



भारतसरकार Government of India
परमाणु ऊर्जा विभाग Department of Atomic Energy
अणुशक्ति भवन, छ. शि. मार्ग, मुंबई
Anushakti Bhavan, C.S. M. Marg, Mumbai - 400
001.



निविदा सूचना

संख्या Tender

Notice No.1/3(1)/2017-SSS/950 दिनांक dated 05.10.2017

भारत के राष्ट्रपति की ओर से अवर सचिव (एसएसएस), पऊवि सचिवालय, अणुशक्ति भवन और ओवायसी, छ. शि. म. मुंबई 400 001 में पर्सनल कंप्यूटर, लैपटॉप, प्रिंटर, प्रिंटर-कम-स्कैनर और स्कैनर का विस्तृत वार्षिक रख-रखाव ठेका को संपादित करने के लिए द्वाारा सीपीडब्ल्यूडी, एमईएस, रेलवे, स्टेट पीडब्ल्यूडी की अनुमोदित सूची के पात्र ठेकेदारों और/या पर्याप्त अनुभव रखने वाले ठेकेदारों से मुहरबंद निविदाएं आमंत्रित की जाती हैं। ठेका का ब्यौरा निम्नलिखित है :

Sealed tenders are invited on behalf of the President of India by Under Secretary (SSS), DAE from eligible contractors, on approved list of CPWD, MES, Railways, State PWDs and/or those having adequate experience to carryout Comprehensive Annual Maintenance Contract for Personal Computers, Laptops, Printers, Printers-cum-Scanner and Scanners in DAE Secretariat at Anushakti Bhavan and OYC, C.S.M. Marg, Mumbai 400 001. The details of the contract are given below:

अनुमानित लागत Estimated cost	:	रु.Rs.20,00,000/-
ठेके की अवधि Period of contract	:	1 वर्ष/year
बयाना जमा EMD	:	रु.Rs.40,000/-

इस ठेके की निबंधन एवं शर्तें तथा अन्य ब्यौरा व निविदा प्रपत्र पऊवि की वेबसाइट www.dae.gov.in और www.dae.nic.in पर उपलब्ध हैं। संभावित बिडर दिनांक 16.10.2017 (12:00 बजे) तक वेबसाइट से निविदा प्रपत्र नि:शुल्क डाउनलोड कर सकते हैं।

The terms and conditions and other details of the contract and the tender format are available on the DAE website: www.dae.gov.in and www.dae.nic.in. The prospective bidders can download the tender form from the website at free of cost upto **16.10.2017 (12:00 hours)**.

यदि किसी स्पष्टीकरण की आवश्यकता है, तो पार्टियां अनुभाग अधिकारी (एसएसएस) को दूरभाष नं. 022-22862702 / 22027532 पर किसी कार्यदिवस (सोमवार से शुक्रवार तक 09:30 बजे से 18:00 बजे तक) संपर्क कर सकती हैं।

In case of any further clarification is required the parties may contact Section Officer (SSS) over telephone No.022-22862702 / 22027532 on any working day (Monday to Friday between 09:30 to 18:00 hours).

सभी संदर्भों में विधिवत भरे हुए निविदा प्रपत्र अवर सचिव (एसएसएस), परमाणु ऊर्जा विभाग, अणुशक्ति भवन, छ.शि.म. मार्ग, मुम्बई के पास दिनांक **16.10.2017 को 1500 बजे तक या उससे पहले पहुँच जाने चाहिए।** ये कोटेशन दिनांक **16.10.2017 को 1600 बजे खोले जाएंगे।**

The tender form, duly completed in all respect shall be reached to the Under Secretary (SSS), Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001 on or before **1500 hours on 16.10.2017**. The quotations will be opened at **1600 hours on 16.10.2017**.

