

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790116

Website: www.cihcs.edu.in :: email: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-156/2023/CIHCS/ 9755

Dated, Dahung the 18th July, 2024

SUBJECT: TENDER FOR INVITATION OF SEALED QUOTATIONS OF NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR COMPUTERS, PRINTERS, ON-LINE UPS, SCANNERS, LAPTOP, LAN AND SERVER, PROJECTOR, XEROX MACHINE ETC., CCTV AND BIOMETRIC MACHINE FOR THE FY 2024-25.

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites sealed tender for quotations under two-bid system from reputed and experienced companies/agencies/firms for 'Annual Maintenance Contract (AMC) (Non-Comprehensive) for Computers, Printers, On-Line UPS, Scanners, Laptop, LAN and Server, Projector, Xerox Machine Etc., CCTV and Biometric machine of the Institute.

1. The interested companies/agencies/firms are required to submit the Technical and Financial quotations separately. The bids in Sealed Cover-I containing "Technical Quotation" and Sealed Cover-II containing "Financial Quotation" should be placed in another cover superscribed as "Quotation for Annual Maintenance Contract (AMC) Non-Comprehensive for Computers, Printers, On-Line UPS, Scanners, Laptop, LAN and Server, Projector, Xerox Machine etc., CCTV and Biometric machine" and may be sent to this office addressed to The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 by Registered/Speed Post or may be dropped in the Tender Box at the Institute. Quotations shall not be received by hand.
2. The last date of submission of Tender is **9th August, 2024, 12:00 Noon.**
3. The tender shall be **opened on 12th August, 2024, 11:00 AM.**
4. No tender for quotation shall be accepted after the last date & time of submission.
5. The rates quoted must be inclusive of all applicable taxes.
6. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1. Envelope-1 should be superscribed as "Technical Quotation". The Financial Quotation (Annexure-III) should be sealed in Envelope-2. Envelope-2 should be superscribed as "Financial Quotation". Both the Envelopes 1 & 2 should be sealed in another Envelope-3 super-scribed with "Quotation for Non-Comprehensive Annual Maintenance Contract (AMC) for Computers, Printers, On-Line UPS, Scanners, Laptop, LAN and Server, Projector, Xerox Machine etc., CCTV and Biometric machine".**
7. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
8. The quotation shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.
9. You are required to quote your rates for non-comprehensive AMC for a period of one year and extendable for another period of 2 (Two) years on satisfactory report from all sections in respect of your services/technical support only after careful reading all the terms stated in the tender documents.
10. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
11. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

Thanking You


Sd/-
(Dr. Gurmet Dorjey)
Director
CIHCS, Dahung

Dated, Dahung the 18th July, 2024

Memo No. 4-156/2023/CIHCS/

Copy to:

1. Office copy.


(Aakash Shah)
Administrative cum Accounts Officer
CIHCS, Dahung

For Envelope-1

(Specimen Application)

(To be furnished in the official letter head of the firm)

No:

Date:

To,

The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
West Kameng District
Arunachal Pradesh-790116

Sub: Non-Comprehensive Annual Maintenance Contract (AMC) for Computers, Printers, On-Line UPS, Scanners, Laptops, LAN and Server, Projectors, Xerox Machines etc., CCTV and Biometric machine for the FY-2024-25.

Ref: *Your Tender Notice vide no:*

Sir,

In response to your above referred to Tender Notice for AMC, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars (*enclose a copy each of the self-attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Trading License/Registration Number of the firm with a self-attested photocopy of Trading License / Registration Certificate	
	Self-attested photocopy of PAN Card in the name of the Firm/Proprietor.	
	Self-attested photocopy of GST Certificate	
	Bank account details of the firm with self-attested photo copy of the pass book and crossed cheque.	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address, if any	
	E-mail address	
10.	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
11.	Name & designation of the authorised signatory	
	Address for communication	
	Contact Details: Mob., e-mail etc.	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as affecting the tender invited by the Central Institute of Himalayan Culture Studies (CIHCS), I/We the undersigned

hereby offer for Non-Comprehensive Annual Maintenance Contract (AMC) for **Computers, Printers, On-Line UPS, Scanners, Laptops, LAN and Server, Projectors, Xerox Machines etc., CCTV and Biometric machines** strictly in accordance with the terms and conditions as indicated by you in the said document. We also agree to submit the invoices on quarterly/half yearly basis.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The CIHCS, Dahung further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking You.

Yours faithfully

Signature

Date

Name of the Firm

Seal of the Firm

For Envelope-1

ANNEXURE-I

TERMS & CONDITIONS OF NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR COMPUTERS, PRINTERS, ON-LINE UPS, SCANNERS, LAPTOP, LAN AND SERVER, PROJECTOR, XEROX MACHINE ETC., CCTV AND BIOMETRIC MACHINE FOR THE FY 2024-25:

