



भारतअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान  
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND  
ALLIED FIBRE TECHNOLOGY  
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
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(आईएसओ9001 : 2008प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

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F. No. 3(1)/Adm III/Computer AMC/18-19

Date: 10.09.2018

## **TENDER NOTICE**

- INVITATION OF E-TENDER FOR AWARD OF NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS, NETWORK & ACCESSORIES INSTALLED AT ICAR-NIRJAFT FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT:

Date and Time for Publishing	11.09.2018 at 03:30PM
Document Download Start Date and Time	11.09.2018 at 03:30PM
Bid Submission start Date and Time	11.09.2018 at 04:00PM
Bid Submission End Date and Time	10.10.2018 at 03:00PM
Date and Time for Opening of Bids	11.10.2018 at 03:00PM

The Tender document is available in Central public procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) (e-procurement). The Tender document is also available at our website- [www.nirjaft.res.in](http://www.nirjaft.res.in) (Tender id: 2018\_DARE\_382239\_1).

### NOTE:

1. The Director, NIRJAFT may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website [www.eprocure.gov.in](http://www.eprocure.gov.in). Tenders sent through any other mode will not be accepted.

Subject: Tender for award of Non-Comprehensive Annual Maintenance Contract for Computers, Network & Accessories installed at ICAR-NIRJAFT for a period of one year from the date of award of contract:

**NOTE: All communications must be addressed to Director (by designation), ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040**

E- Tenders through CPP Portal are hereby invited on behalf of the Director, ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040 for Non-Comprehensive Annual Maintenance Contract for Computers, Network & Accessories at ICAR-NIRJAFT for maintenance of hardware and software of existing computers and its accessories for a period of one year from the date of award of the contract. Please submit your rates in the attached BOQ if you are in a position to render the requisite services in accordance with the requirements stated in the attached schedules.

The software maintenance includes operationalizing, loading /reformatting of software / discs with software like Windows 2000, 2003 ,XP, Vista, Windows 7, Windows 8, Windows 10, Linux, Microsoft Office, software, Browsers like Internet Explorer, Chrome, Mozilla etc. and Mailing Software like Outlook Express, Anti- virus software, Data retrieval and installation/removal/updating of any other software purchased by NIRJAFT, Kolkata from time to time. It also includes removal of virus if corrupted, spam checker/cleaner on computers. Support for users and troubleshooting of commercial software (Licensed) packages mentioned above and also configuration of file tracker (Client/Server).

Maintenance of Computers and its accessories includes the replacement of each and every malfunctioning part of Computer, printers and related items like Hard Disk, Floppy Drive, CD/DVD Reader/Writer, Mother Board, Keyboard, Mouse, UPS, Printer Heads, roller drums, data cables, scanning unit, switch, power supply, display card spares/ parts for proper functioning of all systems and sub-systems.

The award of contract will be governed by the following terms and conditions:

#### Terms & Conditions

1. The bidders are to submit the quotation in single bid system. The bid should contain the **documents mentioned in page no 11**. The Financial offer/quotation/rate should be quoted in the attached BOQ. Any deviation from the required documents/ informations must be justified.
2. An **Earnest money of Rs.15,000/- (Rupees Fifteen Thousand only)** for the service must be deposited in the form of demand draft only drawn in favour of ICAR NIRJAFT and payable at any Nationalized Bank in Kolkata sent through post /submit in person in original up to the bid submission end date. A scanned copy of the DD should be attached in online bid. The Tender will not be considered if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NIRJAFT shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.

