



केन्द्रीय प्रदूषण नियंत्रण बोर्ड
CENTRAL POLLUTION CONTROL BOARD

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE, GOVT. OF INDIA

July 3, 2019

Admin/22/AMC/RDS/2019-20

657

To

All the contractors providing CAMC and AMC of Computers and Peripherals

Sub: Inviting sealed quotation for both Comprehensive Annual Maintenance Contract (CAMC) and Annual Maintenance Contract (AMC) of Computers, Laptops, Server, Printers and Scanners, etc. for the period of one year

Sir,

With reference to the subject cited above, Central Pollution Control Board, Regional Directorate (South), Bengaluru, would like to invite sealed quotation for both Comprehensive Annual Maintenance Contract (CAMC) and Annual Maintenance Contract (AMC) of Desktops, Laptops, Printers, Scanners, Server, etc. in RD(S) Office for period of one year subject to extension for one more year on same prices and conditions. In this connection, it is requested to download the document and read the terms and conditions before submitting the offer.

The duly filled technical and financial bids in the desired format along with relevant document shall reach this office **on or before Thursday, 25th July 2019, 04.00 PM**. The sealed quotations may be sent by post or may be dropped in the tender box kept at this office. The sealed envelopes should be super scribed as **"Quotations for CAMC and AMC of Computers and peripherals at Central Pollution Control Board, Bengaluru"** on top of it. In case of any queries, you may contact Smt. Sowmya D, Scientist-D of this office (Email: sowmyad.cpcb@nic.in, Phone: 8762226688) for clarification.

Yours faithfully

S. Suresh
3/7/2019

(S. Suresh)

Regional Director

क्षेत्रीय निदेशालय (दक्षिण) : निसर्ग भवन, ए-ब्लॉक, प्रथम एवं द्वितीय तल, तिम्मय्या रोड, 7-डी मैन, शिवनगर, बेंगलूरु - ५६० ०७९.

Regional Directorate (South) : " Nisarga Bhawan ", A-Block, 1st & 2nd Floors, Thimmaiah Road, 7th D - Main, Shivanagar, Bengaluru - 560 079.

दूरभाष / Telephone : 080-23233739, 23233827, 23233996, 23233600, 23232559, 23226002, 23222539, Fax : 080-23234059

ई-मेल / E-mail : cpcbszo@yahoo.com, zobangalore.cpcb@nic.in

प्रधान कार्यालय : परिवेश भवन, पूर्वी अर्जुन नगर, दिल्ली- ११० ०३२.

Head Office : Parivesh Bhawan, East Arjun Nagar, Delhi - 110 032.

दूरभाष / Telephone : 011-43102030, Fax : 22305793, 22307 078, 22307079, 22301932, 22304948

ई-मेल / E-mail : cpcb@nic.in वेबसाइट / Website : www.cpcb.nic.in

TENDER DOCUMENT

for

**Comprehensive Annual Maintenance
Contract (CAMC) & Annual
Maintenance Contract (AMC) of
Desktops, Laptops, Printers,
Scanners, Server, etc. for Period of
One year**

at

**Central Pollution Control Board,
Bengaluru**



**Central Pollution Control Board
Regional Directorate (South), 1st and 2nd
Floors, 'Nisarga Bhawan', A-Block,
Thimmaiah Road, 7th D Main, Shivanagar,
Bengaluru – 560 079**

TENDER NOTICE

1. The Regional Director, Central Pollution Control Board (CPCB), Regional Directorate (South) invites tenders in two bid system (technical and financial) through sealed quotations from experienced and eligible contractors/firms for the following works:-

Name of Work :- Comprehensive Annual Maintenance Contract (CAMC) and Annual Maintenance Contract (AMC) of Desktops, Laptops, Printers, Scanners, Server, etc. for a period of one year and subject to extension for further one year on same prices and conditions at Nisarga Bhawan, 1st and 2nd floor, Central Pollution Control Board, A-Block, Thimmaiah Road, 7th D Main Shivanagar, Bengaluru.

