

# **TENDER DOCUMENT**

## **FOR**

**Comprehensive Annual Maintenance Contract of Desktop Computers,  
Laptop, Printers and other peripherals etc.**

**AND**

**Non-Comprehensive Annual Maintenance Contract of Local Area  
Network, Network Devices and UPS (3 Nos. installed in the Guest House  
& Hostel) installed in the Admin Block, Lab & Animal House, Guest  
House and Hostel etc. at NIB, NOIDA.**

- (a) Last date for submission of tender : 03.02.2011 at 1500Hrs.
- (b) The Pre-bid meeting : 02.02.2011 at 1500Hrs.
- (c) Date of opening for Technical-bid : 03.02.2011 at 1600Hrs.
- (d) The technically qualified bidders will be informed to be present at the time of Price-bid opening.

**Tender fee:** Rs.500/- plus VAT @ 13.5% extra = Rs.568/-

**January-2011**



**NATIONAL INSTITUTE OF BIOLOGICALS**

(Ministry of Health & family Welfare)

**A-32, SECTOR-62(INSTITUTIONAL AREA)**

**NOIDA-201 309(U.P)**

**Tel: 0120-2400022, 2400072, Fax: 0120- 2403014**

E-mail: [info@nib.gov.in](mailto:info@nib.gov.in) , Website: <http://nib.gov.in>



**NATIONAL INSTITUTE OF BIOLOGICALS**  
(Ministry of Health & Family Welfare)  
**A-32, SECTOR- 62 (INSTITUTIONAL AREA),**  
**NOIDA – 201 309 (U.P)**

**Tel: 0120-2400022, 2400072, Fax: 0120-2400074, 2403014**

**NOTICE INVITING TENDER**

The Director i/c, National Institute of Biologicals, Noida invites sealed tenders for the following work under Two Bid Systems.

<b>Srl. No</b>	<b>Tender No.</b>	<b>Name of Work/Services</b>	<b>EMD (Rs.)</b>	<b>Cost of Tender Document (Rs.)</b>
1. (a)	D.8-7/AMC-Computers/2010 /NIB/02	Non - Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices and UPS (3 Nos.) attached with LAN System installed in the Admin Block, Lab & Animal House, Guest House and Hostel etc.	9000/- (Rupees Nine thousand only)	568/- {Rs. 500 + 13.5 % VAT)
(b)		Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop, Printers and other peripherals etc.		

The details of the tender may be seen at NIB's website <http://nib.gov.in>.

The tender document can be had from the Finance Section of NIB between 10:00 A.M. to 4:00 P. M. on all working days from 12.01.2011 to 02.02.2011 by paying non refundable tender cost in the shape of Demand Draft drawn in favour of “**National Institute of Biologicals**” payable at **Noida/ Delhi**. The tender document can also be downloaded from the Institute website. However requisite tender fee must be accompanied while submitting such downloaded tender. Last date for submission of tenders is 03.02.2011 up to 15:00 hours. Technical Bids will be opened on the same day at **16:00 hours** in the presence of bidders or their authorized representatives who wish to be present at the time of opening. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof. **Late tenders will not be accepted.**

**(P.C.P. Mahapatra)**  
Administrative Officer

**NATIONAL INSTITUTE OF BIOLOGICALS**  
(Ministry of Health & Family Welfare, Government of India)  
A-32, Sector-62(Institutional Area), NOIDA-201 309(U.P)  
Phone:0120-2400022, 2400072, Fax:0120-2403014  
E-mail:info@nib.gov.in, Website: http://nib.gov.in

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Tender for Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop, Printers and other peripherals etc. and Non-Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices & UPS (3 Nos. installed at Guest House & Hostel) installed in the Admin Block, Lab & Animal House, Guest House and Hostel etc. at NIB, NOIDA.

The NATIONAL INSTITUTE OF BIOLOGICALS (Institute) is an autonomous Institute under the administrative control of Ministry of Health & Family Welfare, Govt. of India. Engaged in evaluation and quality control of various biological products like blood products, blood reagents, Immuno-diagnostic kits, sera, vaccines, etc. produced and imported in to India. The Institute is spread over an area of 18.4 acres of land with various buildings have already been constructed in the Campus.

**1. BRIEF DISCRPTION OF WORK:**

The Institute, at its campus, has desktop computers, laptop, printers, scanner, local area network and network devices etc. With a view to give Annual Maintenance Contract for Computer Hardware and Networking devices, it intends to empanel a suitable Company / firm. The scope of this tender covers the entire campus of the Institute. **The** bidder has to maintain the Computer Hardware, Local Area Network and Network devices installed in the Institute. The interconnectivity among the buildings (i.e., Admin Block, Lab & Animal House, Guest House and Hostel) has already been made through communication manholes and underground pipe duct bank for LAN purposes. Sealed Tenders are invited from experienced Companies / Firms in the prescribed format for Annual Maintenance Contract of above mentioned service installed in the various locations/ area of the buildings of the Institute as mentioned **ANNEXURE – I** of tender document.

The bidders are required to visit this Institute complex of NIB to see the actual installations for themselves to asses the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete maintenance work / LAN system installed in the Institute.

**2. FOR PRE-QUALIFICATIONS:-**

2.1 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

- 2.2 The Applicant to meet the following minimum criteria for pre-qualification:
- (a) Average annual financial turnover for related works during the last three years, ending March-31, 2010 should be at least Rs. 10 lakh per annum or above (Fill enclosed **APPENDIX-A**).
  - (b) Experience of having successfully completed similar type of works during last 03 (three) years ending last day of month previous to the one in which applications are invited i.e. November 30, 2010.
  - (c) Definition of “Similar Works” i.e. The Company / Firm should have rendered their services for maintenance of similar works i.e. Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop, Printers and other peripherals etc. and Non-Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices & UPS etc in a premise, during last three years for any government organization, semi-government, PSU’s or large reputed private limited organizations satisfactorily. Necessary relevant document in this regard to be enclosed (Fill enclosed **APPENDIX-B**).
- 2.3 Attested copy of PAN/TIN No., Service Tax No., and Income Tax Clearance Certificate to be furnished /enclosed.

Firm’s Registration Certificate and Authorization letter about system integration from reputed brand for Computer Hardware from HP, IBM, HCL or Dell and for LAN system from CISCO, 3Com, D-link or any other reputed brand to be furnished/enclosed (Fill in **APPENDIX-C**).

