



Competition Commission of India

*Hindustan Times House,
18-20, Kasturba Gandhi Marg,,
New Delhi – 110 001*

F.No.D-19016(3)/2010-CSD

Dated: 1st December, 2010.

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS, PRINTERS, LAN, LAPTOPS ETC.

Competition Commission of India invites sealed bids from reputed Contractors possessing the desired qualification and experience for maintenance of personal computers, printers, lap top etc. and also to provide services to maintain the local area network at its offices located at Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi – 1 and at 'Hudco Vishala', B-Wing, 14, Bhikaji Cama Place, New Delhi -66.

The details of items to be covered under the Maintenance contract and other terms & conditions are annexed.

Tender Document may be downloaded from the website of the Commission i.e. www.cci.gov.in. The Tender may be submitted in the Office of the Commission by **1500 Hrs. of 20th December, 2010** along with Tender Document Fee of Rs.100/- (non-refundable) by way of Demand Draft in favour of 'Competition Commission of India (Competition Fund) Account'.

The sealed quotations "Technical Bid" will be opened on the same day i.e. **20th December, 2010 at 1600 Hrs.** in the presence of authorized representatives of bidders. The "Financial Bids" of only those firm(s) shall be opened who qualify the eligibility criteria of "Technical Bid" as stipulated in the tender document.

Tenders not accompanied with the Tender Document Fee of Rs.100 will not be entertained.

(Virendra Singh)
Under Secretary



Competition Commission of India

Hindustan Times House
18-20, Kasturba Gandhi Marg,
New Delhi – 110001

Tel : 011-23473690 Fax : 011-23704686

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR
MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS,
AND PROVIDING MAINTENANCE FOR LOCAL AREA NETWORK**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 20.12.2010
: 1500 HRS.
2. DATE & TIME OF OPENING OF TECHNICAL BID : 20.12.2010
: 1600 HRS.
3. PLACE OF SUBMITTING QUOTATIONS: Reception of CCI
(above mentioned address)

4. ITEMS & QUANTITY REQUIRED TO BE MAINTAINED

S.No.	Description	Quantity
1.	Desktop - Pentium IV HP P-IV Compaq HCL	45 71
2.	Printers HP Office Jet 6110 Printer HPLJ 3005 DN HPOJ 4580 HP 1008 HP 6500 HP 2410 Printer HP 2300 Printer HP 2210 Printer HP 2605 HP 1020 HP3608 Samsung 2571 Samsung 2015 Samsung 4720	17 08 05 07 17 01 01 01 02 02 01 35 13 02
3.	Networking (includes – Switches, Ports, , Firewalls, Cables, hubs, Servers etc)	
4.	Lap tops HP 6730 B HP Sony	22 5 1

4.1 The AMC of the items will be on 'AS IS WHERE IS' basis. The bidders can inspect the items before quoting the AMC amount.

4.2 **Scope of Work:** The maintenance services will consist of:

- a. On-site preventive and break-down maintenance of PCs and peripherals at CCI where the above equipments are installed as indicated from time to time.
- b. The maintenance will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories free of cost.
- c. The maintenance also includes removal of virus, software patch updation, HDD crash recovery, regular data backups, system administration (anti-virus update, office software installation and other system maintenance),, network administration (maintenance of proxy/dns/dhcp servers), software support/troubleshooting to keep the system fully operational. The Contractor will be responsible for providing virus free computer environment in CCI.
- d. The resident service engineers would also be required to maintain and administer any in house solution deployed/developed by the IT division.
- e. The maintenance also includes repair maintenance and troubleshooting of all LAN components to keep LAN fully operational. Trouble-shooting of network to be carried out under the contract:
 - i. To check the port readiness(proper signal strength) of network switches and Hubs with the help of LAN Tester.
 - ii. To check the connectivity of the cable (RJ45/Fibre optics) with the help of LAN Tester.
 - iii. To re-crimp a LAN node for any PC as and when required.
 - iv. To replace and re-install any corrupted networking system files.
 - v. Setting Network configuration across different version of Windows and Linux OS like Window 98/XP/2000/2000 Server etc.
 - vi. Trouble shooting network w.r.t accessing network Laser Printer or any other sharable resources.

5. **Earnest Money:** The prospective bidders are to deposit Earnest Money of Rs.25,000 (Rupees Twenty Five Thousand only) by way of Pay Order/Demand Draft in favour of 'Competition Commission of India (Competition Fund) Account'. The amount of Earnest Money will be refunded to the unsuccessful bidders within one month of signing/award of contract with the successful bidder.

6. **Two bids viz., Technical and Financial** should be submitted, in the prescribed format, in a sealed cover. The technical bid will provide the details about the Contractor, its capacity, manpower, clientage and details of Earnest Money etc. (Annexure – II) whereas the Financial Bid (Annexure – III) will contain the rates/ for the quantity shown (excluding taxes). Both the sealed envelopes i.e. 'Technical Bid' and 'Financial Bid' along with Pay Order/Demand Draft of 'Earnest

Money' and the 'Tender Document Fee' are to be kept in a big Cover which may be super-scribed as "Quotation for AMC of Computers".

7. Tender Evaluation Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.

8. The bidder should have the following **qualifications**

- a. Should have been in existence for not less than five years.
 - b. The organizations having minimum annual turnover of Rs.20 Lakhs or more during past three years (2007-08, 2008-2009 & 2009-2010), on maintenance services, will only be considered. A Chartered Accountant's certificates must be attached along with a copy of latest IT returns filed with IT Department to prove the turnover.
 - c. Should be having sufficient experience and expertise in maintaining the computer hardware etc.
 - d. The organization must have been in the field of providing maintenance services for networks/cabling, PCs and computer peripherals e.g. Printers, Laser Jet, Inkjet etc. for at least five years. Documentary evidence to prove the statement must be provided.
 - e. An authorized service provider of the OEM M/S HP/HCL will be given preference. The tenderer must submit an authorization letter from OEM M/S HP/HCL clearly stating that the tenderer has the authority to provide services for HP/HCL make equipment and that HP/HCL will extend all support to them in discharging their service contract.
 - f. Should have experience of working for Govt. Deptt./ PSU etc. for more than 3 years
 - g. The organizations having satisfactorily executed maintenance contracts covering a L.A.N. of minimum 50 PCs will only be considered. Copies of orders to be attached with the technical bid.
 - h. Should have PAN/TAN number, Sales tax registration, VAT registration
 - i. Should not have been blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization. An undertaking to this effect is required to be submitted along with the Tender.
9. The price quoted should be exclusive of all taxes. VAT and Service Tax etc. would, however, be paid, as per Govt. of India Rules.
10. The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, which is later.
11. The Annual Maintenance Contract shall remain valid for one year from the date of award of Contract. However, the contract can be extended further with the mutual consent of both the parties on the same rates, terms & conditions.
12. Annual Maintenance Contract will be '**COMPREHENSIVE**' which includes all repair as well as replacement of all the defective/worn out parts. It shall

be responsibility of the Contractor to maintain all the computer, printers, laptops, cables, switches, hubs, servers, firewall, ports etc.

13. Three resident service Engineers are required. Two will be posted at 'Hindustan Times House' and one at 'Hudco Vishala, Bhikaji Cama Place', New Delhi.
 - a. The service engineers deputed at CCI must possess following minimum qualifications:
 - i. The service engineer deputed at CCI should possess at least a 3 years Diploma in Computer Science or Bachelor's degree in Computer Science or Engineering in Computer Science/IT/Electronics with at least 3 years of post qualification experience.
 - ii. Certification: Cisco Certified Network Associate (CCNA), RedHat Certified Engineer (RHCE), Microsoft Certified Systems Engineer (MCSE).
 - b. The Contractor is required to provide evidence in respect of qualification and experience, which would be checked by CCI to see the suitability/competency of the service engineer.
 - c. The Service Engineers provided by the Contractor shall not be changed frequently. Only one change will be permitted during the year. For any subsequent changes a penalty of Rs 5000/- would be payable, However if found incompetent by CCI, the service engineer will be changed by the Contractor.
 - d. The Contractor and the resident personnel shall follow the system of monitoring the work and attendance of the service personnel as stipulated by **CCI**.
 - e. In the absence of any engineer/personnel, it shall be the responsibility of the Contractor to depute another competent and experienced engineer during the period of absence of the designated engineer/personnel.
 - f. Additional engineer may be deputed at **CCI** whenever there are more workload/complaints to rectify the equipment within the stipulated response time.
14. **Penalty:** It has to be ensured by the Contractor that all complaints are attended to within 2 hours of lodging of complaint and the faults/defects arising in the said equipment are rectified within 8 hours (including holidays). In case of failure to attend to the complaint, this Office shall have the right to impose penalty of Rs.100 per hour per complaint for the delayed period up to 8 hours.

If the Contractor fails to rectify the complaint within 8 hours, a penalty of Rs.1000 for the first 24 hours, and subsequently Rs. 1000 for each successive day or part thereof will be imposed depending on the problem faced by CCI.

In case the service engineer fails to rectify the complaints (at least thrice) within the stipulated time (8 hours), CCI reserves the right to change the deployed service engineer. Also if the complaint has to be resolved by the IT Division (in case of Contractor failing to do the same within the stipulated time (8 hours)), the Contractor would compensate the CCI with Rs. 1000 per complaint.

