

**Modified AMC Document
for**

**Server, Desktops, Laptops, Printers, Scanners, Fax Machine, UPS &
Other IT Items**

NIT No: 2(5) 88/EST/TENDER/NRDA



NAYA RAIPUR DEVELOPMENT AUTHORITY

1st Floor, Utility Block, Near Mantralaya, Capital
Complex Sector 19, Naya Raipur

Ph. 0771-2511500, Fax: 0771-2511400,

Websites: ceo@nayarapur.com,

www.nayarapur.gov.in

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“NOTICE INVITING TENDER”

The Office of the Naya Raipur Development Authority, Naya Raipur, invites sealed quotations, in two separately sealed bids, Technical and Financial, for **AMC of Server, Desktop, Laptops, Printers, Scanner, Fax Machine, UPS & Other IT Items**. The period shall be for a period of One (1) Year, which shall be extendable based on the performance.

1. Tender Schedule

The Tender document can be obtained from the office of NRDA on all working days between **10:30 A.M to 5:30 P.M** by paying **Rs 500/-(Rs Five Hundred Only)** in cash or in the form of a Demand Draft in favour of the **Chief Executive Officer, Naya Raipur Development Authority, Raipur**. The tender document can also be downloaded from the website www.nayaraipur.gov.in.

a	Last date & time for submission of tender	19.12.2014 upto 3:00 PM
b	Date & time for opening of technical bid	19.12.2014 at 3:30 PM
c	Date of opening of financial bid	To be intimated later

Note:

In case the tender documents have been down loaded from the website www.nayaraipur.gov.in Demand Draft of **Rs.500/- (Rs. Five Hundred Only)** in favour of the **Chief Executive Officer, Naya Raipur Development Authority, Raipur** be submitted along with proposal as fees for obtaining the tender document. This shall be non transferable/non refundable.

1. Instructions for bidders

- a) The AMC prices shall be quoted as per the attached **Schedule 1 (Financial Proposal)** only and in no case any other price list shall be entertained.
- b) The bidders shall be free to inspect the machines during **10:00 AM to 5:30 PM** on all working days till last date of sale of tender as given in the tender schedule. The NRDA shall not be liable for any cost incurred on inspection of machines done by the bidder; however the Authorized Officer, NRDA shall provide all the locational details of hardware
- c) The tender submissions must be delivered on or before the last date and time of submission under sealed envelope to:

Chief Executive Officer
1st Floor, Utility Block, Near Mantralaya, Capital Complex, Sector 19, Naya Raipur
Ph. 0771-2511500, Fax 0771-2511400

2. Checklist for bidders:

2.1 The **First Envelope** must enclose following documents and must be marked in bold letter as “**QUALIFYING & TECHNICAL BID**”

1. **E.M.D. of Rs.10, 000/-(Rupees Ten thousand only)** in the form of Demand Draft of any scheduled/nationalized bank favoring **Chief Executive Officer, Naya Raipur Development Authority, Raipur**.

3. Documentary proof in respect of the current AMC of the similar hardware for

different organizations, one of which must be a government organization/semi government/reputed organization, in each of the year's viz. 2011-12, 2012-13 and 2013-14 with the **average turnover in the past three(3) of Rs.5 Lakhs.**

4. **Performance certificates for rendering satisfactory services in respect of at least three Maintenance Contracts handled by the bidder in each of the last three financial years.**
 5. Proof of Commercial Tax paid for Assessment Year **2011-12, 2012-13 and 2013-14.**
 6. Copy of PAN / TAN allotted to the Company/Proprietorship/Partnership/Joint Venture (JV) by the Income Tax Department.
 7. Copy of Income tax returns filed in financial year **2011-12, 2012-13 and 2013-14.**
 8. **A certificate to the effect that the bidder is in the business of maintenance of computer hardware for at least three (3) years (from the authorized signatory of the company).**
 9. Proof of registration as Company/Proprietorship/Partnership Firm.
 10. **Nomination of one (1) well qualified hardware engineer and his substitute at NRDA office for all working hours during office hours i.e. 10:00 A.M to 5:30 P.M.**
 11. Authorization for signing the tender documents/bids in the form of a Power of Attorney as per the format in **FORM-4**
 12. Any other documents in support of technical details.
 13. All the tender documents shall be sealed and signed by the authorized representative of the organization.
- 2.2 The **Second Envelope** must enclose the financial proposal and must be marked in bold letter as "**FINANCIAL BID**". Rates must be quoted in the **Schedule 1** only as per Performa. Financial bid shall contain rates only and no other documents shall be enclosed with the financial bid.

