



# PEC Limited

(A Government of India Enterprise)

“Hansalaya”, 15-Barakhamba Road, New Delhi-110 001, INDIA

Tel. No. +91-11-23463281

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## **RFP for AMC Contract of Servers, Computers, Printers etc. & Supply of IT Hardware**

**TENDER NO: PEC/DEL/IT/2018-19/01**

**DATED: 06.09.2018**

**CLOSING AT 1500 HRS (IST) ON 28.09.2018**

**OPENING AT 1530 HRS (IST) ON 08.10.2018**

Dt. 06.09.2018

TENDER NO PEC/DEL/IT/2018-19/01

### 1. BACKGROUND

PEC Limited, A Govt. of India Enterprise under the administrative control of the Ministry of Commerce & Industry, New Delhi invites bids from reputed bidders who can provide the facility for AMC Contract of Servers, Computers, Printers etc. & Supply of IT Hardware.

### 2. DATE SHEET

Tender closing time/ date (Bids to be submitted latest by)	1500 Hrs. (IST) on 28/09/2018
Tender Opening time/ Date (Commercial Bids)	1530 Hrs. (IST) on 08/10/2018

### 3. ELIGIBILITY CRITERIA:

The bidder should fulfill the below mentioned criteria:

- i. The bidder should be a company registered under the Companies Act, 1956 / Limited Liability Firm / Partnership Firm/ Proprietorship Firm and involved in similar operation for at least last 3 years, at the time of bid submission and should have a registered office with legal presence in India. The bidder should have Head Office in Delhi/NCR.
- ii. Average annual financial turnover during the last three years, ending 31st March 2018 should be at least Rs.3 Lakhs.
- iii. Experience of having successfully provider for AMC Contract of Computers, Printers etc. & Supply if IT Hardware (Details of services required are as per serial no 4) proving government Autonomous bodies, PSUs and reputed private companies during the last seven years ending 31st march 2018 for which NIT is invited should be wither of the following:-
  - a) Three Similar completed works each costing not less than Rs. 4.00 lakhs or
  - b) Two Similar completed works each costing not less than Rs. 5.00 lakhs or
  - c) One Similar completed works each costing not less than Rs 7.5.00 lakhs.
- iv. The firm shall submit an undertaking to this effect along with their bid as prescribed in **Annexure 2**.
- v. Bidder should have a valid GST registration and PAN.
- vi. Bidder should not be under a Declaration of Intelligibility for corrupt or fraudulent practices with any of the Government or Public Sector Units and must not be a blacklisted company declared by any Regulatory / Statutory Organization / Public Sector Companies / Banks in India as on the date of opening of bids. The firm shall submit an undertaking to this effect along with their bid as prescribed in **Annexure 3**.  
PEC reserves the right to carry out capability assessment of the Bidders and PEC's decision shall be final in this regard.
- vii. The bidder shall upload all necessary documentary evidence as prescribed in **Annexure 2** to establish that the bidder meets the above qualifying requirements. Failure to submit necessary evidence in support of above requirements may lead to rejection of the bid.
- viii. Should produce solvency certificate from Nationalized/ Scheduled Bank of minimum of Rs 5 Lakh. This should not be more than six months old.

### 4. SCOPE OF WORK

The Scope of Work of this tender is to appoint a service provider for AMC Contract of Computers, Printers etc. & Supply of IT Hardware as per the detailed specifications given below:

- i. The scope of work covers maintenance of Domain Server (Active Directory, Domain Controller, Group Policy management etc.), Hardware Firewall (SonicWall, Load Balancing Management), Antivirus Server Management, Laptops, Computers, Network Printers, etc. in PEC Limited, Delhi.
- ii. The scope of work also includes maintenance of software's procured by of PEC Limited and installed in the computers and peripherals.
- iii. The firm/computer shall depute at least 1 resident engineer for the proper upkeep of complete IT equipment and services. Also proof in terms of experience letter is required that the deputed engineers are at least 3 year experience with respect to **serial no i** of scope of work (All items given in **serial no i** needs to be part of experience letter).
- iv. The scope of work covers provision of technical staff in the PEC Limited. From 09:30 to 18:30 hrs. On working days. Minimum one qualified service engineer (in computer engineering, with an experience of not less than 3 years Desktop, Server, LAN/WAN L1 support) will be at the disposal of the PEC Limited.

- v. The engineer deployed shall be responsible for preventive maintenance with virus detection and corrective maintenance of the computers and peripherals under AMC and also maintenance of software. Monthly report of preventive maintenance needs to be provided to IT department, failing with appropriate penalty, by way of fine would be imposed.
- vi. The Bidder/firm shall maintain the equipment's as per manufacture's guidelines and shall use standard and genuine components for replacement.
- vii. The bidder/firm must provide necessary support for maintaining VIRUS free computer environment, scanning and applying updates of all users and Servers twice in a week as decided by IT dept. of PEC. .
- viii. The necessary support of maintaining Virus free computer environment in PEC Limited and help in upgrading the software's Virus Detection mechanism would be provided by the firm/Bidder.
- ix. The firm/Bidder must be specialized in Local Area Network troubleshooting.
- x. Any reported fault would be taken up by the service engineer within one hour. As far as possible, the repairs would be carried out on site itself except chip level repair. However, in case the equipment is taken to the workshop, the firm would provide a standby for the same.
- xi. A logbook shall be maintained in which the (1) Resident Engineer shall record all the complaints made. All the complaints received shall be attended by them in following manner:-
  - a) Minor faults immediately.
  - b) Major faults within 4 hours by replacement method, with the available spares, if instructed.
  - c) Major faults within 48 hours, except for the Laser printers which are to be serviced from authorized service Centre of manufactures.
  - d) If the equipment is required to be transported to the firm's/manufactures service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
  - e) The replacement of components shall be as per manufactures instructions and as per the decision of IT Department, PEC Limited.
  - f) The firm shall have the required drivers for maintaining the PCs and peripherals for configuring them.
  - g) Repair and servicing of equipment's can be carried out at site or at the firms works after attending the complaint by replacement method and the same shall be done within 7 days of the receipt of the complaints.
  - h) The contract covers the upkeep of the Internet connectivity with constant liaison with ISPs.
  - i) The contract covers the upkeep & maintenance of mail server/proxy server.
  - j) The AMC/FMS contract does not cover the repair/replacement of perishable Consumable items like laptop Batteries, Fuser Assemblies, TFT Screens of Notebooks/Laptops, CRT of Monitors, Printer Head & Head Cables, Plastic Parts, Cartridges, Scanner Tube, Adaptors, etc.
  - k) Online/Offline backup of all data available at server/domain/drives twice in a week, as decided by IT dept. of PEC limited.
  - l) IT inventory of all hardware and License software to maintain and report of the same is to be submitted to IT dept. on monthly basis.
- xii. The scope of software maintenance covers:-
  - a) Maintenance of all software already installed in the computers and peripheral and the software to be installed at later stage.
  - b) Providing basic training on the use of PC to user, if required.
  - c) Maintenance of PEC E-mail account for all the employees in their respective systems.
  - d) Providing CCTV footage as and when required.
  - e) E-mail domain maintenance to be carried out as per as per direction of IT dept. of PEC limited.
- xiii. The rates quoted should also cover the maintenance of operating system, software installation, installation of patches, pre-emptive action against virus spread, detection/removal of virus.

- Configuration of internet, configuration of applications (client/server), connection of computers to projector for presentation.
- xiv. This contract will be initially for a period of two year, from 01.12.2018 to 30.11.2020 and extendable up to 1 year on the basis of satisfactory performance of last year at the discretion of PEC Limited .The contract can be terminated at any time by PEC Limited after serving advance notice of one month. PEC Limited shall have the right to terminate the contract without assigning any reason, whatsoever to the firm.
  - xv. The firm shall carry out preventive maintenance of IT hardware and shall plan, as per schedule of quantities, such that maintenance is carried out in each equipment at least once in there months. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment.
  - xvi. The schedule of preventive maintenance shall be as follows:-
    - a) Cleaning of all IT hardware using dry vacuum air, brush soft muslin clothes and report to IT division via e-mail.
    - b) Running of test programmers to ensure quality print/date reliability.
    - c) Checking of power supply source for proper grounding and safety of equipment,
    - d) Shifting of equipment as and when required,
    - e) Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
    - f) Running of diagnostic software for system performance.
    - g) Preventive maintenance is to be carried out on each Saturday and the detail of the same is to be submitted to IT dept. on subsequent Monday in soft form.
  - xvii. It shall be the responsibility of the firm to make all the Laptops, computers and peripherals work satisfactorily throughout the contract and to handover the systems in working condition to the PEC Limited. After expiry of the contract. In case any damage is found, the firm is liable to rectify the same upto one more month after the contract is over.

