period of 365 days after the deadline date specified for submission.

5. EVALUATION OF QUOTATION

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. Confirm to the terms and conditions and specifications.

The quotations would be evaluated for all the items together.

6. AWARD OF CONTRACT

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1 notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

6.2 The bidder whose bid is accepted will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

Other Terms and Conditions :

1. Scope of Work :

- a. To attend all break down calls as and when required during the Comprehensive Annual Maintenance Contract. All the equipment installed/used at Office of M.P. State AIDS Control Society, Bhopal.
- b. Servicer Engineer maintained complaint call Register regularly.
- c. All electrical parts and mechanical parts including most costly Mother Board are covered under the contract.
- d. Proposal should be only for the on site Comprehensive Annual Maintenance Contract including all parts of the equipment.
- e. Condition of unit - As is where is.
- f. **Conditional proposal for the CMC of said equipment will not be considered, If conditional proposal given by the tenderer, such proposal will not be considered and their Earnest Money will be forfeited by the M.P. State AIDS Control Society.**

2. Eligibility :

The bidder shall be manufacture or authorized dealer of manufacture (Copy for the proof for the same should be enclosed)

OR

The bidder must have minimum 2 years experience of maintenance of the same type of equipment. Please give detail in Annexure-II. (Copy for the proof for the same should be enclosed)

- 3. **Bid Price :** The rates quoted by the bidder (**in Annexure-III**) shall be fixed for the duration of the **Comprehensive Annual Maintenance Contract** . No extra charge & other expenditure shall be paid by the MPSACS, Bhopal.
- 4. CMC is calling for the period of one year, which may be extended for further period.

5. Submission of tenders:

The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the Tender/Quotation.

6. EARNEST MONEY:

- a. Each bidder is required to furnish an Earnest Money Deposit of Rs 15,000/- (Rs Fifteen Thousand Only) through crossed demand draft of a Nationalised or Scheduled Bank in favour of Project Director, M.P. State AIDS Control Society, Bhopal payable at Bhopal which is issued on/after publication of this tender. Tenders not accompanied by E. M .D will not be considered
- b. The successful Bidders' EMD will be released after executing the contract successfully.
- c. The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form.
- d. Govt. Organisation/Dept. need not to submit EMD with their proposal.

7 Important:

- a) Complaints for breakdown of equipment communicated by Phone, Fax or in Writing should be attended.
- b) If repair work remain unattended for 48 hours, a penalty of the Liquidated Damages (L. D.) for delay in completion, **0.5% (Zero point five percent) per week**. If repair works remain unattended for 7 days, any action (like cancellation of the order, forfeited the EMD and/or any other punishment) may be taken by Project Director, MPSACS, Bhopal.

8. PAYMENTS : Payment for Annual Maintenance Contract shall be made as follows:

- a) Payment shall be made after producing bill along with satisfactory service report of the equipment by the store officer of this office, every 6 months basis according to the contract price.
- b) No advance payment either with order or against R/R will be made to the supplier in any case.
- c) Tax at Source shall be deducted , if applicable.

9. General conditions :

10. Any dispute arising out of this tender, shall be subject to the jurisdiction of court in Bhopal (Madhya Pradesh).
11. A pre bid Conference for tenderer shall be on 17.12.2012 at 11:30 am. You may take any clarification regarding the same.
12. **You are requested to provide your sealed offer latest by 15.00 hrs. on 21.12.2012 On the top of the envelop please clearly mention the Quotation No. & Quotation for CMC for COMPUTER, PRINTERS, NETWORKING, ANTIVIRUS & ATTACHED EQUIPMENTS.**
13. **Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at 15.30 hours on 21.12.2012 in the office of the M.P. State AIDS Control Society, 1, Arera Hills, 2nd Flood, Oilfed Building, Hoshangabad Road, Bhopal – 462011.**

14. **If tenderer take printout of application and tender form from the website www.mpsacsb.org he has to submit Rs. 50.00 (Rupees Fifty only) Demand Draft in favour of Project Director, Madhya Pradesh State AIDS Control Society, Bhopal for the cost of tender document.**
15. If there is any correction/ amendment in above condition/s it should be mentioned on web site (www.mpsacsb.org). Please check the website on the just one day before the last submission date and give your proposal accordingly.
16. We look forward to receiving your quotations and thank you for your interest in the project.

