

Tender Notification for Annual Maintenance of Desktop Computers, Printers etc

Institute of Life Sciences, an Autonomous Institute of the Deptt. Of Biotechnology, Govt of India requires Annual Maintenance Contract the maintenance of Computers, Printers, Photocopier at this institute for the year 2010-11, 2011-12 & 2012-13

In this regard you are requested to give your AMC Proposal in our Tender Paper and Price format attached herewith for the comprehensive maintenance of Computers, Printers and Photocopier latest by 3 PM on 22nd March, 2010 which will be opened on the same day at 5 PM in presence of you or your authorized representative. An EMD of Rs. 40,000/- should be submitted in shape of A/C pay DD/ Bankers Cheque in favour of "Institute of Life Sciences, Bhubaneswar" payable at Bhubaneswar along with your offer. Offer should be accompanied with your Credential certificate(s) for doing such type of work etc. Tender received without EMD/received after the due date and time will not be considered.

Director, Institute of Life Sciences reserves the right to reject any/all offers by part/full without assigning any reason thereof.

Administrative Officer



INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
Nalco Square, Bhubaneswar-751 023

Tel: +91 674-2300137,2301219,2301476, Fax: +91 674-2300728, Website: www.ils.res.in

**Tender Paper format for Annual Maintenance of
Desktop Computers, Printers etc.**

Notice No. VIII 50-MF/2009-10/ 352 /ILS, Date:08.03.2010

(PRICE FORMAT ATTACHED)

- | | | | |
|----|---|---|--|
| 1) | Last date and time of receipt of tenders | - | 22/03/2010 up to 15.00 hrs. |
| 2) | Date, time & venue of opening of the tender | - | 22/03/2010 at 17.00 hrs. in the Meeting Hall |

Hall of this Institute

- 3) If the above stated opening or closing date(s) happens to be Govt. holiday(s)/Bandh, the submission/opening of the tender will be on the next working day as per the time scheduled.
- 4) The interested tenderers or their authorized agents may remain present on the above opening days of tender in scheduled time.
- 5) The number and quantity mentioned for Annual Maintenance Contract in the above Tender Notice is the probable number and quantity. The same may be increased/decreased according to requirement. The Director, ILS has the right to order or not to order any number and quantity.

Name of the Firm/Organization:

Complete Postal Address:

Tel:

Fax:

e-mail:

VAT/CST No:

PAN No:

Service Tax Registration No :

Authorized agent/dealer/service agent/channel partner of the following companies

(Put 'Y' for yes and 'N' for no)

Y/N

(If 'Y' then mention whether agent/dealer/

Authorization

service provider/channel partner)

Valid

Upto

1. HP/Compaq:
2. IBM / LENOVO
3. ACER
4. Wipro
5. Any other Company

(Give Details)

(Valid proofs of your above authorization certificates in original (Self-attested, in case of xerox copies) should be enclosed along with the tender. In case of xerox copy, original documents should be produced whenever required, otherwise tender submitted will be rejected at any moment).

Cont. p/2

#2#

6. Have you any service station at Bhubaneswar ? (Y/N)
If 'Y' then give detail address with phone number, fax number and e-mail no. etc.
(other than the value of the AMC preference will be given to those firms having their service center at Bhubaneswar.)
7. How many number of service engineers/ person working in your organization?
(Give details as per following)

Total number of service person/Engineer:

1. 2. 3.
Name:

Permanent Address:

Qualification:

Please enclose their certificate (of the minimum eligible qualifications to work as service person/ engineer) duly attested by the head of your organization.

EMD Amount : Rs.40,000/- in favour of "Institute of Life Sciences, Bhubaneswar" through A/c Payee Demand Draft / Bankers cheque payable at Bhubaneswar is enclosed.

Issuing Bank :

Draft/Banker's Cheque No. with Date :

Contract Period: 1) 01/04/2010 to 31/03/2011
2) 01/04/2010 to 31/03/2012
3) 01/04/2010 to 31/03/2013

(Contract for 1st April, 2011 to 31st March, 2012 and 1st April 2012 to 31st March 2013 will be made if needed after reviewing the satisfactory service rendered by you for the whole period from 01/04/2010 to 31/03/2011 and 31/03/2012 respectively)

Please furnish details about the Organizations to whom services given by your Firm earlier or presently continuing with their complete addresses, name of the employer, Tel. Nos. e-mail address and Fax Nos. etc. with period of service. Valid proof of work completion certificate (attested xerox copy of such service contract order with a letter issued by the Head of the concerned Department/Section of the Organization duly countersigned by the Head of the Organization) of the same should be enclosed with this Tender Form.