2. AMC for server, desktops, laptops, printers, fax machine, photocopier machine, ups and other it items

3.1 Scope of Work

- a. The Service Engineer of the Firm should report daily at the respective office timings to the IT head on all working days. The Bidder shall also maintain Attendance Register, Complaints Register
- b. The Service Engineer shall maintain a Log Register for all calls attended and details of spares replaced.
- c. It is intended to shortlist a bidder for the award of the comprehensive Annual Maintenance Contract (AMC) for the hardware as per the **Annexure A**
- d. AMC is comprehensive and will cover all kind of damage and burning of any part of the machine/system and regular preventive as well as corrective services to all the machines as per **Annexure A.**
- e. For Desktop, Laptop, Printer, Fax, Photocopier & other IT machine
 - All minor parts will be replaced by the bidder.
 - The replacement of all defective parts including all configurationally assemblies, internal / external with the machine such as: Mother board, RAM, Hard Disk, Floppy Disk Drive, CD/Combo/DVD Drive, Modems, Inlay Cards (Network, VGA, Sound), all Ports, (COM,LPT,USB etc.),Keyboard,

- Mouse, Monitor, Cables & Connectors, Power Adaptors, SMPS, Printer Toner, Drum Cartridge or any other existing component / card in any machine (Computer / Laptops) will be chargeable as per manufacturing companies price list/CSIDC rate contract/DGS&D rate contract as the case may be. In such case, the Bidder is required to submit the Original Bill from the Manufacturer to the Authority. In case the Bidder is unable to submit the original bill, the cost of the part will not be reimbursed.
- The bidder will take care of the operating system and all desired application software's such as MS Office, various text editors, common purpose software's and their trouble shooting including antivirus maintenance/fresh installation and all other third party software drivers for peripheral devices.
- f. During the contract period, any hardware can be shifted to any location/application to NRDA office situated at territory of Raipur/Naya Raipur. It will be the Bidder's responsibility to maintain the hardware ordered for AMC installed at any location/for any application.
- g. The bidder shall be responsible for keeping the hardware fully operative by repairing/replacing faulty hardware and reloading concerned software such as Windows, MS Office & Antivirus software, any other software and also in case of HDD crash. Recovery of data has to be done by bidder in case of any hardware crash or otherwise and solving the software problems in the hardware under AMC, which may occur due to malfunctioning of hardware or otherwise.
- h. Appointment of one well trained/qualified hardware engineer and his substitute at the office of NRDA to resolve the hardware problems, **between 10:00 AM to 5:30 PM on all working days**. All hardware engineers must have expertise in hardware maintenance work. These engineers are also liable to work on all holidays and Saturday/Sunday (if services are required).
- i. Successful bidder is liable to handover all the hardware under its AMC to the successor in working condition, failure of which shall lead to deduction of actual expenditure to repair these hardware.
- j. Any damage to the equipment occurred during the maintenance shall be replaced/repaired by the vendor at their own expense. No alterations / attachments / adjustment should be made to the hardware being repaired that can decrease / reduce the actual capability of the machine with same Make. In case of permanent replacement of Hardware, vendor has to provide either same model or higher model. Vendor shall employ only qualified and skilled staff with adequate field experience. If NRDA demands, the vendor will have to provide proof of qualification and experience of person employed for servicing the equipment.
- k. In exceptional circumstance where the equipment/s / component/s is/are to be taken to Company's premises / service centre for repairs, standby arrangement will be made. The equipment being taken to the workshop for repair would be at company's own risk and expenses.
- l. Any damage or loss caused to the Computer/s, Laptop/s, Printer/s, Server/s, Scanner/s etc. or their parts due to negligence, mis-handling shall be made good by the company either by payment in cash the prevailing market price of that items or by a new one (from OEM) of the same make and specifications.
- m. The firm shall be responsible for taking back up data and programme available in PC before attending the fault and shall also be responsible for reloading the same. The backup copies are to be returned to the users, under acknowledgement from the user. A log to this effect would also be maintains in a separate register in IT Section, NRDA.

