

**DELHI URBAN SHELTER IMPROVEMENT BOARD
COMPUTER DIVISION**

Ref. No.: Comp.Div/DD(IT)/2021/D- 214

Dated:-21.09.2021

NOTICE INVITING TENDER

Delhi Urban Shelter Improvement Board invites Technical and Financial bids from the Authorized Service Provider **or** Authorized Business Partner of **M/s H.P. or M/s Lenovo or M/s DELL** having minimum 10 years experience in the field of AMC for on-site Annual Maintenance Contract for the year 2021-22 of Computers, Laptops, Printers, Scanners, UPS and its accessories. The equipments/Device are installed at DUSIB HQ (ITO), CIRCLES offices at Raja Garden, R.P. Bagh, Maharani Bagh and Divisional offices at Ranjit Nagar, Inderlok, Seemapuri, TIS HAZARI COURT/ India Habitat Center/Seven ZONAL OFFICES of DUSIB located in various parts of Delhi and in Vikas Bhawan -II. Same is invited by Dy. Director(System) on behalf of CEO(DUSIB)through e-tendering from govt.procurement.delhi.gov.in.

The bidder shall submit a signed "Bid Security Declaration" accepting that that if they withdraw or modify their bids during the period of validity, they will be suspended for the time specified in the tender document. Their Technical & Financial Bid will not be opened.

The last date of submission of e-tender is 05/10/2021 till 3.00 p.m. The technical bid shall be opened on 05/10/2021 at 3.30 p.m. The Technical bid shall be opened in the presence of interested tenderer or their authorized representative. Financial bid of the vendors who have qualified the Technical bid will be opened after taking approval from Competent Authority.

The agency intending to quote for the work should fulfill the following:

(Annexure-1) Technical bid

1. The vendor should be a Registered Firm and Registered with Sales Tax Department, G.S.T. Department. (Self attested Copy of Incorporation /Registration of firm, PAN No, G.S.T No. should be uploaded).
2. The Vendor Should be HP, Lenovo or Dell Business Partner/Service Provider **having minimum 10 years experience in the field of AMC of Computers and its accessories**. Scan Copy of the OEM for being the ASP/Authorized Business Partner shall be uploaded. (Self Attested undertaking indicating presence in the field of AMC of Computers and its accessories with minimum 10 years experience should be uploaded).
3. The agency should submit (a) self attested copies of work order with respect to last three financial years namely 2018-19, 2019-20, 2020-21 for AMC of Computers undertaken of about 200 Desktops in addition to laptop, printer, scanners in at least 3 Nos of Central Govt. offices/PSU/Delhi Govt. Department in Delhi/NCR. (b) Self Attested copy of completion / satisfactory performance Certification from at least 2 Nos of Central Govt. offices/PSU/Delhi Govt. Department in any last 3 financial years should also be uploaded in support of their claim. At least one such Work Order executed should be in a Delhi Government Department.
4. The annual turnover of the tenderer for **providing AMC services only** should not be less than Rs. 75 lakh in the financial year i.e 2019-20. The vendor shall upload scan copy of self attested Audited balance sheet counter signed by their Registered Chartered Accountant for last three financial years.
5. **ISO Certification.** The Bidder must submit the detailed profile of the company and should be ISO 9001:2015, ISO 20000-I 2005 certificate holders in the specified area of the job mentioned in this tender (Upload Self attested copy).
6. The vendor/OEM has not been blacklisted by any Govt./Authority/Department (Upload a self attested undertaking).
7. The tenderer shall be registered with EPF and ESI with atleast 40 permanent employees on its payroll. (Upload a self attested proof of the same).
8. The Vendor Shall have its Registered office / Branch office / Service Center in Delhi-NCR and shall provide the address of the in house TRC in Delhi/NCR and shall upload the self attested proof of the same.
9. Cost of tender document is Rs 500/-(Non refundable) payable in form of Demand Draft / Pay Order/ Bankers Cheque in favour of DELHI URBAN SHELTER IMPROVEMENT BOARD. (Upload the scanned copy of the same). **DD/Pay Order /Banker Cheque shall be deposited in IT section Room no 16, Punarwas Bhawan, ITO before the Date/Time of opening of Technical Bid, failing which Technical Bid of the concerned vendor/agency will not be opened.**
10. Signed BID Security Document. (Upload the scan copy as mentioned in Annexure -II)
11. All the required documents mentioned at Sr.No. 1-10 of Annexure-I in support of the eligibility criteria i.e. Technical Bid and Financial Bid must be duly signed by the vendor and uploaded online.

