

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
Unit No. 11 & 12, Ground Floor DLF Prime Tower, Okhla Phase-I,
New Delhi - 110020

NOTICE INVITING SEALED QUOTATION

INVITING SEALED QUOTATIONS FOR THE AMC OF
COMPUTERS Peripherals including LAN Network, UPS ,
PRINTER and SCANNER

The National Handicapped Finance and Development Corporation invites sealed quotations **from various Computer Service and Maintenance agencies of New Delhi** for the AMC of computer (Desktops and Laptops) , Printers , Scanners and UPS as per specifications attached vide **Annexure - 'A'**.

1. PARTICULARS

- a) Quotation Reference No. : NHF/2/16/AMC Computer/2014
- b) Last date & time of receipt of Quotation : 15th March 2021, 03.00 P.M
- c) Opening of Quotation : 15th March 2021, 03.30 P.M
- d) Place of receiving the Quotation : National Handicapped Finance and Development Corporation,
Unit No. 11 & 12, Ground Floor
DLF Prime Tower, Okhla Phase-I,
New Delhi - 110020
- e) Contact person : Ms. Aditi Chaudhary,
Jr. Exececutive (System)
- Ph.011-45803730 – Ext 230
Mob No.9650741244

Note:

This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.

2. TERMS AND CONDITION

• **Eligibility Criteria**

The quotationer should have at least three years experience in IT facility management / annual repairs and maintenance of computer system, peripherals, accessories.

- **Testimonial should be enclosed as proof.**
 - a) The quotationer should have three running contacts with any Govt. / Semi Govt. Dept / PSU / Bank for a total value of not less than Rs. 2 Lakh. Testimonial should be enclosed as proof.
 - b) The quotationer should have at least 5 hardware engineers having hardware certification with at least one year experience in respective areas Testimonial and records to be furnished:
- **The quotationer should enclose the following records, duly self certified, in support of their bonafide:-**
 - a) List of Professionally qualified personnel of the vendor.
 - b) Copy of Certificate of registration / incorporation of the agency.
 - c) Copy of Trade license applicable.
 - d) Copy of Income Tax Registration Certificate / PAN, Service Tax.
- **The contract shall be for a period of one year with effect from the date of signing of agreement. The firm shall provide the following comprehensive maintenance services under the agreement to keep the systems in good working conditions:**
 1. Unscheduled, on call corrective and remedial maintenance services.
 2. Schedule preventative maintenance once in every three months, which includes physical cleaning of Monitors, CPUs, Key Boards, Mouse, Speakers, Printers and other associated peripherals.
 3. The firm shall provide on call service from Monday to Saturday excluding Public Holiday from 9.00 am to 6.00 pm for the equipment.
 4. The response time to request for service will normally be within 24 Hrs. if a complaint is reported before 1400 hrs the same shall be attended on the same day itself. Failure to attend complaint within 24 hrs., a penalty of Rs.250/- (Rupees Two Hundred Fifty only) will be levied on service provider for every working day, which may be deducted from the AMC (Annual Maintenance Contract) charges to be paid to the firm.

5. Replacement of defective part(s) replaced will either be new part(s) or part(s) equivalent in performance to new part(s).
6. The firm shall supply all spare parts, excluding consumable parts such as printers head, printer knob, fuser assembly of the laser printers, batteries, printers knob etc. required for repair and nothing extra shall be paid on this account.
7. The firm shall provide all normal tools and test equipments needed for maintenance of the system.
8. The firm shall maintain the system in working condition throughout the year. In case the calls are not attended within 24 hrs. the expenditure incurred by National Handicapped Finance and Development Corporation towards repairing of systems by a third party would be at the risk & cost of the vendor.
9. Provision of stand by equipment by Annual Maintenance Service Provider in case the malfunction in the equipment is not made serviceable right within 24 hrs. of its reporting to the firms service centre.
10. For the machines that are under warranty, the firm shall be coordinating with the supplier of the machine, till such period the machine is under warranty. All the details / support for such purpose shall be extended by NHFDC.
11. The NHFDC shall make quarterly payment at the end of each quarter after having satisfactorily services from the firm.
12. The Annual Maintenance Contract would be subject to satisfactory service and may be terminated at any time by giving one month notice in writing at the discretion of NHFDC.
13. Any dispute arising between parties hereto shall be referred to the sole Arbitrator to be appointed by CMD, NHFDC and the decision /award of such arbitrator shall be binding upon the parties hereto.
14. In case of need to replace any item/component, the agency shall provide original make genuine parts/components of similar or higher configurations.