3.1 GENERAL TERMS AND CONDITIONS

- a. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- b. The bidder shall indicate the complete address of the Company / Proprietorship / Partnership along with the name(s) of the contact person(s) and their telephone/Fax/Mobile No.(s) and other particulars as per **Form 3**.
- c. The bidders shall have to **furnish Rs.10,000/-(Rupees Ten thousand only)** as Earnest Money Deposit in the form of Demand Draft from any scheduled/nationalized bank, in favor of **Chief Executive Officer, NRDA, Raipur**. EMD of the successful bidder is liable to forfeited as per rules, if bidder fails to honor the contract when awarded.
- d. The date of opening of financial bids shall be intimated separately, only to the bidders who shall be qualified technically.
- e. Acceptance of the bid shall be communicated to the successful bidder by a formal **Letter of Acceptance (LOA)**.
- f. Commencement of Assignment shall be within seven days from the date of acceptance of offer by NRDA.
- g. The successful bidder shall be required to sign a '**Annual Maintenance Contract**' for the period of **One (1) Year**', on a stamp paper of Rs.100/- to be furnished by the bidder **within one week** of receiving communication regarding acceptance of the bid. The AMC will start from the date of signing of the contract agreement. ***In the tender document, the lists of Server/Desktops/Laptops/Printer/Fax/Photocopier/UPS machine are not final.*** The actual / final inventory of hardware will be provided only after awarding the contract to the bidder. In every Quarter of the year, the inventory of computers / hardware/ machines/ equipments may vary (no. of items, makes etc.), if necessary.
- h. In case there is any variation in the inventory, the AMC cost shall remain the same accordingly to the rate quoted by the Bidder.
- i. EMD of the successful bidder will be treated as a '**Performance Guarantee**' for the whole contract period.
- j. The successful bidder shall submit a certificate declaring that all the equipments have been taken over by him **within 07 days** of the award of the contract failing which the EMD shall be forfeited.
- k. **The Chief Executive Officer, NRDA**, reserves the right of addition and exclusion of machines in the AMC, at the start of each quarter, as and when required, under intimation to all concerned. The payment of the quarter shall be adjusted accordingly.
- l. It shall be the liability of the bidder to carry out on site corrective maintenance and in no case it shall be allowed to take the machines out of the campus without the written permission of authorized officer of NRDA, Raipur.
- m. The engineers shall submit reports on a regular basis to authorized officer of NRDA, Raipur of all the machines and peripherals serviced/repaired/maintained during the quarter along with call slips/service slips/maintenance slips duly signed by the users. Separate reports shall be furnished for preventive and corrective maintenance.

- n. The Maintenance Contract shall be valid for a period of One (1) Year initially, but the Chief Executive Officer, NRDA will have the discretion to extend / curtail the contract period in the interest of NRDA, as the situation may be.
- o. **EMD** is liable to be forfeited if wrong / false / fake information is furnished as regards to the technical and financial proposals.
- p. Conditional tenders are liable to be rejected.
- q. Financial bid shall contain rates only and no other documents shall be enclosed with the financial bid. This should be in the prescribed format (**Schedule1**).
- r. The Chief Executive Officer, NRDA, Raipur reserves the right to accept or reject whole or any part of an offer without assigning any reason thereof to
 - Reject any or all offers partly or wholly.
 - Cancel or withdraw the tender notice.
 - Accept or reject any deviation from these conditions.
- r. Bidders are solely responsible for timely delivery of the response to the tender notice and are solely responsible for delays in receipt. Responses not received on or before the last date and time of submission shall not be considered.
- s. The response to this tender notice shall be full and complete in all respects. NRDA may summarily reject the incomplete or partial responses.
- t. The tender documents shall be sealed and signed on each page by the authorized representative of the bidder.
- u. The tender responses submitted by bidder/ s shall be a property of NRDA and the same shall not be returned to the bidder/ s.
- v. The successful bidder will have to fulfill all the eligibility criteria mentioned in this document. Bidders failing to fulfill any one of them will not be considered for evaluation.
- w. The bidders will have to submit a '**Soft Copy**' of the complete offer along with one '**Hard Copy**'.
- x. NRDA reserves the rights to accept or reject any tender without assigning any reason. The decision of NRDA will be final.