हस्ताक्षरित Sd/-

अवर सचिव, भारत सरकार Under Secretary to the Government of India

सामान्य सूचना तथा दिशा-निर्देश
GENERAL INFORMATION AND GUIDELINES

Department of Atomic Energy (DAE) Government of India located at Anushakti Bhavan, C S M Marg, Mumbai -400001 has approximately 350 numbers of Personal Computers, 30 Nos. of Laptops, 250 numbers of Printers (inclusive of Printer-cum-Scanners) & 15 numbers of Scanners. The Engineers shall attend to the various maintenance calls intimated to them at a centrally located place by the users. The locations of the these equipments are at (i) Anushakti Bhavan; (ii) Residences of the respective officers of DAE; (iii) Administrative Training Institute(ATI), V.S.Bhavan, Anushakti Nagar, Mumbai 400094 and (iv) Internal Inspection Wing(IIW), V.S.Bhavan, Anushakti Nagar, Mumbai 400094.

1. पर्सनल कंप्यूटरों तथा लैपटाप के रखरखाव का कार्यक्षेत्र

Scope of Maintenance of Personal Computers and Laptops

- 1.1 This Comprehensive Annual Maintenance Contract (CAMC) shall be on-site, comprehensive, preventive maintenance of PCs and Laptops and will cover preventive as well as breakdown maintenance for all types of Computer/ Laptop equipments, for the entire period of the contract including all labour charges.
- 1.2 CAMC shall cover repairs /replacement of hard disk, motherboard, processor, memory, SMPS, all Add-On-Cards, FDD, CD-Rom, CD-Writer, DVD ROM, keyboard, mouse, all cables and monitors (including picture tubes) TFT/CRT, monitors of all sizes for PCs and Laptops and all mechanical, electronic, electromechanical parts and all types of cables & adapters.
- 1.3 CAMC shall also cover reloading and maintenance of operating system including software's of latest version of anti virus and Office software.
- 1.4 The successful bidder will have to engage one or more qualified resident engineers inside DAE premises.

2. प्रिंटरों, प्रिंटर-कम-स्कैनर तथा स्कैनरों के रखरखाव का कार्यक्षेत्र

(कार्ट्रिजों की निःशुल्क आपूर्ति सहित)

Scope of Maintenance of Printers, Printer-cum-Scanners and Scanners
(INCLUSIVE OF FREE OF COST SUPPLY OF CARTRIDGES)

- 2.1 This Comprehensive Annual Maintenance Contract (CAMC) shall be on-site, comprehensive, preventive maintenance of Printers, Printer-cum-scanners and Scanners and will cover preventive as well as breakdown maintenance for all types of Printers, Printer-cum-scanners and Scanners equipments, for the entire period of the contract including labour charges.
- 2.2 CAMC shall cover free of cost supply of cartridges to each Printers and Printer-cum-scanners as and when required. Also, repairs /replacement of all parts

including plastic parts, cables and screens, mechanical, electronic, electromechanical parts and cables & adapters of Printers, Printer-cum-scanners and Scanners.

- 2.3 CAMC shall also cover loading and reloading of drivers (software) required for ensuring appropriate working conditions of the Printers, Printer-cum-Scanners and Scanners with compatibility of operating system existing in the PCs/Laptops to be connected with the printers including software's of latest version.
- 2.4 CAMC shall also cover connecting the Printers, Printer-cum-Scanners properly to the network PCs, LAN etc.
- 2.5 The billing for each printer shall be based on no. of copies printed for which the successful bidder shall make provision in the printer to calibrate total number of copies taken from the particular printer for a specific period (1st day of the month to the last day of the month) or (1st day of the installation of the printer till last day of the month of installation for the purpose of pro-rata payment), as the case may be. In addition, the successful bidder shall maintain physical records through registers for the calibration of number of copies per printer per month which shall tally with the total number of copies taken out from software of the printer. In case of the printers which do not have calibration facility, Print count shall be based on minimum no. of prints shown on the cartridge packet provided by the cartridge manufacturing company (If more than one cartridge is used in one printer the maximum number of print counts among the cartridges shall be used as the number of copies).
- 2.6 The successful bidder will have to engage one or more qualified resident engineers inside DAE premises as per the official working days and hours.

3. अपवर्जन Exclusion

- 3.1 Personal Computers, Laptops, Printers, Printer-cum-Scanners, Scanners, which are already under warranty of suppliers, are excluded in the Comprehensive Annual Maintenance Contract.
- 3.2 The consumable such as, floppy disks, CDs, Pendrives are also excluded. Apart from above, the part/consumables, if any, the firm may like to mention specifically for exclusion from the CAMC may be mentioned invariably. In absence of such information, the consumables or any part not mentioned as excludible will be considered as parts covered under the CAMC and no change in the same shall be accepted by the Department after submission of the quotation.

