



भारतीय राजमार्ग अभियन्ता अकादमी  
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)  
**Indian Academy of Highway Engineers**  
(Ministry of Road Transport and Highways, Govt. of India)

No. IAHE/Admin/12/AMC-Computers/2016-17

Dated: 30.08.2019

**Notice Inviting Quotations (NIQ)**

To

As per list identified  
through Internet/ local enquiry  
& web site of IAHE

Sub: Annual Maintenance Contract (AMC) for HP Computers, Laptop, Printers and other Peripherals in the Indian Academy of Highway Engineers (IAHE), Noida.

Sir,

Quotation are invited from all the eligible agencies for Annual Maintenance Contract (AMC) of HP Computers, Laptop Printers and other Peripherals installed at IAHE, Noida. The list of same indicated in Annexure-1 to this NIQ.

2. The quotation may be submitted to **Deputy Director (I/c), IAHE** in sealed envelope on and before **16.09.2019, 03.00 PM**. In the quotation, the letter number and date of this NIQ may be mentioned.

3. **Terms & Condition**

i. The agency submitting the quotation should have PAN and GST registration certificate (if applicable). Agency whom contracts have been terminated by IAHE and agencies which are debarred/terminated by IAHE are not eligible to apply. Agency is required to submit proposals in two covers as per details given below:

a) **First cover:** It shall contain followings:

- (i) Authorization certificate from HP India Sales Pvt. Ltd
- (ii) PAN Card of the firm or Proprietor
- (iii) GST registration certificate (if applicable)
- (iv) Security deposit of Rs. 35,000/- in the form of Demand Draft/ Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida.

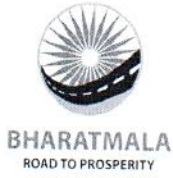
b) **Second Cover:**

The second cover shall contain the Financial Quote/ Quotation in the format as given in Annexure-I (in the letter head of agency).

ii. **First Cover shall be opened at first. Second Cover containing Financial Quote/ Quotation shall be opened of only those agencies which have submitted first cover containing all the requisite documents mentioned above in para 3 (i) (a) . The work shall be awarded to the agency submitting the lowest Financial Quote (Grand total price).**

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) - 201 301 (India)  
Tel 0120-2400085-86, 2405006-9, Fax 2400087



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- iii. Both the cover i.e. first cover and second cover mentioned above should be enclosed in third cover. This third cover should have superscripting "Quotation for Annual Maintenance Contract (AMC) for HP Computers, Laptop, Printers and other Peripherals" on it.
- iv. Financial quotation, if not submitted as per requisite format indicated in Annexure-I, shall be considered non-responsive and rejected by the IAHE.
- v. On submission of valid certificate, the Micro & Small Enterprises are eligible to get benefits as per "Public Procurement Policy for MSEs Order 2012" as notified by the Government.
- vi. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation.
- vii. The contract would be comprehensive i.e including replacement of all parts of HP Computers & other Peripherals in Original except:
  - a. Physical damaged & burnt;
  - b. LCD Panel of TFT Screen;
  - c. Fuser assembly, Cartridge, Teflon & Scanning Unit of Printer;
  - d. Laptop battery & Adopter.
- viii. The replacement of any parts/peripherals, whenever required, must be carried out by the agency with genuine part of same specification and warranty.
- ix. The agency shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement. Further, in case of HP Desktop Computers with i7 processor, original Operating System (OS) will be installed by the agency in case of crash of OS or mother board replacement
- x. The initial period of contract will be one year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be further extended for one year based on the performance of the agency.
- xi. The agency shall provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipment. Media shall be provided by IAHE.
- xii. Upkeep and maintenance of the hardware installed in the systems.
- xiii. The agency will prepare logbooks for each of the machines to be taken under the AMC and preventive maintenance. A quarterly Preventive Maintenance Report shall be submitted by the agency to the Competent Authority, IAHE.