Name of the Organization Central/State Govt. or AMC/Warranty Service Period of
Service
Undertakings/PSUs

1.
2.
3.

(You may use separate sheet for extra address)

Other than the rates quoted by a Firm, priority of selection will be given to those Firms having authorization certificates of Lenovo, HP, Wipro, IBM and also basing on the above credential certificates issued by other Organizations.

Cont. p/3

ANNUAL MAINTENANCE CONTRACT CONDITONS

1. The Institute of Life Sciences will pay Annual Maintenance Charges after successful maintenance/service of the computers, printers, scanner etc in each three month by A/c payee cheque on production of bill in duplicate addressed to the Director/Administrative Officer, ILS, Bhubaneswar.
2. The firm or service provider should attend all calls (telephonic/fax messages/Email / by special messenger) within 8 working hours and for rectification/repair due to unavoidable justified reasons calls pending more than 48 hours stand by units should be provided so that Institute work should not hamper.
3. The service provider will depute one service person to work in Institute of Life Sciences from 9.00 to 5.30 on all working days of the institute including Saturdays. The service person will sign the attendance register kept in the gate / computer center and would list the work done on everyday in the service register. The service engineer will be available for service, if required after Office hours and holidays without any additional cost. Service report should be maintained for this also.
4. There would be two periodical check ups in a month by the service provider.
5. Their will be a penalty of Rs. 500/- per day for non-attendance of service engineer on working days.
6. Annual Maintenance Contract covers all spares.
7. The defects in hardware or software as the case may be should be rectified within Institute's working hours only (9.00 A. M. to 5.30 P.M.)
8. The Contact should cover cleaning of CD/DVD/Keyboard/Mouse etc at least once in a month.
9. The repairing work should be carried out at the Institute but for any major repairing work involved whether computer or accessories or peripherals or equipments can be taken to company's service station/your service station with the permission of competent authority.
10. In case of non-availability of spare parts, the system should be upgraded to present available higher version of configuration by the service provider at their own cost. This Institute will not pay anything for such up-gradation.
11. The service provider will not be responsible for any damage caused by high voltage/ lightening/ by any natural calamity
12. If the maintenance not done properly, the Institute will have all the right to terminate the contract at any time without assigning any reason.
13. That it is hereby agreed that all correspondences required to be made by the ILS and Service Provider hereto shall be made at the address mentioned hereto which will be deemed to have been proper service of notice and once the same is posted by Speed post/ Courier/Registered post/Special Messenger at the address given, on the expiry of seven days the same will be deemed to have been service of sufficient notice.
14. The Annual Maintenance Contract can be terminated by ILS or the service provider by giving 30 days notice.
15. The Agency selected shall have to submit indemnity bond of **Rs.2.00 lakh** before signing the AMC agreement.
16. Deduction of Income Tax/Service Tax shall be made from the gross amount payable to you as per Govt. rule as amended from time to time.
17. Incomplete tenders and tenders not made in prescribed format/tenders without EMD and required documents will be rejected. Each page of the tender documents and the supporting documents should duly stamp & signed by the tenderer otherwise rejected.
18. The contract of service can not be sublet without the permission of the Director of Institute of Life Sciences.
19. The filled in tender form with other documents and EMD should be sent in one sealed envelope (super scribed as "ANNUAL MAINTENANCE CONTRACT OFFER FOR COMPUTER, PRINTER ETC. AGAINST TENDER NOTICE NO. VIII 50-MF/2009-10/ /ILS DATED08.03.2010 DUE ON 22.03.2010 (UPTO 15.00 hrs.)" to the Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751 023 by **Registered /Speed post, Courier. Tenders can also be submitted by hand against receipt. Tenders receipt after the closing date and time will not be entertained.**
20. Any cheating or forgery found at any moment, the Director, Institute of Life Sciences reserves the right to forfeit the EMD or Security money and empowered to take legal action as deemed fit.
21. If any dispute between ILS and the Service Provider hereto arising out of this agreement the decision of the Director, ILS, Bhubaneswar shall be final.
22. The Director, Institute of Life Sciences reserves the right to accept/reject any/all the tenders in part or in full without assigning any reason thereof.

