

**APMC/AMC/IT/C&P/15-16/PF-I/ 2838**

**Tender Notice**

**For**

**Award of Comprehensive Maintenance Contract of  
Computers & Other Hardware for a Period of 01 year**

*Agricultural Produce Marketing Committee*

(Market of National Importance)

(Govt. of NCT of Delhi)

Office Complex, NFM Phase-II, Sarai Pipal Thala,  
Azadpur, Delhi-110033.

**APMC/AMC/IT/C&P/15-16/PF-I/2838**

*Agricultural Produce Marketing Committee*

(Market of National Importance)

(Govt. of NCT of Delhi)

Office Complex, NFM Phase-II, Sarai Pipal Thala,  
Azadpur, Delhi-110033.

**Dated: 15/06/2018**

**Tender Notice**

The Marketing Committee, APMC (MNI) Azadpur, Govt. of NCT of Delhi invites quotations from reputed Firms / Companies established and reliable IT organizations for “**Comprehensive Maintenance of Computers & Other Hardware**” with provisioning of onsite well qualified / trained resident engineers in the Agricultural Produce Marketing Committee, Azadpur & Sub-Yard Okhla during office hours from Monday to Saturday. If there is an exigency of work, the services can be extended beyond office hours and even on holidays also without any cost to the department for a period of 01 year.

The Tender document containing details of the tender including requirements, scope of work, terms and conditions, response formats etc. may be downloaded from the e-procurement platform <https://govtprocurement.delhi.gov.in>.

For any clarification you may contact Mr. Praveen Kumar Sharma, Supervisor (Data Analysis), Room No. 107, 1<sup>st</sup> Floor, APMC (MNI) Azadpur, Tel. No. 011-27691602.

The Tender document will be available for downloading from **15/06/2018 to 02/07/2018 by 2:00 PM from e-Procurement portal**. Last date of online bidding through e-procurement portal is **02/07/2018 by 2:00 PM only**. Manual submission of bids is not accepted.

**Mukesh Kumar Meena**  
Deputy Secretary (IT)  
APMC, Azadpur

**About this Document:** The objective of the document is to select an Agency for Comprehensive Maintenance of Computers & Other Hardware with onsite service engineers as specified in the tender document initially for a period of 01 year which may be extended further for a period of two years on year to year basis on the satisfactory services and mutual consent.

Bidders are advised to study this document carefully. Submission of bids shall be deemed to have been done after careful study and examination of this document with full understanding of its implementation. This document must be read in its entirety.

**Fact Sheet:**

S. No.	Particular	Details
1	Tender ID	2018_DAMB_153080_1
2	Tender date	15-06-2018
3	Selection Method	Least cost based selection with Pre-qualification.
4	Availability of Tender document	Tender Document can be downloaded from e-Procurement platform of Delhi Government ( <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> )
5	EMD	Earnest Money Deposit of amount <b>₹15,000/-</b> (Rs. Fifteen Thousand Only) <b>i.e. 5% of the estimated cost.</b> Demand Draft/FDR/Bank Guarantee/pay order in favour of Secretary, APMC, Azadpur and payable at Delhi. <b>The EMD should reach the office of the Secretary, APMC Azadpur latest by 14:30 hours on 02-07-2018</b>
6	Nodal Officer for correspondence and clarification	Deputy Secretary (IT) Agricultural Produce Marketing Committee (Market of National Importance) (Govt. of NCT of Delhi) Office Complex, NFM Phase-II, Sarai Pipal Thala, Azadpur, Delhi-110033. Ph. No. 27691602, 27401005.
7	Last date of bid submission	Proposals must be submitted not later than the following date and time: 02/07/2018 up to 14:00 hours
8	Opening of Technical Bid	02/07/2018 at 15.00 hours
9	Opening of Financial Bid	To be announced later after the evaluation of Technical Bids.

# TERMS & CONDITIONS OF THE MAINTENANCE CONTRACT OF COMPUTERS & OTHER HARDWARE

## 1. Introduction

Online Bids are invited for “**Maintenance of Computers & Other Hardware**” with provisioning of onsite support resident engineers for the Agricultural Produce Marketing Committee (Market of National Importance), Azadpur for a period of 01 year (extendable further for 2 years on year to year basis). The Tender document containing details of the tender including pre-requisites, scope of work, terms and conditions, response formats etc. may be downloaded from the e-procurement platform <https://govtprocurement.delhi.gov.in>.

- i. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications. The Tender should be submitted in time not later than the specified date and time.
- ii. All bids must be accompanied by a **Bid Security of Rs.15,000/- (Rupees Fifteen Thousand only)**. The bid security shall be in the form of Demand Draft/FDR/Bank Guarantee/Pay Order in favour of Secretary, APMC, Azadpur and payable at Delhi. The Bid Security in original shall reach to Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi before the closing date of the tender. However, the scanned copy of **Bid Security** and all other documents duly stamped and digitally signed shall be attached to the submission of the BID through e-procurement, platform.
- iii. The Purchaser shall not be responsible for non-receipt / non-delivery of the Bid documents or non-functioning of bidders’ computer system or software due to any reason whatsoever. No request for extension of dates will be entertained in any manner.

## 2. Background Information

Agricultural Produce Marketing Committee, Market of National Importance, Office Complex, Azadpur, Delhi along with 2 Sub-yards Okhla & Kelasiding. The list of Computers & other hardware under consideration for Comprehensive maintenance for 01 year is attached at Annexure–I of this document.

## 3. Instructions to Bidders

### 3.1 Procedure for Submission of Bids

It is proposed to have a Two Bids System for this tender:

#### 3.1.1 Technical Bid

### 3.1.2 Commercial Bid

- 3.1.3 The bids have to be submitted through e-procurement platform <https://govtprocurement.delhi.gov.in>. In order to participate in the tender through e-procurement platform, following activities are to be performed by the bidders.
- 3.1.4 To participate in the E-tendering process of the Delhi Government, the Vendor has to register at e-Procurement portal as per the process defined therein. The bidders may refer to the link “Bidders Manual Kit” –Notice to Bidders document at “<https://govtprocurement.delhi.gov.in>” for completing enrolment process.
- 3.1.5. Bidders have to obtain Digital Signatures Certificate from Certifying Agencies authorized by Government of India under Information Technology Act, 2000 & IT Act 2008 (Amended) or in accordance of the instruction given at the e-Procurement portal.
- 3.1.6 Prices should not be indicated in the Technical Bid and should only be indicated in the Commercial Bid.
- 3.1.7 The Tenderer shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Purchaser.
- 3.1.8 The Purchaser, will in no case be responsible or liable for the above mentioned costs, regardless of the conduct or outcome of the Tendering process.
- 3.1.9 Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.
- 3.1.10 While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- a) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi on the basis of this Tender document.
  - b) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi. Any notification of preferred bidder status by Agricultural Produce Marketing Committee, Market of National Importance, Azadpur,

Delhi shall not give rise to any enforceable rights by the Bidder. Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi may cancel this tender at any time prior to a formal written contract being executed by or on behalf of Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi.

- c) This tender document supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- d) The bidder can remain present himself /herself or his/her authorized representative at the time of opening the tender. Only authorized representative will be allowed to attend the meeting of the Tender Committee. They should also bring an undertaking on the letter head of the firm/organization that any decision/negotiation taken by their representative shall be acceptable to the firm.
- e) The bidder shall not engage any Sub-Contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organizations or otherwise.
- f) In case of any dispute or difference, the award of the arbitrator appointed by the Agricultural Produce Marketing Committee, Market of National Importance, Azadpur, Delhi will be final as per arbitration and reconciliation act 1995 and binding on the parties to the contract and the Court at Delhi/New Delhi shall only have the jurisdiction over the same.

### **3.2. Key Requirements of the Bid**

#### **Right to Terminate the Process**

- a) APMC (MNI) Azadpur may terminate the process at any time and without assigning any reason. APMC (MNI) Azadpur makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This document does not constitute an offer by APMC (MNI) Azadpur. The bidder's participation in this process may result APMC (MNI) Azadpur selecting the bidder to engage towards execution of the contract.

#### **Document Fees**

RFP can be downloaded free of cost from e-Procurement portal (<https://govtprocurement.delhi.gov.in>) of Delhi Government.