- 2.4 Personnel Capabilities: The Applicant must have suitably qualified personnel to execute the contract (Fill in **APPENDIX-D**).

### 3. **EARNEST MONEY DEPOSIT (EMD): -**

The tenderers are required to deposit Demand Draft of **Rs.9,000/-** (Rs. Nine thousand only) in favour of the “**National Institute of Biologicals**, payable at **Noida/ New Delhi** as Earnest Money Deposit (EMD) along with original tender documents for this work. EMD will be returned to the unsuccessful tenderer after award of the contract. No interest shall be payable by Institute on EMD. For the successful tenderer, EMD will be returned on acceptance of work order and deposit of performance security.

### 4. **SALE OF TENDER:**

Non-transferable tender document containing terms, conditions and technical specification etc. can be obtained from the Accounts Section of this Institute on all working days at schedule date and time on a written request on the letter head of the firm and on payment of prescribed tender fee through crossed demand

draft/pay order (non-refundable) in favour of **National Institute of Biologicals, payable at Noida/ New Delhi** towards its cost. Before buying the tender documents, tenderer may see the document particularly pre-qualification criteria in their own interest.

The Tender document can be downloaded from the Institute website <http://nib.gov.in> and Tender Fee can be deposited along with the technical bid.

**Tender/Bid received without tender fee is liable to be rejected.**

5. The tender is to be submitted in two separate sealed envelopes as under:

5.1. **TECHNICAL- BID (Envelope No -1)**

a) The tender document in original including the unfilled PRICE-BID Proforma (**ANNEXURE-VI**) duly signed and stamped as a token of acceptance, along with deviation sheet with deviation if any, from particular tender conditions in a separate sheet (**ANNEXURE -V**). The following additional documents shall also be enclosed and sealed, superscript with name of the tender i. e.

i) The Registration Certificate, Authorization letter about system integration etc to be furnished along with copies of experience certificates of carrying out similar nature of work as per pre-qualification criteria particularly Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop, Printers and other peripherals and Non-Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices & UPS etc rendered in government organization/ semi government/ PSU's or large reputed private limited organization etc satisfactorily during last 3 (Three) years. They may also enclose copy of work orders to meet the experience criteria.

ii) The attested copies of the balance sheet/ audited statement of accounts or any other relevant document to prove the minimum average annual turnover required as per pre-qualification criteria in preceding last three financial years in Computer Hardware and Network maintenance services.

iii) Earnest Money Deposit

5.2 **PRICE-BID (Envelope No. 2)**

The Price-Bid as per Performa given in the tender documents as **ANNEXURE-VI** shall be photo copied and then price filled up and submitted in Envelope No -2, duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid.

**6 PRE-BID MEETING AND CLARIFICATION OF BIDS:**

6.1 A Pre-Bid meeting will be organized by the Institute before the last date for submission of bids at NIB, NOIDA. **Bidders may seek any clarifications from the Institute on written request regarding the tender document.**

- 6.2.1 During evaluation of bids Institute may, at its discretion ask the bidder (s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

## **7. SUBMISSION OF BIDS:**

The Envelop No. 1 & 2 shall be sealed separately and placed in a third Envelope which also shall be sealed and duly super scribed with the name of the tender.

Bids with all complete relevant documents must be addressed to **The Director, National Institute of Biologicals, A-32, Sector- 62 (Institutional Area), NOIDA-201307 (U.P)** not later then **1500 Hrs** on scheduled date.

## **8. OPENING OF BIDS:**

(i) Bid shall be opened in the office of this Institute at NIB, Noida, at the prescribed time in the presence of tenderer or their representatives who may wish to be present on due date and time as mentioned in the tender document.

(ii) The technical bid (Envelop No. 1) shall be opened first. The Price Bid (Envelop No. 2) will be opened only of those tenderer whose technical bid is found to be in order and for which they shall be intimated separately about date and time by E-mail/fax/ telephone.

(iii) The bidder who has not submitted the documents as per tender conditions, major deviations, proper EMD and experience certificate etc. their tender may be treated as non responsive and their Price Bid (Envelop No. 2) shall not be opened.

(iv) The successful Company / firm will be intimated and contract agreement will be entered into initially for a period of one year. The preparation of the contract agreement with proper stamp paper etc. would be done by the bidder in consultation with Institute.

(v) The Company / firms are required to submit their most competitive price offer in the format (**ANNEXURE –VI**) in concurrence with the list of items related to Computer hardware and LAN system scope of work, technical specifications, terms & conditions and deviations sheet etc enclosed herewith as (**APPENDIX- A,B,C,D, & E and ANNEXURE – I, II, III, IV, V& VI**).

(vi) The Company / firm is also required to submit the price break up of manpower and other major works as mentioned in the tender along with price-bid.

9. **AWARD OF CONTRACT:**

NIB will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated tender/quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

10. **Period of Contract** – Initially one year, and can be extended on existing rates and terms for another two years on satisfactory performance basis.

11. **Foreclosure of contract** due to abandonment or reduction in scope of work - If at any time after acceptance of the tender, the **National Institute of Biologicals** shall decide to abandon or reduce the scope of the works of any reason whatsoever and hence not require the whole or any part of the works to be carried out, the NIB shall give notice in writing to that effect to the Company / firm and the Company / firm shall act accordingly in the matter. The Company / firm shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

12. **Subletting** - The contract shall not be assigned or sublet without the written approval of the Institute.

13. **Right to accept any tender and to reject any or all tenders:**

(a) The Institute reserves the right to accept or reject any quotation, and or to annul the bidding process and or reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Institute's action.

(b) The Institute reserves the right to split the award of work i.e., maintenance of Computer hardware and its peripherals etc to one Company / firm and LAN system and Network devices to the other Company / firm, on the basis of cost and technical suitability in the interest of the Institute.

14. **NOTIFICATION OF AWARD:**

14.1 Prior to the expiration of the validity, Institute will notify the successful firm in writing by speed post/ registered letter or by fax, that his quotation has been accepted.

14.2 The notification of award will constitute the formation of the contract.

14.3 Upon furnishing of Performance Security by the successful bidder's, the Institute will promptly notify each unsuccessful bidder/s and will release their EMD.

**15. SIGNING OF CONTRACT:**

At the same time Institute notifies the successful bidder that his quotation has been accepted and Institute will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance and a contract agreement will be signed between both the parties.

**16. PERFORMANCE SECURITY:**

16.1 Within 21 days of receipt of work order from the Institute, the successful firm shall furnish the Performance Security equivalent to 10% of the contract value in the form of Bank Guarantee (from any Nationalized/Schedule Bank) valid for 60 days beyond expiry of the contract/extended contract period, in the format as per **APPENDIX- E** or in the form of Demand Draft/Pay Order in favour of "National Institute of Biologicals" payable at "**Noida/Delhi**".

16.2 Failure of the Company / firm to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event the Institute may get done the work at the risk cost of the Company / firm.

**17. PAYMENT:**

17.1 Company / firm will submit quarterly Pre Receipt (affixing the Revenue Stamp) bills dully supported with necessary service reports rendered during the period along with the proof of deposit of ESI, PF and Service Tax (if applicable). The Institute will make payment to the Company / firm within 15 days after receipt of the bills after deduction of applicable taxes/TDS etc.

**17.2.** If the service reports do not shows proper compliance of works to be done by the Company / firm as per schedule; Institute will make suitable deduction from the Company / firm's bills. If the Company / firm fails to maintain the maintenance of services as per contract, in such event the Institute will deduct actual cost incurred on this work plus 10% extra for departmental service charges.

17.3 The Company / firm shall be responsible for proper maintenance of decorum, punctuality, discipline and work out put. The personnel so deployed should be in a proper neat & clean well-dressed uniform.

17.4 Levy/Taxes payable by Company / firm - Sales Tax/ VAT or any other tax on materials in respect of this contract shall be payable by the Company / firm and the Institute shall not entertain any claim whatsoever in this respect.

**All tendered rates shall be inclusive of all taxes and levies payable except Service Tax under respective statutes.** However, pursuant to the Constitution (46<sup>th</sup> Amendment Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions, if any, and the Company / firm thereupon necessarily and properly pays such taxes/levies, the Company / firm shall be reimbursed the amount so paid.

18. **Compensation for Damages:** Computation of compensation for damage shall be based on working days. The time when computer system is not used to any reason except the fault in Computer System shall be treated as uptime. If any of the accessories attached with the Computer System is down the complete computer system shall be treated as down.

18.1 Compensation for stand alone Computer System (s):

**18.1.1 Critical Care Area:** The Desktop Computers installed with any equipment require critical care during maintenance services. A separate list of computer is available at **Annexure-II**. According to this contract agreement, the company / firm shall be duty bound to give 100% uptime of the computer systems attached with any equipment. But in case 100% uptime is not maintained in any month for any computer system attached with equipment, then compensation at the rate of Rs. 500/- per day per computer system will be payable by company / firm to the Institute. The same will be debited from the running bill of the company / firm at the time of payment.

**18.1.2 Individual Computer Systems:** In the case of individual computer systems, considering several unavoidable circumstances, the Institute will overlook 5% downtime. But in case 95% uptime is not maintained in any month for any individual computer system, then compensation at the rate of Rs. 500/- per day per computer system will be payable by company / firm to the Institute. The same will be debited from the running bill of the company / firm at the time of payment.

**18.1.3 Penalty Clause:** In the case of clause no. 18.1.2, if firm not shows proper compliance of work or system remains breakdown for more than 72 hours, in addition to compensation, Institute has the liberty to get the system repaired it own and actual cost incurred plus 10% Departmental Service charges will be recovered from the amount due to Company / firm.

**19. APPLICABLE LAW:**

- 19.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Company / firms shall be solely responsible for compliance of all labour laws, payment of fair salaries and allowances to his personnel that might become applicable under any new act, law or order of Government of State / Centre. The

Institute shall have no liability whatsoever in any manner. The Company / firm have to show the proof of payment of fair salaries to his workers as and when asked for the same by the Institute.

- 19.2 Minimum wages act to be complied with - The Company / firm shall comply with all the provisions of the Ministry Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time.

## **20. TERMINATION OF CONTRACT**

20.1 The Institute may terminate the Contract in whole or part:

- a) If the company / firm fails to deliver any or all of the Services within the period(s) specified in the Contract Agreement or
- b) If the company / firm fails to perform any other obligation(s) under the Contract.

In such a case, the Performance Security submitted by the company / firm may be forfeited.

## **21. RESOLUTION OF DISPUTE:**

- 21.1 All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the Company / firm out of the panel of three persons nominated by the Director NIB, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract.

## **22. FORCE MAJEURE:**

- 22.1 Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

- 22.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the supplier and not involving the Company / firm/service provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the service provider either in its sovereign or contractual capacity, wars or revolutions fires, floods, epidemics, quarantine restrictions and freight embargoes.

22.3 If a Force Majeure situation arises, the Company / firm shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address]

To

The Director  
National Institute of Biologicals,  
Plot No. A-32, Sector-62 (Institutional Area),  
NOIDA -201 307(U.P)

Sirs,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

"Comprehensive annual maintenance contract of Desktop Computers, Laptop, Printers and other peripherals etc.

And

Non-comprehensive annual maintenance contract of Local Area Network, Network Devices & UPS (3 Nos. installed at Guest House & Hostel) in the Admin Block, Lab & Animal House, Guest House and Hostel etc. at NIB, NOIDA.”.

2. Attached to this letter are copies or original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principle place of business; and
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding:
  - (b) Your office reserves the right to:
    - Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and
  - (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.
6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

<b>Signed</b>
<b>Name</b>
<b>For and on behalf of</b>

Application Form No. 1

**GENERAL INFORMATION:**

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone:   Contact:
5.	Fax :   E-mail:
6.	Place of incorporation/   Year of incorporation / registration Registration No.

**STRUCTURE AND ORGANIZATION**

1. The applicant is
  - (a) an individual
  - (b) a proprietary firm
  - (c) a firm in partnership
  - (d) a Limited Company or Corporation.
  
2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers.
  
3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work.)

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**APPENDIX-A**

**ANNUAL TURN OVER**

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET(in Rs.)
2007-2008	
2008-2009	
2009-2010*	
Average Annual Turnover	

**NOTE:** The above data is to be supported by Audited Balance Sheets.

\* If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.

**APPENDIX-B**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY (During last three year ending November 30, 2010);**

S.No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1.							
2.							
3.							