Sd/-
Administrative Officer

Price format (Sealed Tender No VIII-50-MF/2009-10/352/ILS dated 08/03/10)**LIST OF ITEMS TO BE COVERED UNDER AMC FOR THE YEAR 2010-11/12/13**

Sl. No.	Item Specification	Location	Qty. In No	Rate for 1 year From 01/04/2010 to 31/03/2011	Rate for 2 years From 01/04/2010 to 31/03/2012	Rate for 3 years From 01/04/2010 to 31/03/2013
1.	COMPUTERS					
a	Wipro (i) P-4 2GHz, 256 mb ram, 1.44 fdd, 40gb (7200 rpm) Hdd , Modem 56.6Kbps (Internal), Ethernet card, 17" Monitor & CD Rom Drive.	DISC	07			
b	ACER P-4 1.5GHz, 128 mb SD Ram, Intel 845 chipset mother board, 40 GB Hdd, 1.44 Fdd, 52x CD Rom, 15" Monitor, 10/100 Ethernet card, Key board, Mouse, 56.6Kbps internal Modem Speaker, 256 kb cache	Dr. S C Sabat Lab Mr. P. K. Das	02			
c	IBM Think Center P4, 3 GHz, 1MB Cache, 512 MB Ram DDR, on board Networking, 40/80 GB HDD, 1.44 MB FDD, DVD Combo Writer, 56 Kbps Modem, Optical Scroll mouse, Multi Media Keyboard, 4 USB Port, Multi Media Kit With 17" TFT Monitor	DISC	4			
d	IBM Think Center P4, 3 GHz, 1MB Cache, 512 MB Ram DDR, on board Networking, 40/80 GB HDD, 1.44 MB FDD, DVD Combo Writer, 56 Kbps Modem, Optical Scroll mouse, Multi Media Keyboard, 4 USB Port, Multi Media Kit With 17" CRT Monitor	Mr. D. Kar Mr. P. Rao Mr. A Routray Mr. S. S. Mohanty Mr. K.C. Nayak	5			

Cont. p/2

(Signature of the Service Provider)

#2#

e	IBM Think Center P4, 2.6 GHz, 1MB Cache, 256 MB RAM DDR, on board Networking, 40/80 GB HDD, 1.44 MB FDD, DVD Combo Writer, 56 Kbps Modem, Optical Scroll mouse, Multi Media Keyboard, 4 USB Port, Multi Media Kit With 17" TFT Monitor	FAO Accounts-KC Sahoo Dr. S.C. Sabat Lab Dr. SK Mishra Lab	4			
f	IBM Think Center P4, 2.6 GHz, 1MB Cache, 256 MB RAM DDR, on board Networking, 40/80 GB HDD, 1.44 MB FDD, DVD Combo Writer, 56 Kbps Modem, Optical Scroll mouse, Multi Media Keyboard, 4 USB Port, Multi Media Kit With 17" CRT Monitor	Dr. PV Ramchander Chamber Dr. Soumen Lab Dr. S.K. Das Lab Dr. SK Mishra Lab Dr. N Dey's Lab	5			
g	Lenovo Model 5310-8 AQ H series Intel Core Duo 1.8 GHz, 1 GB Memory, 250 HDD, 16x DVD RW, GMA 3000 Graphics, 10/100 MBPS LAN, Speaker, Keyboard, Mouse, 17" TFT, Win Vista Home	Dr. Tathagat Choudhury Accounts Dr, SK Mishra Dr. S. Devadas Dr. S Chattopadhyay	5			

Cont. p/3

(Signature of the Service Provider)

#3#

h	Lenovo 3 AQ Desktop Intel Core 2 Duo processor 2.2 GHz, 2GB DDR, 2 MB L2 Cache, 250 GB SATA HDD, DVD R/W R Drive, 4 USB Port, 1.44MB FDD, 56.6 kbps Modem, 10/100/1000 gigabit E Card, WLAN, AGP Card, Optical Mouse, MM Keyboard, 17" TFT, Iball Speaker (440w), Microphone, Iball wireless keyboard and mouse, Win XP pro with media, Ms Office 2003 Prof, NAV 2008, Adobe Photoshop CS-3	DISC Dr PV Ramchander Dr. N Dey Stores & Purchase DN Kanungo Dr SC Sabat Dr N Dey -2 (Confocal, Dr. Dey's Chamber) Dr. S. Jena Dr. BP Shaw Dr. SK Sahoo Dr. SC Sabat – 2 Dr. DV Singh -1	14			
i	Lenovo 53131BQ Desktop Intel Core 2 Duo processor 2.53GHz 1067 FSB, 2GB DDR, 3 MB L2 Cache, 250 GB SATA HDD, DVD R/W R Drive, 4 USB Port, 1.44MB FDD, 56.6 kbps Modem, 10/100/1000 gigabit E Card, WLAN, AGP Card, Optical Mouse, MM Keyboard, 17" TFT, Iball Speaker (440w), Microphone, Iball wireless keyboard and mouse, Win XP pro with media, Ms Office 2003 Prof, NAV 2008, Adobe Photoshop CS-3	Dr. SK Mishra Dr SK Das Dr. SK Mishra Dr. A Suryawanshi Dr. SK Sahoo	5			