#### **Earnest Money Deposit (EMD)**

- a) Bidders shall submit the EMD in the form of a Demand Draft/FDR/Bank Guarantee/Pay Order issued by any commercial bank in favour of Secretary, APMC, Azadpur payable at Delhi, and should be valid for 3 months from the due date of the tender / RFP. The

exemption of EMD shall be in accordance to the General Financial Rules-2017 of Govt. of India.

- b) EMD of all unsuccessful bidders would be refunded by APMC (MNI) Azadpur within 30 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance With this RFP.

### **Submission of Proposals**

- a) The bidders should upload the completed bids on the Delhi Government e-Procurement portal <http://govtprocurement.delhi.gov.in>. Other format of bids submissions will not be entertained.
- b) The Technical bids and commercial bids should be uploaded in accordance of the instructions of Tender document.

### **Submission of Bid on e-Procurement Platform**

Bids must be submitted online through e-portal <https://govtprocurement.delhi.gov.in> on or before the stipulated time mentioned in the Fact Sheet. Department does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam for online bids. No bid will be accepted after the said date & time for submission of the bid.

### **Authentication of Bids**

A proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal issued by the company.

### **Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of **120 days** from the date of submission of Tender.

## Tender Evaluation

a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive Proposals:

- Are not submitted in as specified in this document
- Received without the Letter of Authorization (Power of Attorney)
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated in this document
- lesser validity period
- Non submission of EMD in original by due date and time

b) All responsive Bids will be considered for further processing as below.

APMC (MNI) Azadpur will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this document. The decision of the Committee will be final in this regard.

## 4. Eligibility Criteria for Evaluation

### Technical Bid Evaluation

The Tenderer should attach adequate supporting documents in Technical Bid duly scanned, signed & stamped through e-procurement system to substantiate the information being provided for each of the mentioned points. **No commercial should be attached with Technical Bid.** Eligibility criterion will be as under:-

S.No.	Criteria	Required
1	Bidder should have valid GSTIN	Proof
2	Bidder should have minimum annual turnover of Rs.87,194/- i.e. (30% of the estimated cost) during last three financial years (FY 15-16,16-17, 17-18)	Proof/Balance Sheet
3	The bidder should have executed minimum one work of 80% of the estimated cost i.e. Rs.2,32,518/- <b>OR</b> two works of 50% of the estimated cost i.e. Rs.1,45,324/- each <b>OR</b> three works of 40% of the estimated cost i.e. Rs.1,16,259/- each during last three financial years ( FY 15-16,16-17, 17-18)	Copies of supply order, completion certificates and installation reports
4	Bidder will be completely responsible for the execution of the project as a single point solution provider and the sole prime contractor for the entire project.	Undertaking certificate from bidder
5	Bidders who have been black listed/debarred by any govt. Deptt./PSUs/Nationalized Banks shall not be considered.	Undertaking/ certificate from bidder



6	Proof/Undertaking of having maintenance centre in Delhi/NCR	Address proof/Undertaking
7	The bidder has to submit an EMD of Rs.15,000/-.	Proof
8	Authentication of Bids. Power-of-attorney should be in the name of the signatory of the Proposal to be submitted by the bidder.	Proof
9	Form-2: Particulars of the Bidder	As per the Tender Document

*Note:*

*i) No documents other than scanned, signed & stamped through e-procurement system will be entertained.*

*ii) APMC (MNI) Azadpur reserves the right to ask for any additional information and also reserves the right to reject or accept the bid of any/all bidder(s), if in the opinion of APMC (MNI) Azadpur, the qualification data is incomplete or the bidder(s) is found not qualified to satisfactorily execute the requirements of the project and no communication shall be entertained in this regard in future what so ever.*

### **Commercial Bid Evaluation**

- a) The commercial bids will be opened only of those bidders who qualify the Technical criteria.
- b) The bidder which has the lowest qualifying commercial bid will be declared as L1 based on grand total of AMC charges of all the items.
- c) Errors & Rectification: If there is any discrepancy between words and figures in the commercial bid, the amount in words will prevail.

