

## **NOTICE INVITING TENDER**

**Upper Yamuna River Board (UYRB)**, a subordinate office of Department of Water Resources, River Development and Ganga Rejuvenation invites sealed tenders, on behalf of President of India, from well-established service providers for providing Comprehensive Annual Maintenance Contract Service of Computers, Printers, UPS, Scanners and Hub in its office on contract basis. The office is located at Wing-4, Ground Floor, West Block-I, R K Puram, New Delhi The detailed information is given below;

NIT No.	UYRB/Ser-23/2015/02
Name of Services	Comprehensive Annual Maintenance Contract of Computers & Peripherals.
Estimated Cost	` <b>35,046/-</b> (Rupees thirty five thousand forty six only)'
Earnest Money Deposit	<b><u>Exempted*</u></b>
Time of contract	Two years, from <b>01.05.2021 to 30.04.2023.</b>

The tender forms including details of services required and terms & conditions may be obtained from the office of Upper Yamuna River Board free of cost or can be downloaded from the website [www.uyrb.nic.in](http://www.uyrb.nic.in) and [www.mowr.nic.in](http://www.mowr.nic.in). The last date of submission of duly completed sealed tenders will be 22<sup>nd</sup> April, 2021 up to 15:00 hours.

***\*Bid-Securing Declaration to be submitted.***

Specialist ( Env.)  
Upper Yamuna River Board

**NIQ FOR PROVIDING COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT OF COMPUTERS, PRINTERS, UPS, SCANNER & HUB IN  
UPPER YAMUNA RIVER BOARD**

**Upper Yamuna River Board (UYRB)**, a subordinate office of **Department of Water Resources, River Development and Ganga Rejuvenation**, invites sealed NIQs, on behalf of President of India, from well-established service providers for providing Comprehensive Annual Maintenance Contract of Computers, Printers, UPS, Scanners and Hub in its office on contract basis for a period of **two years** i.e. from **01.05.2021 to 30.04.2023**. The office is located at Wing-4, Ground Floor, West Block-I, R K Puram, New Delhi. The details of services required and terms & conditions are given in following schedules:

**Schedule 'A'**

Schedule of Approximate Quantities of Services & Rates.

**Schedule 'B'**

Terms & Conditions for Providing Services.

NIQs in sealed envelope super-scribed as "**NIQ for Providing Comprehensive Annual Maintenance Contract of Computers and Peripherals**" will be received in the office of Upper Yamuna River Board on or before **22<sup>nd</sup> April 2021 up to 15.00** Hours and will be opened by authorized representative of UYRB on the same day at 15.30 Hours in the presence of the representatives of the firms, if any.

The NIQ documents, duly filled, signed and stamped, should contain the following documents:

1. Profile of the company/agencies with complete address with contact numbers, e-mail etc.
2. Certificate of incorporation of the company.
3. PAN/TAN, Sales Tax/Service Tax registration number or GST.
4. Current and Valid Income Tax Clearance Certificate.
5. Any other relevant information.
6. **Earnest Money Deposit** is exempted but vendor shall submit "**The Bid-Securing Declaration** " form duly filled & signed as per annexure-II attached herewith.

**Note:** The NIQs received without **The Bid-Securing Declaration** will be rejected summarily.

Specialist ( Env.)  
Upper Yamuna River Board

## SCHEDULE – A

### Schedule of Approximate Quantities of Services & Rates

I/We hereby quote lump sum rate for providing AMC services of items mentioned in **Annexure-I** duly considering Terms and Conditions given in the **Schedule-B**:

Sl. No.	Description of Services	Qty.	Unit	Rate of AMC	
				In figures (Rs.)	In Words (Rs.)
1.	Providing Comprehensive Maintenance Service of Computers, Printers, UPS Scanners and Hub in Upper Yamuna River Board for a period of two years from <b>01.05.2021 to 30.04.2023.</b>	As per Annexure - I enclosed.	<b>LS</b>	-	

NOTES:

1. Rates shall be valid for a period of **two years** i.e. from **01.05.2021 to 30.04.2023.**
2. **Service tax will be paid by the department separately as per prevalent rules.**