1. The successful bidder will have to sign an Agreement with the institute detailing the terms and conditions of tender document.
2. **The firm/bidder will depute experienced and qualified Engineers at Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116 to rectify the faults instantly.**
3. If any machine/equipment is not repaired within two days, the firm will provide standby equipment/machines. In case the firm fails to repair or provide a standby equipment/machine within 2 (Two) days, then a penalty of Rs. 200/- (Rupees Two Hundred) only per day or part thereof will be charged for delay beyond 02 (Two) days till such time machine is repaired.
4. Payment will be made on quarterly/half yearly basis on production of invoice.
5. The firm will be required to visit on monthly basis for preventive maintenance, updating systems & software. For maintaining track of performance of all equipments during the period of contract, monthly report should be obtained from the Director, AAO and all the sections.
6. The firm/bidder will depute qualified experts to attend for any unscheduled call for corrective and maintenance services and to take appropriate measures/steps on time to rectify/repair the malfunctioning of the said equipment(s).
7. The firm will provide the services initially for one year and extendable/renewable to another two years subject to submission of satisfactory report from all sections of the Institute.
8. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
9. The AMC would be for the whole lot of equipment as a package and will not be for individual items. In case bidder do not quotes for an item, their quote will be summarily rejected.
10. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
11. Each bidder shall submit only one quotation.
12. The bid should not contain corrections or over writing.
13. The quotation shall remain valid for a period not less than 120 days after the deadline specified for submission of quotations.
14. Incomplete bids are liable to be ignored / rejected.
15. In case of breach of any conditions of the contract by the contractor and for all type of losses caused to the Institute, the CIHCS, Dahung shall make deductions as deemed fit from the bills submitted by the contractor.
16. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications.
17. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
18. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to quotation
19. Submission of quotation: Sealed quotation super-scribed on the envelope as "Quotation for Non-Comprehensive Annual Maintenance Contract for Computers, printers, On-Line UPSs, Scanners, Laptops, LAN & Server etc., CCTV and Biometric Machine may be despatched by Registered/Speed Post or may be dropped in the Tender Box at the Institute. The tender is to be addressed to the following address:

**The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
District: West Kameng
Arunachal Pradesh-790116**

This is to certify that I/We before signing the tender for quotation have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency

Signature with Seal.....

Date

(To be furnished in the letter head of the firm)

ANNEXURE-II

FOR ENVELOPE-1:

DETAILS OF SUCH NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

(Enclose supporting documents regarding experience in concerned area of work)

Name of the Firm:

Signature with Seal:

Office address:

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Phone No. (Office)

Date:

(To be furnished in the letter head of the firm)

ANNEXURE-III

FOR ENVELOPE-2:

FINANCIAL QUOTATION FORMAT FOR SCHEDULE OF QUOTATION/RATE.

Note: The firm will be solely responsible to rectify the faults instantly in respect of the following equipments through experienced and qualified team of experts at Central Institute of Himalayan Culture Studies (CIHCS), PO: Dahung, West Kameng District, Arunachal Pradesh-790116.

Sl. No.	Name of the Items	Qty.	Unit Rate (in Rs.)	Total Amount without Taxes	Taxes if any	Total Amount with Taxes
1.	Desktop PC System					
a.	HP All in One (Pro One 400) with mouse & keyboard	35 Nos.				
b.	Apple i MAC with mouse & Keyboard	01 No.				
c.	HP Desktop, 12 th Gen, 8GB RAM with mouse & keyboard	03 Nos.				
d.	Zebronics PC with mouse & keyboard	01 No.				
2.	Laptops	07 Nos.				
3.	Printers					
a	HP LaserJet P1102w	06 Nos.				
b	HP LaserJet 108w	07 Nos.				
c	HP DeskJet Ink Advantage-3545 (Print Scan Copy Photo)	01 No.				
d	EPSON L805	01 No.				
e	CANON Model No. 0727 C0108	01 No.				
f	CANON Model No. K10466	01 No.				
g	HP LaserJet Pro MFP M126a	01 No.				
h	Ebolis Primacy-2, ID card printer	01 No.				
4.	Scanner					
a	CANON Lide 100	01 No.				
b	CANON Lide 110	02 Nos.				
c	FUJITSU Scan Snap SV-600	01 No.				
5.	On-Line UPS 3 KVA ORION	02 Nos.				
6.	Photocopier Machines					
a	Kyocera TASKalfa 3011i	01 No.				
b	Brother DCP-L2541DW	01 No.				
c	Canon Image Runner 2630	01 No.				
7.	LAN (all networking including programming wiring, switches, connectors, ports, i/o box, Wi-Fi and other accessories)	For 35 Computers				
8.	CCTV	15 Nos.				
9	Biometric Machine	02 Nos.				

Name of the Firm/Agency:

Signature with Seal

Office Address

.....

Phone No. (Office)

Date

For Envelope-1

ANNEXURE - IV

(To be furnished in original in the form of Affidavit of the value of Rs. 100/- and duly signed by an Executive Magistrate)

NON-BLACLISTED DECLARATION

Tender Ref. No:

Name of work: **Non-Comprehensive Annual Maintenance Contract (AMC) for Computers, Printers, On-Line UPS, Scanners, Laptop, Lan and Server, Projector, Xerox Machine etc., CCTV and Biometric Attendance Machine for the FY 2024-25.**

I/We/ M/s _____ are registered Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No. _____ issued by _____ having registered office at _____

and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Signature of Bidder with seal

(To be furnished in the official letter head of the firm)

**CERTIFICATE OF NO NEAR RELATIVE (S) OF THE CONTRACTOR
WORKING IN CIHCS, DAHUNG**

I S/o Shri

R/o

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal