



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)
A-5, Institutional Area, Sector-62, NH-24 Bypass, Noida-201301, UP, India
Tel 0120-2400085-86, 2405006-9, Fax 2400087

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All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/12/AMC - Computers/2016-17

27th June, 2017

Notice Inviting Quotations (NIQ)

To,

As per list identified
through Internet/ local enquiry
& web site of IAHE

Sub: Annual Maintenance Contract (AMC) for HP Computers & other Peripherals in the Indian Academy of Highway Engineers (IAHE), Noida.

Sir,

Your quotation may be submitted to The Director in sealed envelope **so as to reach by 18th July 2017 at 1:00 PM** in the format as given at Annexure-I (in the letter head of Agency) as per the following terms and conditions for Annual Maintenance Contract (AMC) for HP Computers & other Peripherals in the IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Agency submitting quotation should have valid PAN, Sales Tax Registration number, Authorisation certificate from HP India Sales Pvt. Ltd. and Service Tax Registration Certificate (if applicable to the agency). Agencies whom contracts have been terminated by IAHE and agencies which are debarred/terminated by IAHE are not eligible to apply. Agencies are required to submit proposals in 2 covers. The first cover shall contains copy of **PAN card, Sales Tax Registration certificate, Authorisation certificate from HP India Sales Pvt. Ltd. (to be valid as on the last date of submission of NIQ), Service Tax Registration Certificate** (if applicable) and security deposit of Rs. 20,000/- in the form of Demand Draft/Banker Cheque of a schedule bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The second cover shall contains the **Financial Quote/Quotation** as given at Annexure-I. First cover shall be opened at first and agencies, who have submitting valid PAN Card, Sales Tax Registration certificate, Authorisation certificate from HP India Sales Pvt. Ltd., Service Tax certificate certificate (if applicable to the agency) and Security deposit shall be eligible for opening of the second cover i.e the cover containing the Financial Quote. The work shall be awarded to the agency submitting the **lowest financial quote (Grand Total)**. Both covers should be enclosed in third cover super scribed "**Quotation for AMC of computer & other Peripherals in response to IAHE's NIQ bearing no. IAHE/Admin/12/AMC-Computers/2016-17 dated 27th June, 2017**".
2. The contract would be comprehensive i.e including replacement of all parts of HP Computers & other Peripherals in Original except:
 - a. Physical damaged & burnt;
 - b. LCD Panel of TFT Screen;
 - c. Fuser assembly, Cartridge, Teflon & Scanning Unit of Printer;
 - d. Laptop battery & Adopter.
3. The initial period of contract will be one year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. **The AMC can be further extended for one year based on the performance of the agency.**

4. The replacement of any part of the computer/peripherals, whenever required, must be carried out by the agency with genuine part of same specification and warranty.
5. The agency shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement.
6. The Agency shall provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipment. Media shall be provided by IAHE.
7. Upkeep and maintenance of the hardware installed in the systems.
8. The agency will prepare logbooks for each of the machines to be taken under the AMC and preventive maintenance. A quarterly Preventive Maintenance Report shall be submitted by the Agency to the Competent Authority, IAHE.
9. The agency shall rectify the faults in the machine within 24 hours after report by IAHE. As far as possible, the repairs would be carried out on-site. However, in case the equipment is taken to the workshop, the agency would provide a standby for the same. If the agency fails to rectify the problem or provide a standby within 24 hours, a penalty of Rs. 500/- per day in each case will be imposed to them and will be deducted from their bill/security deposit.
10. Within a week time after award of the contract, the agency shall give a report of taking over of all equipment (mentioned in Annexure-I of NIQ). It shall be the responsibility of the agency to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the IAHE in working conditions on the expiry of the contract. In case any damage in the systems is found, compensation which would be determined by the Competent Authority will have to be paid by the agency.
11. No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactorily rendering of service would be made.
12. **In case, the agency does not provide services to the satisfactory of the Academy during the AMC period, IAHE reserve the right to terminate contract with immediate effect and to forfeit the security deposit submitted to IAHE.**
13. The rates quoted should be inclusive of all taxes/freight complete and work shall be executed at the site in the campus of IAHE (Indian Academy of Highway Engineers, A-5, Sector-62, Noida). However, changes in the Service Tax will be considered as per prevailing rates of Government of India.
14. Rate for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency. If any agency fails to quote any items, their quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand Total price.
15. The agency shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part.
16. Security deposit of bidders except lower bidder is returnable in the form of a cheque or online transfer to bidder's account not later than 15 (Fifteen) days from the date of opening of Financial Proposal. The security deposit of the successful firm (lowest bidder) will be released after one year from award of contract.
17. Any bid accompanied by security deposit, as mentioned above, shall be rejected by the Academy as non-responsive.
18. The IAHE shall not liable to pay any interest on the security deposit and the same shall be interest free.
19. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
20. Quotation shall be submitted to The Director in sealed envelopes super scribed "**Quotations for AMC of computer, and other Peripherals in response to IAHE's NIQ bearing no. IAHE/Admin/12/AMC-Computers/2016-17 dated 27th June, 2017**" so as to reach by **18th July 2017 at 1:00 PM.**

Yours sincerely,



(Sunil Kumar Gupta)
Deputy Director, IAHE

Format should be on the letter head of the agency submitting the quotation

Letter No. ...

dated

To,

The Director,
Indian Academy of Highway Engineers (IAHE),
A-5, Institutional Area,
Sector-62, Noida 201301 (UP)

Sir,

Please find enclosed our quotation with request to your NIQ bearing no. IAHE/Admin/12/AMC - Computers/2016-17 dated 27th June 2017

Sl. No.	Specifications of HP Computers & other Peripherals	Quantity in Nos	Rate per unit in Rs inclusive of all taxes & freight	Total amount in Rs
01	HP Desktop Computers –i5 (HP Compaq 8100 Elite) 17" TFT SVGA Monitor 104 Keys Keyboard Optical Mouse	16		
02	Printer HP LaserJet (Model No. M202n)	10		
03	Printer - HP LaserJet (Model No. P 1606 dn)	4		
04	Printer - HP LaserJet 3050 series	3		
05	Printer - HP LaserJet CP2025-Color	1		
06	Printer - HP LaserJet Pro 400 Color M451dn-Color	1		
07	Printer - HP LaserJet Pro 400 MFPMU75dn (Color)	1		
08	Laptop (HP Probook 4402s)	2		
09	Scanner HP Scanjet 5590	1		
Grand Total (Rs.)				
Total amount Rs...../- (in words.....Only) I accept all the terms and conditions stated in the NIQ issued bearing No IAHE/Admin/12/AMC - Computers/2016-17 dated 27 th Jan. 2017				



**Signature of Authorised Signatory
Name of the firm with stamp and date**