TERMS & CONDITIONS OF THE MAINTENANCE CONTRACT OF THE COMPUTERS AND ITS PERIPHERALS IN DELHI URBAN SHELTER IMPROVEMENT BOARD.

- 1.1 The Tenderer shall truly & faithfully carry out the maintenance job as is done by the services / business houses in proper manner / standard fashion for preventive and comprehensive maintenance of the computers and its peripherals / equipments of DUSIB HQ/CIRCLES /DIVISIONS/TIS HAZARI COURT/IHC/Raghubir Nagar/Ranjeet Nagar/Inderlok/ZONAL OFFICES of DUSIB/Rehab office, Raja Garden/ Vikas Bhawan-II, annexed as Annexure 'A' to the extent of its satisfaction initially for a period of one year.
- 1.2 Tenderer shall provide Four Nos. trained Resident Engineers, equipped with mobile phone, to the department as explained at para 1.3 during office hours from Monday to Friday from 9.30 AM to 6 PM and even on Saturdays depending on requirement. If there is any exigencies of work, the services can be extended beyond office hours and even on holidays without any additional cost. Out of the Four Nos. Engineers, One No. Engineer should have SPECIALIZATION in COMPUTER HARDWARE / SYSTEM SOFTWARE including LAPTOP / NETWORKING / INTERNET etc. & One No. Engineer should have major expertise in REPAIR OF PRINTER / Scanner etc. All internet related works will be done by the RE deployed.
- 1.3 Two Nos. R.Es(Resident Engineer) will be deployed in DUSIB(HQ) offices at ITO and One no in Rehabilitation Section in Raja Garden shall look after Rehabilitation Section, Circle/Divisional Offices, R.P. Bagh and Zonal offices in West Delhi and One No will be earmarked for rest of DUSIB Offices. If there is any change in the Corporate office location then the Tenderer shall install all the Desktops along with its accessories at the new location. Transport will be borne by the Department. The RE looking after our Division office will be deployed at the corporate office.
- 1.4 The resident engineer to be posted in the Department should have minimum diploma/certificate or a degree in computer engineering / science or relevant field from Govt./Reputed Private Polytechnic / Institution with minimum two years work experience. In case of frequent complaint of inefficiency of the RE's, the RE has to be replaced. Shifting of hardware from one location to another will also be done by the resident engineer. EPF, ESIC issue related to RE's deputing on this site will be sole responsibility of the Vendor.
- 1.5 The Vendor shall on demand provide the CVs of the Resident Engineer to be posted in the Department along with photocopy of certificates and work experience.
- 1.6 The Resident Engineers deployed by the service provider shall work under direct control of the department. In case of extreme exigency only, the conveyance charges etc. will be borne by the Agency. The Resident Engineers will be provided with Mobile phones. The Resident Engineers should be present timely.
- 1.7 Depending on the maintenance requirements, the agency shall provide additional service engineers on call basis as and when required.

1.8 In case, the service engineer intends to proceed on leave, prior approval of and intimation to the Department shall be taken and given, and suitable substitute be provided immediately failing which the absence shall be treated as an unauthorized absence and penalty as given in the Penalty clause No. 2 shall be invoked.