2. Document Download: Tender documents may be downloaded from Central Pollution Control Board web site <http://www.cpcb.nic.in/Tenders.php> (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Sl.	Description of activities	Date (dd/mm/yyyy) & Time (AM/PM)
1.	Publishing Date	04/07/2019, 10.00 AM
2.	Bid Submission Start Date	04/07/2019, 10.00 AM
3.	Bid Submission End Date	25/07/2019, 04.00 PM
4.	Technical Bid Opening Date	29/07/2019, 04.00 PM

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) AND ANNUAL MAINTENANCE CONTRACT (AMC) FOR DESKTOPS, LAPTOPS, PRINTERS, SCANNERS, SERVER, etc. AT CPCB, BENGALURU FOR PERIOD OF ONE YEAR SUBJECT TO EXTENSION FOR FURTHER ONE YEAR ON SAME PRICES AND CONDITIONS

TERMS OF REFERENCE

1.0 BACKGROUND

The Central Pollution Control Board (CPCB), a statutory organization, was constituted in 1974 under the Water (Prevention & Control of Pollution) Act, 1974. Subsequently, CPCB was entrusted with the powers and functions under the Air (Prevention and Control of Pollution) Act, 1981. It also provides technical services to the Ministry of Environment, Forests & Climate Change for implementation of the provisions of the Environment (Protection) Act, 1986. Besides many functions for prevention & control of air and water pollution, CPCB is required to collect, compile and publish technical and statistical data relating to water and air pollution and the measures devised for their effective prevention, control abatement and disseminate information in respect of matters relating to water and air pollution and their prevention and control.

In pursuance of its objective and to carry out the functions, it is essential that all the relevant gadgets remain in working condition. In order to its effective implementation, Board decided to award Comprehensive Annual Maintenance Contract or Annual Maintenance Contract of Desktops, Laptops, Printers, Scanners, Server, etc. to carry out the above said work.

2.0 OBJECTIVE

The objective of the project is to have a systematic comprehensive annual maintenance contract or Annual Maintenance Contract at Regional Directorate (South), Central Pollution Control Board, 1st and 2nd Floor, Nisarga Bhawan, Shivanagar, Bengaluru- 560 079, for maintenance of Desktops, Laptops, Printers, Scanners, Server, etc. so as to ensure minimum down time of system **for period of one year** subject to extension for further one year on same prices and conditions.

3.0 SCOPE OF WORK

To take Comprehensive Annual Maintenance Contract and Annual Maintenance Contract of Desktops, Laptops, Printers, Scanners, Server etc. of Regional Directorate (South), Central Pollution Control Board, Bengaluru **for period of one year** subject to extension for further one year on same prices and conditions.

3.1 LOCATION

All the machines are located in Central Pollution Control Board, 1st and 2nd Floor, Nisarga Bhawan, Shivanagar, Bengaluru. The maintenance has to be undertaken onsite wherever these machines are located.

3.2 List of Machines proposed under CAMC/AMC:

A. Desktops

SI.N	Item Description	No. of Items
A.1	Intel Core i-7 64 Bit (HP)	13
A.2	Intel Core i5 64 Bit (HP)	8
A.3	Intel Core i5 32 Bit (HP)	7
A.4	Intel Core (2) (WIPRO)	7
A.5	Intel Pentium Dual (HP/COMPAQ)	1
A.6	Intel Pentium IV (HP/COMPAQ)	2
A.7	Intel Core i3 32 Bit (HP)	1
A.8	Intel Xeon (HP/IBM/LENOVO)	3
A.9	Intel Celeron (HP)	1
Total Numbers		43

A1. Laptops

SI.N	Item Description	No. of Items
A1.1	Laptops (Intel Core 2 Duo Centrino 2.0 GHZ (Lenovo and HP make)	3
A1.2	Intel Celeron M 1.5 GHZ (Acer)	1
Total Numbers		4

B. Printers/ Scanners

S.No.	Make/Model	No. of Items
B.1	Canon LBP 3460	10
B.2	Canon LBP 3500	1
B.3	HP Laserjet P1108	1
B.4	Canon LBP 6230/6240	6
B.5	HP Laserjet ProM 203D	2
B.6	Canon MF 226DN	1

B.7	Canon LBP 7200	1
B.8	HP Laserjet 1010	4
B.9	HP Laserjet CP1025 (color)	1
B.10	HP Laserjet 1020 Plus	1
B.11	HP Laserjet P1007	3
B.12	HP Laserjet 1150	1
B.13	HP Deskjet 3845	1
B.14	HP Laserjet P3015	1
B.15	Canon Scanner DRC-125	1
B.16	HP Scanjet 5590	1
B.17	HP Scanjet 8200 Series	1
Total		37

C. Server

Sl.No	Item Description	No. of Items
C.1	HP Proliant DL380G6 ,Intel Xeon CPU E5520 @2.27GHz, 8 GB RAM, 64 bit, Windows Server 2008R2 standard	1
	Total Numbers	1

D. Networking

Item Description
Troubleshooting of network related issues

Note: The quantity may vary (increase or decrease) at any time during AMC/CAMC period.

3.3 Maintenance Services would cover the following:-

- a) Reloading of OS and Software (like MS OFFICE & Antivirus etc.) as and when required.
- b) Activation of Operating System is responsibility of the firm if Hard disk/ Motherboard replaced or OS corrupted.
- c) Installation of Device Drivers required for all machines as far as possible.
- d) Preparation of preventive maintenance schedule and its implementation at a frequency of at least once a month, other than breakdown maintenance calls.

- e) The comprehensive maintenance includes preventive maintenance monthly, quarterly, regular services and cleaning of the various equipment and/or repair and replacement of any items necessary for keeping the listed equipment active and free from any defects/disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right the malfunctioning of the equipment. The firm should submit the preventive maintenance report quarterly.
- f) Management of memory usage of computer.
- g) In case of any hardware failure, it has to be repaired free of cost. In case of replacement, it has to be replaced free of cost with same make & model. In case of obsolete of spare parts, it has to be replaced free of cost with better alternative of same make or as approved by Regional Director. The spare parts should be original and genuine of these spares has to be ascertained before installation at RD(S).
- h) Troubleshoot Networking issues.
- i) Preparation of status reports of computers on half yearly basis indicating the hardware improvements needed for the system and validity of various software installed with a view of preventive maintenance.
- j) Assist in works being taken up in office like Wi-fi networking, implementing/modifying existing LAN setup, networking troubleshoots and other related works as desired by the office.

3.4 Call Record Maintenance

- a. The firm shall attend the breakdown maintenance calls within eight working hours.
- b. As far as possible the repairs should be carried out on site. But, however, in case the equipment is taken to the workshop, the firm would provide a standby for the same so that the normal working of the office is not hampered.
- c. The firm shall maintain proper records for the calls attended in CPCB either in the form of register or service report format and get the same counter signed from the user/ coordinator. The firm has to submit the same along with bills on quarterly basis.

4.0 SPECIFIC CONDITIONS

- i. CAMC/AMC shall also cover damages due to following:
 - i. High Voltage fluctuations
 - ii. Rat bytes
 - iii. Burn out of parts

- ii. CAMC/AMC shall cover maintenance of Desktops, Laptops, Printers, Scanners, Server, etc. as a whole except Printer Ribbons, Printer Cartridges & Toners for Laserjet Deskjet .
- iii. The CAMC cost is inclusive of cost of spare parts as per same make of the item required for maintenance of respective Computers, Computer Laptops, Printers, Scanners, Server, etc. as listed above.
- iv. CAMC/ AMC cost is inclusive of Data Recovery from HDD in cases like Accidental format, Deleted Files, FDISK, Virus Problem, Damaged Boot Sector, Missing FAT or partition cases.
- v. CAMC/AMC excludes data recovery from HDD in these three special cases
 - a) Physical damages due to Track Failure
 - b) Head crash
 - c) Fire Damages only. These cases have to be brought to the notice of Regional Director for ascertaining the exact cause of damage.
- vi. Necessary arrangement to prevent the system damages from technical point of view (High voltage fluctuations) has to be ensured by the firm.
- vii. In case of reinstallation of software, the CAMC/AMC vendor will not install a pirated copy in any circumstances.