Cont. p/4

(Signature of the Service Provider)

#4#

j	<p>HP Desktop 2480M Pentium Core 2 duo Processor based Desktop 2.8 GHz (E7400 with EM64T), 3 MB L2 Cache memory, 1066 MHz FSB, 4 GB DDR2 memory 800 MHz FSB, 18.5" Wide TFT Monitor, Speaker 460 Watt (IBall), , 320 GB SATA 2 HDD (300 MB/sec 72000 rpm), 16x DVD Super multi Drive with light scribe and double laser support with writer, AGP card, 10/100 MBPS LAN inbuilt, PS2 MM Keyboard, PS2 Optical Mouse, 4 USB Port, 1 serial port with XP professional with media OEM, MS office 2007 (OEM), AMC will start from 12/08/2010</p>	<p>Dr SK Sahoo-2 M Behera Dr SK Das Dr SC Sabat Mr D Pradhan Dr N Dey Mr PK Sahoo</p>	8	<p>Rate from 12/08/2010 to 31/03/2011</p>	<p>Rate from 12/08/2010 to 31/03/2012</p>	<p>Rate from 12/08/2010 to 31/03/2013</p>
k	<p>HP Desktop 2480M Pentium Core 2 duo Processor based Desktop 2.8 GHz (E7400 with EM64T), 3 MB L2 Cache memory, 1066 MHz FSB, 4 GB DDR2 memory 800 MHz FSB, 18.5" Wide TFT Monitor, Speaker 460 Watt (IBall), , 320 GB SATA 2 HDD (300 MB/sec 72000 rpm), 16x DVD Super multi Drive with light scribe and double laser support with writer, AGP card, 10/100 MBPS LAN inbuilt, PS2 MM Keyboard, PS2 Optical Mouse, 4 USB Port, 1 serial port with Win XP Prof, MS office 2007 (OEM), NAV single user AMC will start from 26/08/2010</p>	<p>Dr. N Dey BM Mishra Dr S Devadas Dr. SK Mishra Dr. S.C. Sabat Dr. T Choudhuri</p>	6	<p>Rate from 12/08/2010 to 31/03/2011</p>	<p>Rate from 12/08/2010 to 31/03/2012</p>	<p>Rate from 12/08/2010 to 31/03/2013</p>

Cont. p/5

(Signature of the Service Provider)

#5#

1	HP Desktop 2480M Pentium Core 2 duo Processor based Desktop 2.8 GHz (E7400 with EM64T), 3 MB L2 Cache memory, 1066 MHz FSB, 4 GB DDR2 memory 800 MHz FSB, 18.5" Wide TFT Monitor, Speaker 460 Watt (IBall), , 320 GB SATA 2 HDD (300 MB/sec 72000 rpm), 16x DVD Super multi Drive with light scribe and double laser support with writer, AGP card, 10/100 MBPS LAN inbuilt, PS2 MM Keyboard, PS2 Optical Mouse, 4 USB Port, 1 serial port with Win XP Prof, MS office 2007 (OEM), NAV single user AMC will start from 18/10/2010	Dr. SK Sahoo	1	Rate from 12/08/2010 to 31/03/2011	Rate from 12/08/2010 to 31/03/2012	Rate from 12/08/2010 to 31/03/2013
m	HP Pavillion M 7382IN Media Center PC with MS Windows with 52 X CD ROM with M705, 17" TFT Flat Screen CRT Monitor, 945P Chipset, 160 GB HDD @ 7200 RPM DDR2 Memory, 2 x 1 mb cache memory, Intel P4 Processor 800 MHz	Dr. B. P. Shaw	1			
n	IBM 8123 AQ Model Intel PIV Processor @ 3 GHz 915 Chipset AGP Slot Bus Speed 800 MHz, 1 MB Cache Memory, 512 DDr RAM, 80 GB HDD (SATA), 4 PCI Slot, 1.44 MB FDD, Gigabit Ethernet Card, 17" TFT Monitor, 4 USB port, MMkit for sound , Microphone, Win XP Prof, 56.6 KBPS internal Modem, 16 x DVD Writer, NAV 2006, Office XP Prof.	Director, Dr. SC Sabat Dr. PV Ramchander Meeting Hall Administrative Officer Office Establishment	6			