**Asstt. Executive Engineer**  
**Upper Yamuna River Board**

**Signature & Name**  
**Seal of AGENCY**

**Date:**

**Place: New Delhi.**

**Annexure-I****List of Computers and Peripherals.**

<b>S No</b>	<b>Description of Items</b>	<b>No.</b>	<b>Unit</b>
<b>A</b>	<b>Computers</b>		
1	HP Desktop DC-7800 system with 17" TFT Screen (Spare)	1	No.
2	HP Desktop 8000 series and 18.5" TFT with preloaded operating system window 7 S/No. TFT (NC10958BK)	4	Nos.
3	Dell Inspiron 24-3464 3000 series Intel 7th Generation Intel core TM 15 7200 u Processor 3 Mcahe 2.30 ghz win 10 Home 64 bit 23.8 inch FHD 1920x1080 anti-glare LED	3	Nos.
4	HP Desktop, HP 400 G4 MT	1	No.
5	HP Desktop 400 G5 A 10	1	No.
<b>B</b>	<b>Printers</b>		
6	Samsung ML-2010 Laser Printer	1	No.
7	HP Laserjet 1007 Printer	1	No.
8	HP Laserjet Printer 1108	1	No.
9	HP Laserjet Printer P-1106	1	No.
10	HP Laserjet Colour Printer Model CP-1025	1	No.
11	HP LaserjetColour Printer Model CP-5225	1	No.
12	Canon Laser fax L-140	1	No.
13	Scanner HP 3770	1	No.
<b>C</b>	<b>UPS</b>		
14	Luminous 800 VA line interactive UPS	4	Nos.
15	APS UPS	2	Nos.
	<b>Total Items</b>	<b>24</b>	<b>Nos.</b>

Asstt. Executive Engineer  
Upper Yamuna River Board

Signature and Name  
Seal of Agency

## SCHEDULE – B

### TERMS & CONDITIONS FOR PROVIDING AMC SERVICES

1. The contract shall be comprehensive in nature inclusive of all type of maintenance, repairs and replacement of parts with genuine spares but excluding **consumables like toner Cartridges or ink Cartridge, Teflon, Roller, Fuser Assembly, Printer head, Scanner lamp, Picture tube and Battery.**
2. All the equipments listed for AMC should be thoroughly inspected on or before 22<sup>nd</sup> April, 2021 at the office premises of UYRB by the vendor before quoting the rates.
3. The rates quoted shall include inter-alia, the maintenance of operating systems, software installation, virus checking/elimination, configuration of internet/e-mail on computers.
4. The rates shall be quoted in words as well as in figures. In case of any ambiguity the rate quoted in **words** shall be considered as final. Corrections/cuttings, if any, shall be initialed.
5. Conditional NIQ will not be accepted.
6. The Agency will have to execute agreement on prescribed form for providing services within seven days from the date of award of work.
7. **Performance Security Deposit:** Bank guarantee or fixed deposit receipt for a sum approximating to **3%** of contract amount favoring The Assistant Executive Engineer, Upper Yamuna River Board, valid for the contract period, shall be deposited by the contractor within seven days from the date of award of work.
8. The Agency shall engage only well qualified service Engineer/Personnel for AMC services.
9. Preventive maintenance of all machines including cleaning shall be done **at least once in a month.**
10. Service Assurance: Maximum response time for a maintenance complaint should not exceed six hours from the time of registering complaint. Maximum acceptable downtime will be one day excluding holiday(s) for the equipment other than Laser Printers. For laser Printers a backup Laser Printer has to be provided within the service assurance period. The working of Laser Printer has to be restored within 5 working days.
11. **Penalty:** Failing in Service Assurance will attract penalty @ ₹. 100/- for response time and ₹.200/- per day for downtime.
12. In case the equipment cannot be repaired within the office premises and is required to be taken to the firm's workshop, stand-by equipment shall be provided by the firm without extra charge.
13. Mode of Payment: No advance payment, in any case, shall be made to the firm. The payment shall be made on quarterly installment basis, subject to satisfactory performance.

14. Bill shall be submitted on quarterly basis in duplicate in the favour of Assistant Executive Engineer, Upper Yamuna River Board.
15. The Agency shall be responsible for any loss or damage caused to UYRB due to negligence on its part.
16. The Agency shall not engage the services of any Sub-Agency or transfer the contract to any other person.
17. UYRB shall have the right to terminate contract by giving one month notice without assigning any reason, whatsoever. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited besides annulment of the contract.
18. Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.
19. Engineer-in-Charge, UYRB has the right to cancel the NIQ at any stage without assigning any reason.

**Assistant Executive Engineer  
Upper Yamuna River Board**

**Name & Signature  
Seal of AGENCY**

**Date:  
Place: New Delhi.**

**Form of Bid-Securing Declaration**

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *three year* starting on *[date]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the bid.]*