### **Issue of Corrigendum**

- a) Corrigendum / clarifications (if any) to the queries from all bidders or by APMC (MNI) Azadpur on its own will be posted on the e-Procurement platform of Delhi Government (<https://govtprocurement.delhi.gov.in>) and on the website of the APMC (MNI) Azadpur ([www.apmcazadpurdelhi.com](http://www.apmcazadpurdelhi.com))
- b) Any such corrigendum shall be deemed to be incorporated into this Tender document.
- c) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, APMC (MNI) Azadpur may, at its discretion, extend the last date for the receipt of proposals.

## 5. General Conditions:

- 5.1. The AMC Service Provider shall truly & faithfully carry on the maintenance job as is done by the services/business houses in proper manner/standard fashion for preventive and comprehensive maintenance of the Computers & Other Hardware of various types of APMC (MNI) Azadpur, as mentioned at **Annexure-I** to the extent and its satisfaction initially for a period of one year.
- 5.2. The firm who stand L1 on the basis of the grand total of rates quoted for all the items of the bid documents, will be awarded the contract for providing the AMC services for computers & other hardware as mentioned in the tender document.
- 5.3. The Service Provider shall provide well qualified/trained resident engineers in the APMC (MNI) Azadpur during office hours from Monday to Saturday. If there is an exigency of work, the services can be extended beyond office hours and even on Sundays/holidays also without any cost to the department.
- 5.4. The comprehensive maintenance shall be carried out primarily at the premises of APMC (MNI) Azadpur & Sub-yard Okhla on Monday to Saturday from 10.00 AM to 5.30 PM and even beyond that depending upon the exigencies of the work. The comprehensive maintenance is inclusive of Printer software support including connectivity of printer in standalone and network configuration etc.
- 5.5. In case Printer Components /Logic card/ Fuser assembly are not repairable the same shall be replaced with OEM branded new parts/products of same or higher specification without any additional cost to the Department.
- 5.6. The service provider shall provide trained resident engineer(s) in the department during office hours of the Department. If there is any exigency of work, the services can be extended beyond office hours and even on week end / holidays also.
- 5.7. AMC shall cover comprehensive maintenance which includes preventive as well as corrective maintenance.
- 5.8. The firm awarded with the maintenance contract shall also carry out preventive maintenance of each equipment once in a quarter and shall maintain proper record thereof. The payment on quarterly basis will be made only after submitting the preventing maintenance record. Failure to do so shall attract penalty as per the contract agreement.
- 5.9. AMC shall cover each and every part including plastic body and parts, replacement of any part necessary for keeping the hardware active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the equipments. The replacement of all spares including plastic parts and body is included in the AMC **except Printer Toners/cartridges, printer heads & printer ribbons**. The replacement of all defective parts with good quality and OEM branded parts will be done by the service provider without any extra

charge of any kind. Used/repaired parts of any other brand from any other source are not accepted.

- 5.10. Fault intimated and/or noticed after award of the contract shall be rectified by the firm awarded with the contract at no extra cost to the department.
- 5.11. In case, the service provider feels that the equipment cannot be repaired at site, they will carry & deliver the equipment at their own cost and get it repaired promptly within 2 working days failing which replacement shall be provided failing which an amount of Rs. 500/- per day per item shall be charged as penalty.
- 5.12. The environment conditions in which the equipment is presently installed are quite satisfactory and the service provider shall not raise any condition with regard to the working environments for the equipment to be covered under AMC.
- 5.13. The calls are received centrally and shall be forwarded to the concerned service engineer by the concerned official of the department and shall be attended immediately on receipt of the same. The firm shall maintain proper service call sheets which will be duly signed by the engineer and the user of the equipment.
- 5.14. The company shall ensure uptime of machines and regular attendance of the onsite service engineer failing which penalty as applicable as per relevant clauses will be imposed without issue of any formal notice to the service provider.
- 5.15. Printer interface cables, printer port and power cable etc. are also covered under AMC.
- 5.16. The service provider shall also be responsible for installation/reinstallation of driver software with upgrades/updates as and when required.
- 5.17. The number of equipments under consideration for AMC may vary and payment shall be made as per actual.
- 5.18. In the event of non-satisfactory conduct of maintenance services, Department shall have the right to terminate the maintenance contract.
- 5.19. No interest shall be made on the Performance Guarantee deposited by the firm.
- 5.20. Any new hardware will be brought into maintenance through a written intimation or addendum. The new hardware will be inspected by the service provider and its maintenance will be taken-up after acceptance of the same. In case, APMC (MNI) Azadpur decides to withdraw any equipment from Contract during the AMC period, the same would be taken out of this Contract with written information to the service provider & payment of AMC of those items shall not be done w.e.f. date of getting out of AMC.
- 5.21. The Department has exclusive right to terminate the Contract by giving short notice to the service provider.

