



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039

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GBP/8.11.1/2018-18/3592

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NOTICE INVITING QUOTATIONS

Annual Maintenance Contract-Computers, Printers & UPS

Sealed quotations are invited from reputed and experienced Firms/Companies dealing with Annual Maintenance Contracts in respect of Computers, Laptops, Printers, Scanners, UPS and refilling of printer cartridge, Toner and Prices of Printer Cartridge, Toner as detailed below;

| Sl. No. | Equipments | Numbers |
|---------|---------------------|---------|
| 1. | Desktop Computers | 14 |
| 2. | Laptops | 3 |
| 3. | Printers | 11 |
| 4. | Printer cum Scanner | 5 |
| 5. | Office UPS | 2 |

GENERAL CONDITIONS:

1. The Bid Document superscribed as “Annual Maintenance Contract and Refilling” shall be addressed to “The Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039”.
2. The last date of submission of filled in quotations is 11/06/2018 up to 12 PM to be addressed to the Chief Executive Officer, Guwahati Biotech Park Office, Technology Complex, IIT Guwahati.
3. The quotations will be opened on the same day at 12.30 p.m. in presence of the bidders.
4. The validity of the quotation shall be for 3 months from the date of its receipt in this office.
5. The rate of AMC will be without parts. The price quoted shall be valid for 1 year from the date of issue of the work order.
6. The quantities are indicative and may vary based on actual requirement while execution of the work. The payment would be made as per actual work done i.e. the payment for the executed quantity shall be made on pro-rata basis.
7. The term computer set/laptop includes Monitor, Keyboard, Mouse, cords, display unit and components of the CPU Cabinet, Numbers of Computers, Printers etc may be increased /decreased from time to time and will be included/excluded in/ from AMC.

8. Credential Certificates are to be attached.
9. Quotations received after the last date i.e. after the expiry of the closing time shall not be entertained.
10. AMC shall be valid for a period of 1 year with the provision of renewal for further period based on satisfactory performance and provided the firm agrees to continue on the same rate and terms and conditions.
11. The rate quoted for each category of items should be inclusive of all charges and taxes as applicable showing break up.
12. The rate quoted for refilling of printer cartridge, toner of all makes and models of this office should be inclusive of all charges and taxes.
13. The rates quoted shall remain in force for the full period of contract. No demand for revision of rates on any account shall be entertained.
14. The payment towards AMC shall be made at least at the end of each quarter year i.e. three (3) months on production of satisfactory performance report along with original invoice in triplicate.
15. The AMC will include rectification of all hardware and software problems. The firm will have to ensure that all calls are attended to within three (3) working days and the upkeep time for repair of any system should not exceed two (2) days.
16. Stand by System to be provided if the repair time is more than two days.
17. The AMC provider should report this office twice in a month for routine checkup besides visits on call basis as and when required.
18. Interested Firms will have to seek required permission from the Administrative Officer of GBP by submission of 'application for survey' for conducting survey for AMC and refilling works.
19. Incomplete quotations and documents submitted will not be considered. The authority reserves the right to accept or cancel any or all quotations without citing any reasons thereof. The authority also reserves the right to accept or cancel entire or parts of a quotation without showing any reason.
20. The contract can be terminated anytime during the period without citing reasons and in such cases no payment will be considered for the period beyond termination date. Applicants should have prior experience in OS Administration, Chip Level repairing, Trouble Shooting, Networking and Configurations, Data Backup, Database Backup etc.
21. Any corrigendum in this regard, if any, will be uploaded only on GBP website.

List of Enclosures:

Annexure I – Description of works

Annexure II - Technical Bid

Annexure III – Price Bid

Annexure IV- Declaration

Annexure V- Detailed Specification of Items

Description of Work

1. Regular and call based servicing, maintenance and repairing of components of Desktop Computer Sets, Laptops, Scanners and accessories, UPS (excluding replacement of batteries) of this office. Permission will have to be obtained in writing from the respective user / administrative department to carry items for repairing out of the office. Consolidated service reports to be submitted at the end of every month showing number of calls and works done.
2. Setting up and maintenance of LAN configurations/connections, responsible for functioning of Internet Connectivity for all users.
3. Installation of Antivirus and further updating as and when required. Antivirus license to be provided by this office.
4. Maintenance and repairing of Printers and printer accessories.
5. Recovery and installations of Operating System, drivers, applications in computers.
6. Installation and Maintenance of Tally Software, Auto Cad, Windows etc.

TECHNICAL BID

| | | |
|-----|--|--|
| 1. | Name of the Firm/Company: | |
| 2. | Address for Correspondence (Residence Proof to be enclosed) | |
| 3. | Name of the Contact Person, Signing authority : | |
| 4. | Contact Details: Telephone No. & Fax No. Email Address: Website: | |
| 5. | Current Trade License Details: | |
| 6. | Firm Registration No. (if applicable): | |
| 7. | Permanent Account No. (PAN) | |
| 8. | GST No. | |
| 10. | Experience In Govt./Semi Govt./PSU | |
| 11. | Annual Turnover for the last three financial years | |
| 12. | Bank Details | |
| 13. | Types of Firm Proprietorship or Partnership : | |
| 14. | Self-certification that the Agency/Firm has never been blacklisted by any Govt. organization | |
| 15. | Any other details | |

Note: Documents in support of all the points must be submitted as enclosures.