4. ठेके के अवधि Period of Contract

- 4.1 Comprehensive Annual Maintenance contract shall be valid for a period of one year from the date of commencement.

- 4.2 DAE reserves the right to terminate the contract by giving notice of one month without any financial obligation on both sides. In the event of cancellation of contract, the payment for services actually carried out will be made on pro-rata basis for the period during which service was provided.
- 4.3 DAE reserves the option to renew the CAMC (on same terms and conditions) for a further period of one year.
- 4.4 DAE also reserves the option to award CAMC contract combined for Scope of Work at Sl.No.1 and Sl.No.2 OR separately for Sl.No.1 and Sl.No.2 as felt appropriate and no claim whatsoever shall be entertained from any of the firms as against the decision taken by DAE. The decision of DAE in this regard shall be final and binding on the firms making their offers for Sl.No.1 and 2 above.

5. **भुगतान की शर्तें Payment Terms**

Bills for CAMC charges may be presented by the Contractor at the end of each three months with service certificates obtained from respective division/section regarding satisfactory performance. Any penalty imposed as per terms and conditions shall be deducted from the amount payable. Payment will be made only to the items which have been attended and Service Certificate obtained from the user.

6. **बयाना जमा EMD**

- 6.1 An amount of Rs 5400/- (Rupees Five Thousand Four Hundred Only) shall be deposited for bidding for Sl.No.1 (Scope of Maintenance of Personal Computers & Laptops) and an amount of Rs 34,600/- (Rupees Thirty Four Thousand Six Hundred Only) towards bidding for Sl.No.2 (Scope of Maintenance of Printers, Printer-cum-Scanners and Scanners (INCLUSIVE OF FREE OF COST SUPPLY OF CARTRIDGES)) shall be deposited by the bidder along with the bid as EMD in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque drawn in favour of Pay & Accounts Officer, DAE or Bank guarantee from any of the nationalised banks in an acceptable form.
- 6.2 The bid without EMD shall summarily be rejected.

7. **बयाना जमा की जब्ती Forfeiture of EMD**

- 7.1 If any bidder withdraws his bid within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the DAE, then DAE shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% (fifty percent) of the earnest money absolutely.
- 7.2 Advance stamped Receipt for Refund of EMD duly signed (on revenue stamp) should be submitted along with the bid for speedy refund of EMD to unsuccessful bidders. Please furnish the complete postal address and phone number to facilitate refund of EMD.

8. निष्पादन गारंटी और प्रतिभूति जमा Perffdf Performance Guarantee & Security Deposit.

(i) The successful tenderer shall deposit an amount equal to 5% of the tendered and accepted value of work (without limit) as performance guarantee in the form of Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Scheduled bank in favour of Pay and Accounts Officer, DAE within 15 days of issue of letter of acceptance.

(ii) A sum of 2.5% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum alongwith EMD deposited amounts to 2.5% of the tendered and accepted value of the work.

(iii) The Security Deposit/Performance Guarantee will be returned on expiry of 60 days from the date of successful completion of the contract. No interest shall be payable on Security Deposit/Performance Guarantee after deducting penalty, if any, due from the bills of the contractor during the tenure of the contract.

9. बिडों को कोट करने के लिए दिशा-निर्देश Guidelines to quote the Bids

9.1 Bidder is requested to quote their rates towards Comprehensive AMC charges for

- i) PC/Laptop (as an amount to cover servicing/repairing/replacing of its hard disk, motherboard, processor, memory, SMPS, all Add-On-Cards, FDD, CD-Rom, CD-Writer, DVD ROM, keyboard, mouse, monitors including picture tubes, laptop batteries and all types of cables and adaptors).
- ii) MFD/Printer (an amount to cover free of cost supply of cartridges as and when required (Please see Sl.No.2 above), as the case may be / servicing/repairing/replacing all its mechanical, electronic, electrical, electromechanical parts and all types of cables & adaptors).
- iii) Printer-cum-Scanner (as an amount to cover free of cost supply of cartridges as and when required (Please see Sl.No.2 above), as the case may be / servicing/repairing/replacing all its mechanical, electronic, electrical, electromechanical parts and all types of cables & adaptors).
- iv) Scanner(as an amount to cover servicing/repairing/replacing all its mechanical, electronic, electrical, electromechanical parts and all types of cables & adaptors).