15. The agency shall produce the Cash Memo's / Certificate / Document in proof of providing genuine components to replace the faulty ones ; on demand.
16. The Annual Maintenance Contract includes preventive as well as corrective maintenance.
17. The Company shall ensure to abide by the copy right, intellectual Property rights and other laws as may be applicable for providing any replacements for any malfunctioning the components/items/software under and any violation of any legal requirement by the agency in this regard shall lead to termination of the contract forthwith and forfeiture of security money. Besides ensuring compliance to all legal requirements will be the responsibility of the agency, failure to do so would lead to consequences aforesaid.
18. To manage and troubleshoot the networking system (LAN)
19. The courts of competent jurisdiction at New Delhi will have the sole and exclusive jurisdiction to decide the issue of any dispute between the parties hereto.

The firm agrees to maintain the equipment specified in the agreement in accordance with the terms and conditions mentioned herein above.

20. **Payment Terms**

- a) The comprehensive maintenance charges shall be payable to the service provider in four equal quarterly installments and paid at the end of each quarter of AMC period after satisfactorily service (after deducting penalties, if any).
- b) Any increase or decrease of taxes, duties or prices of components, etc. will not affect the AMC rates during the entire period of AMC.

21. **Agreement**

The selected vendor shall have to sign an agreement, on non-judicial stamp paper of appropriate value, containing details of terms and conditions after issue of letter of intent (LOI), to begin AMC.

AGREEMENT OF AMC OF COMPUTER AND PERIPHERALS OF NHFDC

THIS AGREEMENT TO AMC executed at New Delhi on this _____ 2021 between
M/s _____ Through its Proprietor Shri _____
_____ (hereinafter called the Contractor as well as first party)

AND

M/s NHFDC through its _____ , Unit No. 11 & 12, Ground Floor, DLF Prime Tower,
Okhla Phase – I , New Delhi – 110 020 (hereinafter called the second party)

The contract shall be for a period of one year with effect from the date of signing of agreement.
The firm shall provide the following comprehensive maintenance services under the agreement
to keep the systems in good working conditions :-

1. Unscheduled, on call corrective and remedial maintenance services.
2. Schedule preventative maintenance once in every three months.
3. The firm shall provide on call service from Monday to Saturday excluding Public Holiday from 9.00 AM to 6.00 P.M for the equipment.
4. The response time to request for service will normally be within 02 Hrs. If a complaint is reported before 1400 Hrs the same shall be attended on the same day itself. Failure to attend complaint within 02 Hrs. a penalty of Rs.250/- (Rupees Two Hundred Fifty only) will be levied on service provider for every working day , which may be deducted from the AMC(Annual Maintenance Contract)charges to be paid to the firm.
5. Replacement of defective parties replaced will either be new part(s) or part(s) equivalent in performance to new part(s).
6. The firm shall supply all spare parts, excluding consumable parts such as printers heads, printer know, fuser assembly of the laser printer, batteries, printers knob etc. required for repair and nothing extra shall be paid on this account.
7. The firm shall provide all normal tools and test requirements needed for maintenance of the system.
8. The firm shall maintain the system in working conditions throughout the year. In case the calls are not attended within 02 Hrs. the expenditure incurred by National Handicapped Finance and Development Corporation towards repairing of systems by a third party would be at the risk and cost of the vendor.

9. Provision of stand by equipment by Annual Maintenance Service Provider in case the malfunction in the equipment is not made serviceable right within 02 Hrs. of its repairing to the firm's service centre.
10. For the machines that are under warranty, the firm shall be coordinating with the supplier of the machine, till such period machine is under warranty. All the details / support for such purpose shall be extended by NHFDC.
11. That NHFDC shall make quarterly payment at the end of each quarter after having satisfactorily services from the firm.
12. The Annual Maintenance Contract should be subject to satisfactory service and may be terminated at any time by giving one month notice in writing at the discretion of NHFDC.
13. Any dispute arising between parties hereto shall be referred to the sole Arbitrator to be appointed by CMD, NHFDC and the decision / award of such arbitrator shall be binding upon the parties hereto.
14. In case of need to replace any items / component, the agency shall provide original make genuine parts / components of similar or higher configurations.
15. The agency shall produce the Cash Memo's / Certificate / Document in proof of providing genuine components to replace the faulty ones Demand.
16. The Annual Maintenance Contract includes preventive as well as corrective maintenance.
17. The company shall ensure to abide by the copy right intellectual Property right and other laws as may be applicable for providing any replacements for any malfunctioning the components / items / software under and any violation of any legal requirement by the agency in this regard shall lead to termination of the contract forthwith and forfeiture of security money. Besides ensuring compliance to all legal requirements will be the responsibility of the agency, failure to do so would lead to consequences aforesaid.
18. The courts of competent jurisdiction at New Delhi will have the sole and exclusive jurisdiction to decide the issue of any dispute between the parties hereto.