Cont. p/6

(Signature of the Service Provider)

#6#

o	HP Desktop dx2280 PIV Intel (R) Pentium D820 Dual Core 2.8 GHz, 1 GB Memory, 160 GB HDD, 17" TFT, DVD RW, Optical Mouse, 56 Kbps, Win XP Preloaded 1.44 FDD, Intel 945 Chipset, HP Standard Keyboard, 2 External and 2 internal Bays, 6 USB port etc.	Dr. DV singh Dr. SK Sahoo	2			
2.	PRINTER					
a	LQ 1050 DX DMP Wipro	ACCOUNTS	1			
b	LQ 1050 DX GOLD DMP Wipro	ACCOUNTS	1			
c	Deskjet 1280 HP	Amitav Routray	1			
d	Laserjet 2100M HP	Dr. S.C. Sabat	1			
e	Laserjet 1200 series HP	Dr. B.P. Shaw Dr. SK Mishra Dr. SC Sabat Mr P Rao CIF 1 Malaria Lab	6			
f	Laserjet 1300 series HP	DISC Porta Cabin Dr. Sk Das, Lab Dr. DV Singh Lab	4			

Cont. p/7

(Signature of the Service Provider)

#7#

g	Laserjet 1320 series HP	Dr. S.C. Sabat Dr. PV Ramachander Dr. SK Mishra Lab Dr. B. P. Shaw Chamber Dr. Dey Chamber Dr. Sahoo Chamber Dr. S. Chakraborty Chamber Dr. S.C. Sabat Accounts FAO Director	10			
h	Laserjet 3030 series HP (Print, Copy, Fax, Scan)	Store	1			
i	Laserjet 3035 HP (Print, Copy, Fax, Scan)	Director	1			
j	Colour Laserjet 1500L series HP	DISC	1			
k	Colour Laserjet 3600 N HP	Store	1			
l	Laserjet 1022 HP	Establishment	1			
m	Samsung SF-565P (Fax, Print, Copy)	FAO	1			
n	HP Laserjet 3055 MFP	Director's Chamber	1			
o	Hp Laser 2700 Printer	Director's Chamber	1			
p	HP 2014 Laser Printer	Dr. Tathagat Choudhury Dr, SK Mishra Dr. S Chattopadhyay	3			

Cont. p/8

(Signature of the Service Provider)

#8

r	HP Laserjet P 2015d Printer	Dr. DV singh Dr. SK Sahoo Dr. SC Sabat, Dr. N Dey, Dr. SK Sahoo, Dr. PV Ramchander Dr. SK Sahoo S Kumar	8			
s	Hp 2015DN Laser Printer	S. S. Mohanty KC Nayak DN Kanungo Dr. SK Das Dr. SC Sabat-2 Dr. S Jena BM Mishra Dr. SK Mishra Dr. A Suryawanshi	10			
t	Hp 2015DN Laser Printer AMC will start from 12/08/2010	PK Sahoo SK Sahoo N Dey	3	Rate from 12/08/2010 to 31/03/2011	Rate from 12/08/2010 to 31/03/2012	Rate from 12/08/2010 to 31/03/2013
u	HP OfficeJet PRO K 550 DTN Plus duplexure, Second tray and Network reader	Dr. B. P. Sahw	1			

Cont. p/9

(Signature of the Service Provider)

#9#						
v	HP M1522Nf MFP Laser Printer AMC will start from 12/08/2010	D Pradhan SC Sabat A Suryawanshi M Behera Dr S Devadas Dr. SK Mishra Dr. T Choudhuri Dr. SK Sahoo	8	Rate from 12/08/2010 to 31/03/2011	Rate from 12/08/2010 to 31/03/2012	Rate from 12/08/2010 to 31/03/2013
	PHOTOCOPIER					
3.	XEROX (CANON) NP 1215	DISC	1			
		Total :				
		Taxes, if any:				
		Any other charges :				
		Grand Total :				

(Signature of the Service Provider)