

Price : Rs. 100/-

**TENDER FOR**  
**ANNUAL MAINTENANCE CONTRACT (AMC)**  
**OF COMPUTERS AND PERIPHERALS**  
**FOR ONE YEAR**  
**AT ARID FOREST RESEARCH INSTITUTE JODHPUR**

**Last Date & Time of Submission of Tender : 25-03-2014 upto 4.00 PM**

**Date & Time of Opening of the Tender : 25-03-2014 after 4.00 PM**

**Arid Forest Research Institute**  
**PO: Krishi mandi, New Pali Road,**  
**Jodhpur-342 005 (Rajasthan)**

(Forwarding letter for supply of Tender form to Applicants by post)

**Arid Forest Research Institute**  
**P.O. : Basni Krishi Mandi,**  
**New Pali Road Jodhpur 342 005 (Rajasthan)**

No. / AFRI / Pur./ITC/42-V I/2014-15

Dated:

To,

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Tender for Annual Maintenance Contract of Computers and Peripherals for one year at Arid Forest Research Institute, Jodhpur: *reg.*

Last Date & Time of Submission of Tender : 25-03-2014 up to 4.00 PM

Date & Time of Opening of the Tender : 25-03-2014 after 4.00 PM

Sir,

With reference to your application dated \_\_\_\_\_ and tender fee of Rs. 100 (Rupees Fifty Only) deposited vide Cash Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ please find enclosed herewith a copy of Tender Document for necessary action from your end. You are requested to submit tender complete in all respect after going through all the terms and conditions as mentioned in the Tender Document.

Yours faithfully

**Encl. :** As stated above.

**Purchase Officer,**  
AFRI, Jodhpur.

**FORWARDING LETTER**  
(To be filled in by the tendering Party)

To,

**The Director,**  
Arid Forest Research Institute,  
P.O. : Krishi Upaz Mandi, Bhagat Ki Kothi,  
New Pali Road, Jodhpur – 342 005 (Rajasthan)

**Sub:** Tender for Annual Maintenance Contract (AMC) of Computers and Peripherals for one year at Arid Forest Research Institute, Jodhpur-reg.

**Ref:** Your Tender Notice dated \_\_\_\_\_.

Sir,

We are submitting herewith our tender for Tender for Annual Maintenance Contract of Computers and Peripherals for one year at Arid Forest Research Institute, Jodhpur as specified in your tender form and as laid down in your tender document.

We have read and understand all the terms and conditions governing the tender. We agree to abide by these terms and conditions. We are endorsing our receipt No. \_\_\_\_\_ dated \_\_\_\_\_ as a proof of having purchased the non-transferable tender form.

Accordingly, we are enclosing herewith our earnest money deposit in the form of Bank Draft number \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 4,225/- (Rupees Four thousand Two Hundred Twenty five only) payable to the Director, Arid Forest Research Institute, Jodhpur at Jodhpur.

All pages of the tender document together with the 'Terms and Conditions contained herewith have been duly signed.

Yours sincerely,

Stamps and Signature of the authorized signatory  
Name & Complete Address: \_\_\_\_\_

**ARID FOREST RESEARCH INSTITUTE, JODHPUR**

|    |   |  |
|----|---|--|
| 1. | Tendrer's Name:<br>(IN BLOCK LETTERS)   |  |
| 2. | Tendrer's Father's Name (if applicable) |  |
| 3. | Permanent Address with Telephone no.    |  |
| 4. | RST/CST/TIN No.                         |  |

**4. Details of the work for which rates have been quoted (please tick appropriately)**

| S. N. | Item of Supply/Work  | Rate Quoted<br>(Yes/No) |
|-------|--|-------------------------|
| 1     | Annual Maintenance Contract of Computers and Peripherals for one year at Arid Forest Research Institute, Jodhpur |                         |

\* Service tax will be paid only providing proof of paying Service Tax

**5. Details of Earnest Money**

| Amount of EMD | DD No. | Name of Issuing bank | Date of issue |
|---------------|--------|----------------------|---------------|
|               |        |                      |               |

