

No.D-19016/6/2006-Gen.I (Vol.V)  
Government of India  
Planning Commission

Speed Post

Yojana Bhavan, Sansad Marg,  
New Delhi-110001  
Dated - 16.5.2006.

To

As per list enclosed.

Subject: **COMPREHENSIVE CONTRACT FOR MAINTENANCE AND REPAIR OF COMPUTERS AND PERIPHERALS OF PLANNING COMMISSION.**

Sir,

Planning Commission invites sealed quotations for repair and maintenance of computers and peripherals installed in Yojana Bhavan and at the residences of senior officers of Planning Commission, on an annual comprehensive maintenance contract basis. In case you are interested to undertake the work, you are requested to send your Quotation in a sealed cover super scribed as "COMPREHENSIVE CONTRACT FOR MAINTENANCE AND REPAIR OF COMPUTERS AND PERIPHERALS OF PLANNING COMMISSION", accompanied by a Demand Draft of Rs.10,000/- as earnest money drawn in favour of Pay & Accounts Officer, Planning Commission, which should reach the Under Secretary (GA), Room No.443, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110001, latest by 2.30 PM on 6.6.2006. The quotations can also be dropped in the Tender Box kept at the Reception of Yojana Bhavan. The quotations will be opened on the same date i.e. 6.6.2006 at 3.30 pm in room no.344, Yojana Bhavan, in the presence of tenderers who may wish to be present.

A copy of the prescribed form showing specifications and tentative quantity of equipment alongwith Terms & conditions is enclosed .

Yours faithfully,

( Pawan Kumar )  
Under Secretary to the Govt. of India

Copy to : Soochan Dwar, Planning Commission for publishing in tender part of  
Commission's web site.

Sl.No.	Equipment	Quantity	Configuration	Amount in Rs. (Each Machine)
1.	Computers	100 <sup>?</sup>	P-II Based System (HCL make) 128 MB (upgraded)/40 GB HDD,MM	
2.	Computers	121 100 01	P-III Based System (HCL / Zenith make) 64/128MB/4.3/20/40 GB HDD MM # With / Without MM P-IV (HCL (12), HP) 64/128/256 MB, 20/40 GB, /CD ROM, MM P-IV (Acer) 1GB MB/80GB HDD/Combo drive/W/L Keyboard & Mouse	
3.	Laptop Computers	06	<ul style="list-style-type: none"> <li>➤ 1 number of Toshiba 2710 X DVD / 6.0 system, model PS271L-6K906, P.III Based Client System, 64 MB RAM, 5.59 GB HDD.</li> <li>➤ 1 number of Compaq Armada E-500, P.II based client system, 64 MB RAM, 11.2 GB HDD.</li> <li>➤ 1 HCL Toshiba Portege -3500/P-III/12" TFT/40GB/256MB/T.Pad</li> <li>➤ 1 IBM Thinkpad 380D/1 Compaq 1260CM/1 Acer Travel mate C-100</li> </ul>	
4.	CD Writers	28	Yamaha CRW/Imoega (Ext.)	
5.	Server	03	P-III (HP) (Acer-1GB/512MB, 36GB x 3HDD)(HP Proliant Hot Plug model)	
6.	Scanner	7	HP Scan jet 6300-C / 6350-C/G-55HP/7450c HP	
7.	UPS	35	ELNOVA 500 VA	
8.	Inkjet Printers	35	MX 9520 Plus	
9.	Deskjet Printers	61	HP 710 / 610 / 810 / 840 C/948c	
10.	LaserJet Printer	42	HP-4050 N/4100N/4200/4300	
11.	LaserJet Printers (6L Gold)	48	HP-6L Gold/HP – 6L Gold Pro	
12.	Dot Matrix Printers	15	LQ 1050 + DX	
13.	21 "TFT with TV tuner card	01	Samsung	
14.	50 "LG Plasma	01	With speakers, splitter, Micronet Access point, FTR9964 TV Receiver	
15.	All – in-one printers	28	HP 2210, 3380, Samsung SCX 4016,4016F, 4100	
16.	HP Lj 1000 Sries Printers	203	HP 1000, 1005,1015,1020,1022	

? Inclusive of two P-II based Server with CTD Drive.

Note : *Quantity quoted against each equipment is tentative and may vary upwards or downwards, and in case the rates are quoted for the whole lot, payment will be made on pro-rata basis accordingly.*

<b>Details of Earnest Money</b>	<b>Signature:</b>
<b>Demand Draft No.:</b>	<b>Name of the Firm:</b>
<b>Date:</b>	<b>Address:</b>
<b>Name of the Bank &amp; Branch:</b>	<b>Tel.No.:</b>
<b>Amount:</b>	<b>Date:</b>

## **Terms & Conditions**

1. Sealed Tenders in the prescribed form addressed to Under Secretary (G.A), Planning Commission, Yojana Bhavan, Sansad Marg,, New Delhi-110001, should reach latest by 2.30 pm on 6.6.2006.
2. The tenders/quotations can also be dropped in the Tender Box kept at the Reception of Yojana Bhavan, New Delhi.
3. The quotations will be opened on the same day i.e. 6.6.2006 at 3.30 pm in room No.344, Yojana Bhavan, in the presence of the tenderers who may wish to be present.
4. 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.
5. The competent authority in Planning Commission shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
6. That the firm should send the quotation in a sealed cover super scribed as “COMPREHENSIVE CONTRACT FOR MAINTENANCE AND REPAIR OF COMPUTERS AND PERIPHERALS OF PLANNING COMMISSION”.
7. A demand draft of Rs.10,000/- as Earnest Money in favour of Pay & Accounts Officer, Planning Commission, is to be enclosed alongwith the quotation. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than “ Pay & Accounts Officer, Planning Commission, New Delhi” will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money.
8. 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 forfeited at the discretion of the Competent Authority . Further in case the complaint is 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 Planning Commission shall be final and binding on the contractor.
9. Rates once finalized will not be enhanced during the currency of the contract.
10. The contract may be considered for extension by mutual consent and for such further period as may be agreed upon.
11. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money deposited would be forfeited.
12. Mere quoting lowest rates will not amount to commitment for award of contract.
13. The firm should be handling similar AMC’s of Govt. Organizations each of value exceeding Rs. Four lakhs and certificates to that effect (at least from two such organizations) should also be attached with the tender.

**Terms and Conditions are acceptable**

Dated :-

(Authorized Signatory)

### **Other Terms and Conditions**

- (i) The outer cleaning of the systems and accessories will be done free of cost once in a quarter.
- (ii) The price quoted shall also apply to those systems and accessories which may subsequently be covered under the contract during the contract period after their warranty expires during the period of contract. The payment in such case will be made on pro-rata basis.
- (iii) The contract shall be effective from the date of acceptance of the contract by the firm and the contract for maintenance of computers, printers, modem, scanner, UPSs is COMPREHENSIVE (i.e covers all the items like CPU, Memory, Monitor, Speakers, Mouse , Key boards etc. ) and no extra charge whatsoever would be paid to the firm. However consumables like printer head, batteries, tonner cartridge etc. will not be covered under the contract.
- (iv) It shall be the responsibility of the firm to make all the computers, Laptops and peripherals work satisfactorily throughout the contract period and also to hand over the systems and peripherals to the Planning Commission in working condition on the expiry of the contract.
- (v) The firm will provide genuine parts of computers, Laptops, printers, modems, scanners, UPSs 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.
- (vi) 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.
- (vii) The firm shall depute at least three efficient and qualified maintenance-engineers at Yojana Bhavan during the entire period of contract on full time basis. The firm shall avoid frequent change of the engineer and if at all it is necessary at times, due to unavoidable reasons, intimation to the effect should be sent in advance.
- (viii) No advance payment in any case would be made. However payment will be made on quarterly basis after satisfactory completion of each quarter.
- (ix) The firm will provide assistance in LAN troubleshooting.
- (x) To ensure speedy rectification of problems and to ensure genuineness of spare parts, the firm should ensure reserve of at least 10% of spares with Planning Commission. Also standby inventory of computers, Laptops and peripherals should be kept in the Commission. The firm shall further strength the store/reserve if so advised by NIC unit, Yojana Bhawan from time to time.
- (xi) Planning Commission reserves the right to cancel the contract at any time during the currency of the contract without giving any reason.
- (xii) The firm should submit the fixed deposit of Rs. 30,000 hypothecated to Planning Commission as performance security , which should be remain valid for a period of sixty days beyond the date of completion of all contractual obligations and during the contract period it is found that firm is not adhering to the terms & conditions of the contract, contract would be terminated without any notice and performance security would be forfeited.
- (xiii) The firm will provide maintenance and repair service on holidays, in case of emergency.
- (xiv) Penalty of Rs.100 per day will be deducted in case of any of the items(computers, printers, modems, scanners, UPSs) is not repaired within 24 hours of reporting of fault.
- (xv) If any dispute(s) arises between Planning Commission and the firm with reference to the contract, Planning Commission will decide it and its decision will be binding on the firms.

**Terms & conditions are acceptable**

Dated

(Authorized signatory)

**LIST OF FIRMS DEALING WITH MISCELLANEOUS INFORMATION TECHNOLOGY PRODUCTS.**

1. M/s Shakti Marketing Associates  
27, Jain Mandir Market Complex,  
South Extension Part-II,  
New Delhi-110049
2. M/s Micro Clinic India Pvt. Ltd.  
302, South Extension Centre,  
273, Masjid Moth, South Extension-II  
New Delhi-110049
3. M/s Computer Ware (India) Pvt. Ltd.,  
C-1/B, Green Park Extension,  
New Delhi-110 016.
4. M/s Silica Infotech Pvt. Ltd.,  
142 (Ground floor), Sant Nagar,  
East of Kailash,  
New Delhi-110065
5. M/s Bips Systems Limited  
E-261, Amar Colony, Lajpat Nagar-IV,  
New Delhi-110024.
6. M/s Axis Marketing  
196/16B, Ramesh Market, 2<sup>nd</sup> Floor  
East of Kailash, New Delhi-110065.
7. M/s HCL Infosystems Ltd.,  
G-8,9,10, Sector 3, NOIDA 201301  
U.P. (India).
8. M/s NCCF  
Deepali (6<sup>th</sup> floor), 92 Nehru Place,  
New Delhi-110019.
9. M/s Kendriya Bhandar  
West Block-VIII,Wing-III, R.K.Puram,  
New Delhi-110066.
10. M/s NICS  
A-Block, CGO Complex,  
New Delhi – 110003.