4.1 GENERAL

- i) In case of dispute, the decision of Chairman Central Board shall be final and binding on both parties.
- ii) At any point of time contract may be terminated without assigning any reason thereof.
- iii) All typographical errors are subject to corrections.
- iv) All the terms & conditions of CAMC/AMC should be complied.
- v) Deviation, if any, from terms and conditions will not be entertained.
- vi) The firm shall be responsible for any damage in servicing/overhauling of machines and the firm has to repair the machine at its own cost.
- vii) The firm shall not assign or sublet any portion of the work except with written consent of CPCB, failing which CPCB may terminate the contract, whereupon the performance guarantee / security deposit shall be forfeited at absolute disposal of CPCB.
- viii) All tools, accessories, hardware, terminal, connector, multimeter etc. desired for the testing and repairing at site have to be maintained by the firm on its own cost. The equipment shall be complete in all respects whether such details are mentioned or not.

- ix) Any damage to the machines due to natural calamities such as earthquake, fires etc. may not be covered under CAMC/AMC.
- x) If the information provided by the firm is found to be false at any point of time, CPCB reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the security deposit.
- xi) CPCB reserves the right to up-grade any of its machines from any vendor. The payment of Comprehensive Annual Maintenance Contract/Annual Maintenance Contract of the machines shall be as per specification given in Financial Bid Table. If the specifications shift towards higher then payment for higher specification machine shall be paid (It should be informed in advance by the firm). Any other device within machine, if upgraded shall come under CAMC/AMC, as and when its warranty is over, in lieu of other device. For example if CD ROM is replaced with a new CD R/W then new CD R/W shall come under CAMC/AMC as and when its Warranty period is over in lieu of CAMC/AMC of old CD ROM. If there is any specific device, which cannot be covered under normal replacement then, it should be informed in advance by the firm.
- xii) After completion of CAMC/AMC period or after termination of contract, the firm (presently holding CAMC/AMC) is responsible to handover all the machines in working condition, which were under CAMC/AMC with the firm, unless it was communicated/mutually agreed earlier. Otherwise CPCB reserves the right to get faulty machines repaired by any other firm at the cost of CAMC/AMC firm.

The payment shall have to be paid by the firm (holding CAMC/AMC before handover) for which CPCB shall adjust from the Performance Guarantee and from the running bills of CAMC/AMC, and if the amount is insufficient then the firm (holding CAMC/AMC before handover) shall be liable to pay the whole due amount.

- xiii) The CAMC/AMC amount for Laptop and Desktop Computers as quoted by a firm will be taken as a percentage to calculate the CAMC/AMC for any new systems added by taking the GeM/ Kendriya Bhandar/ DGS&D Rate Contract (For example, i-5 Desktop Computer purchased at ₹40,000.00 under GeM/ Kendriya Bhandar/ DGS&D Rate Contract and CAMC/AMC is awarded at ₹1,200.00 per annum. The CAMC/AMC cost is 3% of the cost of Desktop Computers. A new i-7 System added in the list for CAMC/AMC will be awarded at 3% of cost of system purchased under GeM/ Kendriya Bhandar/ DGS&D Rate Contract. If the cost is ₹45,000.00 for new system, CAMC/AMC cost will be ₹1,350.00 per annum).
- xiv) The representatives of Firm may visit Regional Director (South), Bengaluru and verify the computers and peripherals existing prior to submission of quotation.

4.2 TECHNICAL BID QUALIFYING PARAMETERS:

- i) The firm should be in existence for over 5 years in the trade with the maintenance & business during the last 3 years.
- ii) Self-attested copy of Registration Certificate and certified balance sheets for last three years in support of the claim should be produced.
- iii) The firm should have undertaken maintenance contracts during last 3 years with Government Department/PSUs/Semi Govt. in Bengaluru. A certificate or evidence to this effect is to be provided from the concerned Govt./PSUs/Semi Govt. as per following:
 - a) Two similar completed/on-going works each costing not less than the amount equal to **Rs. 1.00 LAKH**
 - OR**
 - b) One similar completed/on-going works each costing not less than the amount equal to **Rs. 2.0 LAKHS.**
- iv) The Company should have valid ISO 9001-2008 Certificate (copy to be produced).
- v) The firm should have valid Income Tax registration certificate, GST registration certificate as well as clearance certificates.
- vi) The firm should submit satisfactory completion certificate for CAMC/AMC work from reputed organizations, where the firm has executed the CAMC/AMC work satisfactorily during last three years.
- vii) The company should produce the self-attested photocopies of documents related to allocation of Registration Number, PAN card, Service Tax No, GST.
- viii) The tenderer shall also submit a list of tools along with his tender, in respect of items mentioning names of manufacturers of items and their item-wise cost as on date which he proposes to use in the works, if his tender is accepted.

5.0 SUBMISSION OF QUOTATION

- i) The quotation shall be submitted in two separate sealed covers, duly completed in all respects viz, one for "Technical bid" and the second for "Financial bid". The name of the work and the words "Technical bid" and "Financial bid only", as the case shall be clearly written on the top of the respective sealed covers. Both the bids, along with the letter for submitting quotation, shall be put in a sealed cover and the name of the work "Quotations for CAMC and AMC of Computers and peripherals. at Central Pollution Control Board, Bengaluru" shall be clearly written on top of the sealed cover.

- ii) Sealed Quotations should be addressed to:
Regional Director
Regional Directorate (South)
Central Pollution Control Board
Nisarga Bhawan, A-Block, 1st and 2nd Floors,
Thimmaiah Road, 7th D- Main, Shivanagar
Bengaluru- 560 079

by post/speed post/courier/by hand on or before Bid Submission End Date & Time as mentioned in Critical Date Sheet. Otherwise the tender will be summarily rejected without assigning any reason.

- iii) Bids will be opened as per date/time as mentioned in the Tender **Critical Date Sheet**.
- iv) The Central Pollution Control Board reserves the right to cancel all the tenders without assigning any reasons at any time.
- v) Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the contractor who resort to be canvassing, will liable to be rejected.
- vi) All rates should be quoted in the prescribed 'Financial Bid' template in the tender. No documents may be enclosed with financial bid.
- vii) For a bidder, who has participated in the tender bids, it will be automatically assumed that he had accepted all the terms and conditions of the tender.
- viii) On acceptance of the tender, the name of the accredited representative (s) of the bidder who would be responsible for taking instructions from CPCB shall be communicated to the CPCB.
- ix) The tender shall remain open for acceptance for a period of 21 days from the date of opening of tenders.
- x) Merely submitting the tender with all the requirements does not bind the CPCB to accept the lowest tender and Competent Authority, CPCB reserves the right to reject any or all of the tenders received without assigning any reason. Tenders not fulfilling any of the prescribed conditions or incomplete in any respect are liable to be rejected.
- xi) For any clarification regarding tender, contact to Smt. Sowmya D, Sc. 'D', Email: sowmyad.cpcb@nic.in , Phone: 8762226688

A. TECHNICAL BID:

The following documents are to be furnished by the bidder along with Tender Acceptance Letter (Annexure-I) and Technical Bid (Annexure-II & III) as per the tender document:

- a. The technical bid shall be complete in following manner:
 - i. Complete tender document as collected from CPCB, Regional Directorate, Bengaluru or downloaded from CPCB website should be duly signed on each page for acceptance of all terms and conditions.
 - ii. List of Engineers employed in firm.
 - iii. Preventive maintenance schedule.
 - iv. Technical proposal should include brief profile of the firm; year of establishment; organizational structure; list of relevant works carried out in last three years along-with names of clients; Description of methodology and work plan for performing the CAMC/AMC.
- b. Signed and Scanned copy of the GST certificate, Income Tax valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India, scanned copy of the valid registration number of the firm along with the CST/VAT/GST No. allotted by the sales tax department, as well as PAN number of the firm allotted by the income tax department and Tender Acceptance Letter (Annexure-I) failing which bidder's bid may be rejected.
- c. A scanned copy of the certificate on company letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should be enclosed.
- d. The firm should also quote data recovery price separately from a crashed Hard Disk as and when situation arises
- e. Any other relevant information to CAMC/AMC

B. FINANCIAL BID:

Schedule of Financial bid is provided in the form of template (Annexure-IV, V & VI) in PDF format, along with this tender document. Bidders are advised to download this template in PDF format as it is and quote their offer/rates in the permitted column and submit same in the manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected.