6. I accept the terms and condition given in the tender form.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_

Tender's Signature with

Date & Seal

**DETAILED DESCRIPTION OF WORK**

**Items to be covered under AMC of Computers and Printers**

| <b>S. No.</b>   | <b>Name of the Equipment</b> | <b>Make</b>                 | <b>Model</b>                                  | <b>Quantity</b> | <b>Approximate AMC cost per unit (Based on previous year)</b> | <b>Total Cost</b> |
|---|------------------------------|-----------------------------|---|-----------------|---|-------------------|
| 1.  | Desktop Computers            | HCL                         | Pentium IV Core to duo with LCD Monitor       | 45              |   |                   |
| 2.  | Desktop Computers            | HCL                         | Pentium IV & Pentium D with color CRT monitor | 37              |   |                   |
| 3.  | Desktop Computers            | HCL, Zenith, Assembled, IBM | Pentium IV with color monitor                 | 5               |   |                   |
| 4.  | Laser Printer                | HP                          | Laser Jet 1000                                | 2               |   |                   |
| 5.  | Laser Printer                | HP                          | Laser Jet 1200                                | 01              |   |                   |
| 6.  | Laser Printer                | HP                          | Laser Jet 1320                                | 24              |   |                   |
| 7.  | Laser Printer                | Canon                       | Laser Jet 1210                                | 03              |   |                   |
| 8.  | HP Multi-function Printer    | HP                          | Laser Jet 3030                                | 01              |   |                   |
| 9.  | Konika Minolta               | Konika Minolta              | 4650 EN                                       | 41              |   |                   |
| 10.   | Scanners                     | HP, Umax, Cannon            | Canon 4400 F, Umax Astra 5600, HP             | 14              |   |                   |
| <b>Total</b>  |                              |                             |   |                 |   |                   |
| <b>Resident engineer for one year (Considering 22 working days in a month @Rs. 342 for skilled person )</b> |                              |                             |   |                 |   |                   |
| <b>Total AMC cost</b>   |                              |                             |   |                 |   |                   |

## Time period for the AMC

From the date of agreement to one year

### Terms and Conditions for the AMC of computers, Peripherals, Networking Equipments

- 1 The firm entering into the AMC should have the company office at Jodhpur.
- 2 The company should have at least two qualified Engineers at Jodhpur Office to handle the emergency of repair.
- 3 **The company quoting for should be in position to provide a resident engineer at AFRI, if asked to provide by the AFRI. The resident engineer should attend the AFRI on all the working days and should be available for call on non working days also. The resident engineer will report to the Incharge IT-Cell, AFRI and sign his attendance in the attendance register of IT-Cell, AFRI. The resident engineer will work under the Incharge IT-Cell. It will be the responsibility of the resident engineer to maintain all the hardware as well as softwares installed on the computer. The company should not change the resident engineer once provided within the AMC period.**
- 4 The firm must ensure to pay minimum wages for the skilled person to the resident engineer.
- 5 The company should also provide the records of their past experience of handling the AMC for the Items mentioned above in their offer.
- 6 It will be the responsibility of the firm providing the AMC to ensure that all computers and equipments covered under the contract are properly connected to the regulated power supply and to also suggest corrective measures if any discrepancy in this matter comes to light.
- 7 The firm entering into the AMC of the above mentioned items should attend to the problem within 24 hours of the intimation from our side. In case the firm is not able to solve the problem or repair the equipment within 48 hours, it should provide the standby equipment or the standby part of the equipment till the equipment is repaired perfectly.
- 8 The standby equipment or the replacement part should be of same or higher make/model of the replaced equipment/part.
- 9 In case the equipment is not made operational within the above-stipulated time and the standby is also not provided, four times the charges of the AMC calculated per day will be deducted for that particular equipment for the number of days of down time.
- 10 If the firm doesn't provide any standby and is also not able to solve the problem for more than 10 days, the contract of the AMC may be terminated by the competent authority after making the due deductions in the payment of the bill and the firm may be blacklisted from the institute and the EMD/Security may also be forfeited in such case.
- 11 The AMC of Computer should include all the parts of the CPU including motherboard, RAM, Network Card, Hard disk, Chipset, CD Drive, Floppy Drive and any other part present in the CPU box and also the maintenance of monitor, keyboard, mouse and speakers.