1.9 **AMC shall be on-site comprehensive maintenance, which includes preventive as well as corrective maintenance.**

1.10 The Vendor shall carry out preventive maintenance of each equipment once in a month and shall maintain proper record thereof. Failure to do so shall attract penalty @ Rs.100/-(Rupees One Hundred) per machine unit per month for the delayed period. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment and got signed by Deputy Director (IT) at the end of every day. The scheduled preventive maintenance shall include:

- (i) Cleaning of Computers & peripherals.
- (ii) Lubricating / oiling of mechanical parts.
- (iii) Checking and fixing of loose connections of computers/ peripherals.
- (iv) Checking of hard disk drives for any bad sectors and removal of the same, if feasible.
- (v) Defragmenting and cleaning the Hard Disk.
- (vi) Checking of LAN connections/ connectivity and setting them right, if required.
- (vii) Checking output supply from UPS.
- (viii) Checking for proper earthing of equipments/ power supply; etc.
- (ix) Any other activity to keep the machines/ peripherals in perfect & desired working condition.

1.11 AMC shall cover each and every part of Computer/Printer/UPS including plastic body and parts, computer & printer power cables, replacement of any part necessary for keeping the computer system active and free from any defects / disturbance, any unscheduled call for corrective and / or preventive maintenance services, taking appropriate measures / steps in time to set right the malfunctioning of the computer systems. The Resident Engineer should maintain the Hardware inventory.

The replacement of all spares including plastic parts, cmos batteries, printer drum, printer head, Teflon, fuser, assembly, roller heads, scanner, vacuum fan, Ink supply unit etc. is included in the AMC and the vendor shall not raise any objection / condition in replacement of spares. **Printer ribbons, ink cartridges, toners, floppy diskettes, UPS batteries will be treated as consumables which shall be paid for separately if procured through the vendor.**

1.12 Accessories including Monitor/Keyboard/Mouse etc. if not repairable will be replaced. The replacement of all defective parts with good quality and OEM branded/ approved parts, or as given in clause 1.22 of same or higher specifications will be done by service provider without any extra charge of any kind. Used / repaired parts /Re-furbished part of any other brand from any other source or of lower specifications shall not be accepted by the Department.

- 1.13 Vendor shall provide required tools, test equipments, crimping tools, gadgets and softwares to their engineers to run diagnostics at site itself. The agency shall also maintain a logbook of repair / preventive maintenance for all the machine in suitable format in consultation with the Department. No charges shall be payable for the movement of Resident Engineer from one location to another for attending/ checking the equipments.
- 1.14 Fault intimated and / or noticed after award of the contract shall be rectified by the vendor entrusted with the award of the contract at no extra cost.
- 1.15 The comprehensive maintenance shall be carried out primarily at the premises of DUSIB on all working days during office hours and even beyond that. In case, the service provider feels that the equipment cannot be repaired at site, they will prepare necessary Gate Pass and carry & deliver the equipment at their own cost and get it repaired within 24 hrs, failing which replacement shall be provided by the Vendor, failing which an amount of Rs.300/- per day per computer and Rs.200/- per day per printer shall be charged as penalty.
- 1.16 The service provider shall not raise any condition with regard to the working environments including voltage, earthing, rusting, pests, insects etc for the equipment's covered under AMC including breakage of various ports in the CPU.
- 1.17 The equipment fault call shall be received centrally and shall be forwarded to the concerned service engineer by the concerned official of the department and shall be attended immediately on receipt of the same. The firm shall maintain proper service call sheets which will be duly signed by the engineer and the concerned official of the Department. The Firm shall maintain the inventory list and its deployment.
- 1.18 Vendor ensure 99% uptime for the entire equipment failing which penalty as stated under clause 2 shall be imposed.
- 1.19 **Spare parts:** The agency shall maintain an inventory of atleast 2 sets of Computers alongwith with its peripherals at DUSIB site for day to day maintenance of equipments to avoid disruption of work.
- 1.20 Department shall not be responsible for any use of unlicensed anti-virus software, if any, used by the service provider. The responsibility shall vest with the service provider for using unlicensed softwares. The Antivirus shall be provided by the Department.

