



राष्ट्रीय पादप जीनोम अनुसंधान संस्थान
(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त अनुसंधान संस्थान)
NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

(An Autonomous Institution of the Department of Biotechnology, Ministry of Science and Technology, Government of India)

अरुणा आसफ अली मार्ग, पो. बाक्स नं. 10531, नई दिल्ली-110067
Aruna Asaf Ali Marg, Post Box Number 10531, New Delhi-110067

संख्या: 11-4/2014/रा.पा.जी.अनु.सं./एस एण्ड पी

दिनांक: 01/10/2013

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of the Director, NIPGR, New Delhi, from approved & eligible contractor in respect of the subject work, so as to reach this office on or before 16/10/2013 up to 2.00 P.M. The quotation shall be opened on the same day at 3.30 P.M. in the presence of the intending quotationer.

Name of Work: Annual Maintenance Contact of Computers, Printers, UPS etc. (Non Comprehensive)

SCHEDULE OF QUANTITIES

S.No.	Description	Unit	Rate Per Unit	Amount
1.	Desktops	137 Nos.		
2.	Laptops	10 Nos.		
3.	Workstations	22 Nos.		
4.	Printers	120 Nos.		
5.	UPS	125 Nos.		
6.	Servers	05 Nos.		
7.	Scanners	09 Nos.		

(कय एवं भण्डार अधिकारी)

M/s

General Terms and Conditions:

- The contractor should quote the rates after visiting the location and assessing the quantum of work involved in it. No escalation / change in the rates shall be allowed.
- The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi – 110067.
- The rates shall be quoted in words also.
- The rates shall be valid for 60 days from the date of opening of quotations.
- The scope of the work can be increased or reduced during the period of AMC at the discretion of the Institute.
- Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten Thousand only) in form of crossed demand draft/pay order in favour of Director, NIPGR, New Delhi shall be deposited at the time of submission of quotation. Quotation received without EMD shall be rejected.
- The agency must be registered with the Delhi Sales Tax Department for VAT and having a valid PAN Number. Copies of necessary supporting documents must be attached.
- The agency must have satisfactorily executed in last 3 years, minimum 3 AMC of more than 100 computers each. Necessary supporting documents as required must be attached.
- NIPGR reserves the right to reject any or all proposals without assigning any reasons.
- All the correspondence on the proposals must be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067 and any communication addressed to any one else shall not in any manner be binding upon NIPGR, New Delhi.

Security Deposit:

The successful tenderer shall be required to deposit a sum equivalent to 10 percent of the total work order at the time of signing the contract as security deposit in the form of Bank draft in favour of Director, NIPGR, New Delhi. No interest shall accrue on this amount. The Security amount shall be refunded after one month of the expiry/termination of the contract after deduction of penalty/other dues, if any. The EMD of the successful bidder will be adjusted in the Security deposit to be deposited by the agency.

Payment Terms and Conditions

The payment to the contractor will be made on quarterly basis at the end of each quarter against invoice raised by the contractor. TDS, Service tax, and any other applicable taxes as per prevailing rates, will be deducted before making the payment. The maintenance charges quoted by the agency per item shall be on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

Description of the Work:

1. The maintenance contract / services will consist of:
 - a) Attending to complaints raised by various departments/individuals of NIPGR on daily basis.
 - b) Onsite preventive and corrective maintenance of computers connected in LAN and peripherals at NIPGR, New Delhi.
 - c) The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories with cost / free of cost.
 - d) The maintenance contract also includes removal of virus, software patch updation, HDD crash recovery, system administration, network administration, software support / troubleshooting to keep the system fully operational and web site updated.

2. The maintenance services will be provided on all working days from 0900 hrs to 1730 hrs (Monday to Friday). Provision of availability of service engineers on Saturdays, Sundays or other holidays should be made in case of exigency.
3. The maintenance service agency shall provide maintenance services through qualified experienced and competent engineers for maintaining workstations, web designing and programming as and when required.

PENALTY

1. If the services provided by the agency under this maintenance services contract are not to the full satisfaction of NIPGR, the maintenance contract may be terminated by NIPGR and the charges shall be payable only up to the period, till which the agency has rendered satisfactory services. The decision of NIPGR in this regard shall be final and binding on the agency.
2. In case of non-compliance with the contract, NIPGR reserves the right to cancel/ /revoke the contract and impose suitable penalty in proportion to the damages.
3. The maximum response time for repairing the system shall not be more than five hours and penalty for failure of the agency to repair the system will be INR 300.00 per system per day.
4. The service engineers provided by agency shall not be changed frequently. Any change shall be with the consent of Institute

(Signature of Authorized Signatory
With Company Seal)