The firm agrees to maintain the equipment specified in the agreement in accordance with the terms and conditions mentioned herein above.

19. **Payment Terms:**

- a) The comprehensive maintenance charges shall be payable to the service provider in four equal quarterly installments and paid at the end of each quarter of AMC period after satisfactorily service (after deducting penalties if any).
- b) Any increase or decrease of taxes, duties or prices of components etc. will not affect the AMC rates during the entire period of AMC.

20. **Agreement**

The selected vendor shall have to sign an agreement, on non-judicial stamp paper of appropriate value, containing details of terms and conditions after issue of letter of intent (LOI), to begin AMC.

In the presence of witnesses both the parties have signed this agreement on this dated

Witness

- 1. CONTRACTOR FIRST PARTY

- 2. SECOND PARTY

LIST OF COMPUTERS / UPS / PRINTER / SCANNER UNDER AMC

Desktops

Sl. No.	Computers (Desktop)	Nos.
01	HP – Dx7380MT-Win Vista – 2GB RAM	01
02	HP – Dx7380MT-Win 7– 2GB RAM	02
03	Hp –DC Compaq 7700 core 2 – Win 7- 2GB RAM	01
04	Lenovo: Core 2- Vista - 2GB RAM	01
05	HP Desk Top DX 2480 Intel C2d 2.80ghz	02
06	Lenovo Thinkcenter server 16GB RAM	01
07	Hp P21334in-4GB-Win-10	02
08	HP desktop Elite 8100- Win7-2GB	03
09	HP desktop Elite 8300-Win 8 -4GB RAM	03
10	Desktop all in one Lenovo 71Ez	02
11	Acer I3 -4GB	02
12	One assembled intel core2 Duo, windows 7-4GB	01
13	Lenovo core i7	05
14	HP 280 G2 Intel Core I7	03
15	Dell Optiplex 5050/mt i7-7700 8gb 1TB with win 10 pro 64bit	03
TOTAL		32

Desktop, Printer, UPS under warranty

01	HP280 G4 MT Business desktop/i7 /8GB 1TB with win 10 pro 64bit	03
02	Acer Veriton i5/8GB 1TB desktop with win 10 pro 64bit (under Warranty)	02
03	HP Laserjet Pro M202dw	01
04	Lenovo Thinksystem Intel Xeon/16GB RAM/4TB HDD server	01
05	HP Laptop/i5/1TB HDD/8GB RAM	01
06	Asus Laptop/i7/1TB HDD/8GB RAM	01
TOTAL		10

Laptops

Sl. No.	Computers (Laptop)	Nos.
01	HP- Compaq Core2 Duo – Vista – 1GB RAM	01
02	ACER Intel Core i3- 1st Gen, RAM : 2GB Hard Disk : 320GB HDD	01
03	HP- I3 second gen.–windows 7 -2GB RAM	02
04	SONY Vaio I3 2 nd Gen	01
05	Microsoft surface Pro Laptop 2 i7/256GB HDD/8GB RAM	01
06	Laptop i5/4 GB RAM/320 HDD	18
TOTAL		24

Scanners

<u>Sl. No.</u>	<u>Scanner</u>	<u>Nos.</u>
01	Hp G3110	01
02	HP G3010	01
03	HP G2410	04
04	EPSON-DS860	01
TOTAL		07

Printers

<u>Sl. No.</u>	<u>Printer</u>	<u>Nos.</u>
02	HP-Laserjet -1150	01
03	Hp Laserjet-P1505	03
04	HP-Laserjet -1022n	03
05	HP-Laserjet -1007	02
06	HP Laserjet 1020+	04
07	HP Laserjet p 1108	02
08	HP laserjet P 1606dn	02
09	HP laserjet Pro M203dn	03
10	HP Laserjet Pro M202dw	04
TOTAL		24

UPS

<u>Sl. No.</u>	<u>UPS</u>	<u>Nos.</u>
01	Luminous 800 VA	02
02	Microtek 600 / 625 /650 VA	15
03	Intex 600 VA	03
04	APC 600VA	01
05	Paradyne 800 VA	05
06	Numeric 600VA	07
07	Foxin 600VA	02
TOTAL		35