3. The contract shall be awarded on as is where is basis, hence the firm may inspect the Computers installed during office hours from 12.09.2018 to 09.10.2018 before quoting their rates.
4. If the warranty of the New Computers/Networks/accessories purchased by the ICAR-NIRJAFT expires during the currency of AMC, such Computers/Networks/accessories shall also be taken under AMC by the successful firm at the same rate given in Annexure-I.
5. The Contractor shall depute a well-qualified engineer/technical person having proficient knowledge and experience in maintenance of computers, laser and dot-matrix printer and other accessories as mentioned in this tender notice. The engineer/technical person shall be required to report to Nodal/Co-Nodal officer of ICAR NIRJAFT on all working days, from Monday to Saturday from 10.00 hours to 17.00 hrs to look after the day to day fault. The deputed personnel will sign the attendance register everyday with their timing.
6. The deputed personnel will work under the instructions of the Nodal Officer or any person authorized by NIRJAFT and shall submit complaint sheets/books to him for each complaint to be attended by him. The complaint sheet would clearly define the nature of complaint, name of section/division and time taken for rectification of a complaint. The engineer/technical person is also required to get the compliant sheets/books signed by the respective end users after rectification of complains. It will be the responsibility of the agency to rectify the complaints as early as possible and not later then 02 working days.
7. The Contractor must carry out preventive maintenance of each machine once in every six months, in order to forestall any major failure of the same which includes installing of updates of antivirus packages, upkeep and maintenance of the hardware installed. Contractor must also maintain the required drivers (CDs & Floppies) for maintaining the equipment
8. Requirement of replacement of spare parts in computer & its accessories should be got checked by the designated officer of this Institute.
9. The Contractor shall ensure that the engineer/technical person to be deputed by the agency is punctual and possess valid ID cards on all working days. In case the engineer remains absent, alternate arrangements should be made well in advance and NIRJAFT must be given prior intimation for it. Absence of the engineer/technical person will attract penalty for that particular period. **In case of an emergency, the engineer/technical person may be required to be deployed on holidays also.**
10. The contractor shall not change the engineer(s)/technical person without prior permission from the Competent Authority of NIRJAFT.
11. The personnel to be deployed should be polite, decent and obedient, having moral character and shall carry out every work entrusted upon him/her carefully and seriously.
12. Rates quoted by the firm should be non-comprehensive in nature i.e, the rates should cover the maintenance of operating system, software installation, virus checking/elimination, configuration of internet-mail/licensed software only for maintenance and updating of software including virus and spam checker/cleaner on computers, configuration of file tracker (client/server).
13. **Tender will be evaluated on the basis of total price of all the computers & accessories taken together. All Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.**
14. For inspection of computers and its accessories, an application addressed to Director, NIRJAFT for seeking permission to inspect the computers and its accessories will have to be submitted. The inspection time is between 2.30 p.m. and 4.30 p.m. on any working day till 09.10.2018.
15. The firm should have experience of at least 2 years in the relevant field in Central/State Govt Officers/PSU/Autonomous Bodies. Copies of report on satisfactory service rendered by the firm of such works during the period shall be enclosed.

16. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
17. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode will not be accepted.
18. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
19. Any conditional tenders will not be accepted.
20. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
21. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of GST Depository challan to the Institute alongwith bill.
22. The agreement shall remain in force for a period of one year from the date of issue of work order. However, Director, NIRJAFT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
23. Decision of Competent Authority, ICAR NIRJAFT shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NIRJAFT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. All disputes arising are subject to Kolkata Jurisdiction only.
24. The Authority reserves the right to relax any/all of the clause.
25. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. ICAR-NIRJAFT may satisfy itself with the financial soundness and capability of the firm to undertake the job by physically inspecting the site of workshop and the offices etc. of the tendering firm before awarding the contract, if considered necessary.
26. The contractor will be required to post atleast one well efficient technician permanently during the contract period at ICAR-NIRJAFT for attending day to day complaints. Since ICAR-NIRJAFT is a research Institute, the firm should have infrastructure to give support after or before working hours including Sundays and Holidays, if required.
27. Security Money: The successful tenderer will be required to deposit a sum of Rs.30,000/- (Rupees Thirty thousand only) as security money in the form of Demand Draft/Pay Order/Bank Guarantee drawn in favour of Director, ICAR-NIRJAFT and payable at Kolkata. The security money of the successful tenderer will be refunded (without any interest accrued thereon) after the expiry of the contract satisfactorily. However, if the services of the firm are not found suitable and repeated complaints are received from users and the complaint is not attended to/rectified on same day by the firm, then the security deposit of the firm shall be liable to be forfeited.
28. The payment shall be made through Electronic mode payment-direct into the Bank account on Half-yearly basis upon submission of bill by the contractor alongwith satisfactory reports

- from the users. The Bank details for making payment through Electronic transfer may kindly be furnished in the proforma attached.
29. During currency of the contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
  30. At the time of ending of the contract, all the Computers, Network & Accessories should be in proper running condition before handing/taking over, otherwise deductions will be made from the firm's bill.
  31. The mobile number of the technician deployed at office must be registered with Nodal/ Co-Nodal Officer, Computer AMC and whenever the numbers are changed, the same must be informed to the Nodal/Co-Nodal Officer immediately. The numbers registered must be accessible 24 hours round the clock.
  32. Risk Clause: ICAR NIRJAFT reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
  33. **Liquidated Damages Clause:** An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever it is found that the work is not up to the mark in any Section and if no action is taken within one hour upon intimation, liquidated damages clause will be invoked. Any misconduct/misbehavior on the part of the technician deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
  34. The Director, ICAR-NIRJAFT reserves the right to reject any or all of the quotations in whole or in part for administrative reasons.