5.22. The selected vendor shall not assign this agreement or any part thereof, or any benefit there under without the consent of APMC (MNI) Azadpur, to any other party.

5.23. No claim for interest in case of delayed payment will be entertained by the APMC (MNI) Azadpur.

## **6. PENALTY**

6.1 A penalty of Rs. 600/- (Rupees Six Hundred) shall be imposed per day per engineer for an unauthorised absence.

6.2 Any machine/peripheral down for more than 2 working days and for which no replacement has been provided, a penalty at the rate of Rs.500/- per day per item shall be imposed.

6.3 In case of non-performance of quarterly preventive maintenance, a penalty of Rs.1000/- per day shall be charged.

## **7. PERFORMANCE GUARANTEE**

7.1 The firm awarded with the maintenance contract shall deposit a Performance Guarantee for an amount of 10% of total AMC value in the form of Demand Draft/FDR/Bank Guarantee/Pay Order in favour of Secretary, APMC, Azadpur of Delhi valid for a period of 60 days beyond the completion of contractual obligations of the contract issued by any of commercial banks. No interest shall be paid on the Performance Guarantee by the APMC (MNI) Azadpur.

## **8. CONTRACT PERIOD**

8.1 The validity of the contract shall be initially for one year from the date of award of the contract. This can be extended further for a period of two years on year to year basis subject to satisfactory services by the service provider. However, final decision shall rest with the Department.

8.2 The company has to give three months notice in advance before cancellation of the contract. Contravention of the same would lead to forfeiture of performance guarantee along with all outstanding dues.

## **9. PAYMENT TERMS**

9.1 The AMC charges shall be payable to the service provider in four equal quarterly instalments and paid at the end of each quarter of AMC period subject to satisfactory performance of the service provider and after deducting penalties, if any.

**Important**

*Note 1: All intending bidders are advised in their interest to inspect all equipments prior to submission of commercial bids.*

*Note 2: The intending bidder is expected to read the terms and conditions of the tender carefully as these would be part of contract document to be signed between the successful bidder and Department of Trade and Taxes and would be adhered to strictly.*

**Financial Bid/Details of equipment's for AMC (Comprehensive)**

S.No.	Item	Description of Items	Qty	OEM	Date of Purchase	Rate per item in Rs.	Total Amount in Rs.
1	Computer	HP / HP 8000 Series (Intel Core i5-650, 3.2GHz,4MB L3 Cache Memory, 2GB RAM, 320GB HDD DOP - 26.09.2011	6	HP	26.09.2011		
		ACER - Intel Pentium (DC 2nd Generation) / 2GB RAM / 250 GB HDD / DVD Writer / 18.5" TFT/XPP/ KBRD/ Mouse DOP -11.05.2012	4	ACER	11.05.2012		
		DELL- Intel Core i-5-650,3.2 GHz, 500GB HDD, DVD Writer, 18.5" TFT, PS-2 Keyboard, Optical Scroll Mouse DOP -26.07.2012	2	DELL	26.07.2012		
		HP 8200 - (Intel Core i5-2600,3.4GHz, 8MB Cache or Better) DOP -02.02.2013	14	HP	02.02.2013		
		HP 8200 - (Intel Core i7-2600,3.4GHz, 8MB Cache or Better) DOP -02.02.2013	1	HP	02.02.2013		
		HP Elite Desk 800 G-1, Intel Core i5-3470, 3.2 GHz, 6 MB Cache Preloaded Operating System M.S. Windows8 DOP -30.03.2015	81	HP	30.03.2015		
		<b>Total (Computers)</b>	<b>108</b>				
2	Laptop	HP PAVILION G-6 2320TX, i5,3RD GENERATION /1TB HDD/4GB RAM/DVD WRITER/1GB GRAPHIC CARD/WEB CAM,WI-FI/WINDOWS 8 DOP -18.04.2013	1	HP	18.04.2013		
		<b>Total (Laptop)</b>	<b>1</b>				
3	Printers	HP LASERJET 1150 DOP - 09.06.2004	2	HP	09.06.2004		
		HP LASERJET 1010 DOP - 08.12.2004 (5) 01.06.2005 (3)	8	HP	08.12.2004 (5) 01.06.2005 (3)		
		HP LASERJET 1160 DOP - 01.06.2005(1) 05.08.2005(2)	3	HP	01.06.2005(1) 05.08.2005(2)		
		HP LaserJet 1020 DOP - 14.11.2005 (3) 20.06.2006 (1) 18.07.2006 (1) 18.07.2006 (1)	7	HP	14.11.2005 (3) 20.06.2006 (1) 18.07.2006 (1) 08.03.2007(1)		