3.2 Downtime

3.3.1 Downtime will not be considered under the following conditions:

- a. Repair time due to machine failure caused by confirmed environmental conditions.
- b. Repair time due to machine failure caused by usage of non-standard consumables.

3.4 Service warranty

- a. The bidder shall cover services provided including the quality of workmanship under warranty.
- b. The successful bidder will not be allowed for frequently changing the hardware engineer.

3.5 Mode of Payment

The payment of the AMC will be on monthly basis, as per submission of invoice, **within 7** days on the expiry of each month. TDS will be deducted as per rules of Income tax act from time to time.

3. Preparation of Proposal

The preparation of the proposal for the AMC of hardwares is defined in **Clause 2**.

4. **Technical proposal**

During the preparation of technical proposal, the bidder must give particular attention to the following:

1. The majority of the key professional staff proposed must be permanent employees of the bidder.
2. Proposed staff must be atleast a graduate and shall have minimum 3 years of experience in similar type of project.
3. Alternative to key professional staff may be proposed with persons having equivalent qualification with latest passport size photographs.
4. The enclosed forms, and **Schedule 1** duly filled must be submitted along with the proposal.
5. Supportive documents showing a minimum of **three (03) years** of experience in the field of servicing & maintenance of the specified hardware must be enclosed.
6. The Technical Bid must enclose the following:
 - a. Under taking by the bidder as per **Form 1**.
 - b. An outline of experience in assignments of similar nature in the past three (3) years per **Form 2**.
 - c. Particulars of the bidder as per **Form 3**
 - d. List of technical persons, their qualifications and experience who shall do the maintenance work.
 - e. Power of Attorney as per **Form 4**.

6. **Submission of Proposal**

- i. '**Technical Bid**' and '**Financial Bid**' shall be sealed in two separate envelopes and the two envelopes in turn sealed in a common envelope.
- ii. The two envelopes shall be clearly distinguished by writing "**Technical Bid**" and "**Financial Bid**".
- iii. The outer envelope must be clearly marked "**AMC of Server, Desktop, Laptops, Printers, Scanner, Fax Machine, UPS & Other IT Items**".

7. **Proposal Evaluation**

The following procedure will be adopted in evaluating the proposals:

7.1 **Technical Evaluation**

The Technical committee of NRDA will evaluate the Technical Bid of the bidders on the basis of certain parameters as per Clause 2 of the tender document.

7.2 **Financial Evaluation**

- a. Financial bids of only those bidders who are technically qualified by the technical committee shall be opened. The date & time of opening of financial bids will be intimated to the technically qualified bidders
- b. **Evaluation Criteria:** The Financial bid shall be evaluated on the basis of the **lowest bid amount quoted** in bundle price consisting of the Laptops, Computers all clubbed in a single lot and not on the basis of the items-wise / model-wise/make-wise lowest rates quoted by the bidders.

8. PENALTY CLAUSE

- 8.1 The service engineer has to be present at NRDA office from 10:00 AM to 5:30 PM on all working days.
- 8.2 In case, the Service Engineer is unable to report to NRDA office because of some reason, a replacement has to be provided by the Bidder failing to which a penalty of Rs 700/day will be levied to the Bidder for 1 week till the time the Engineer or Replacement Engineer reports to the Office of the Authority.
- 8.3 In case of delay beyond 1 week, a penalty of Rs 900/day shall be levied on the Bidder.
- 8.4 Delay will be calculated from the date and time of informing about the fault to the Bidder.
- 8.5 In case of delay in rectification of the fault beyond 48 hours, a penalty @ of 2% of the total monthly payment of AMC to be made to the Bidder will be levied for 7 days. In case of delay beyond 7 days, the Bidder will be charged Rs 500 per day for delay.
- 8.6 In case the equipment to be repaired is taken out from the premises of NRDA to the premises/ service centre of the Bidder, the same shall be repaired and re-installed at NRDA within 1 week. In case of delay beyond 1 week a penalty of Rs 500/day shall be levied to the bidder.