Full Name and signature of the Authorized Signatory:

(With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place:

Price Bid
(to be submitted in a separate sealed envelope)

| Sl. No. | Item | Total Unit (approx) | Rate per year per Unit | Taxes/Charges rate | Amount including total unit, taxes, charges |
|--------------|---|---------------------|------------------------------|--------------------------------------|---|
| 1. | Computer Set | 14 | | | |
| 2. | Laptop | 3 | | | |
| 3. | Printer cum Scanner | 5 | | | |
| 4. | Printer | 11 | | | |
| 5. | Office UPS | 2 | | | |
| Total | | | | | |
| | Mention the price for refilling and price for new toner, cartridge listed below | | Rate per Refilling incl. tax | Rate for compatible Toners incl. tax | Rate for new original pack incl. tax |
| 5. | HP Toner <ul style="list-style-type: none">• 12A• 79A• 53A• 55A• 88A• 120A• 131A• 211A• 212A• 213A• 540A• 541A• 542A• 543A HP Cartridge <ul style="list-style-type: none">• 802 Black• 802 Colour Colour Cartridge for HP Office Jet Pro 8000 Colour Inks for Epson MFP L380 Canon <ul style="list-style-type: none">• 328 Xerox Copier/Toner <ul style="list-style-type: none">• T-1640D (Toshiba) | | | | |

Full Name and signature of the Authorized Signatory:

(With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place:

Declaration

Certified that:

1. I/We hereby read the terms and conditions governing this work and hereby agree to abide by them.
2. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, our bids may be summarily rejected.
3. I / We also hereby declare that all matters related to Guwahati Biotech Park shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
4. The Firm/Company has neither been blacklisted by any Central or State Government Organization in the last neither three years nor there is any litigation pending with any Central or State Departments or Court of Law.

**Full Name and signature of the Authorized Signatory:
(With Seal of the Firm/Company)**

Designation:

Agency/Firm's Name:

Date and Place:

DETAILS OF COMPUTER SETS, LAPTOP, SCANNER , PRINTERS and UPS**I. COMPUTER SETS**

| Sl. No. | Make | Configuration | Numbers |
|---------|--------|--|---------|
| 1. | Compaq | Pentium(R) Dual-Core CPU <u>E5300@2.60GHZ, 2 GB RAM</u> , 32 BIT OS | 1 No. |
| 2. | Compaq | Pentium(R) Dual-Core CPU <u>E5300@2.60GHZ, 2 GB RAM</u> , 32 BIT OS | 2 Nos. |
| 3. | Compaq | Pentium(R) Dual-Core CPU <u>E5300@2.60GHZ, 2 GB RAM</u> , 64 BIT OS | 1 No. |
| 3. | HCL | Pentium(R) Dual-Core CPU <u>E7400 @2.60GHZ, 2 GB RAM</u> , 32 BIT OS | 1 No. |
| 4. | Dell | Pentium (R) Dual-Core CPU <u>E5300@2.60GHZ</u> , 2GB RAM, 64 BIT OS | 1 No. |
| 5. | Dell | Intel (R) Core (TM) 2 Duo CPU <u>E7400@2.80GHZ</u> 2 GB RAM, 64 BIT OS | 3 Nos. |
| 6. | Dell | Intel(R) Core (TM)2 Duo CPU E7500@ 2.93 GHZ, 2 GB RAM, 64 BIT OS | 3 Nos. |
| 7. | HP | Intel (R) Pentium (R) D CPU 3.00 GHZ, 3.00 GHZ, 1 GB RAM, 32 BIT OS | 1 No. |
| 8. | Compaq | Intel(R) Core (TM)2 Duo CPU E7500@ 2.93 GHZ, 2 GB RAM, 64 BIT OS | 1 No. |

II. LAPTOP

| Sl. No. | Make | Configuration | Numbers |
|---------|--------|---|---------|
| 1. | Lenovo | Intel (R) Core (TM) i5 – 2410M CPU@ 2.30 GHZ, 4 GB RAM, 64 BIT OS | 1 No. |
| 2. | Lenovo | DPIN 320 (6 th Gen Intel Core i3/4GB Ram/1 TB HDD/DVD Writer/Card Reader/Windows 10 Original/Lan/Wifi/Bluetooth/15.6 “ LED | 2 Nos. |

III. PRINTER CUM SCANNER

| Sl. No. | Make and Model | Numbers |
|---------|------------------------|---------|
| 1. | HP LaserJet M1005 | 1 No. |
| 2. | HP LaserJet M1319F MFP | 1 No. |
| 3. | Canon MF4800 | 1 No. |
| 4. | HP LaserJet M1136MFP | 1 No. |
| 5. | Epson MFP L380 InkTank | 1 No. |

IV. PRINTERS

| Sl. No. | Make and Model | Numbers |
|---------|-------------------|---------|
| 1. | HP LaserJet P2014 | 2 Nos. |

| | | |
|----|--------------------------------|--------|
| 2. | HP Colour LaserJet CP1515n | 1 No. |
| 3. | HP DeskJet 1000 | 2 Nos. |
| 4. | HP OfficeJet Pro 8000 | 1 No. |
| 5. | HP LaserJet P3015 | 1 No. |
| 6. | HP LaserJet P1108 | 1 No. |
| 7. | HP LaserJet Pro 200 Colour | 1 No. |
| 8. | HP 1020 Plus Printer Laser Jet | 1 No. |
| 9. | HP Laser Jet Pro M12A | 1 No. |

V. UPS

| Sl. No. | Make and Model | Numbers |
|----------------|-----------------------|----------------|
| 1. | Eaton 9155 UPS 10 KVA | 2 |