**NOTE:** Please attach supporting documents for the above information.

**APPENDIX-C**

Details of Registration with State/Central/PSU Departments

Name of the Authority/Department with whom registered	Class in which registered	Amount for which eligible to work	Date of Registration	Validity period	Whether registration

**APPENDIX-D**

**PERSONNEL CAPABILITIES**

S.No.	Name & Address of the Employee	Technical Qualifications	Post Held	Date of Employment

## ANNEXURE-I

**List of Desktop Computers, Laptops, Printers, Scanner & other peripherals and LAN and Network devices etc. require under the Annual Maintenance Contract**

<b>S.No.</b>	<b>ITEMS</b>	<b>QUANTITY</b>
<b>A. Desktop Computer (103 Nos.)</b>		
1	HP Vectra Pentium IV (VL-420)	8
2	HP Vectra Pentium IV (VL-320)	4
3	HP Compaq Pentium IV (d530 MT)	6
4	HP Compaq Pentium IV (dx6100 MT)	8
5	HP Compaq Pentium IV (dx 2000 MT)	3
6	HP Compaq Pentium IV (d290 MT)	7
7	HP Compaq Pentium IV (dx2060)	1
8	HP Workstation XW2300	1
9	Compaq Pentium IV	1
10	HCL Ezee Bee Pentium IV	1
11	IBM xSeries 205 Pentium IV	1
12	Accel Master Mind Pentium IV	3
13	IBM Lenovo Pentium IV	4
14	IBM Pentium IV (BMS)	2
15	Desktop Computer Pentium IV	43
16	Desktop Computer Pentium IV (Navtech)	3
17	Dell Make Pentium IV	3
18	Desktop Computer with Samsung monitor	1
19	Acer Computer Pentium IV	1
20	IBM Laptop R52 (P-IV)	2
<b>B. Printer (79 Nos.)</b>		
1	HP Deskjet 400	1
2	HP Deskjet 640C	3
3	HP Deskjet 690C	2
4	HP DeskJet 948C	1
5	HP DeskJet 950C	1
6	HP DeskJet 1280	1
7	HP DeskJet 5150	1
8	HP DeskJet 5438	3
9	HP DeskJet 6122	1
10	HP LaserJet 6L	1
11	HP LaserJet 2100	3
12	HP LaserJet 2200	4

<b>S.No.</b>	<b>ITEMS</b>	<b>QUANTITY</b>
<b>B. Printer</b>		
13	HP LaserJet 1000	8
14	HP LaserJet 1020	9
15	HP LaserJet 1320	6
16	HP LaserJet 2600n	1
17	HP LaserJet 3015 (All in one)	2
18	HP LaserJet 3380 (All in one)	1
19	HP LaserJet 3600	1
20	HP LaserJet 4500	1
21	HP InkJet 2280tn	1
22	Canon InkJet (BJC 265)	1
23	Samsung LaserJet ML-1520	2
24	Samsung LaserJet ML-1610	19
25	Epson Dotmatrix Printer (LQ-2070)	2
26	TVS Dotmatrix Printer (MSP-345)	2
27	Dotmatrix Printer	1
<b>C. Scanner (4 Nos.)</b>		
1	HP ScanJet 3300C	1
2	Scanner Mustek ScanExpress A3 USB	3
<b>D. CD Writer (01 No.)</b>		
1	CD Writer (Banq) - External	1
<b>E. LAN and Network Devices etc.</b>		
1	24 Port 10/100/1000 and 4 Port Fibre (3 COM SuperStack 3 Switch 3824 (24 Port, managed, Gigabit) with four SFP Slots, 3COM 1000 Base – SX SFP Transreceiver	1
2	24 Port 10/100/1000 and 2 Port Fibre (3 COM SuperStack 3 Switch 3824 (24 Port, managed, Gigabit) with four SFP Slots, 3COM 1000 Base – SX SFP Transreceiver	03
3	24 Port 10/100 and 2 Port 10/100/1000 (3 COM SuperStack 3 Switch 4226T 24 Port plus 2 10/100/1000 Managed Switch	18
4	6 core outdoor armored 62.5/125 mm fibre (Molex make) – in meters	1218
5	UTP Cat 5e cable (molex) – in meters	11285

<b>S.No.</b>	<b>ITEMS</b>	<b>QUANTITY</b>
<b>E. LAN and Network Devices etc.</b>		
6	Surface Mount Box (Molex / North East)	380
7	Cat 5 Information outlet Box (Molex / North East)	380
8	Mounting Cord Cat 5e (3ft) (Molex)	380
9	Mounting Cord Cat 5e (7ft) (Molex)	380
10	Mounting Cord cross cat 5e 3 ft (Molex)	20
11	24 port Jack Panel (Molex)	20
12	12 Port LIU Rack Mount (Molex)	2
13	6 Port LIU Rack Mount (Molex)	2
14	SC Connector (Molex)	36
15	SC Coupler plates (Molex)	6
16	SC to SC duplex 62.5 / 125 mm patch cord 3 mtrs	6
17	CY2842D Rack 42U APW President (600W/1000mmD)	1
18	Castor (set of 4)	1
19	Fan Housing unit with 4 fans	1
20	MS channel with loops	1
21	AC main channel 12 points	1
22	Earthing Kit	1
23	Stationary shelf 725 mm	1
24	Keyboard tray rotary with slides	1
25	Mounting Hardware (pac of 10)	1
26	APW President 6 U wallmount rack	6
27	APW President 9 U wallmount rack	5
28	APW President 27 U 600/600 rack	1

**ANNEXURE-II**

**LIST OF COMPUTERS ATTACHED WITH EQUIPMENT WHICH REQUIRE  
CRITICAL CARE**

<b>S. No.</b>	<b>Detail of item</b>	<b>Attached with</b>	<b>Qty.</b>	<b>S/N. of item</b>
<b>A. - Blood Product Lab</b>				
1.	Dell make computer	Atomic Absorption Spectrophoto-meter	1	Optiplex GX110
2.	HP Compaq Pentium IV d290 MT	HPLC	1	INI6060DV7
<b>B. - Recombinant Products Lab</b>				
3.	HP Compaq Pentium IV d290 MT	HPLC	1	INI6060DTV
4.	HP Compaq Pentium IV d290 MT	HPLC-W	1	INI6060DTB
5.	HP Compaq Pentium IV dx2060	HPLC -Agilent	1	INI6170COH
6.	Desktop Computer with LG monitor	Gel Doc System	1	R9 (Navtech Kit)
7.	IBM Lenovo Pentium IV	PMS	1	L924727
<b>C. - Enzyme &amp; Hormone Lab</b>				
8.	HP Compaq Pentium IV d290 MT	HPLC - Agilent	1	INI6060DXX
9.	Desktop Computer (Navtech Kit)	Gel Doc System	1	-
10.	HP Compaq Pentium IV dx6100 MT	Clinical Electrophoresis	1	INI5110HH3
11.	HP Compaq Pentium IV dx6100 MT	Website Updating	1	INI5110HND
12.	IBM Lenovo Pentium IV	Combistats Software	1	-
13.	IBM Lenovo Pentium IV	FTIR	1	L924675
<b>D. - Antibody Lab</b>				
14.	HP Workstation XW2300	FACS Aria	1	2UA6030FMV
15.	DELL Computer with LCD Monitor	DNA Sequencer 3100	1	-
16.	Desktop Computer with LG Monitor	Gel Doc System	1	Navtech kit
17.	Compaq make Desktop Computer with Samsung Monitor	Thermal Cycler	1	-
<b>E. - Reference Standard Lab</b>				
18.	DELL Computer with TFT monitor	DNA Sequencer	1	38F8V71
<b>F. - Bacterial Vaccine Lab</b>				
19.	HP Compaq d290 MT Desktop Computer	HPLC – Agilent	1	INI6060DTP
20.	HP Compaq d290 MT Desktop Computer	FPLC	1	INI6430914
<b>G. - Lab &amp; Animal House (others)</b>				
21.	Desktop Computer +Samsung Monitor 540N	Scientific software installed	1	AMC 13885C
<b>H. - Biochemistry Lab</b>				
22.	ACER Computer	Biochemical Analyser	1	AWPLE002555 0529145E

**(Contd..)**

**ANNEXURE-II**

<b>S. No.</b>	<b>Detail of item</b>	<b>Attached with</b>	<b>Qty.</b>	<b>S/N. of item</b>
<b>I. - Engineering Division</b>				
23.	HP Compaq d290 MT Desktop Computer	Autocad	1	INI6400F7R
24.	Desktop Computer (IBM make)	BMS	2	-
25.	HCL (Easy Bee)	CCTV	1	-
	<b>Total Computers</b>		<b>26 No.</b>	

**SCOPE OF WORK**

Scope of work shall be as defined hereunder:-

- 1) The company/firm has to provide services to set right the malfunctions of the Desktop Computers, Laptop, Printer, Scanners, CD Writer (external), LAN system, Network devices (UTP cable, Fibre, LAN switches, I/O devices etc), UPS and related equipment installed at NIB campus.
- 2) The parts for which services could not be provided shall be replaced by Company / firm. The parts that are to be replaced should either new parts of reputed brand or equivalent in performance & capacity. In the case of LAN System, the defective parts removed shall become the property of NIB, if replaced.
- 3) The company / firm shall provide all spares (hardware) which cover under the contract as well as any other need or service without any extra charges. Maintenance of Computer hardware and Network system will be responsibility of the company / firm.
- 4) The Institute shall be responsible for providing proper power source for the Computer hardware and LAN system.
- 5) All the items attached with LAN system like UTP cable, Fiber cable (installed through communication manholes and underground pipe duct bank) Central Switches, LAN Switches, Input / output devices (I/O), UPS (including batteries installed at Guest House and Hostel [03 Nos]) and all other items attached with the LAN will be under annual maintenance contract (Non-comprehensive) as per the agreement between the Company/firm and the Institute.
- 6) In the case of Computer hardware and its peripherals, the contract will be comprehensive in nature, i.e., the rates approved will cover the maintenance of operating systems, software installation and configuration of internet/e-mail on computers and cost of all spare parts except consumables like plastic parts, printer bands, printer ribbons, toners for laser-jet printers and inkjet cartridges, fuser assemblies, power adopter, roller of printers, printer's Teflon, printer head, scanner lamp, monitor picture tube, Laptop batteries and HDD media etc.
- 7) This contract agreement specifically excludes damages caused due to fire, theft, Riots, accidents and other exceptional circumstances like rat menace etc.
- 8) The Institute will give company/firm full access to the equipment to enable Or to provide maintenance services and shall make them available to company's/firm's service representatives/ appropriate staff who are familiar with the problems and will provide working space and facilities.

- 9) The company / firm will have to provide a system engineer on regular basis for maintenance of Computer hardware and up keep the LAN system. Servicing of each main item like computer, printer, LAN switches etc must be done once in a month and a report will be submitted by the company/firm regarding this.
- 10) An attendance register will be maintained by nodal officer for the purpose of clause no. 9 and also a detailed complaint register will be kept with him.
- 11) Response time to attend the complaint will be 24 to 48 hours.**
- 12) The company/firm will note the complaint on phone with the name of complainant, details and date of complaint and allot a complaint no. to complainant which will be indicated in the call report of company's / firm's Engineer.
- 13) In case of any complaint, company / firm shall attend to the fault within 24 hours and rectify the problem within 48 hours. The complaint will be received by company / firm on telephone also and a complaint number will be allotted which should be mentioned on the call reports at the time of attending the complaint.
- 14) Each problem in Computer hardware & its peripherals and LAN system should be rectified totally. Same problem in a system should not occur again and again. If same problem occurs more than three times and it is not rectified then it will be presumed that it could not be diagnosed by the company/firm or the defective part connected with this problem is not replaced. In this case the maintenance amount for that system will not be payable.
- 15) If there is any type of problem in a system which could not be rectified within 48 hours, the clear reason, solution & time for the rectification of the problem should be mentioned by the company/firm engineer on the call report.
- 16) No system / part will be taken to workshop by the company/firm unless it is very essential. Only defective parts may be taken to workshop by the company/firm. In case Company / firm have to take any part to the workshop for its repair, he has to provide standby part in advance so that the work may be continued.
- 17) If company/firm provides standby system for any part which is out of order, it will be the responsibility of the company/firm that before expiring the contract agreement it should repair/replace the defective system and only then he could take its standby system back otherwise the Institute may deduct/recover from the security and payable amount equal to the cost of the system.
- 18) No system/ LAN points should be remained down on the basis that the part equivalent to defective part is not available. The company/firm has to install the latest parts in the system so that the work may be continued.