Each page of Financial Bid should be signed and with Company Seal/ Stamp. The rates to be quoted in Financial Bid should be in Indian

Rupees and without Taxes. The rate quoted shall be valid for 120 days from the date of opening of technical bid. The period can be extended with mutual agreement.

Note: Financial bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

6.0 PERFORMANCE SECURITY:

- i. The successful bidder has to submit **Performance Security** equivalent to 10% of the contract amount valid for **ONE YEAR** in the form of Demand Draft, pay order of scheduled bank valid for three months or in the form of FD/BG at the time of submitting agreement and ToR within **seven days** of issue of letter of award.
- ii. If deposited by the successful bidder in the form of FD/BG shall be returned at the end of the contract period or after termination of contract.
- iii. If deposited by the successful bidder in the form of DD, will be paid at the end of contract period without any interest.

7.0 PRICES

Prices quoted shall be firm.

8.0 BREAK UP OF PRICES

- i. The total number of machines may increase or decrease subject to actual requirement at the time of issuing work order. There are few machines which are under warranty. In future, as and when the warranty of these machines is over, systems will come under CAMC/AMC as per approved rates for which intimation by Regional Director will be communicated to the firm. The number of machines found in working condition (shall be inspected jointly by firm and CPCB, officials) on the date of taking over by the firm shall be covered under CAMC/AMC and exact CAMC/AMC cost calculation shall be based on those real numbers.
- ii. The systems which are covered under warranty require software support only and the rates may be quoted accordingly for CAMC/AMC.
- iii. The CAMC/AMC contract is for **One year** starting from the date of issue of the letter of award. The award letter will be for a period of one years subjected to the permission of continuation of the contract in subsequent years (after one year) at same cost and conditions in writing from the CPCB authority, for which

the firm has to request for continuation of contract in advance.

- iv. The continuation of the contract every year is subjected to satisfactory performance and permission from CPCB authority for the contract continuation.
- v. The CPCB reserve the right to issue a letter of award for CAMC or AMC for one year depending upon the decision taken by the management.
- vi. Unit price basis quotation for One Year CAMC/AMC should be submitted mentioning clearly individual items CAMC/AMC Cost separately in figures and in words. Total amount should also be clearly mentioned, summing up all break ups. There should be no typographical error in the final quote. The quoted cost must be without any precondition of minimum number of machines or any other condition put by the tenderer.
- vii. The CAMC cost should be inclusive of cost of spare parts required for maintenance of all systems as listed. The spare parts should be of the same make as far as possible. If replacement is done the faulty parts shall become the property of CPCB and have to be deposited with Regional Director. The replacement of parts will be verified by the Regional Director.

9.0 TAXES AND DUTIES

GST and/or any other applicable taxes and duties will be paid extra. Hence Taxes should not include in the rates quoted.

10.0 MODE OF PAYMENTS

Payment will be made on quarterly basis through online payment/ PFMS after raising the demand by submission of bill in triplicate, on obtaining satisfactory performance certificate from the users.

11.0 PENALTY

- i. Failure to rectify a down system (Desktops, Laptops, Printer & Scanner) for more than two working days (after logging the complaint) for any reason like non-availability of spares, non-availability of Maintenance Engineer will be taken seriously and shall attract penalty of @100/- per item per day from the date of failure of the system. This amount shall be deducted from the running payment without any notice to the firm.
- ii. Failure to rectify a down system (Server) for more than two working days (after logging the complaint) for any reason like non-availability or spares, non-availability of Maintenance Engineer will be taken seriously and shall attract penalty of @200/- per day from the date of failure of the system. This amount shall be deducted from the running payment without any notice to the firm.
- iii. Cumulative penalty cannot exceed 25% of the total contract value (on quarterly basis)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Regional Director
Regional Directorate (South)
Central Pollution Control Board
Nisarga Bhawan, A-block,
1st and 2nd Floors, Thimmaiah Road, 7th D-Main
Shivanagar,
Bengaluru 560 079

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said security deposit absolutely.