## GENERAL TERMS AND CONDITIONS

### 1. Obtaining of Tender Form

- (a) Tender form alongwith detailed specifications may be obtained from Arid Forest Research Institute, P.O. : Krishi Upaz Mandi, Bhagat ki Kothi, New Pali Road, Jodhpur – 342 005 on payment of Rs.100/- either in cash or by crossed Bank Draft / crossed Indian Postal Order payable to the Director, Arid Forest Research Institute, Jodhpur. The tender form may be downloaded from [www.afri.res.in](http://www.afri.res.in) along with 100/- D/D as mentioned above. Fee of tender form is not refundable.
- (b) Sale of tender form, : Up to 3.00 PM on 25-03-2014 &  
Last date and time for receipt Up to 4.00 PM on 25-03-2014
- (c) Opening of Tender : after 4.00 PM on 25-03-2014
- (d) This Institute shall not be responsible for any postal delays, whether in sending tender through post or courier. No plea tender reaching late due to accident, traffic jam etc. shall be entertained.

### 2. Submission of Tender

- (a) The complete tender should reach the office of the Director, Arid Forest Research Institute, Jodhpur within the due time and date prescribed. We shall not be responsible for any postal or courier delays. Tenders received after the due time and date shall not be accepted or entertained because the tender box shall be closed and sealed immediately after due time and the due date. No plea for delay of a minute or two shall not be entertained. Tendering parties are, therefore, advised to deposit their tenders well before closing time.
- (a) Complete tenders shall contain following documents:
- Dully filled in tender booklet
  - EMD in form of bank draft only
  - The documents of this tender
  - Receipt of foil issued by this office as proof of having purchased the tender document booklet and A covering letter on tendering party's authorized letterhead with their complete address together with telephone and fax numbers.
- (b) All these should be secured fully and put into a sufficiently large envelope. The envelope be sealed and supe-scribed with, "TENDER FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS AND PERIPHERALS DUE TO BE OPENED ON 25-03-2014".
- (c) The envelop containing the completed tender should be addressed to the Director, Arid Forest Research Institute, P.O.: Krishi Mandi, Bhagat ki Kothi, New Pali Road, Jodhpur 342 005.

### 3. Qualification for Tendering

- ◆ Original Manufacturers or their authorized dealers,
- ◆ Manufacturers duly registered for payment of the Sales Tax, Custom Duties, Income Tax and Excise,
- ◆ Manufacturers using internationally and nationally accepted and recognized technology,

- ◆ Manufacturers known for providing standard warranty services are qualified to take part in this tender.

#### **4. Earnest Money Deposit**

- (a) EMD shall be submitted in the form of a Bank Draft or pay order of Rs.4,225/- payable to the Director, Arid Forest Research Institute, Jodhpur at any scheduled bank located at Jodhpur.
- (b) Tenders submitted without requisite EMD shall be summarily rejected.
- (c) On finalization of the tender EMD submitted by all unsuccessful Tenders shall be returned forthwith. In case of successful bidder EMD shall be returned only after furnishing of the prescribed Security Deposit as outlined in the tender document.

#### **5. Security Deposit**

- a. The successful bidder will be required to submit the refundable Security Deposit amounting to the 10 % of the total value of the work the rates quoted by him.
- b. The EMD submitted by the successful bidder will be converted into the first installment of the security deposit and the remaining amount of the security will be deposited along with agreement.
- c. In case of any loss or damage to the tools, implements or any other materials received by the 'Contractor', due to willful negligence or carelessness of the successful bidder or any of the persons engaged by him, total cost of damage shall be recovered from the passed bills and/ or security deposit of the successful bidder.
- d. In case of any damage to the AFRI due to carelessness or willful negligence of the successful bidder or any of the person engaged by him or due to non- execution, delayed execution or improper execution of the work assigned to the successful bidder, total cost of such damage shall be liable to be recovered from the passed bills and/ or security deposit of the successful bidder.
- e. On successful completion of the contract the after making necessary deduction as per the provisions of the para i and ii above, remaining amount of the security deposit will be refunded back to the contractor.
- f. No interest shall be payable to the contractor in respect of the security deposit submitted by him.

#### **6. Opening of Tenders**

- (a) Tenders shall be opened in the office of the director, AFRI, Jodhpur after 4.00 PM on **25-03-2014**.
- (b) Tenders shall be opened in the presence of the representatives of the tendering parties, who wish to remain present.
- (c) Tenders shall be read out one by one. Polite queries about rates etc. can be re-read on request. Parties are however to desist from making any comments.
- (d) Representatives of tendering parties are requested to be available at Jodhpur for any clarification that may be necessary eventually.

