

GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DISTRICT ELECTION OFFICER (WEST)
PLOT NO.3 SHIVAJI PLACE, RAJA GARDEN, DELHI-110027

F.No. 18(862)/DEO (WEST)/Hiring of Computers/2023-24/2384

Dated:- 09/01/2024

NOTICE INVITING QUOTATIONS

Name of Work:- Hiring of Computers and its Peripherals

Sealed Item Rate Quotations are hereby invited by the undersigned on behalf of the President of India for the following work. The intending bidders may drop their quotations up to 3:00 PM on 17/01/2024 in the Room No.509, Office of the District Election Officer (West), Plot No. 5, Shivaji Palace, New Delhi-110027. Quotation shall be opened in the presence of intending bidders at 3:30 PM on same day i.e. 17/01/2024. The Schedule of items quantity wise is as below:-

S. No	Name of the item	Approx Items Required on the basis of last used	Rate per unit without GST (in Rs.)	Total Amount (Rs.)
1.	Computer (minimum i3 processor, Ram 4 GB, Hard Disk 250 GB), LCD Monitor size 18.5" with UPS	88 Nos.		
2.	Laser jet Printer, HP 1020 plus or equivalent with full cartridge	29 Nos.		
3	Rates of single applicable cartridge	35 Nos.		
4.	MFD (heavy duty) with one cartridge	63 Nos.		
5.	Rate of single cartridge for MFD	65 Nos.		
6.	Photocopier (Speed Minimum 30 page per minute)	31 Nos.		
7.	Rates of single cartridge of same photocopier	15 Nos.		
Total Amt. in words:-			Total	

*Applicable GST shall be paid as per Government rules

* Quantity may be changed as per actual requirement

* Rates should be quoted for Sl. No.1, 2 & 3 per month bases.

Terms & Conditions:-

1. The vendor/service provider, and truly and faithfully carry on the said job as is done by the service/business are in proper manner for the maintenance of the Desktops, Printers, MFD.
2. One Engineer shall be available to attend the complaints as and when called for.
3. All the calls shall be attended within 3 hours.

4. The systems downtime should not exceed 24 hours from the time at which the complaints was made, if the downtime is more than 24 hours then the vendor/service provider will provide the stand by system/ machine. In case the system is not repaired or an alternative system not supplied within the period of 24 hours from the time of failure report then the department may choose to get the same repaired by or replaced from any other agency and the cost and expenditure incurred therein shall be recoverable from the second party.
5. Standby Machine shall be provided if machine goes to workshop.
6. The rates shall be valid for the period of 12 months from the date of issue of work order.
7. The bill in duplicate along with verification report from the concerned user/AERO, may be send to this office for arranging payments accordingly.
8. The payment will be made in quarterly basis/completion of work.
9. Quotation of firms imposing their own terms & conditions shall be treated as rejected straightway.
10. Incomplete quotations and late quotations are liable to be rejected.
11. The prices quoted must be firm and not subject to fluctuation and must include packing, forwarding and all other charges excluding VAT/Taxes.
12. The consolidated rate should be quoted excluding of Service Tax/ VAT (if any) & other charges.
13. The rates should be quoted in words and figures. **In case rates quoted in figure and words differ, the rates quoted in words shall be taken as final.**
14. The department shall have every right to cancel the contract at any time during the period of the contract without assigning any reason.
15. The contractor whose quotation is accepted shall have to execute an agreement of a non-judicial stamp paper of appropriate value within 15 days from the date of receipt of letter of acceptance.
16. Quotations should be furnished only on the quotation format prescribed by the department otherwise these are liable to be rejected.
17. The bidder shall furnish, as part of its Bid, an EMD for **Rs. Fifty Four Thousand only (Rs.54,000/-) (@ 3% of estimated bid value)** in the form of Fixed Deposit Receipt/Demand Draft/Bankers Cheque from a commercial bank in favour of **DDO, DEO, District West**. The scanned copy of instrument of EMD must be enclosed along with the Bid and Original instrument must be submitted in the Office of the SDM (Election)/ Room No. 509, District West, Shivaji Place, Raja Garden, Delhi-110027 before opening of Technical Bid. Tender without Earnest Money in the prescribed form, will not be accepted. "Any firm registered with NSIC/MSME is exempted from submission of EMD, as per Rule 170 of GFR i.e. "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department". Submission of documentary proof in this regard is mandatory at the time of depositing EMD as per tender schedule, besides uploading with the tender, as per GFR. Bids without EMD/proof of registration with NSIC/MSME shall be rejected out-rightly".

The EMD may be forfeited: "If Bidder (i) withdraws its Bid during the period of validity specified by the Bidder on the bid form: or (ii) modifies its Bid price during period of Bid validity specified by the Bidder on the form. (iii) In case of a Successful Bidder, if the Bidder fails to sign the Agreement".

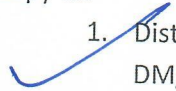
Bid
the
Bidder,

18. The quotee / tenderer, whose quotation is accepted, will be required to furnish security deposit amounting Rs.1,80,000/- (i.e. 10% of total estimated value) in the form of Demand Draft in favour of DDO, DEO(W) for the fulfilment of his contract.
19. **Bidder shall be an Indian Company / firm engaged in supply & maintenance of Computer and its peripherals for last three years in Delhi and having its office in Delhi (Attested copy of proof may be enclosed).**
20. Experience/Work Completion certificate having successfully completed similar works during last 5 years ending 31.12.2023 previous to the one on which bid are invited should be either of the following:-
- a) Three similar completed works costing not less than the amount of Rs.7.2 Lakh (equal to 40% of estimated cost).
 - OR
 - b) Two similar completed works costing not less than the amount of Rs.9.0 Lakh (equal to 50% of estimated cost).
 - OR
 - c) One similar completed works costing not less than the amount of Rs.14.40 Lakh (equal to 80% of estimated cost).
21. The bidder who has quoted the lowest rate on overall basis excluding applicable taxes will be adjudged successful and his rate shall be treated as the L1 rate w.r.t this NIQ.
22. The above machines shall be provided in good working condition so that preventive action is taken for any possibility of malfunctioning/non-functioning of the same.
23. The firm will be responsible for smooth and satisfactory working of the supplied items in all respects and will obtain certificate from the users that machines have been working satisfactory during the relevant period.
24. In case of non fulfilment of terms and conditions of bid, the security amount shall be forfeited.
25. A penalty of Rs. 1000/- per complaint shall be imposed on the successful bidder in case the firm fail to rectify the complaint within 03 hours/ provide the standby machine.
26. The payment shall be made on quarterly basis subject to submission of the bills (In triplicate) along-with 'Satisfactory Service Report' after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
27. Each paper of the NIQ should be serially numbered and duly signed by the bidder/quotee with the seal of the firm on every page.


SDM (ELECTION)
DISTRICT (WEST)

F.No. 18(663)/DEO (WEST)/Hiring of Computers/2023-24/2384 Dated:- 09/01/2024

Copy to:-

- 1.  District Information Officer (NIC) is requested to upload of this NIQ upon the website of DM/DEO(West) for public domain.
- 2. Notice Board
- 3. Guard file.


SDM (ELECTION)
DISTRICT (WEST)