

Nehru Yuva Kendra Sangathan

An autonomous body under the Ministry of Youth Affairs & Sports, Govt. of India
NYKS Hqrs

Ref. No. NYKS/Tender Notice/EDP/Repairing/2017-18

16 May , 2018

Subject :- Tender Notice for preparing a Panel for repairing the Computers, Printers, Scanner and Internet Problems on call basis–reg.

Sir

Sealed quotations in two bids system are invited from the firms working in field of repairing / maintaining hardware and network systems etc in Govt. /PSU organization for preparing a panel of firms for repairing. The Technical and Financial terms and conditions for enlisting in the panel of Repairing shall be as follows:

TECHNICAL TERMS AND CONDITIONS

1. The date of commissioning of the firm and a certificate of its continuous functioning in the repairing /maintenance service. Please enclose certified photocopies of company's registration.
2. The firm should be in existence for last 5 years in the trade with the reasonable amount in maintenance business. (Self attested supporting documents should be attached).
3. The firm must have previous experience in maintaining hardware and network systems in Govt. organization / PSU. (Self attested supporting documents should be attached)..
4. Performance certificates from the existing Govt. clients (Organization) must be attached.
5. The firm must have Expertise in preventive onsite maintenance and repair of Desktop, Laptop, LaserJet Printers, Network Components, Peripherals and other Hardware Parts and Accessories. Attach a self attest list of engineers of the firm with qualification and experience.
6. The firm should submit the copies of PAN, VAT numbers and other required certificates like GST etc. .

7. The firm should be registered with Delhi Sales Tax Department for Works Contract Tax.
8. Address of the workshop with telephone numbers and Fax Nos. in Delhi / New Delhi should be given.
9. Signed Undertaking should be attached in “**Annexure-2**”

FINANCIAL TERMS AND CONTITIONS

1. The Financial Bid should contain the rate on the call basis.
2. The vender will be called on call basis to repair the Desktop Computers, Laptops, Printer, Scanner and Internet/Networking problems etc.
3. The call for one Computer/Laptop/Printer/Scanner and Networking will be considered after completion the following :
 - a. Diagnosis of the problem
 - b. Resolution of the problem
 - c. Run the computer to the satisfaction of complainant
4. The maximum charges for completing a call/Complaint will be Rs.200/- including all types of taxes, duties, levies like Service Tax etc.
5. The rates should be quoted in the proforma placed at **Annexure –3**.

General Terms & Conditions

1. The panel will be valid for a period of one year from the date of commencement. The rates quoted will remain in the force for the full period of contract as well as for any extended period beyond the initial panel. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to Nehru Yuva Kendra Sangathan to extend the term of the panel on the same terms and conditions for a further period of one / two years or part thereof, if necessary.
2. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
3. The engineers should be sent by the firm within two hours from the complaint call.
4. A firm black listed by any Govt. office will not be eligible to participate in this tender. An undertaking to this effect should be given at the time of submitting the tender.

5. All the requisite documents mentioned above shall be attached with the quotation.
6. Interested firms may submit their documents satisfying the technical and financial bid requirements in a sealed cover separately super scribed with **“Quotation for empanelment of Repairing the Computers and Printers”** on or before 3.00 **PM on 31/05/2018** along with Earnest Money Deposit (**EMD**) of Rs.5000/- in favour of Nehru Yuva Kendra Sangathan at 4 – Jeevan Deep Building, Ground Floor, Parliament Street, New Delhi–110001. No tender shall be entertained after this deadline under any circumstances whatsoever.
7. As far as possible, the repairs would be carried out on the site itself.
8. In case non-availability of the drivers of the machine in the office, the firm will arrange from their own sources.
9. After repairing the machine, the call report would be signed by the service engineer and user. Based on the same the payment will be made.
10. The payment will be made on monthly basis.
11. The NYKS reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the NYKS in this regard shall be final and binding on all.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE BID

The Tenders should be submitted in two sealed covers as indicated below:

- A. The first sealed cover should be super-scribed **“Technical Bid for empanelment of Computer/Printer Repairing”** should contain the following documents
 1. **EMD of Rs.5000/-**
 2. **Checklist Annexure – 1.**
 3. All self attested documents mentioned in the Checklist.
 4. Signed undertaking **Annexure - 2.**
 5. **Any other required relevant documents.**
- B. The second sealed envelope super-scribed, **“Financial Bid for empanelment of Computer/Printer Repairing”** should contain only rates for repairing (**Annexure- 3**).
- C. Both the sealed covers should be placed in the main sealed envelope super-scribed **“Tender for empanelment of Computer/Printer repairing”**.

CHECKLIST OF DOCUMENTS SUBMITTED

S. No.	Documents to be submitted	Submitted	Not submitted	Remarks
1.	The date of commissioning of the firm.			
2.	Copy of Registration Certificate			
3.	Proof of experience in maintaining hardware and network systems in Govt. Organisation /PSU.			
4.	Performance certificates from the existing Govt. clients (Organisation)			
5.	List of Engineers with qualification			
6.	List of Clients.			
7.	Copy of PAN/TAN/VAT number			
8.	Copy of Registration Certificate with Delhi Sales Tax Department for Works Contract Tax			

Signature of Bidder with Seal

Full Name of Bidder with address and date

UNDERTAKING BY THE TENDERER

This is to certify that I / we before quoting the rate for repairing Computers, Printers, Scanners and Laptops have read and fully understood all the terms and conditions contained in the Tender Notice and undertake myself / ourselves to abide by them.

Signature of the Tenderer with Seal

Name :

Designation :

Address :

Phone No.:

To

Sh Nand Kumar Singh
 Dy Director
 Nehru Yuva Kendra Sangathan
 4-Jeevan Deep Building, Ground Floor
 Parliament Street, Delhi – 110 001.

Subject: Quotations for Repairing of Computer/Printer/Laptop and Internet/Networking..reg.

Sir

As per your tender No.:NYKS/Tender Notice/EDP/Repair/2017-18 dated 1st December , 2017, we are pleased for quoting the rates for repairing as mentioned below:

S. No.	Items to be repaired	Maximum Rate per unit per call including all taxes(Rs.)	Rates Quoted by the Vendor including all taxes(Rs.)
1.	Computer	Rs.200/-	
2.	Printer	Rs.200/-	
3.	Laptop	Rs.200/-	
4.	Networking / Internet Problem	Rs.200/-	

Date:

Place:

Signature & full address of tenderer.