## **5. Payments Terms:**

- i. Quarterly payment will be done after completion of the respective quarter on verification of the invoice.
- ii. No advance payment will be made under any circumstances.TDS shall be deducted from the eligible payments as per the applicable rates under Income Tax Act. No over writing/corrections any way are permissible.

## **6. GENERAL TERMS & CONDITIONS:**

- i. The service provider shall ensure that a Team of support Engineer (members in the team will be according to the requirement of work in PEC Limited.) will be uninterruptedly available in providing services. The team can come and fix up problems in no time, or sometime the engineer can seek permission to stay in your office during the hours and after tat to fix up and vigil a continuous problem.
- ii. The team support Engineer, if required, will also be available on the holidays in case of any urgent work related to the PCs or network.
- iii. The service provider will be required to provide his services as per the scope of work mentioned in this agreement.
- iv. The Rs. 50,000/- (Rupees Fifty Thousand only) to be deposited by lowest bidder as Earnest Money Deposit to PEC limited and continue to serve as performance Security Deposit. For any violation in the AMC and/or supply, the penalty as may be decided by the IT department of PEC can be imposed and

- recovered/adjusted from Performance Security Deposit and any other bill pending or dues of the service provider.
- v. The firm/contractor shall depute at least 1 resident engineer for the proper upkeep of complete IT equipment and services in PEC premises. Frequent change of resident support engineer will not be allowed and change will be done on approval from IT dept.  
One deputed engineer will be reporting to IT dept. of PEC and in case any engineer is on leave the backup of the same is to be provided by the successful bidder failing with which proportionate penalty with respect to AMC amount will be deducted.
  - vi. As per the scope of work the service provider will arrange technical staff in the PEC Limited. From 09:30 to 18:30 hours. On all working days and if any required, on Saturdays and Sundays and also after 18:30 hours.
  - vii. The Bidder/Firm shall maintain the equipment as per manufacturer's guidelines and shall use standard and genuine components for replacement.
  - viii. Initially contract will be for 2 year from 01.12.2018 to 30.11.2020.
  - ix. The Contract can be terminated at any time by PEC Limited. After serving advance notice of one month. PEC Limited shall have the right to terminate the contract without assigning any reason, whatsoever to the firm.
  - x. In the event of any dispute, controversy, differences of opinion and claims arising out of or in connection with this agreement or in any way relating hereto or any condition or provision herein mentioned or the construction of interpretation thereof or otherwise in relation hereto, the parties shall first Endeavour to settle, the same shall be settled in accordance with the rules and regulation of the Indian council of arbitration, New Delhi. The Place of Arbitration of New Delhi
  - xi. This agreement shall be governed by and constructed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of India at New Delhi.
  - xii. The service provider will ensure the compliance of all applicable Labor Laws in his firm.
  - xiii. The AMC Contract does not cover the repair/replacement of perishable / consumable items like Laptop Batteries, Fuser Assemblies, TFT Screens of notebooks/Laptops, Printer Head and Head Cables, plastic Parts Cartridges, Scanner Tube, Adapters, Etc.
  - xiv. The service provider shall render maintenance service at our best and with no delay on all working days of PEC Limited. And we will keep the all IT equipment in good working order.
  - xv. Preventive and corrective maintenance of equipment. The Schedule of preventive maintenance will be as determined by PEC Limited.
  - xvi. Electrical work external to the equipment or maintenance accessories attachment equipment's or other devices not covered under this agreement.
  - xvii. The firm does not assume any liability for damage or loss caused by delays in the rendering/providing of maintenance service here under, for any reason beyond our control or failure on part of customer to maintain environmental conditions, or problem arising from acts of third person causes external to the machines such as electrical power fluctuation and failure, attachment of any other equipment or alternation of the equipment not approved by us.
  - xviii. The firm shall not be liable for personal injury or property damage, except personal injury or property damage caused by our representative's negligence. The Firm shall in no event have obligation or

liabilities for other than ordinary damages. PEC agrees that the Firm Shall not be liable for any damage caused by customer's failure to fulfill any customer's responsibility as set the requisite documents.