#### **7. Director, AFRI reserves the right to:**

- i. Accept or reject a whole or any part of any offer,
- ii. Reject all or any offer partly or wholly,
- iii. Cancel or withdraw the tender notice,
- iv. Reject or accept any tender or part thereof,
- v. Accept or reject any deviation from these conditions without assigning any reason.

## 8. Procedure for filling in the Tender Form

- (a) Tender should be neatly typed or hand written. Overwriting in tender are strictly forbidden, and tenders containing doubt figures will be rejected. Cutting and corrections in the tender should be attested by the tendrer with date and full signature. Tender must be submitted in prescribed forms failing which they are liable to be rejected. Tender submitted on plain paper or unauthorized copies of our tender document booklet will be invalid and shall be summarily rejected.  
**NB:** Quoting / quoting options on a photocopy of the tender form is also not allowed. The tendering parties risk disqualification and forfeiture of the EMD if this condition is violated.
- (b) Any tender or offer that fall short of these specifications shall be rejected summarily.
- (c) Prices to be quoted, however, shall be restricted to the specifications.

## 9. Validity of Offer

- (a) Offer(s) made in the tender shall have to be valid for acceptance for a period of one year from the date of the opening of Tender.
  - (b) Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/ offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
  - (c) Tender Document booklet is non-transferable. Parties purchasing one tender Document Booklet should be the same as the ones filling a completed tender or making the offer or tender form may be downloaded from [www.afri.res.in](http://www.afri.res.in). along with prescribed fee.
  - (d) All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be duly signed.
  - (e) No alterations or amendments shall be allowed after opening of the tenders.
  - (f) Offers submitted by telex, telegram or fax shall not be considered.
  - (g) For a tender to be valid, the individuals signing the tender document must specify whether they are signing as a sole proprietor / manufacturers / partners / attorney (with proof provided) or as authorized dealers / representative (with proof provided). Tenders not accompanied with letters of authority, in cases required, are liable to be rejected.
10. It is understood that the tender document has been issued to the tendrer and tendrer is being permitted to tender, in consideration of the stipulation on his part that after submitting his tender, he will not resile from his offer or modify the terms or condition thereof. Should the tendrer fail to observe and comply with his offer, EMD submitted by him shall be forfeited to the Arid Forest research Institute, Jodhpur.
11. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently, bearing the tender number and be fully signed by the tendrer. In such cases reference to the additional pages should be added in the form.
12. Individual, who is signing the tender and other documents connected with a tender must specify whether he signs as:
- i. A sole proprietor of the firm or a constituted attorney of such sole proprietor.
  - ii. A partner of the of the firm if it be a partnership, in which case he must have authority to refer to arbitration on dispute concerning the business of the partnership either by virtue the partnership agreement or a power of attorney.
  - iii. Constituted attorney of the firm if it is a company.
- N.B.I:** Power of Attorney, in either case attached by a Notary Public should be furnished unless the same has been previously furnished to Arid Forest Research Institute as affidavit on stamped papers of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.

- iv. In cases of partnership firms, where no authority to refer dispute concerning the business of the partnership has been confirmed on any partner, the tender and all other related documents must be signed by each partner of the firm.
  - v. A person signing the tender form or any document forming part of the contract on behalf of another shall be deemed to warranty that he has authority to do so.
13. Tenderers are at liberty to be present or authorize a representative to be present at the opening of the tender on **25-03-2014** after 4.00 PM. The name and address of the representative who would be attending the opening of the tenders on your behalf shall be indicated in your tender. Please also state the name and address of your permanent representative, if any.
  14. Bank commission charged for demand draft will be borne by the respective firm/firms and the same amount will be deducted from their payment.
  15. In case of breach of any terms and conditions stated above by the supplier, the Director, AFRI, Jodhpur is empowered to impose penalty and/or blacklist the firm and/or forfeit the earnest money.
  - 16. All pages of the tender documents together with the copy of “Terms and Conditions” contained in the tender booklet must be signed by the tenderer, otherwise tender will be rejected.**
  17. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.

**Director,**  
Arid Forest Research Institute,  
Jodhpur- 342 005 (Rajasthan).

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

I / We have read and fully understood the terms and conditions as laid down above in respect of tender for Annual Maintenance Contract of Computers and Peripherals for one year at Arid Forest Research Institute, Jodhpur due to be opened on **25-03-2014**.

I/We agree to abide by the same.

I/We have signed all the pages of the tender document booklet as laid down.

Signature and Seal of the  
Tendering party or his Authorized Signatory

Dated : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_