- 1.21 In case of replacement of components during AMC, the vendor shall deposit the old/faulty components with the Department. Replacement of the following major component shall be as under :-

Keyboard : -HP/LENOVA/SAMSUNG/LOGITECH/DELL/COMPATABLE
Mouse :- HP/LENOVA/MICROSOFT/LOGITECH/COMPATABLE
CPU :- INTEL
Mother Board:-HP/LENOVA/INTEL/GIGABYTE
RAM :- KINSTON/HYUNDAI/TRANSCEND
HARD DISK:- SEAGATE/MAXTOR/SAMSUNG/WD
CD ROM :- HP/EQUIVALENT
SMPS : - HP/EQUIVALENT
(All Models)

- 1.22 In the event of non-satisfactory conduct of maintenance services, Department shall have the right to terminate the maintenance contract on short notice and the performance guarantee and the Earnest Money shall be forfeited.
- 1.23 The Vendor shall not assign this agreement or any part thereof, or any benefit there under without the consent of DUSIB, to any other party.
- 1.24 It is clarified that all the equipments are operational under Controlled Power Supply and therefore, all defective equipments shall be rectified / replaced without any additional cost to the department in case of short circuit or otherwise.
- 1.25 The Vendor who has been awarded the work shall hand over all the computers in good working condition at the expiry of the contract or the extended period of this contract, whichever is later to the succeeding vendor to be appointed by the DUSIB.

The succeeding vendor shall deploy Engineer at HQ & site to take over the inventory from the present vendor within 15 working days, otherwise it will be presumed that the inventory has taken over in working conditions and certificate to this effect will be submitted by the succeeding vendor. The present vendor shall also deploy engineer at HQ & site and will co-ordinate with the succeeding agency to hand over the inventory, before release of final payment.

- 1.26 The Vendor 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.
- 1.27** Before submitting the tender, the agency may inspect the computers / accessories for which tenders are invited installed at DUSIB HQ,/ CIRCLES/DIVISIONS/ at Raja Garden, R.P. Bagh, Maharani Bagh, Divisions at Ranjit Nagar, Raghubir Nagar, Inderlok, Seemapuri Office, TIS HAZARI COURT/India Habitat Center/ ZONAL OFFICES/Vikas Bhawan-II of DUSIB, Office of Dy.Dir(System) of DUSIB may be contacted for details. No

escalation in rates of AMC will be accepted after submission of tender. **Rates Quoted will remain firm and valid for 180 days.**

1.28 Any Computer / Accessories not being used by the User Section or condemned by the department during or at the commencement of the AMC period will be excluded from the Inventory and pro-rata deduction will be made from the payment.

1.29 The Vendor shall ensure recovery of data up to the maximum extent possible in case of hard disk crash or any other problem either in-house or from the market at no extra cost, as well as loading / re-loading of softwares, if required.

1.29.1 The Resident Engineer deployed by the tenderer shall register the call for any problem in the machines under warranty with the OEM / Supplying Vendor and attend to any software problems w.r.t Operating System etc.

2. PENALTY:

2.1 A penalty of Rs.300/- (Rupees Three Hundred) per day shall be imposed for an unauthorised absence of the resident engineer.

2.2 Any Machine down for more than 8 hours (working hours) and for which no replacement has been provided within the prescribed time limit, a penalty at the rate of Rs.300/- per day per computer and Rs.200/- per day per printer shall be imposed. For other peripherals such as Modem, Mouse, Key Board, UPS etc., Penalty @ Rs.100/- per day shall be charged.

2.3 If preventive maintenance of any machine unit is not carried out in any month a penalty @ Rs.100/- (Rupees One Hundred) per machine shall be imposed for the delayed period. One machine unit will comprise of one computer plus associated UPS & Printer.

2.4 Any Machine which cannot be repaired by the agency due to which critical / urgent work is held up, same will be got repaired / replaced by outside agency and the bill amount will be debited to the quarterly payment as mentioned at clause 6.1.

3. PERFORMANCE GUARANTEE

3.1 The short listed Vendor shall deposit a performance guarantee within 20 working days of award of contract in the form of Security Deposit equal to 3% of the total work order value in the form of Bank Guarantee / Banker cheque / Draft in favour of Delhi Urban Shelter Improvement Board valid till 3 months after expiry of the AMC Period.

3.2 If the tenderer backs out after the award of contract, the PBG would be forfeited and the agency shall be debarred from further tendering in the Department for the period of two years. After 3 months of the expiry of AMC period, the balance Performance Guarantee shall be returned to the Short Listed Vendor.

- 3.3 If the Shortlisted Vendor does not submit the Performance Guarantee within stipulated period mentioned in the letter of intent / award, the entire amount of the EM shall be forfeited.

4. CONTRACT PERIOD

- 4.1 The agency shall enter into an agreement with department on a non-judicial stamp paper of value Rs.50/- within 20 working days of placing the letter of intent / award. However, this agreement shall come into force as soon as work order / award letter is placed by the Department.
- 4.2 The validity of the contract shall be initially for one year from the date of award of the contract for AMC of Computers and its accessories. This can be extended further subject to satisfactory services by the service provider. However, final decision shall rest with the Department.
- 4.3 The Department has the exclusive right to terminate the contract by giving short notice to the firm.
- 4.4 The Tenderer has to give three months notice in advance before cancellation of the contract. Contravention of the same would lead to forfeiture of Performance Guarantee along with all outstanding dues.

4.5 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 and the performance guarantee and the EM shall be forfeited.

- 4.6 **Court:** This contract is subject to the jurisdiction of the NCT of Delhi.
- 4.7 **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.

5. RATE :

- 5.1 The vendor should quote the rate as per the annexure at "A".
- 5.2 **Rates Quoted will remain firm and valid for 180 days.**

6. PAYMENT TERMS:

- 6.1 The comprehensive maintenance charges shall be payable to the service provider in four equal quarterly installments and shall be paid on the completion of each quarter of AMC period after deducting penalties, if any. **The agency shall submit the latest preventive maintenance report of the inventory under AMC before release of quarterly payment.**

- 6.2 Any increase or decrease in taxes, duties or prices of component, etc. will not affect the AMC rates during the entire period of AMC.
- 6.3 **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.**
7. CEO(DUSIB) reserves the right to accept or reject any or all quotations without assigning any reason.
- 7.1 Conditional Tender, non submission of documents as mentioned at Annexure-I will be rejected without assigning any reason.

Dy.Director(SYSTEM)

Final bid format

	TYPE OF COMPUTERS AND ITS ACCESSORIES	Existing QTY.(Nos .)	Rate per unit (inclusive all taxes)	Total Amount
(A) COMPUTERS				
	Pentium (P-IV)	3		
	ACER + HP DUAL CORE + CORE 2 DUO]	17		
	HP/Lenovo/Dell/Acer i5	215		
	HP/Lenovo/Dell/Acer i3	6		
	SUB TOTAL	241		
(B) Laptop				
	LAP TOP (COMPAQ)	1		
	LAPTOP DELL, I E-6410, i-7	1		
	LAPTOP Lenovo, i-5	14		
	H.P. pavilion, dv67206TX, LAPTOP i-5	1		
	H.P. Pro book 4430-S, laptop, i-5	1		
	H.P. Pro book 4000, laptop, i-5	1		
	HP envy (23-D0201n) all in one	1		
	HP PRO Book 4440 Intel Core i-5 LAPTOP	1		
	Lenovo i-7, 3520, LAPTOP	1		
	Lenovo i-7, LAPTOP	1		
	SUB TOTAL (Computers):->	23		
(B) PRINTERS				
	HP LaserJet Pro M1213nf	4		
	HP LaserJet Pro P1606dn	10		
	HP Laserjet P1108	59		
	HP LaserJet 1020	30		
	HP LaserJet P1005	11		