- xix. The firm has to pay minimum wage to their resident engineer as per government notification and needs to adopt as per revised notification form government from time to time. A declaration of the same is to be given to company at the time deploying the engineer at PEC. In case of any legal/police case arises out of non-payment of minimum wage to resident engineer only successful bidder/firm will be responsible under those circumstances.
- xx. Payment Terms: - It will be mandatory for the Service Provider to indicate their bank account numbers and other relevant e-payments details so that payments could be made through ECS/NEFT mechanism instead of payment through cheque, whenever feasible. The payment will be made as per the following terms:-
  - A. Quarterly payment would be made to the firm by the PEC Limited. In respect of AMC/FMS contract depending upon the satisfactory performance of work (services).
  - B. No Advance payment would be made
- xxi. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (excepts for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), If the non-performance results from such Force Majeure circumstances as flood, Fire, Earth Quake and other acts of God as well as war, Military operations, blockade, Acts or actions of State Authorities or any other circumstances beyond the parties control that have arisen after the Conclusion of the present contract.
- xxii. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time action of these circumstances and their consequences.
- xxiii. The party for which it becomes impossible to meet obligations under this contract due to force Majeure conditions, is to notify in written from the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10(Ten) days from moment of their beginning.
- xxiv. The spares supplied by the service provider will as per the quotation and as approved by PEC Limited. No items will be supplied by the firm unless and until the rates for the same have been agreed by PEC Limited.
- xxv. IT hardware may be purchase form other firm and in case the same is purchase from outside agency, the maintenance will be part of scope of work. Also the product under warranty/guarantee needs to replace in coordination with OEM/Authorized agency .

## **7. SUBMISSION OF BIDS: (TWO BID SYSTEM)**

- i. The bidders may download the tender document from PEC's website <http://www.peclimited.com> and <https://eprocure.gov.in/eprocure/app>
- ii. Separate sealed envelopes containing Technical Proposal (Technical Bid) and Commercial Proposal (Commercial Bid) should be submitted. Both envelopes should be enclosed in a single sealed envelope.

These envelopes should be clearly super scribed as “Technical Bid – AMC Contract of Servers, Computers, Printers etc. & Supply of IT Hardware” and “Commercial Bid – AMC Contract of Servers, Computers, Printers etc. & Supply of IT Hardware” respectively and should be addressed to and submitted at : -

Shri A. K Singh  
 Joint General Manager,  
 Personnel Department, 13th Floor,  
 PEC Limited,  
 Hansalaya, 15 Barakhamba Road,  
 New Delhi- 110001

iii. Any Bid received by the PEC Limited after deadline for submission of Bids prescribed, will be rejected and returned unopened to the Bidder.

iv. All envelopes must be superscribed with the following information:

Name of Bidder  
 Phone/fax numbers  
 E-mail address

Type of Offer (Technical or Commercial)

On the Outer cover the following details are also to be mentioned in addition to the above.

v. ENVELOPE-I (Technical Offer): (1 Copy Annexure 2)

The Technical Offer should be completed in all respects and contain all information asked for in the exact format of technical specifications given in the RFP, except prices. The Technical Offer must not contain any price information. PEC limited, at its sole discretion, may not evaluate a Technical Offer in case of non-submission or partial submission of technical details. Any decision of PEC limited in this regard shall be final, conclusive and binding upon the bidder.

The envelope super scribed as “Technical Bid” must contain the following:

- a) Signed and stamped copy of tender Documents.
- b) Copies of Registration Certificate with ROC, PAN No., GST registration Certificate, as applicable.
- c) Authorization letter from Company for person authorized to sign above documents.
- d) The “Price bid” sealed envelope shall contain Price Bid (showing prices quoted strictly as per the ANNEXURE 4 of tender document) duly signed and stamped by the bidder.
- e) Conditional offers or Offers with deviations are liable to be rejected at the sole discretion of PEC Limited. The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.
- f) The bids complete in all respects should be submitted in sealed envelope within the time schedule mentioned at Sr. No. 2 above in the tender box kept at the PEC Head office at above mentioned address. All pages of Bid Documents should be signed by Authorised representative of the Bidders. No overwriting, erasing, interlineations etc. will be allowed. Offers should be submitted in PEC’s New Delhi Office only.

vi. ENVELOPE-II (Commercial Offer): (1 Copy Annexure 4)

The Commercial Offer should contain all relevant price information and should not contradict the Technical Offer in any manner.