- 19) All services regarding computer hardware and network will be provided by the company/firm at our place.
- 20) It will be the responsibility of the company/firm to keep all the Computer hardware and LAN system listed under scope of work in working condition. If the company/firm fails to do so or could not provide satisfactory services for the network & peripherals, the services for those networks may be discontinued by the Institute by giving a notice to the company/firm & full amount for the maintenance of those networks may be recovered by the Institute from the Company / Firm.
- 21) The contract will be for the period from the date of signing the agreement/date of award letter to next one year for providing all services on site including all spares and replacement of defective parts. The contractor must have a service base in Delhi / NCR (NOIDA) with required and enough spares. The contractor should always be in a position to replace defective parts of all brands of PCs, Servers, Printers, Printer-cum-fax machine, Scanner External CD Writer and LAN switches without any delay. This should be specifically confirmed in the offer.
- 22) The contractor shall provide spare parts, assemblies and sub-assemblies which develop defects or breakdown during the period of AMC. All spare parts replaced shall be original equipment manufacturer /supplier.
- 23) All computer/server/printer/scanner components will come under the purview of the contract. This will include:
  - a) Processor (CPU)
  - b) Motherboards
  - c) Main memory (RAM)
  - d) Storage devices, i.e. Hard Disk Drives, Floppy Disk Drives, CD-ROM Drives.
  - e) Keyboards, mouse
  - f) Modem
  - g) Monitor (Except picture tube)
  - h) All peripheral cards/network cards
  - i) SMPS unit
  - j) All parts of printers except printer head and consumable items mentioned in above clause 6.
  - k) LAN System & Network switches etc.
- 24) Any engineer/person from the company/firm will neither open any system nor replace any spare without prior permission of Nodal Officer of the Institute otherwise the company/firm will be responsible for the same and the Institute may take necessary action accordingly.
- 25) In case of defective parts, if the part is not repairable, the part will be replaced with the same "make", If that "make" is not available in the market then part will be replaced with the more reputed make having recognition in Govt. offices.

- 26) The Contractor shall get the maintenance of the system, including the cleaning thereof, done by his maintenance staff solely at his own risk. The department shall not, in any way, be liable to make any payment, incur any expenditure or face any law suit in any court of law for any injury or death suffered by the Contractor's maintenance staff during the course of maintenance under the AMC.
- 27) The contractor firm must have expertise in corrective and preventive on site maintenance and repair of server, computers, laptops, printers, Laser printers, deskjet /dot matrix printers and peripherals and other hardware parts and accessories.
- 28) The Contractor shall be required to hand over all the equipments in working condition at the time of termination of the Contract, other-wise the equipment, found faulty, shall be rectified from any external agencies and whole replacement/repair cost will be borne by the Contractor only.
- 29) The maintenance has to be done at the highest workmanship suitable for a world class Institute facility with almost no down time. The scope of preventive maintenance in general is given below for guidance. Any other work necessary for the proper maintenance as well as break down of any Computer hardware and LAN System will have to be done by the company / firm in this scope in consultation with the Nodal Officer of the Institute, so as to keep the system in a trouble free operational condition.

**A WORK TO BE DONE ON ROUTINE BASIS:**

- a) Cleaning of the I/O Boxes, patch cord to keep the whole system in proper condition.
- b) Physical inspection of the switches / jack panels installed at Racks etc to see for any malfunction, heat generation etc.
- c) Log-book to be maintained separately and mentioned the work performed by the firm and any other work required by the equipment for proper functioning.

**B. WORK TO BE DONE MONTHLY:**

- a) Cleaning of the interiors of the Computer hardware and LAN racks where switch installed by vacuum/air blower /wiping them clean.
- b) **Preventive maintenance:** In respect of computer systems installed with any equipment require critical care therefore preventive maintenance of these systems should be done at least twice in a month and for other individual computers once in the month. Failure will be viewed as non-performance and will invite cancellation of services and other legal action.
- c) The preventive maintenance would include monthly servicing of the Computer hardware and LAN System irrespective of whether the system has suffered a breakdown or not and it would include checking of all the peripherals installed with PC for proper operation, servicing and cleaning of

machines (with blower) and printers and cleaning of floppy drives and checking of head alignment. A Preventive Maintenance Report signed by the user would be submitted to the nodal officer in the prescribed format by the contractor failing which quarterly payment will not be released to the contractor.

- d) Check the battery fluid gravity by hydrometer, battery water level and checks all controls.

**C. WORKS TO BE DONE WITHIN A YEAR:**

- a) **Cleaning of cable trenches / fibre cable duct bank** (i.e., Communication manholes and underground pipe duct bank) etc concerned with the LAN System.
- b) Check the healthiness of LAN system in the presence of authorized nodal officer of the Institute and record in a register.

**GENERAL TERMS & CONDITIONS OF THE CONTRACT**

1. The maintenance work is for Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop, Printers and other peripherals etc and Non-Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices and UPS (3 Nos. installed in the Guest House & Hostel) installed in the Admin Block, Lab & Animal House, Guest House and Hostel etc. at NIB, NOIDA. The bidders are required to visit and examine the whole system and satisfy themselves before submitting their quotations.
2. The Institute reserves the irrevocable authority to accept or reject any tender in part or whole without assigning any reasons.
3. The rates shall be exclusive of Service Tax. Even if, there is any variation of these during the contract period, the rate shall remain unchanged and no additional payment can be made in this regard.
4. At least one qualified system engineer shall be made available on regular basis OR with unlimited breakdown visits (i.e., 9.00 AM to 5.30 PM) for carrying out the preventive maintenance works and sort out day to day problem.
6. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, it should be rectified within the 48 hours of complaint registered.
7. All spare parts/consumable shall be of same make and type as installed as far as possible. If the same are not available, permission for alternative make must be taken from the nodal officer of the Institute.
8. **Payment:** No advance payment will be made under any circumstances. However, on successful completion of work for each quarter, payment will be released within **15 days** after receipt of the bills.
9. Rates should be quoted in figure as well as in words in the Performa enclosed herewith (**ANNEXURE-VI**).
10. No addition /alteration / deletion in the tender are allowed.
11. Rates quoted shall be valid for a period of 120 days from the date of opening of the Price-Bid.
12. The authorized signatory of the firm should sign all pages of the tender document as a token of their acceptance. Any deviation or departure, if desired by the bidder, is to be clearly mentioned giving item No and page No and reason for