Yours faithfully
(Signature of the Bidder, with Official Seal
with Mobile no. and email)

TECHNICAL BID UNDERTAKING

From:

(Full name and address of the Bidder)_____

To,

Regional Director
Regional Directorate (South)
Central Pollution Control Board
Nisarga Bhawan, A-block,
1st and 2nd Floors, Thimmaiah Road, 7th D-Main
Shivanagar, Bengaluru 560 079

Sir/Madam,

- i. I/We, submit the Technical Bid for _____ and related activities as envisaged in the Bid document for the contract period of one year subject to extension for further one year on same prices and conditions.
2. I/We thoroughly examined and understood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its Annexure and agree to abide by them.
3. I/We hereby submit the consolidated technical proposal for Comprehensive Annual Maintenance Contract and Annual Maintenance Contract of Computers, Printers, Scanners, Server, etc. for the contract period of one year subject to extension for further one year on same prices and conditions, at Regional Directorate (South), Nisarga Bhawan, Central Pollution Control Board, Shivanagar, Bengaluru. As per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions. The details of technical bid in the prescribed format given as Annexure-III.

Yours Faithfully,

Signature of authorized Representative

TECHNICAL BID

- i. Brief profile of the firm:
- ii. Year of establishment:
- iii. Organizational structure:
- iv. List of Engineers employed in firm:
- v. List of relevant works carried out in last three years along-with names of clients:
- vi. Description of methodology and work plan for performing the CAMC/AMC:
- vii. Preventive maintenance schedule:
- viii. Signed and Scanned copy of the following:
 - a. The GST certificate, Income Tax valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India,
 - b. The valid registration number of the firm along with the CST/VAT/GST No. allotted by the sales tax department.
 - c. PAN number of the firm allotted by the income tax department and
- ix. A scanned copy of the certificate on company letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded.
- x. Any other relevant information to CAMC/AMC

Date:.....

Signature of tenderer.....

Name:.....

Designation:.....

Company Seal.....

FINANCIAL BID UNDERTAKING

From:

(Full name and address of the Bidder)_____

To,

Regional Director
Regional Directorate (South)
Central Pollution Control Board
Nisarga Bhawan, A-block,
1st and 2nd Floors, Thimmaiah Road, 7th D-Main
Shivanagar, Bengaluru 560 079

Sir/Madam,

ii. I/We, submit the Financial Bid for _____

and related activities as envisaged in the Bid document for the contract period of one year subject to extension for further one year on same prices and conditions.

4. I/We thoroughly examined and understood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its Annexure and agree to abide by them.

5. I/We hereby submit the consolidated financial proposal for Comprehensive Annual Maintenance Contract and Annual Maintenance Contract of Computers, Printers, Scanners, Server, etc. for the contract period of one year subject to extension for further one year on same prices and conditions, at Regional Directorate (South), Nisarga Bhawan, Central Pollution Control Board, Shivanagar, Bengaluru. As per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions. The rates are quoted in the prescribed format given as Annexure-V & VI.

Yours Faithfully,

Signature of authorized Representative

FINANCIAL BID FOR
COMPREHENSIVE ANNUAL MAINTAINANCE CONTRACT (CAMC)

1. Desktops

Sl. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Intel Core i-7 64 Bit (HP)	13		
2.	Intel Core i5 64 Bit (HP)	8		
3.	Intel Core i5 32 Bit (HP)	7		
4.	Intel Core (2) (WIPRO)	7		
5	Intel Pentium Dual (HP/COMPAQ)	1		
6	Intel Pentium IV (HP/COMPAQ)	2		
7	Intel Core i3 32 Bit (HP)	1		
8	Intel Xeon (HP/IBM/LENOVO)	3		
9	Intel Celeron (HP)	1		
Total		43		
Total Amount in Words for One Year (For CAMC)				

2. Laptops

SI. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Laptops (Intel Core 2 Duo Centrino 2.0 GHZ (Lenovo& HP make)	3		
2.	Intel Celeron M 1.5 GHZ (Acer)	1		
Total		4		
Total Amount in Words for One Year (For CAMC)				