Note:

If the outer cover/envelop is not sealed & super scribed as required, the PEC Limited will assume no responsibility for bid's misplacement or premature opening. The "Price bid" sealed envelope shall contain Price Bid (showing prices quoted strictly as per the ANNEXURE 4 of tender document) duly signed and stamped by the bidder. The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.

If any inner cover/envelop of a bid is found to contain both technical & commercial bids then that bid will be rejected summarily. The price quoted by the bidder shall be checked for arithmetic correction, if any, based on rate filled by the bidder in the schedule of rates.

If any outer envelope is found to contain only the technical bid or commercial bid, it will be treated as incomplete and that bid will be liable for rejection.

#### **8. AWARD OF BID & SIGNING OF CONTRACT:**

The bidder, whose bid is accepted by PEC, shall be issued letter of award (LOA) prior to expiry of bid validity.

#### **9. VALIDITY OF BID:**

The bidder agrees to and shall hold his bid valid for at least twelve (6) month from the date of opening of price bids. However, the bidder agrees to extend the bid for a further period of three (3) months on the existing terms and condition in case the same is desired by PEC Limited. The validity of the bids and its security may be extended for a further period on mutual consent.

#### **10. DISCLAIMER:**

PEC may at its absolute discretion, shortlist, accept, disqualify, elect to abandon, reject any part or whole of the process without giving prior notice to the prospective party. PEC reserves the right to cancel the Tender in totality without assigning any reason at any point of time. All information contained in this tender is issued bona fide.

#### **11. JURISDICTION:**

The applicants hereto agree that the Courts and Tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this Tender. All disputes arising out of this Tender shall be decided in accordance with the laws of India.

#### **12. INDEMNITY :**

The Bidder shall always keep PEC fully indemnified against all costs, damages, demurrages and other such things in operation due to negligence of the AGENCY or due to their non-performance/ under performance of any services and/or obligations, or any breach of any terms of Contract. Notwithstanding, anything contained in the Contract, if for any reason, PEC is disabled or prevented from performing any of its obligation under the Contract, it shall inform to the AGENCY, who shall have no right to claim any payment whatsoever from PEC either by way of price, compensation, damages or otherwise, in respect of the Contract. The Bidder shall also keep PEC fully indemnified for the conduct of its employees/Agent and of any loss/damage etc caused to PEC in connection with non performance or otherwise in relation to this contract

The Bidder shall keep PEC indemnified at all times against any claims/ liabilities/ proceedings etc., from any third party or otherwise arising out/ or in connection with this Tender.



**13. FORCE MAJEURE:**

"For Majeure Event will mean the occurrence of an act of war, invasion, act of foreign enemies, terrorism or civil disorder; earthquake or any other natural disaster or any other unforeseeable circumstances beyond the control (and not arising out of any fault/inaction/malafide/concealment/violation/commercial non-viability and the likes on the part of the party relying or claiming under the clause) which in each case directly causes either party to be unable to comply with all or a material part of its obligations under this agreement.

Where there is an event of force majeure, the party prevented from or delayed in performing its obligations under this contract must immediately notify the other party giving full particulars of the event of force majeure and the reasons for the events of force majeure preventing that party from, or delaying that party in performing its obligations under this contract and the party must use its reasonable efforts to mitigate the effect of the force majeure upon its or their performance of the contract and to fulfill its or their obligations under the contract.

An event of force majeure does not relieve the associates/third party (as applicable and as worded in the agreement) from liability for an obligation which arose before the occurrence of that event, nor does that affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.

However notwithstanding the above, during the subsistence of Force Majeure Clause, the associate/third party (as applicable and as worded in the agreement) shall remain and will be liable for payment of interest, costs etc as per the contract agreement, till repayment.

**14. ARBITRATION:**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Delhi International Arbitration Centre (DAC), New Delhi and the Award made in pursuance thereof shall be binding on the parties. The venue for Arbitration shall be New Delhi the appropriate Courts in New Delhi shall have exclusive jurisdiction and Indian laws shall Govern this Contract.