Project Director
M.P. State AIDS Control Society,
1, Arera Hills, 2nd Floor, Oilfed Building,
Hoshangabad Road, Bhopal – 462011

Annexure –I

**दस्तावेजों की सूची जिसे आपको पूर्ण जानकारी अंकित करते हुए अनिवार्यतः संलग्न करना है।
संलग्न किए जाने वाले प्रत्येक संलग्नक पर निविदाकर्ता के हस्ताक्षर होना अनिवार्य है।**

क्र.	दस्तावेजों की सूची	विवरण	संलग्न पेज नं.
1.	यदि आपने वेबसाईट के माध्यम से डाउनलोड कर निविदा प्रपत्र का उपयोग किया है तो निविदा प्रपत्र का मूल्य राशि रूपये 50/- के बैंक ड्राफ्ट/बैंकर्स चैक का विवरण		
2.	धरोहर राशि	ड्राफ्ट का विवरण	
3	कार्यालय द्वारा जारी संपूर्ण निविदाप्रपत्र जिसके प्रत्येक पृष्ठ पर निविदाकर्ता के सहमति के रूप में हस्ताक्षर होना अनिवार्य है		
4	फर्म का भोपाल में कार्यालय अथवा उसकी शाखा होना अनिवार्य है। इस संबंध में प्रमाण पत्रा संलग्न करें।		
5	सर्विस कर संख्या (प्रमाण पत्र की छायाप्रति)	विवरण	
6	पेन नं. (पेन कार्ड की छायाप्रति)	विवरण	
7	Manufacture or authorized dealer of manufacture (Copy for the proof for the same should be enclosed) Or The bidder must have minimum 2 years experience of maintenance of the same type of equipment. (Copy for the proof for the same should be enclosed)		

Name of the Firm:.....

Signature of Supplier :

Name :

Date :

Address :

:

:

Phone No.:

Mob. No. :

RATES FOR ANNUAL MAINTENANCE CONTRACT
 COMPREHENSIVE OF COMPUTER, PRINTERS, LAPTOP, SCANNER, NETWORKING, ANTIVIRUS
 MAINTENANCE, FORMATTING & INSTALLATION OF SOFTWARE'S & ATTACHED EQUIPMENTS
 (Detail of the Equipment as per Page No. 01 of the Document)

UNDER NATIONAL SHOPPING PROCEDURES

S.N.	Name of the Items	Brand/Model	Qty	Unit Rate (In Rs.) <small>(with all type of taxes and other charges)</small>	Total Amount with all type of taxes and other charges	
					(In figures)	(In Words)
1	Computer	HCL P-IV /Wipro P-IV/HCL Celeron/ Compaq presario Desktop	10			
2	Computer	HCL Core 2 Duo	07			
3	Computer	HCL Intel V Pro Infinity	08			
	Total Computers		25			
4	Laptop	HP Pentium M7	02			
5	Laptop	HCL Core 2 Duo	03			
6	Laptop	Toshiba Satellite	01			
7	Laptop	HCL Infinity Core 2 Duo	02			
	Total Laptops		08			
8	Printer (Inkjet)	HP 5652	01			
9	Printer (Color Leserjet)	HP 2005 DN/Canon	03			
10	Printer (Laser)	HP LJ-1020/HP LJ-1020/HP P1005/ HP P1007	18			
11	Printer (Laser)	(Samsung ML1640)	08			
	Total Printers		30			
12	Scanner	HP 3970 C	01			
13	Scanner	Canon	04			
	Total Printers		05			
14	Networking & Antivirus Maintenance	All items including Switcher, cable, socket etc.	-			
	Total Amount (In Rs.)					

We are agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (Amount in figures) (Rupees amount in words) within the period specified in the Invitation for Quotations.

I read and understand all the terms and conditions mentioned in your Letter No. F/27- 750 /PROC/AIDS/2012/3807, Bhopal dated 26.11.2012, I/We are agreed for all the conditions.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name of the Firm:.....

Signature of Supplier :

Name :

Date :

Address :

Phone No.:

Mob. No. :