3. Printers/Scanners

SI. No.	Make/Model	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Canon LBP 3460	10		
2.	Canon LBP 3500	1		
3.	HP Laserjet P1108	1		
4.	Canon LBP 6230/6240	6		
5.	HP Laserjet ProM 203D	2		
6.	Canon MF 226DN	1		
7.	Canon LBP 7200	1		
8.	HP Laserjet 1010	4		
9.	HP Laserjet CP1025 (color)	1		
10.	HP Laserjet 1020 Plus	1		
11.	HP Laserjet P1007	3		
12.	HP Laserjet 1150	1		
13.	HP Deskjet 3845	1		

14.	HP Laserjet P3015	1		
15.	Canon Scanner DRC-125	1		
16.	HP Scanjet 5590	1		
17.	HP Scanjet 8200 Series	1		
Total		37		
Total Amount in Words for One Year (For CAMC)				

4. Server

SI. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	HP Proliant DL380G6 , Intel Xeon CPU E5520 @2.27GHz, 8 GB RAM, 64 bit, Windows Server 2008R2 standard	1		
Total		1		
Total Amount in Words for One Year (For CAMC)				

5. Miscellaneous

SI. No.	Item Description	For One Year	
		Rate (₹)	Amount (₹)
1.	Data recovery price from a crashed Hard Disk as and when situation arises	1	
2	Networking related issues (optional)		
Total		1	

Total Amount in Words for One Year (For CAMC)		
Grand Total Price for CAMC (Inclusive of Taxes, Levies etc)		
Amount in Words		

Date:.....

Signature of tenderer.....

Name:.....

Designation:.....

Company Seal.....

FINANCIAL BID FOR
ANNUAL MAINTAINANCE CONTRACT (AMC)

1. Desktops

SI. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Intel Core i-7 64 Bit (HP)	13		
2.	Intel Core i5 64 Bit (HP)	8		
3.	Intel Core i5 32 Bit (HP)	7		
4.	Intel Core (2) (WIPRO)	7		
5	Intel Pentium Dual (HP/COMPAQ)	1		
6	Intel Pentium IV (HP/COMPAQ)	2		
7	Intel Core i3 32 Bit (HP)	1		
8	Intel Xeon (HP/IBM/LENOVO)	3		
9	Intel Celeron (HP)	1		
Total		43		
Total Amount in Words for One Year (For AMC)				

2. Laptops

SI. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Laptops (Intel Core 2 Duo Centrino 2.0 GHZ (Lenovo& HP make)	3		
2.	Intel Celeron M 1.5 GHZ (Acer)	1		
Total		4		
Total Amount in Words for One Year (For AMC)				

3. Printers/Scanners

SI. No.	Make/Model	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	Canon LBP 3460	10		
2.	Canon LBP 3500	1		
3.	HP Laserjet P1108	1		
4.	Canon LBP 6230/6240	6		
5.	HP Laserjet ProM 203D	2		
6.	Canon MF 226DN	1		
7.	Canon LBP 7200	1		
8.	HP Laserjet 1010	4		
9.	HP Laserjet CP1025 (color)	1		
10.	HP Laserjet 1020 Plus	1		
11.	HP Laserjet P1007	3		
12.	HP Laserjet 1150	1		
13.	HP Deskjet 3845	1		

14.	HP Laserjet P3015	1		
15.	Canon Scanner DRC-125	1		
16.	HP Scanjet 5590	1		
17.	HP Scanjet 8200 Series	1		
Total		37		
Total Amount in Words for One Year (For AMC)				

4. Server

SI. No.	Item Description	Quantity	For One Year	
			Rate (₹)	Amount (₹)
1.	HP Proliant DL380G6 , Intel Xeon CPU E5520 @2.27GHz, 8 GB RAM, 64 bit, Windows Server 2008R2 standard	1		
Total		1		
Total Amount in Words for One Year (For AMC)				

5. Miscellaneous

SI. No.	Item Description	For One Year	
		Rate (₹)	Amount (₹)
1.	Data recovery price from a crashed Hard Disk as and when situation arises	1	
2	Networking related issues (optional)		
Total		1	

Total Amount in Words for One Year (For AMC)		
Grand Total Price for AMC (Inclusive of Taxes, Levies etc)		
Amount in Words		

Date:.....

Signature of tenderer.....

Name:.....

Designation:.....

Company Seal.....