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**ANNEXURE 1****ON THE LETTER HEAD OF THE BIDDER****PERFORMA OF DETAILS**

Date:

To,

Shri A. K Singh  
 Joint General Manager,  
 Personnel Department, 13<sup>th</sup> Floor,  
 PEC Limited,  
 Hansalaya, 15 Barakhamba Road,  
 New Delhi- 110001

Dear Sir,

**Subject: AMC/FMS contract & Supply of IT Hardware.**

The undersigned, having read and examined in detail the tender document in respect of AMC/FMS Contract & Supply of IT Hardware, do hereby express our interest to provide such services.

Our Correspondence details are:

1	Name of Company/Firm	
2	Address of the Company/Firm	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	Telephone & Mobile No.	
6	E-Mail id of contract person	
7	Fax No.	

Yours faithfully,  
 (Signature of the Authorized Person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

## ANNEXURE 2

**TECHNICAL BID**

1	Name of the Company/Firm			
2	Address			
3	Year of Registration/Incorporation (with a copy of Regn/Incorporation Certificate.			
4	PAN/TAN/TIN No.			
5	GST No.			
6	Experience in maintenance of IT hardware in Govt Departments/Organization/CPSUs			
7	Number of Employees (Qualified and experienced engineers) as on 31 March, 2018			
8	Whether authorized dealer of brands like HP, Dell etc.			
9	Annual Turnover from providing AMC Contracts/ outsourcing of Computer Maintenance	2015-16	2016-17	2017-18
<b><u>List of Documents enclosed as proof of eligibility:-</u></b>				
1				
2				
3				
4				
5				
6				
7				

Yours faithfully,  
(Signature of the Authorized Person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

**ANNEXURE 3****DECLARATION**

I / We hereby declare that we have quoted rates in financial response after careful study of terms and conditions of the documents. We shall also accept the decision of COO / Project Manager, PEC Limited in this regard.

I / We hereby also declare that our firm/company is registered with Government for the above work and we are not black listed. We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work.

I/ We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc. I / We certified that the document published by PEC Limited, no alterations and additions have been made in it to the best of my/our knowledge.

SIGNATURE OF RESPONDENT  
With Seal

**ANNEXURE 4****PRICE BID**

S.No.	Description	Number	Annual Maintenance Charges (in INR) on per month basis (Please Specify all taxes, if any)
	Equipment Details		
a)	Personnel Computers	120	
b)	Sonic wall (firewall)	1	
c)	Printers	120	
d)	Laptop	50	
e)	Server	3	
f)	Internet Lease lines	2	
g)	Router/Switch	25	
h)	Miscellaneous and related work	-	

The bidder/firm may visit PEC Limited. To ascertain the year, make configuration of Computers /Printers /Laptops before submitting their technical / financial bid.

For Supplying IT Hardware:-

1. Before placing every purchase order, PEC will seek fresh Quotations from the Tenderer.
2. Since the Tenderer will be the authorized dealer of branded items, a reasonable discount is expected in supplying IT Hardware to PEC.
3. Along with the quotation price list of branded items should be enclosed. In quotation the tenderer will offer item wise discount on the original prices fixed by their respective brands.
4. The price list should be the latest as per their current market rate of the branded items & also un-branded items (keeping in view that price of IT products keeps varying).
5. The rates offered (after discount) in quotation prices should be genuine & reasonable as per market scenario. PEC can take a general comparison of prices at my point time. In case the prices offered in quotation are found unreasonably high, PEC will re-negotiate the prices.

Yours faithfully,  
(Signature of the Authorized Person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

**EVALUTION CRITERIA & PRICE BID ISSUES**

The board guidelines for evaluation of Bids will be as follows:-

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Regional Provident Fund & ESI, both technically and financially. The persons so employed as outsource should be covered by RPF and ESI.
- b. The technical/commercial Bids forwarded by the Bidders will be evaluated as per the minimum eligibility criteria mentioned in the document. If any bidder is found technically ineligible, price bid to that bidder will not be considered.
- c. The lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the price Format given in the Price bid form.
- d. The bid must clearly state the quoted amount whether inclusive of taxes or not.
- e. All applicable taxes will be calculated.
- f. Lowest acceptable bid be considered.