9. Submission Details

The details for submitting the tender are mentioned below

9.1 Address for Submission

The tender response shall be submitted on or before 19.12.2014 upto 3:00 PM at the below mentioned address:

Chief Executive Officer

1st Floor, Utility Block, Near Mantralaya, Capital Complex, Sector 19, Naya Raipur

Ph. 0771-2511500, Fax: 0771-2511400

ceo@nayaraipur.com, psc@nayaraipur.com

9.2 Address for Queries

All queries may be directed to the above mentioned address.

****If the queries / clarifications are submitted through e-mail, the bidder should send the queries / clarifications through official e-mail IDs and in MS Excel format only.***

Note: For any other information, the bidder may contact the authorized officer of NRDA

FORM 1
BID PROPOSAL SHEET

To
Chief Executive Officer
1st Floor, Utility Block, Near Mantralaya, Capital Complex, Sector 19, Naya Raipur
Ph. 0771-2511500, Fax: 0771-2511400
ceo@nayaraipur.com, psc@nayaraipur.com

Subject: "AMC of Server, Desktop, Laptops, Printers, Scanner, Fax Machine, UPS & Other IT Items"

Dear Sir,

1. I/We, the undersigned have read and examined in detail the bidding Documents in respect of the above cited maintenance contract as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms & conditions as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of 90 days from the last date of submission of bids.
3. I/We do here by confirm that our Financial Proposal includes all applicable taxes and duties exclusive of Service Tax.
4. I/We have studied the Clauses relating to Income Tax act and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.
5. I/We have enclosed the Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft from any scheduled/nationalize bank in favor of **Chief Executive Officer, Naya Raipur Development Authority, Raipur.**
6. I/We further declare that our Financial Proposal is in accordance with your terms & Conditions in the bidding document.
7. I/We confirm that we have submitted the data as required by you in your tender document. In case you require any further information/documentary proof, we agree to furnish the same in time to your satisfaction.
8. I/We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief
9. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
10. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

Place:

FORM 2
ASSIGNMENT OF SIMILAR NATURE & MAGNITUDE
SUCCESSFULLY COMPLETED DURING LAST 3 YEARS
(Refer Clause 5)

Sl. No.	Name of Assignment	Description and No. of machines handled/maintained	AMC Cost	Date of commencement	Date of completion	Was assignment satisfactorily completed	Address of organization with Phone No. where assignment done

Date:

Place:

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

FORM 3
PARTICULARS OF THE BIDDER
(Refer Clause 5)

1. Name: _____

 2. Head/Regd. Office Address: _____
 - a) Postal Code: _____
 - b) Fax. No.: _____
 - c) Telephone No (s): _____
 - d) Email Address: _____
 - e) Website: _____

 3. Raipur Office Address, if any: _____
 - a. Postal: _____
 - b. Fax. No.: _____
 - c. Telephone No. (s): _____
 - d. Email Address: _____

 4. Type of Organization: Individual/Partnership/Incorporated
 5. Year of establishment: _____
 6. Details of EMD deposited _____
 - a. _____ FDR No.: _
 - b. Date of Issue and period
 - c. Bank name/address: _____
 - d. Amount: _____

 7. Contact details of the Authorised Signatory:
 - a. Name:
 - b. Address:
 - c. Telephone No.
 - d. Email id:

 8. PAN No.

 9. Commercial Tax /VAT Regd. No

 10. ISO Certification/CMM/Any Other Certificate:
(If yes, provide documentary proof in support)
- Date: _____ Place: _____
- (Signature of the Authorised signatory)
- (Name and designation of the of the Authorised signatory)
- Name and seal of Bidder

**FORM 4
POWER OF ATTORNEY FOR SIGNING OF BID
(Refer Clause 2.1)**

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us/ the Lead Member of our Consortium and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the **AMC of Server, Desktop, Laptops, Printers, Scanner, Fax Machine, UPS & Other IT Items for Naya Raipur Development Authority**(the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20**.