9.2 Quoted rates should be written both in figure and words and should be in whole rupees and followed by the word 'only' written closely following the amount and not in the next line.

9.3 To enable the bidder to assess /inspect various Make and Models available for CAMC as mentioned at Sl.No.1 and Sl.No.2 above, the bidder or his representative, before submitting their bids, may visit the DAE with the prior permission of Section Officer(SSS), DAE. The bidder or his representative on

getting permission of Section Officer(SSS), DAE shall produce the proof of his identify and submit the documents in this regard to Section Officer(SSS), DAE. Section Officer(SSS), DAE after verifying the documents, may permit the bidder or his representative to inspect the equipments along with the staff deputed by Section Officer(SSS), DAE. The bidder or his representative shall submit the certificate to the Section Officer(SSS), DAE to the effect that he/she has assessed / inspected the Make and Models on that day.

- 9.4 All corrections should be authenticated/signed.
- 9.5 Signature and rubber stamp of the bidder should be there in the bottom of every page of the bid.
- 9.6 Bids with blank quoted value will be rejected.
- 9.7 Any information furnished in the bid is found to be incorrect, misleading, false etc. at any time, shall liable the bidder disqualify from this bidding process and bidder will be blacklisted from bidding from DAE or its constituent units and also liable to forfeit the entire amount of EMD or SD in respect of this CAMC.
10. As mentioned in the Tender Notice **Sealed Tenders should be received by the Under Secretary(SSS), Department of Atomic Energy, C S M Marg, Mumbai-400 001, up to 16/10/2017 at 15.00 hrs.** and the tenders will be opened on **16/10/2017 at 16:00 hrs.**

(मैथ्यू एम. जॉन Mathew M. John)
अवर सचिव Under Secretary
(टेलिफोन नं. Tel: 22862702 / 22027532)

विडर द्वारा दर कोट करने के लिए प्रोफार्मा
PROFORMA FOR QUOTING THE RATES BY BIDDERS

(For Quoting Rates for the following equipments, please refer to Para 1 and sub-paras thereunder (Scope of Maintenance of Personal Computers, Laptops) of Annexure-I to NIT)

Sr. No.	Type of Equipment	Total No. of Units	Rate per Unit(Rs.)	Sub Total (Rs.)	Taxes, if any	Grand Total (Rs.)
(1)	(2)	(3)	(4)	(5) (3 x 4)	(6)	(7) (5 + 6)
1.	Personal Computer	325 Nos.				
2.	Laptop	30 Nos.				

(For Quoting Rates for the following equipments, please refer to Para 2 and sub-paras thereunder (Scope of Maintenance of Printers, Printer-cum-Scanners and Scanners (INCLUSIVE OF FREE OF COST SUPPLY OF CARTRIDGES) of Annexure-I to NIT)

Sr. No.	Type of Equipment	Total No. of Units	Cost for Per Page Printing (Black) (Rs.)	Cost for Per Page Printing (Colour) (Rs.)	Taxes, if any (in %)
1.	Printer & Printer-cum-Scanner	250 Nos.			

Sr. No.	Type of Equipment	Total No. of Units	Rate per Unit(Rs.)	Sub Total (Rs.)	Taxes, if any	Grand Total (Rs.)
(1)	(2)	(3)	(4)	(5) (3 x 4)	(6)	(7) (5 + 6)
1.	Scanner	15 Nos.				

निबंधन एवं शर्तें, यदि कोई है (बिडर द्वारा)

अपवर्जन, यदि कोई हो (बिडर द्वारा)

Terms and Conditions, if any (by the bidder)

Exclusion, if any (by the bidder)

कंपनी की मुहर Seal of the company

कंपनी के प्राधिकृत हस्ताक्षरकर्ता का हस्ताक्षर तथा नाम
Signature and Name of the Authorised Signatory of the Company