

TENDER ENQUIRY

**Due Date of submission of offer
is 02.01.2018 (upto 2.30 P.M)**

**Due Date of opening of Tender
is 02.01.2018 (at 3.00 P.M)**

**Ref. No. ND/M&CS/AMC/2017-18/
Dated 08.12.2017**

Dear Sir,

Please quote your minimum rates in a sealed envelope for AMC of Computers and Printers installed at our Corporate Office (i.e. Nehru Place & Scope) as per list of items mentioned in enclosed Annexure-I and payment & other terms & conditions which are as follows: -

Payment & Other Terms & Conditions

1. The vendor will depute an Engineer once in a month to attend the system for proper checking apart from the break down calls at Scope & Nehru place Office.
2. The vendor will be responsible for repair / replacement of all the spare parts except printer head, Ribbon, keyboard, Mouse & Cartridge.
3. The vendor should provide a backup machine in case there is a delay for more than two working days for repairing of the machine/printer.
4. The vendor shall take care of all preventive / corrective steps to ensure virus free performance (Operating System and Hardware) of all the systems under AMC depicted in the list enclosed at Annexure-I which may GST if any should be quoted separately otherwise it will be considered to have been included in the rates.
5. Payment shall be released by Finance Department, Scope Complex Office within one month from the date of vary at the time of placement of Work Order.

6. Payment shall be released by Finance Department, Scope Complex Office within one month from the date of submission of the bill on quarterly basis after satisfactory performance of work during the quarter (certified by M&CS department).

7. EARNEST MONEY DEPOSIT:

7.1 All tenderers including those registered with the Corporation should furnish earnest money amounting to Rs.10,000/- by way of Bank Draft in favour of Cement Corporation of India Limited payable at New Delhi. Tender received without the Earnest money deposit, as specified in the tender, will be liable for rejection. Any other money held by or pending with the Corporation against any other contract will not be generally adjusted/ treated as EMD for this tender.

7.2 Earnest money will be forfeited if the rates are revised/or modified upward during the validity period or extended period. Earnest money will also be forfeited if the security deposit is not furnished within 15 days from the date of LOI or work not started after acceptance of the tenderer's offer by CCI.

7.3 The Earnest money deposit will not bear any interest.

7.4 The Earnest money deposit of successful tenderers would be adjusted towards the Security deposit and that of others will be refunded, except in the cases mentioned in 1.2 above and mentioned in Clause 2.3 below.

7.5 Public Sector Undertakings (Central/State) and SSI units registered with NSIC are exempted from submission of Earnest money deposit. The SSI units shall furnish a documentary proof to the effect that they are registered with NSIC along with the tender documents.

8. 10% of the value of contract shall be deducted from the first bill of the contract towards Security Deposit which shall be refunded by Finance Department after satisfactory completion of the contract.

9. Initially the contract shall be valid for one year w.e.f. 01-02-2018. However, CCI reserves the right to extend the contract further by one year on the same rates, terms & conditions and also to terminate the contract at any time with one month notice, during the pendency of the contract without assigning any reason thereof and not having any financial liabilities.

The Offer should be submitted to the undersigned in the SCOPE Office, New Delhi.

Thanking you
Yours faithfully,
Sd/-
(Chandu Sharma)
Sr. Manager (M&CS)

Price Bid Format

| S.NO | PARTICULARS | QUANTITY | RATE | TOTAL AMOUNT (in Rs.) |
|-------------|---|-----------------|-------------|------------------------------|
| 1. | HCL BEANSTALK ALL IN ONE DESKTOP COMPUTER | 16 | | |
| 2. | HCL, ZENITH & MILLENNIUM PC P-IV | 23 | | |
| 3. | LENOVO ALL IN ONE PC | 3 | | |
| 4. | HP ALL IN ONE DESKTOP | 13 | | |
| 5. | MAC | 1 | | |
| 6. | DELL LAPTOP | 7 | | |
| 8. | HP LASERJET PRO M1136 MFP PRINTER | 14 | | |
| 9. | HP LASERJET M1213NF (4 IN 1) PRINTER | 2 | | |
| 10. | CANON LASERJET FM 4750 (4 IN 1) PRINTER | 1 | | |
| 11. | HP LASERJET PRO 200 COLOUR MFPM 276N (4 IN 1) | 1 | | |
| 12. | HP LASERJET PRO 400 COLOUR M451DN | 1 | | |
| 13. | HP LASERJET MULTIFUNCTION M128FN | 5 | | |
| 14. | HP PRINTER – LASERJET 1010 | 2 | | |
| 15. | HP PRINTER – LASERJET P1505 | 6 | | |
| 16. | HP PRINTER – LASERJET P1008 | 4 | | |
| 17. | HP PRINTER – DESKJET 1280 | 1 | | |
| 18. | HP PRINTER – LASERJET P1020 | 3 | | |
| 19. | LIPI 6306 LINE PRINTER 600 LMP WITH 136 COLUMNS PRINTING CAPACITY | 1 | | |
| 20 | Total Amount (A) | | | |

GST Amount (B) (if any):

Total Amount : (A+B) :

Signatures of the tenderer with seal