Assistant Administrative Officer (Adm.III)

Details of Computers and its accessories which comes under AMC:

Sl. No.	Name	Computer with Model	Printer with Model	UPS with Model	Scanner with Model	Network Connection
<b>SCIENTISTS (22)</b>						
1.	Dr A N Roy	HP Pavilion23 HP Desktop Apple i-mac	Hp laserjet color 100 Hp laserjet color 1515 N	APC 500V APC 1KV	---	Yes
2.	Dr N C Pan	Assembled	Hp laserjet M 1005	Microtake 600 V	---	Yes
3.	Dr Gautam Bose	HP Pavilion 23 Apple i-mac	Hp laserjet color 100 Hp laserjet color 1312 N	APC 600	---	Yes
4.	Dr Biplab Saha	Lenovo All in one HP All in one	Hp laserjet MFPN 435 Hp deskjet 4500 Hp laserjet color 100	APC 1100 APC 1000	---	Yes
5.	Dr S N Chattopadhyay	HP Pavilion 23 <b>New Computer (Lenovo Desktop)</b>	Hp laserjet M 1005 Hp laserjet color Pro 200	APC 600 V APC 500 V	hp scanjet G 2410	Yes
6.	Dr P C Sarkar	HP Pavilion 23	Hp laserjet M 1005	---	---	Yes
7.	Dr Surajit Sengupta	Apple i-mac Assembled Assembled	Hp laserjet color 1415 N Hp laserjet 1015 Hp deskjet 4288	APC 1KV APC 1KV APC 1KV	---	Yes
8.	Dr A K Thakur	<b>New Computer (Lenovo Desktop)</b>	---	Laminar 1 KV	---	Yes
9.	Dr Avijit Das	Lenovo All in one	Hp laserjet Pro 1136	APC 1100 V	---	Yes
10.	Dr S B Roy	Assembled	Cannon Image Runner 8880	APC 1KV	---	Yes
11.	Dr Sanjoy Debnath	Apple-i-mac Assembled Extra Monitor	Hp laserjet 1022 Hp laserjet 1005	APC 1KV	---	Yes
12.	Dr L Ammayappan	HP Pavilion 23 HP All in one	Cannon MF 4820 Hp laserjet 1025 Hp laserjet 1008	APC VPS 600 APC VPS 1100	---	Yes
13.	Dr Debprasad Ray	HP Pavilion 23 Assembled	Hp laserjet 1005 Hp laserjet color 300 MFP	APC 1100V <b>APC 1KV</b>	---	Yes
14.	Dr L K Nayak	<b>New Computer (Lenovo Desktop)</b>	Hp laserjet M 1005	APC 600 V	---	Yes
15.	Dr V B Shambhu	Lenovo All in one	Hp laserjet M 1005	APC 1100 V	---	Yes
16.	Dr S C Saha	Assembled	Hp laserjet color 1525 N Hp laserjet 1200	ET 1 KV	hp scanjet G 2410	Yes
17.	Shri Sujai Das	HP Pavilion 23	Hp laserjet M 1005	APC 1KV	---	Yes
18.	Dr Atul Singha	<b>New Computer (Lenovo Desktop)</b>	Hp laserjet Pro 200 color	---	---	Yes
19.	Dr K K Samanta	<b>New Computer (Lenovo Desktop)</b>	Hp laserjet M 1005 Hp laserjet color 1515 N	--	---	Yes