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- xiv. This contract will cover attending to any number of breakdown calls within 24 hours during the tenure of the contract. The agency shall rectify the faults in the machine within 24 hours after reported by IAHE. As far as possible, the repairs would be carried out on-site. If the agency fails to rectify the problem/fault or provide a standby within 24 hours, a penalty of Rs. 500/- per day in each case will be imposed to them and will be deducted from their bill/security deposit.
- xv. All the items required for maintenance of the machines shall be arranged by the agency within the scope of the AMC.
- xvi. Within a week time after award of the contract, the agency shall give a report of taking over of all equipment (mentioned in Annexure-I of this NIQ). It shall be the responsibility of the agency to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the IAHE in working conditions on the expiry of the contract. In case any damage in the systems is found, compensation which would be determined by the Competent Authority will have to be paid by the agency.
- xvii. No advance payment shall be made in any case. However, quarterly payment on pro-rata basis on satisfactorily rendering of service would be made at the end of every quarter.
- xviii. The rates quoted should be exclusive of all taxes/freight complete and work shall be executed at the site in the campus of IAHE (Indian Academy of Highway Engineers, A-5, Sector-62, Noida). However, taxes on AMC services and changes therein will be considered as per prevailing rates of Government of India.
- xix. Security deposit of bidders except lowest bidder is returnable not later than 15 (Fifteen) days from the date of opening of Financial Proposal. The security deposit of the successful firm (lowest bidder) will be released within a month time after successful completion of the AMC period.
- xx. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
- xxi. Rate for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency. If any agency fails to quote any items, their quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand Total of rates quoted. Rates must be quoted as per units mentioned in quantities column at Annexure-I.
- xxii. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason whatsoever.
- xxiii. Extra caution/protection may be taken and appropriate safety gear be used during the work; IAHE will no way be responsible for any loss of property including physical harm or loss of life in the course of work and no future claim will be accepted regarding this.

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- xxiv. Any kind of damage/loss of office property caused during the work whether intentional or accidental has to be borne by the agency.
- xxv. If any disputes arise due to dealings between the successful bidder and IAHE here to or on account of interpretation of any term of this contract or otherwise due to this contract then the same may be decided by mutual consent otherwise the decision of Director, IAHE will be final and binding to the successful bidder.
- xxvi. In case, the agency does not provide services to the satisfactory of the Academy during the AMC period, IAHE reserve the right to terminate contract with immediate effect and to forfeit the security deposit submitted to IAHE.
- xxvii. Quotation shall be submitted to Deputy Director (I/c), IAHE in sealed envelope superscripting "Quotation for Annual Maintenance Contract (AMC) for HP Computers, Laptop, Printers and other Peripherals" so as to reach on and before 16.09.2019, 03:00 PM.

Yours faithfully,

(Rakesh Meena)  
Deputy Director  
for Director, IAHE

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Annexure-I

Format should be on the letter head of the agency submitting the quotation

Letter No...

Dated:...

To

The Director,  
Indian Academy of Highway Engineers (IAHE),  
A-5, Institutional Area,  
Sector-62, Noida 201301 (UP)

Sir,

Please find enclosed our quotation with request to your NIQ bearing No. IAHE/Admin/12/AMC-Computers/2016-17, dated 30.08.2019

Sl. No.	Specifications of HP Computers & other Peripherals	Quantity in Nos	Rate per unit in Rs inclusive of all taxes & freight	Total amount in Rs
01	HP Desktop Computers -i5 (HP Compaq 8100 Elite) 17" TFT SVGA Monitor 104 Keys Keyboard Optical Mouse	16		
02	HP Desktop Computers - i7,4770,3.4GHz, 8MB Cache, Intel Q8 series, 4GB 1600 MHz DDR RAM, 500 GB 7200 rpm Hard Disk, 47 cm LED Digital Colour Monitor, 104 keys keyboard, Optical Mouse, Tower/ Mini Tower Cabinet, 8x DVD RW Drive	35		
03	Printer HP LaserJet (Model No. M202n)	10		
04	Printer - HP LaserJet (Model No. P 1606 dn)	4		

05	Printer - HP LaserJet 3050 series	3		
06	Printer - HP LaserJet CP2025-Color	1		
07	Printer - HP LaserJet Pro 400 Color M451dn-Color	1		
08	Printer - HP LaserJet Pro 400 MFPMU75dn (Color)	1		
09	Printer-HP LaserJet Pro MFP M521dw	1		
10	Laptop (HP Probook 4402s)	2		
11	Laptop (HP Pavilion - 15-au628tx)	4		
12	Scanner HP Scanjet 5590	1		
13	<b>Grand Total (without GST)</b>			
Total amount Rs...../- (in words..... .....Only)				

2. I/We \_\_\_\_\_ agency herewith accept all the term and conditions stated in the IAHE's aforesaid NIQ No. IAHE/Admin/12/AMC-Computers/2016-17, dated 30.08.2019

Signature of Managing Director/  
Head of the firm/Authorized Representative

Full Name:

Seal:

Date:

Place: