

## **Terms and Condition for Computer**

1. The rates shall be valid for a period of two years from the date of award of the contract. The Academy reserves the right to extend the same for a further period of one year . Academy also reserves the right to terminate the contract at any time without assigning any reason .
2. The price charged for the services provided under the contract by the firm shall in no event exceed the lowest price at which the said firm provided the services of identical description to any person/organizations including govt. agencies/PSUs/State Govt./Central Govt.
3. The Tenderer are advised to study all instructions mentioned in forms, terms, require to the last date for receipt of tender . Academy may for any reason whether at its own Academy or in response to a clarification requested by the firm can modify the document by a corrigendum.
4. Urdu Academy may terminate the tender process at any time and without assigning any reason.
5. Tenderers shall submit the EMD of Rs 3,000.00 in the form of a D.D. issued by any nationalized bank infavour of Secretary Urdu Academy, Delhi payable at Delhi and should be valid for 60 days from the date of the tender.
6. E.M.D. of all un successful tenderer would be refunded by Urdu Academy within one month or on 30<sup>th</sup> days of the tender being notified as being unsuccessful.
7. The E.M.D. amount is interest free and will be refundable to the unsuccessful tenderers without any accrued interest on it.
8. The tender submitted without EMD. mentioned above will be summarily rejected.
9. If the successful tenderer fails to furnish the required security/bank guarantee, no exemption from filling of E.M.D. Shall be allowed even to PSUs and /or Co-op. organizations.
10. The E.M.D. should be sealed in an envelope the envelope should be clearly show the name of company submitting the EMD.
11. The tenderer should submit technical bid and commercial bid in separate cover addressed to the Secretary Urdu Academy , Delhi.
12. The prices should not be indicated in the technical bid but should be indicated in the commercial bid only.
13. No consortium submitting or hiring services of other company for execution of this job shall be allowed.
14. Urdu Academy, Delhi shall constitute a tender evaluation committee to evaluate the responses of tenderer. The decision of tender evaluation committee in the evaluation of responses to the tender shall be final. No. correspondence will be entertained outside the process of negotiation/discussion with the committee.

15. The tender evaluation may recommend or rejection of any or all proposal on the basis of any derivations.
16. Urdu Academy will prepare a list of responses bidders, who comply with all terms and conditions of the tender. All eligible bids will be considered for further evaluation by the committee according to a evaluation process. The decision of the committee will be final in this regard.
17. The tenderer should submit valid service tax, no. value added tax, income tax and pan number etc. Income Tax return for the last two financial years 2013-14,2014-15.
18. The company/firm should indicate the number of service engineers working in the Co.
9. The financial bids of technically qualified bidders in technical evaluation criteria will be opened on the due date and time.
20. Urdu Academy reserves the right to accept or reject any proposal and to annul the tendering process/procurement/ and reject all proposal at any time to award of contract without thereby incurring tenderers any liability to the effected tenderer or tenderers or any obligation to inform of the grounds for Urdu Academy action.
21. The Academy will require the selected tenderer to provide an irrevocably unconditionally performance bank guarantee within 15 days from the notification of award of contract for a value equivalent to 10% of the value of the contract. The performance guarantee will be valid for a period of sixty days beyond the date of contractual obligations the performance guarantee shall contain a claim period of three months from the last date of validity the selected bidder shall be responsible for extending the validity date and claim period of the performance guarantee as and when its due on account of non-completion of project and warranty period.

**DY. SECRETARY**

**CONTRACTOR**

## DETAIL OF FINANCIAL BID

S.No.	Computer	Make	Quantity	Year	Rates
1	PC	Dell	5	2011	
2	PC Pentium(4)	HCL	8	2006	
3.	PC Pentium(4)	HP	1	2007	
4.	PC Pentium(4)	Assembled	1		
5.	PC Pentium(4)	Assembled	2	2000	
6.	PC Pentium(4)	Assembled	2	2003	
7.	PC Pentium(4)	Assembled	1	2007	
	<b><u>Printer</u></b>				
8.	DOT Matrix Printer LQ 1050	Vipro	1	2006	
9.	Lesser Jet 1022 Printer	HP	1		
10	Lesser Jet MONO 1610 L Printer	Samsung	1	2006	
11.	Lesser Jet 1020 Printer	HP	1	2009	
12.	HP LESSER JET PRINTER P-1108	HP	2	2009	
13.	PRINTER LASSERJET 6L PRO	HP	1	2001	
14.	Lesser jet M1-2-213 NFMFP-1	HP	1		
15.	UPS 700VA (Rates for New Battery for UPS also MENTIONED )	Datex	4	2006	
16	UPS APS Make	APS	5	2011	
17.	UPS 625VA	Microtek			
18.	UPS	(Supreme)			
19.	SCANNER – SCANJET 3300 C	HP	1	1999	
20.	SCANNER-3010	HP	1	2007	
21.	UNIT COST OF UPS 12 V 7 AH BATTERY	Exide			
20.	UNIT COST OF UPS 12 V 12 AH BATTERY	Exide			
23.	ANTIVIRUS –	Quick Heal McAfee Norton			
24.	ON LINE NETWORKING for Lan and wan				
25.	HARD DISC (EXTERNAL)	WD ELEMENTS			
26.	SMPS				
27.	Speaker New(Highteck)	Highteck			
28.	UPS (New One Bettary )	Microtex			
29.	LESSER JET PRINTER P-1108 (New HP)	HP			

# TECHNICAL BID FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTER UPS ETC.

1. Our firm/agency is registered with VAT Department which No. is \_\_\_\_\_ and copy of the same is enclosed herewith .
2. Our firm/agency is registered with the Service Tax Department which No. is \_\_\_\_\_ and a copy thereof is enclosed.
3. I/we am/are Income Tax payer and have been assigned Income Tax No. \_\_\_\_\_ a copy thereof is enclosed .
4. Demand Draft No. \_\_\_\_\_ dated for Rs. \_\_\_\_\_ infavour of Secretary Urdu Academy Delhi is enclosed .
5. Our firm have more than three years experience as on date and proof thereof is enclosed.

Encl:- **As above**

**Signature of Authorized  
Signatory of Tenderer with address & Telephone No.  
(Rubber Stamp of the firm)**