

Delhi Urban Shelter Improvement Board
Punarwas Bhawan, I.P. Estate, New Delhi 110002.
COMPUTER DIVISION.

Ref No.: Comp.diw/DD(IT)-I/2018/D-467

Date: 19/04/2018

To,

NOTICE INVITING SEALED QUOTATION

Delhi Urban Shelter Improvement Board invites technical and financial bids from the agencies who are in the field of repair and AMC of Computers for one time repair of 2 Nos of HP Computers and One No. HP TFT LED Monitor installed at DUSIB HQ by Dy.Director(IT)-II.

Tender Document containing Terms & Conditions can also be downloaded from DUSIB Web-site i.e delhishelterboard.in/Office of Dy.Director(IT)-II.

The agency intending to quote for the work shall have:

1. Delhi Urban Shelter Improvement Board, invites sealed Technical and financial bids for Repair of 2 Nos of HP CPU of Elite Desk 800 GI and one No. HP 18.5" LED Monitor.

The agencies are requested to submit the bids in two envelopes subscribing (A) Technical Bid (B) Financial Bid.

2. The Technical Bid envelope shall contain (a) Self attested copies PAN No. / TIN No. & GST No. allotted by Income Tax / Sales Tax Department & GST Department. (b) Self Attested copy certifying that the agency has its service center at Delhi/NCR. (c) The agency shall have undertaken similar repair/AMC work in at least 3 No. Central Govt. Deptt. /PSU/ Delhi Government Departments all located in Delhi/NCR in the last 3 financial years. The self attested such work order copies of the same may be provided.
3. The Financial bid envelope shall contain.
 - (a) The vendor shall quote the rates for repair/replacement of faulty parts of 2 Nos HP 800 CPU and One No. 18.5" HP LED Monitor to make it operational.

The agency shall submit the sealed quotation latest **by 26/04/2018** by 3.00 pm in the office of Dy. Director(IT)-II, Room No. 43, Punarwas Bhawan, I.P. Estate, New Delhi-110002.

You may kindly attend the same or send your representative for opening of the Technical bid at **3.30 p.m. on 26/04/2018** in the office of undersigned. Financial bid of the vendors who have qualified the Technical bid will be opened after approval from Competent Authority.

Terms and Conditions :

1. The agency may inspect the 2 Nos of HP 800 Computer and HP 18.5" LED Monitor in Room No. 15, Punarwas Bhawan, I.P. Estate, New Delhi on any working day from 10.00 am to 5 pm before submitting the quotation.
2. The agency shall submit self attested copies PAN No. & GST No. allotted by Income Tax / Sales Tax Department & GST Department. Self Attested copy certifying that the agency has its service center at Delhi/NCR and Certificate of incorporation of the company.
3. The agency shall have undertaken similar repair /AMC work in at least 3 No. Central Govt. Deptt. /PSU/ Delhi Government Departments all located in Delhi/NCR in the last 3 financial years. A Self attested copy certifying the same may be provided.
4. The validity of the rates shall be 90 days.
5. Conditional tender, non submission of documents mentioned at S. No. 2 of the technical bid will invite rejection of tender document without assigning any reason.
6. The selected vendor shall not assign this agreement or any part thereof, or any benefit there under without the consent of DUSIB, to any other party.
7. The comprehensive repair shall be carried out primarily at the premises of DUSIB on all working days during office hours and even beyond that. In case, the contracting agency feels that the equipment cannot be repaired at site, they will carry & deliver the equipment at their own cost and get it repaired within reasonable time 4-5 days.
8. In case of replacement of components during One time repair, the vendor shall deposit the old components with the Department.
9. The vendor who has been awarded the work shall hand over the repaired 2 Nos of HP Computers and HP LED Monitor in good working condition after repair and attach a certificate of its operationalisation.
10. The 2 Nos of CPU and 1 No. LED Monitor shall be made operational within 15 working days of award of Work Order.
11. Dy. Director(IT)-II of DUSIB may be contacted for details. No escalation in rates of one time repair will be accepted after submission of tender.
12. Contracting agency shall ensure that the equipment is retained in its original or higher configuration and form. In the event of any downward alteration to the equipment by the agency or any attachment made thereto, the agency shall pay for any repair / replacement and adjustments required to restore the equipment to its original state.
13. Payment terms : 100% after successful completion of job and subject to the submission of the operationalization.
14. Statutory Taxes, if any, should be mentioned separately in the quote, failing which it will be presumed that the quote is inclusive of all taxes.

15. In the event of short listing of the agency, the work order shall be issued by DUSIB.
16. The Department has the exclusive right to terminate the contract by giving short notice to the firm without assigning any reason.
17. **Foreclosure of agreement :**

In case of work being abandoned by the vendor for continuous period of 15 days, the contract shall be liable to be terminated with a 7 days show cause notice by the department.
18. **Court:** This contract is subject to the jurisdiction of the NCT of Delhi.
19. **Arbitration:** Any dispute, differences or questions arising at any time between the parties in respect of this agreement or concerning provision herein contained shall be referred within 30 days of such dispute to sole Arbitration of a person appointed by CEO(DUSIB) and the award of the arbitrator shall be final and binding on both the parties.
20. Member(Admn) reserves the right to accept or reject any or all tenders without assigning any reason.

Shandunny
19/11/2018

Dy. Director(IT)-II
Room No. 43,
Punarwas Bhawan, I.P. Estate
New Delhi-2.