		<b>Lenovo Yoga (Laptop)</b>				
20.	Shri Manik Bhowmick	<b>New Computer (Lenovo Desktop)</b>	---	---	---	Yes
21.	Dr R K Ghosh	HP Desktop <b>New Computer (Lenovo Desktop)</b>	Hp laserjet M 1005	APC 600 V	---	Yes
22.	Shri Haokhothang Baite	----	Hp laserjet 1136	---	---	Yes
<b>TECHNICAL (42)</b>						
23.	Dr Utpal Sen	Assembled	---	APC 1100V	hp scanjet 5590	
24.	Shri Prosenjit Sanyal	HP Pavilion 23	Hp deskjet 4688	---	---	Yes
25.	Dr (Mrs.) Rina Naiya	Apple-i-mac	Hp laserjet 2300 C	APC 1KV	hp scanjet 400	Yes
26.	Dr Debabrata Das	Lenovo A600	---	APC 1000 V	hp scanjet 5590	Yes
27.	Shri Kishun Lal Ahirwar	Lenovo A600	---	APC 1KV	hp scanjet G2410	Yes
28.	Shri Amalesh Khan	HP Desktop	Hp laserjet color 2600 N (Not in use)	APC 1KV	---	Yes
29.	Shri Karunamoy Patra	Assembled	Cannon Image Runner 4820	APC 1KV	---	Yes
30.	Shri Koushik Mitra	<b>New Computer (Apple -i-mac)</b>	Hp laserjet Pro-300 color	APC 1100V	Hp scanjet 700	Yes
31.	Shri Chanchal Kundu	<b>New Computer (Lenovo)</b>	--	APC 1100V	---	Yes
32.	Shri Srikumar Chowdhury	HP Desktop	---	---	---	Yes
33.	Shri K G Nath	---	Hp laser Jet MFP M 175 a	APC Pro 1000	hp scanjet 200	Yes
34.	Smt. Chandra Karmakar	HCL Desktop	Hp officejet 4500	---	---	Yes
35.	Shri Kousik Manna	Assembled	Hp laserjet M 1005	APC 1KV	---	Yes
36.	Shri Vikas Chandra	---	---	---	---	Yes
37.	Shri Amitava Sarkar	Assembled	Hp laserjet 1320	APC 1KV	hp scanjet G 2410	Yes
38.	Shri Sudipta Bhowmick	HP Desktop	---	APC 650 V	---	Yes
39.	Shri Rama Kant Mishra	Lenovo All in one	---	---	---	Yes
40.	Izhar Mustafa	Assembled	Hp laserjet color 1525 N	APC 600V	---	Yes
41.	Shri Roben Soren	HP Desktop	---	APC 1KV	---	Yes
42.	Shri Subir Kundu	HP Desktop	---	APC 1100V	---	Yes
43.	Shri Biman Das	<b>New Computer (Lenovo)</b>	----	APC 1KV	---	Yes

		<b>Desktop)</b>				
44.	Shri Tuhin Subhra Ghosh	HP All in one	Hp laserjet M 1136	APC 1100 V	---	Yes
45.	Smt Ruby Das	Assembled	---	--	---	Yes
46.	Sh Gunasindhu Sardar	Lenovo All in one	Hp laserjet color MFP 1312 N	APC 1100V	---	Yes
47.	Shri Robin Das	Lenovo All in one	Hp laserjet M 1005	APC 600 V	---	Yes
48.	Shri Sujoy Karmakar	HP Pavilion 23	Hp laserjet 1020	APC 600 V	---	Yes
49.	Smt Papai Ghosh	HP Desktop	---	APC 600 V	---	Yes
50.	Smt Leena Mishra	Apple-i-mac	---	---	---	Yes
51.	Shri Tarun Kumar Kundu	<b>New Computer (Lenovo Desktop)</b>	Hp laserjet 1515 N	---	hp scanjet G 2410	Yes
52.	Shri Jayanta Mandal	Assembled	Hp laserjet 2200 D	APC 1100 V	---	Yes
53.	Smt Ipsita Das	HP Desktop	Hp laserjet M 1005	APC 1KV	---	Yes
54.	Shri Amalesh Ghosh	---	---	---	---	Yes
55.	Shri Pintu Nandi	Apple-i-mac	---	APC 1KV	---	Yes
56.	Shri Saurav Pal	---	---	---	---	---
57.	Shri Pravat Munda	---	---	---	---	---
58.	Mohammed Naim	---	---	---	---	---
59.	Shri Ashoke Das	---	---	---	---	---
60.	Shri Sudarshan Murmu	---	---	---	---	---
61.	Shri Surajit Saha	Assembled	---	---	---	Yes
62.	Shri Avisek Tewari	---	---	---	---	---
63.	Shri Kanchan Roy	Assembled	---	---	---	Yes
64.	Shri Nandulal Sharma	---	---	---	---	---
<b>ADMINISTRATION: 20</b>						
65.	Shri Navin Jha	<b>New Computer (Lenovo Desktop)</b>	Hp officejet 4500		---	Yes
66.	Shri R D Sharma	HP All in 200 <b>New Computer (Lenovo Desktop)</b>	Hp laserjet 1108	APC 1100 V	Hp scanjet 3110	Yes
67.	Shri Amitabh Singh	<b>New Computer (Lenovo Desktop)</b>	Hp laserjet 252 color DW	---	---	Yes
68.	Smt Anasua Mazumder	HP Pavilion 23	Hp laserjet 1536	APC 1KV	---	Yes
69.	Shri Ratan Roy	Assembled	Hp laserjet color 100	APC 550 V	---	Yes