	08.03.2007(1) 25.04.2007(1)			25.04.2007(1)		
	HP LaserJet 1022 DOP - 22.03.2006	1	HP	22.03.2006		
	HP Laserjet 1020 Plus	1	HP	-		
	HP Laser Jet 1319f MFP DOP - 01.01.2010	2	HP	01.01.2010		
	HP Laser Jet P-1007 DOP - 24.02.2010	1	HP	24.02.2010		
	HP Laser Jet M1213mf MFP (Fax/Scanner/Copier) DOP - 28.03.2012 (1) 11.05.2012 (1)	2	HP	28.03.2012 (1) 11.05.2012 (1)		
	HP Laser Jet P-1108 DOP - 26.07.2012	3	HP	26.07.2012		
	TVS HD 250 Gold DOP - 15.09.2008 (1) 02.05.2011 (2) 03.08.2013 (3) 21.10.2013 (2) 15.04.2017 (6)	14	TVSE	15.09.2008 (1) 02.05.2011 (2) 03.08.2013 (3) 21.10.2013 (2) 15.04.2017 (6)		
	Compact Mono Chrome Laser Multi-Function Printer DCP-7055 (Brother) DOP - 17.04.2013	1	Brother	17.04.2013		
	HP LaserJet Pro 400 Colour MFPP M475DN DOP - 05.03.2014	1	HP	05.03.2014		
	<b>Total (Printers)</b>	<b>46</b>				
					AMC Cost	Rs. _____
					GST	Rs. _____
					<b>Grant Total of AMC</b>	Rs. _____

## Technical Bid Template

## Appendix II

### Form 1: Compliance Sheet for bidding

(Proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical Bid.)

S.No.	Criteria	Required
1	Bidder should have valid GSTIN	Proof
2	Bidder should have minimum annual turnover of Rs.87,194/- i.e. (30% of the estimated cost) during last three financial years (FY 15-16,16-17, 17-18)	Proof/Balance Sheet
3	The bidder should have executed minimum one work of 80% of the estimated cost i.e. Rs.2,32,518/- <b>OR</b> two works of 50% of the estimated cost i.e. Rs.1,45,324/- each <b>OR</b> three works of 40% of the estimated cost i.e. Rs.1,16,259/- each during last three financial years (FY 15-16,16-17, 17-18)	Copies of supply order, completion certificates and installation reports
4	Bidder will be completely responsible for the execution of the project as a single point solution provider and the sole prime contractor for the entire project.	Undertaking certificate from bidder
5	Bidders who have been black listed/debarred by any govt. Deptt./PSUs/Nationalized Banks shall not be considered.	Undertaking/ certificate from bidder
6	Proof/Undertaking of having maintenance centre in Delhi/NCR	Address proof/Undertaking
7	The bidder has to submit an EMD of Rs.15,000/-.	Proof
8	Authentication of Bids. Power-of-attorney should be in the name of the signatory of the Proposal to be submitted by the bidder.	Proof
9	Form-2: Particulars of the Bidder	As per the Tender Document



**Form 2: Particulars of the Bidder**

<b>S. No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>
A	Name and address of the bidding Company (Corporate office)	
B	Name, Address, email, Phone nos. and Mobile Number of Contact Person(s)	