For _____
(Signature)
(Name, Title and Address)

Witnesses:

- 1.
- 2.

Accepted _____
(Signature)
(Name, Title and Address of the Attorney)

[Notarised]

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

ANNEXURE-A

DETAILS OF HARDWARE

DESKTOP		
MODEL	Nos	Existing Warranty Valid Till
Intel® Xeon ® CPU 2 GB RAM 150 HDD	1	
HCL CORE TO DUO 2 GB RAM 320 HDD	39	
HP CORE-I5 500 GB 4 GB RAM	9	27-05-2016
HCL CORE-I3 500 GB 2 GB RAM	10	31-07-2016
TOTAL	59	
PRINTER		
MODEL	Nos	Existing Warranty Valid Till
HP LASER JET P1505	1	
CANON LBP 5970 COLOR	1	
HP LASER JET P1007	2	
SAMSUNG 1640	12	
SAMSUNG 1666	1	
SAMSUNG 1866	5	
SAMSUNG 2010	2	
SAMSUNG CLP 610 ND COLOR	1	
SAMSUNG CLP 620 ND COLOR	1	
SAMSUNG ML 2161	1	
SAMSUNG SCX-4521-F	1	
HP M1536 DNF MFP	2	27-05-2015
HP LASER JET P1606 DN	4	27-05-2015
SAMSUNG 2161	5	31-07-2016
TOTAL	39	
UPS		
MODEL	Nos	Existing Warranty Valid Till
UPS 06 KVA 600 VA 1	2	
UNLINE 1	4	
LUMINOUS	2	
POWER PLUS	7	
TOTAL	15	
FAX		
Model	Nos	Existing Warranty Valid Till
Samsung SCX-4521-F	1	
SHARP -FO-A650	2	

TOTAL	3	
SCANNER		
Model	Nos	Existing Warranty Valid Till
HP SCANJET G2410	2	
Canon 100 Lide	2	
TOTAL	4	
LAPTOP		
Model	Nos	Existing Warranty Valid Till
HCL ME 54 I5 Processor 4 GB RAM 320 HDD	6	
DELL VOSTRO 1520 core to duo 2 GB RAM 320 HDD	6	
TOTAL	12	
PHOTOCOPY MACHINE		
Model	Nos	Existing Warranty Valid Till
Xerox	1	
Toshiba-256	2	
Toshiba E-Studio 207	1	
Reiko	1	31-07-2016
TOTAL	5	
PROJECTOR		
Model	Nos	Existing Warranty Valid Till
BENQ	1	
TOTAL	1	
PLOTTER		
Model	Nos	Existing Warranty Valid Till
HP	1	31-01-2016
TOTAL	1	

ENVELOPE B

SCHEDULE-1
Format for Financial Proposal
(To be enclosed in a separate cover)

Date:

(On the Letterhead of the Bidder)

To,
The Chief Executive Officer
Naya Raipur Development Authority
Mantralaya, Near Mahanadi Bhavan,
Capital Complex, Sector – 19,
Naya Raipur 492002, Chhattisgarh

Sub: Financial Proposal for A.M.C. of Server, Desktop, Laptop, Printers, Scanner, Fax machine, UPS & Other Electronic Equipments.

Dear Sir,

Our financial proposal inclusive of all taxes and duties but exclusive of ServiceTax for the complete scope of work as per Tender document is as below.

Sr. No.	Item	Amount in Rs. (Per month)	Amount (in Words)
1.	Financial Proposal for A.M.C. of Server, Desktop, Laptop, Printers, Scanner, Fax machine, UPS & Other Electronic Equipments		
	TOTAL		

Note:

1. A well qualified hardware engineer and his substitute shall be appointed at the office of NRDA between 10:00 AM to 5:30 PM on all working days.
2. The actual / final inventory of hardware will be provided only after awarding the contract to the bidder. In every Quarter of the year, the inventory of computers / hardware/ machines/ equipments may vary (no. of items, makes etc.), if necessary.
3. In case there is any variation in the inventory, the AMC cost shall be adjusted accordingly to the rate quoted by the Bidder.

Yours faithfully

For and on behalf of

.....
(Name of the Bidder.....)

(Signature of Authorized Signatory)