70.	Miss Swarnali Mukherjee	HP Pavilion 23	Hp laserjet 252 color DW	APC 1KV	---	Yes
71.	Shri Sujit Kar	HP Pavilion 23	Hp deskjet 6970 Hp laserjet 1008	APC 600 V	---	Yes
72.	Shri Shahazad Javed	HP Pavilion 23	---	---		Yes
73.	Shri Satish Kumar	HP Pavilion 23	Hp laserjet 202	APC 1100 V		Yes
74.	Shri Raj Kumar Shaw	HP Pavilion 23	Hp laserjet 1160	---		Yes
75.	Shri Ajoy Ghosh	HP Pavilion 23	Hp laserjet 202	APC 550 V		Yes
76.	Smt Rita Sarkar	Assembled	Hp laserjet 1008	---		Yes
77.	Shri Manav	HP Desktop	Hp laserjet MFP 126	APC 1100 V		Yes
78.	Smt Poonam Kesari	HP Pavilion 23	Hp laserjet 1160	APC 600 V		Yes
79.	Shri Om Prakash Singh	HP Pavilion 23	Hp laserjet 1008	APC 600 V		Yes
80.	Shri Balaram Chatterjee	HP Pavilion 23 Assembled	Hp laserjet color 100 Hp laserjet 1200	APC 1100 V		Yes
81.	Smt Dipa Roy	HP Pavilion 23	Hp laserjet P 1108	APC 1KV		Yes
82.	Smt Basanti Murmu	HP Pavilion 23	---	---		Yes
83.	Shri Shyco Manna	HP Pavilion 23	Hp laserjet color 1025	APC 1KV		Yes
84.	Shri Prasun Nath	HP Desktop	Hp laserjet 1150 Epson LQ 2090	---		Yes
<b>SUPPORTING (19)</b>						
85.	Shri Pintu Kumar	HP Desktop	---	---		Yes
<b>DIFFERENT DIVISIONS/SECTIONS</b>						
86.	Directors' Cell	Assembled	Hp laserjet color 100	APC 1100 V		Yes
87.	PME CELL	HP Pavilion 23	hp colorjet CP 2025	---		Yes
88.	ITMU Cell	HP Compact Desktop <b>4 Nos.</b> Assembled <b>1 No.</b>	Hp laserjet 1005 Cannon 4350D Hp color laserjet 1525 N	APC 1KV : 3 Nos.	---	Yes
89.	Committee Room	Assembled	---	---	---	Yes
90.	BPD Hall	Lenovo All in one	---	APC 1000 V	---	Yes
91.	Meeting Room		---	APC 1100 V	---	Yes
92.	Auditorium	hp Laptop	---	---	---	Yes
93.	Administration (SAO): Kamal Das	Hp All in one	---	---	---	Yes
94.	Admin I		---	---	---	---
95.	Admin II	Hp Pavilion 23 Assembled	---	---	---	Yes
96.	Admin III		---	---	---	---
97.	Audit		---	---	---	---
98.	QEI Division	<b>Dell Workstation</b>	---	APC 1KV	---	Yes
99.	C & BP Division		---	---	---	
100.	M P Division	Assembled	---	---	hp scanjet G	Yes

					2410	
101.	Textile Lab	Lenovo All in one Assembled	---	APC 600 V APC 600 V	---	Yes
102.	Hand Loom Lab	Assembled	---	APC 1 KV	---	Yes
103.	TOT Division		---	---	---	
104.	DDM Section		---	---	---	
105.	Library Section	HP All in one	---	---	---	Yes
106.	Security Section	Assembled	---	---	hp scanjet 5510	Yes
107.	Guest House (1)	HP All in one	Hp laserjet 1005	APC 600	---	Yes
108.	Guest House (2)	HP All in one	---	APC 600	---	Yes
109.	Guest House (3)	Assembled	---	APC 600	---	Yes
	Guest House (4)	HP All in one	---	APC 600		Yes
<b>CONTRACTUALS</b>						
110.	Contractual (P Pal, Admn. II)	Assembled	Hp laserjet 202	APC 550 V	---	Yes
111.	Contractual (A Choudhury Admn. I)	HP Desktop	Hp laserjet 1160	APV 1 KV	---	Yes
112.	Contractual (K Sinha Audit)	HP Desktop	Hp laserjet 1008	APC 600 V	---	Yes
113.	Contractual (Soma Roy: Audit)	HP All in one 200	--	Microtake 600 V	---	Yes
114.	Contractual (Animesh Ghosh, Audit)	HP Pavilion 23	Hp laserjet P 1008	APC 550 V	---	Yes
115.	Contractual (Mithun Naskar, Admn. III)	HP Desktop	----	APC 1 KV	---	Yes
116.	Contractual (Riya Das, Admn. III)	HP All in one 200	Hp laserjet 2003	APC 550 V	---	Yes
117.	Contractual (Sathi Kunti: TOT)	HP Desktop	Hp laserjet color 1515 N	APC 1 KV	hp scanjet G 2410	Yes

## **Online Bid Submission Details**

### **Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<b>COVER - 1</b>			
S. No.	Documents	Label Content	File types
1	<b>Technical Bid</b>	Scan copy of the Form mentioned on <b>Annexure-I</b> duly filled up.	.PDF
2		Scan copy of the Form mentioned on <b>Annexure-II</b> duly filled up.	.PDF
3		Scan copy of Earnest Money Deposit of by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Scan copy of Registration certificate/ Trade Licence of the firm under the work contract from Government.	.PDF
5		Scan copy of Documents showing minimum turnover of the firm not less than Rs 15.00 lakh (Rupees Fifty lakh only) during the last financial year.	.PDF
6		Scan copies of Last two years (at least) satisfactory performance certificate from the clients in the relevant field in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt Offices/.	.PDF
7		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
8		Attested scan copies of PAN Card	.PDF
9		Attested scan copies of Income Tax Deposit proofs>Returns etc.	
10		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
11		Certificate mentioning whether black listed or not.	.PDF
12		<b>Price bid (BOQ)</b> attached in CPP portal in .XLS format must be filled in.	.XLS

**Instructions to bidders for filling up the BOQ in .XLS format:**

**(Not to be filled up here. This format is for instructions only.)**

The Financial offer/quotation/rate **should be quoted in the attached BOQ in .XLS format**. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and **no other format is acceptable**. Bidders are required to download to BOQ file, open it and complete the unprotected Cells with their respective financial quotes and other details as per following format. No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**BOQ Format:**

**Name of Work:** AWARD OF NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS, NETWORK & ACCESSORIES INSTALLED AT ICAR-NIRJAFT FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT.

**Contract No:** F. No. 3(1)/Adm III/Computer AMC/18-19

**Name of the Bidder/ Bidding Firm / Company : (to be filled up by the bidder)**

Sl.	Item Description	TOTAL BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL GST Amount in INR Rs. P	Any Other Taxes/ Duties/Levies In Total in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1.01	<b>Computers : 120 Nos.</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>			
1.02	<b>Printers: 83 Nos.</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>			
1.03	<b>UPS: 83 Nos.</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>			
1.04	<b>Scanners: 14 Nos.</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>			
1.05	<b>Network/ Server: 105 Nos.</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>	<b>(to be filled up by the bidder)</b>			
<b>Total in figures</b>							
<b>Quoted rate in Words</b>							

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Details of EMD

i.) DD No.

ii) Date:

iii) Amount

iv) Bank & Branch

10. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last five years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the  
Firm/Agency with seal

Date:

**ANNEXURE-II**

**Tender Covering Letter  
(In Firm's Letterhead)**

Ref No:

Date:

To  
The Director,  
NIRJAFT  
12, Regent Park  
Kolkata-700 040

Subject: Your tender notice no ----- dated ----- (Tender id: -----  
-----) for Non-Comprehensive Annual Maintenance Contract for Computers, Network  
& Accessories at ICAR-NIRJAFT.

We the undersigned have examined the above mentioned tender document for non-comprehensive maintenance contract for Computers, Network & Accessories at ICAR-NIRJAFT. We now submit our offer in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of  
Signature of Authorized person  
With Company Seal and Date

(In the Letterhead of the Firm)

To  
The Director,  
NIRJAFT  
12, Regent Park  
Kolkata-700 040

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the  
Tender no \_\_\_\_\_ ..  
for \_\_\_\_\_ .

Sir,

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_ .(Bidder's  
name) in order of preference given below.

Name in Order of Preference

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to  
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening
- 2) Permission for entry in the hall where bids are to be opened will be refused in case  
authorization as prescribed above is not produced.