The Contractor will provide the new service engineer within 5 working days, failing which a penalty of Rs.1000 per day would be imposed.

An equivalent standby equipment should be provided within 4 hours of lodging the complaint and failure to do the same would attract a penalty of Rs.100 per hour per complaint.

- i. Preventive Maintenance: Preventive Maintenance shall be carried out by the Contractor EVERY MONTH as per the Schedule agreed upon by the CCI and the Contractor.
 - ii. A log/online log book shall be maintained by the service engineer for keeping track of the complaints in PCs/Peripherals and network .The same will be monitored by the IT Division of CCI,
 - iii. The vendor selected will have to restructure the present LAN so that each node can be identified at starting and terminal points so as to provide one to one service.
 - iv. Escalation matrix up to the level of CEO must be provided with phone numbers and e-mail addresses of all personnel in the matrix.
15. The Commission reserves the right to check performance review through its IT personnel at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the Contractor fails to rectify the deficiencies or fails to comply with other directions/ instructions of the commission, the contract is liable to be terminated. The Commission further reserves the right to terminate the contract at any point of time without giving any prior notice.
 16. The selected Contractor(s) will be required to submit **performance security** of an amount equivalent to 10% of total cost of annual contractual value. The performance security shall be deposited in the form of Banker's Cheque drawn in f/o Competition Commission of India (Competition Fund) Account payable at New Delhi. The performance security of the Contractor(s) is liable to be forfeited in case of non-compliance of terms and conditions laid by Commission.
 17. Payment will be released to the selected Contractor on quarterly basis proportionately. No advance payment will be made. In case the performance of the Contractor is not found satisfactory by the IT Division, the payment can be withheld.
 18. The Competition Commission of India reserves the right to terminate the Contract at any point of time, without assigning any reason.
 19. Dispute, if any, shall be settled within the jurisdiction of Delhi.

20. The Commission reserves the right to reject any/ all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

PROFORMA FOR TECHNICAL BID

1. Name of the Contractor & Owner :
(With Tel./Mob. Nos.)

2. Date of commencement of Business:
(Please furnish proof in support of your statement).

3. Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.)

4. Office Address with :
Tel./Fax/Mob. Nos.

5. Registration Number of the :
Organization.
(Please attach Certificate of Registration / Incorporation)

6. Workshop Address with :
Tel./Fax/Mob. Nos.

7. Contact Person(s) Name :
Tel./Fax/Mob. Nos.

8. Annual Turnover : 2007-08
2008-09
2009-10
(Attach Photostat copies of certified Income Expenditure Statement / I.T. Returns / C.A.'s Certificate).

9. Authorized Service :
Franchise of any
Renowned Brand, if any

10. Do you have any kind of
partnership / dealership of PC and

PC peripheral manufacturers

(Kindly furnish complete details i.e. name of manufacturer, product, nature of partnership / dealership etc.)

11. TIN No./ Service Tax No. :
12. Post experience with Govt. :
Departments – Name and
Period of service provider
Details of three prominent organizations
served / being served with similar services
attach a comprehensive list).
13. Name & Phone No. of
the contact person
14. Number of clients being served in :
and around Delhi on the date of
submission of bid
(please enclose a comprehensive list
with address and telephone numbers).
15. Total staff strength and :
Strength of service Engrs.
 - a. CCNA Certified:
 - b. MCSE Certified:
 - c. Red Hat Certified Engineer (RHCE):
 - d. Network Administrators:
16. Details of Tender Document PO/DD No. dt.
Fee and Earnest Money : PO/DD No. dt.
17. Whether Terms & Conditions
issued by CCI are acceptable
to the Contractor
18. Other details, if any

Date :

(Signature of Owner/Authorized Representative)

ANNEXURE – III

PROFORMA FOR FINANCIAL BID

S.No.	Description	Quantity	Rate
1.	<u>Desktop - Pentium IV</u> HP P-IV Compaq HCL	45 71	
2.	<u>Printers</u> HP Office Jet 6110 Printer HPLJ 3005 DN HPOJ 4580 HP 1008 HP 6500 HP 2410 Printer HP 2300 Printer HP 2210 Printer HP 2605 HP 1020 HP3608 Samsung 2571 Samsung 2015 Samsung 4720	17 08 05 07 17 01 01 01 02 02 01 35 13 02	
3.	<u>Networking</u> (includes – Switches, Ports, , Firewalls, Cables, hubs, Servers etc)		
4.	<u>Lap tops</u> HP 6730 B HP Sony	22 5 1	

Date :

(Sign. of Authorized Signatory)