	HP LaserJet P1007	21		
	HP LaserJet 1160	1		
	HP LaserJet Pro P1566	3		
	HP Laserjet Pro M1136	9		
	HP Laserjet Pro M126NW	1		
	HP LaserJet Pro MFP M128FN	2		
	HP LaserJet M1005 MFP	5		
	HP Officejet Pro 8600	1		
	HP OfficeJet 7612	1		
	HP DeskJet GT 5820	1		
	HP LaserJet P2055dn	1		
	HP LaserJet Pro 400	3		
	HP Color LaserJet CP2025	1		
	Samsung ML-2161 Laser Printer	1		
	Samsung SCX-4521F	1		
	Samsung SCX-4623	1		
	Samsung SCX-4321	1		
	HP LaserJet Pro M104a	19		
	HP LaserJet Pro P1106	2		
	HP LaserJet Pro M1216nfh	2		
	HP Deskjet 1510	1		
	HP LaserJet 5200N	1		
	HP P1506	1		
	Hp P1010	1		
	Sub Total	195		
Scanners	Scanner & its Model	Quantity		
	HP Scanjet 200	5		
	HP Scanjet G2410	1		
	HP Scanjet 5590	1		
	Canon DR-C130L	2		
	HP ScanJet 5590	1		
	Total	10		
(C) U.P.S.				
	TYPE OF UPS	QTY.(Nos.)		
	(ELNOVA, APC, UNILINE, MICROTEK, AAR-KAY, I-BALL, UNKNOWN, TRUE POWER, SUPRA) (600/650 VA)	188		

	Paradyne10 KVA	2		
	Microtek 3 KVA	1		
	SUB TOTAL (UPS):---->	192		
(D) Anti Virus (Quick Heal) Total Security(Single User / 1 Year)		50		
(E) (a) <u>NETWORKING EQUIPMENTS</u> (1- At ITO Complex)				
	DESCRIPTION	QTY.(Nos.)		
	HUB - 16 PORT	1		
	SUB TOTAL (N W Equip. at ITO Complex):->	1		
(b) <u>NETWORKING EQUIPMENTS</u> (2- At Raja Garden Complex)				
	Delink 16 port switch	1		
	Delink 8 port switch	5		
	Jack panel 24 Port	2		
	15 U Rack	1		
	I/O Boxes (36)	36		
	Gang Box	36		
	SUB TOTAL (N W Equip. at Raja garden Complex):->	81		
	Total of Net Working Equipments at two sites :->	82		

Form of Bid-Securing Declaration

Annexure-II

Date:.....

Tender No.:

To: [insert complete name of Bank]

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 DUSIB for the period of time of 3 years starting on Sept, 2021, 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 Bank during the period of bid validity, (i) or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with T&C of the Tender.

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.

Signed; [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

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

Office Location is below:

JJR ZONAL OFFICES		
1.	North Zone	Community Centre, Jwalapuri, Delhi
2.	North Zone (B)	Community Hall, Shakur Pur near Samart Cinema, Delhi
3.	Jahangir Puri Zone	Sarai Pipal Thala, Ran Basera, G&K Road, Jahangir Puri, Delhi
4.	South Zone	Community Centre, Dakshin Puri, H-Block, New Delhi
5.	West Zone	Community Centre, Barat Ghar, Chaukhandi, New Delhi
6.	East Zone 'A'	Community Centre, Kalyan Puri, Block-II near State Bank of India, Delhi-110091
7.	East Zone 'B'	Community Centre, Welcome, Seelam Pur, Ph-III, IV, Delhi

CIRCLE/DIVISION OFFICES		
1.	Circle-I, Raja Garden Rehabilitation Section, Chief Engineer Office	Adjacent Raja Garden DTC Terminal, Opp. Sheetal Mata Mandir
2.	Raghubir Nagar	Ist Floor, C-Block, Community Hall, Raghubir Nagar.
3.	Maharani Bagh	1 Kilokri, Ring Road, opp. Maharani Bagh.
4.	Rana Pratap Bagh	Old GT Road, Near Nanaksar Gurudwara, Shakti Nagar
5.	Ranjeet Nagar	Ist Floor, DDA Shopping Complex (Slum), Near Ranjeet Nagar Thana, / Satyam Cinema.
6.	Inderlok	Opp. Inderlok Metro Station
7.	Vikas Bhawan-II	4 th Floor, 'C' Wing
8.	India Habitat Centre	Core 6A, IIIrd Floor, Lodhi Road, New Delhi-110003
9.	Tis Hazari Court	Room No. 117, Ist Floor, Delhi-110054