- deviation/departure in **Annexure-V** attached for this purpose and they can add more sheets in the same format as per their requirement.
13. Late tenders / unsigned quotations may be rejected.
  14. For a local firm, the tender could be delivered in the **NIB's TENDER-BOX** on or before the due date and time. If sent by post or courier, any delay in submission to the Institute, may debar the tenderer from opening or consideration.
  15. Saturdays / Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with the nodal officer of the Institute.
  16. The Company / firm shall provide tools and equipment required for the maintenance purposes.
  17. The Company / firm will be responsible for the safety of his staff during the performance of their duty at the Institute site and Institute will remain indemnified for any claims.
  18. In case, any staff is not found up to the mark and not able to work properly, he will have to be changed as per the instruction of the Institute.
  19. The Institute will have the liberty to discontinue the contract at any time by giving one month's notice without assigning any reasons. The Company / firm will hand over the whole premise in good condition after expiry of the contract.
  20. In case of any problem with the Computer hardware or LAN System, the Company / firm's representative shall keep informed to nodal officer of the Institute.
  21. In case of contractor backing out during the contract period without any explicit consent of the Institute, he will be liable to forfeiture of security deposit.
  22. The Company / firm shall keep the Computer hardware and LAN system well maintained, neat and clean and adhere to the maintenance schedules of various items like LAN switches etc. On placement of work order, they will prepare the maintenance schedule and discuss the same with nodal officer of the Institute for its implementation. This may be revised from time to time as per the requirement.
  23. TDS as per the tax rules shall be deducted by the Institute from the running bills.
  24. The company / firm shall not sublet the annual maintenance contract to any other company / firm.
  25. Company / firm shall be solely responsible for payment of salaries to his personnel that might become applicable under any new government order. NIB shall have no liability whatsoever in any manner.

26. Company / firm shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and will bring back the system to its original condition.
27. The firm's system engineer is required to follow the Institute security norms strictly. They may be required to give photographs and other details, if required.
28. Attendance of the staff shall be maintained by the Company / firm and if the Institute wishes to see the same, the Company / firm shall make it available for inspection.
29. It must be ensured by the Company / firm that no damage/loss shall be caused to the properties of Institute by their act.
30. All the works carried out by the Company / firm whether for preventive or breakdown maintenance are to be properly recorded everyday on an approved format and shall be kept ready for any inspection. These shall be got signed by the nodal officer of the Institute at least weekly.
31. Tender application without complete documents / information shall not be considered.

**DEVIATION SHEET**

**SCHEDULE OF DEPARTURE FROM SPECIFICATIONS**

(Deviation from tender conditions may be mentioned clearly giving clause No. of items, page No and ANNEXURE No to co-relate. Major deviations may cause rejection of tender.)

<b>Sl No</b>	<b>Item No and Page No</b>	<b>Details of Departure</b>	<b>Reason for departure</b>

**Seal & Signature of Tenderer**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**  
(On stamp paper of appropriate value from any Nationalized Bank)

To,

National Institute of Biologicals  
A-32, Sector- 62, (Institutional Area),  
NOIDA-201 307 (U.P)

Dear Sir,

In consideration of National Institute of Biologicals (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to .....

..... (here in after referred to as the said Company / firm or Company / firm' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. .... In terms inter alias, of the NIB's Letter No. .... dated. .... and the General Conditions of Contract and upon the condition of the Company / firm's furnishing security for the performance of the Company / firm's obligations and discharge of the Company / firm's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 10 % (Ten) percent of the total contract value.

1. We. .... (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anyway payable by the Company / firm to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anyway payable in respect of the above to this guarantee up to an aggregate limit of Rs. .... (Rupees.....only).
2. We ..... Bank further agree that The Employer shall be sole judge of and as to whether the said Company / firm has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account there of and the decisions of The Employer that the said Company / firm has committed such breach or breaches and as to the amount or amounts of loss,

damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Company / firm's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Company / firm or to grant time or indulgence to the Company / firm or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Company / firm or release or forbearance whatsoever shall absolve the Bank of the full liability to The Employer hereunder or prejudice the rights of The Employer against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Company / firm but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Company / firm stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Company / firm or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the Company / firm arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any time anywise may have in relation to the Company / firm's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.

9. It shall not be necessary for the Employer to proceed against the said Company / firm before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the Company / firm shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said Company / firm or the said Bank shall not discharge our liability hereunder.
11. We. ....the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. .... (Rupees.....) and this guarantee shall remain in force till .....and unless a claim is made on us within 3 months from that date, that is before ..... all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Dated .....day of .....20 .

For and on behalf of Bank.

Issued  
Under  
Seal

# **PRICE BID**

**ANNEXURE-VI**

**Comprehensive Annual Maintenance Contract of Desktop Computers,  
Laptop, Printers and other peripherals etc.**

**PRICE BID- Part-I**

(This part should be photo copied and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed in sealed envelope No.2). This ANNEXURE in original without price shall be enclosed in Technical–Bid (Envelope No.1) as token of acceptance of this Performa.

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Unit Charges (per annum)</b>	<b>Total Charges (per annum)</b>
<b>A. Desktop Computer (103 Nos.)</b>				
1	HP Vectra Pentium IV (VL-420)	8		
2	HP Vectra Pentium IV (VL-320)	4		
3	HP Compaq Pentium IV (d530 MT)	6		
4	HP Compaq Pentium IV (dx6100 MT)	8		
5	HP Compaq Pentium IV (dx 2000 MT)	3		
6	HP Compaq Pentium IV (d290 MT)	7		
7	HP Compaq Pentium IV (dx2060)	1		
8	HP Workstation XW2300	1		
9	Compaq Pentium IV	1		
10	HCL Ezee Bee Pentium IV	1		
11	IBM xSeries 205 Pentium IV	1		
12	Accel Master Mind Pentium IV	3		
13	IBM Lenovo Pentium IV	4		
14	IBM Pentium IV (BMS)	2		
15	Desktop Computer Pentium IV	43		
16	Desktop Computer Pentium IV (Navtech)	3		
17	Dell Make Pentium IV	3		
18	Desktop Computer with Samsung monitor	1		
19	Acer Computer Pentium IV	1		
20	IBM Laptop R52	2		
<b>B. Printer (79 Nos.)</b>				
1	HP Deskjet 400	1		
2	HP Deskjet 640C	3		
3	HP Deskjet 690C	2		
4	HP DeskJet 948C	1		

S.No.	Items	Qty.	Unit Charges (per annum)	Total Charges (per annum)
<b>B. Printer</b>				
5	HP DeskJet 950C	1		
6	HP DeskJet 1280	1		
7	HP DeskJet 5150	1		
8	HP DeskJet 5438	3		
9	HP DeskJet 6122	1		
10	HP LaserJet 6L	1		
11	HP LaserJet 2100	3		
12	HP LaserJet 2200	4		
13	HP LaserJet 1000	8		
14	HP LaserJet 1020	9		
15	HP LaserJet 1320	6		
16	HP LaserJet 2600n	1		
17	HP LaserJet 3015 (All in one)	2		
18	HP LaserJet 3380 (All in one)	1		
19	HP LaserJet 3600	1		
20	HP LaserJet 4500	1		
21	HP InkJet 2280tn	1		
22	Canon InkJet (BJC 265)	1		
23	Samsung LaserJet ML-1520	2		
24	Samsung LaserJet ML-1610	19		
25	Epson Dotmatrix Printer (LQ-2070)	2		
26	TVS Dotmatrix Printer (MSP-345)	2		
27	Dotmatrix Printer	1		
<b>C. Scanner (04 Nos.)</b>				
1	HP ScanJet 3300C	1		
2	Scanner Mustek ScanExpress A3 USB	3		
<b>D. CD Writer (01 No.)</b>				
1	CD Writer (Banq) - External	1		
	<b>Total</b>			
	<b>Service Tax @ _____</b>			
	<b>Grand Total (Rs.)</b>			

**Price inclusive of all taxes & duties other than Service Tax.**

**Non-Comprehensive Annual Maintenance Contract of Local Area Network, Network Devices and UPS (3 Nos. installed in the Guest House & Hostel) installed in the Admin Block, Lab & Animal House, Guest House and Hostel etc. at NIB, NOIDA.**

**PRICE-BID- Part-II**

(This part should be photo copied and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed in sealed envelope No.2). This ANNEXURE in original without price shall be enclosed in Technical–Bid (Envelope No.1) as token of acceptance of this Performa.

<b>S.No.</b>	<b>Description of Work</b>	<b>Column-1</b>	<b>Column-2</b>
<b>E.</b>	Annual Maintenance Contract work of Local Area Network, Network Devices and UPS (3 Nos. attached with LAN System installed in Guest House and Hostel etc).	Charges for non-comprehensive maintenance i.e. supply of spares /consumable on NIB account (in Rs.)	Charges for comprehensive maintenance i.e. supply of spares /consumable on Company / firm's account(in Rs.)
		With manpower	With manpower
1.	Charges including all taxes and levies except Service Tax		
2.	Service Tax @-----%		
3.	TOTAL		
4.	% Overhead over the bill value to be charged by the bidder in case he needs to procure spare/consumable from the market on specific instructions of NIB. The bill value will not exceed the MRP of the item brought and supporting documents for MRP will need to be submitted for claiming reimbursement of the bill.(Please note that all charges like procurement cost, cartages, insurance etc will be deemed to be covered under the % overheads to be charged by the Company / firm).	.....% over the bill value	---

**(A). (For non-comprehensive maintenance i.e. supply of spare / consumable to NIB's account)**

Total Charges: (Rs in figures).....per month.  
(Rs in words).....per month.  
The total amount (Rs in figures).....per year.  
The total amount (Rs in words).....per year.

**(B). (For comprehensive maintenance i.e. supply of spare/consumable; to the Company / firm's account).**

Total Charges: (Rs in figures).....per month.  
(Rs in words).....per month.  
The total amount (Rs in figures).....per year.  
The total amount (Rs in words).....per year.

**5. Formula for Evaluation of the Bids in the case of LAN System and Network devices:**

In case NIB decides to award the contract on Comprehensive Basis then the Works will be awarded based on the charges as quoted in Column –2.

In case NIB decides to award the works for Non-Comprehensive Maintenance then the following formula will be used to arrive at the most competitive bid:

$$\text{Total Maintenance Charges} = \text{Charges as in Row 3 of Column 1} + \% \text{ as in Row 4} \times (\text{Charges as in Row 3 of Column 2} - \text{Charges as in Row 3 of Column 1})$$

**For Example:-**

**If NIB decides to place the order for non-comprehensive maintenance i.e Supply of spares to NIB Account, then the Lowest Bid will be evaluated as below:**

Let the total, (as in Row 3 of the above table) of the amount quoted by you as in Column 1 towards non-comprehensive maintenance be Rs 2.5 lacs and the amount quoted by you as in Column 2 towards comprehensive maintenance be Rs 3.7 lacs. Let the % quoted by you as in Row 4 of the above Table be 15%. Then as per the above formula the:-

Total Evaluated Maintenance charges for Non-Comprehensive Maintenance where the Spares/consumable will be procured by you on need basis = Rs.2.0 lacs + 15% of Rs. (3.7- 2.5) = Rs 1.2 Lacs. This figure will be compared for all the bidders to arrive at the most competitive bid.

*Signature of the Tenderer and seal*  
(Name & Designation of the authorized signatory)

**Note: Please read the instructions given on next page.**

**NOTE:** Please read the instructions carefully before submitting the tender:

1. The quoted prices/rates are valid for 120 days from the due date of opening of the tender.
2. The contract period will be initially one year period unless prematurely closed. The contract can be extended for a further period of 2 years based on satisfactory performance of the Company / firm.
3. ***The Institute reserves the right to split the award of work i.e., maintenance of Computer hardware and its peripherals etc to one Company / firm and LAN system and Network devices to the other Company / firm, on the basis of cost and technical suitability in the interest of the Institute (as per Clause 13 (b) of Right to accept of any tender and to reject any or all tender).***
4. It may here be noted that the discretion to award the works as in Column 1, (i.e., Non-comprehensive maintenance contract) OR in Column 2 (i.e., Comprehensive maintenance contract) will VEST ENTIRELY AT THE DISCRETION OF NIB and the Bidder will have no say whatsoever in the matter. However, the Institute have the right to switch over to any option i.e., Non-Comprehensive maintenance contract Or Comprehensive maintenance contract on the quoted rates accepted by giving 30 days notice time.
5. In case of Non-Comprehensive Maintenance contract all routine working consumables like Cleaning cloth, Blower & Line Tester / tools etc. will be deemed to be covered under the charges as quoted under column – 1 and will be supplied by the Company / firm.

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