



GUJARAT REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
Ministry OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
ASHRAM ROAD, AHMEDABAD
Telephone No.079-27582450 Fax No.079-27540498
Web Site: www.esicgujarat.in E-mail: rd-gujrat@esic.in

No: -37/D/AMC/Com&Print/Genl/2017-18

Date: - 06-07-2017.

To,

Subject : Quotations for Annual Maintenance Contract for Computer, Printers and refilling of cartridge for ESIC Offices for the year 2017-2018.

Sealed Quotations are invited on behalf of Employees' State Insurance Corporation for Annual Maintenance Contract for Computer, Printers and refilling of cartridge for ESIC Offices for the year 2017-2018

1. The interested / reputed parties may send their sealed quotations by post on proper letter head with complete address and marked with captions "**Quotation for Annual Maintenance Contract for Computer, Printers and refilling of cartridge**" to Asstt. Director (General Branch), ESI Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad-380014 not later than 21.07.2017. Quotations received after aforesaid date shall not be entertained.
2. The quotations / tenders will be opened in Chamber of Asstt. Director (General Branch), ESI Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad-380014 at 03.00 PM on 21.07.2017 in the presence of applicant whosoever desired to be present.
3. If any PC/ accessory is not repaired within two days, the contractor will provide a standby PC/ accessory.
4. The firm / contractor should have minimum two years of similar work experience in handling Government contracts/Reputed private compaines of Computer maintenance of the similar nature. **(Copy should be attached)**

5. Agency must be registered with **Service Tax** Department & must have **PAN** Number. **(Copy should be attached)**
6. The maintenance work is to be carried out in the premises ESIC. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the concerned officer. The contractor shall be required to provide alternate equipment.
7. The successful bidders shall furnish, a Bid/Performance security for an amount equal to **10% (Ten percent)** of successful bid amount in the form of Demand Draft/Bankers Cheque/Fixed Deposit Receipt from any nationalized/scheduled Bank in favour of the **"ESI Fund A/C No.- 1"**, payable at State Bank of India - Ahmedabad. This will be released after successful completion of supply order/work as per rules. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The performance security may be forfeited in case of failure of contractual obligations.
8. The contract is not transferrable and sub letting is not allowed.
9. After awarding of work, agency has to declare & certify that the neither himself nor his firm has ever been blacklisted by any Govt. / Semi Govt./Public/Private Institution.
10. In the event of any disputes arising, the matter will be referred to The Regional Director, ESIC Ashram Road, Ahmedabad-14 & his decision shall be final and binding.
11. Payment of the work done and services rendered will be made to the contractor on quarterly basis i.e. immediately after expiry of each quarter.
12. The successful firm will be required to do the work for a period of one year from the date of awarding contract. This office shall reserve the right to terminate the contract at anytime without assigning any reason. However, the ESIC may extend the said contract for further one year, if services of the agency were found satisfactory on the same rate, terms & conditions
13. It shall also be the responsibility of the contractor to hand over back to this office all the equipment under contract in working condition at the end of this contract period.

14. It shall be the contractor's responsibility to make the computers / printers / etc in working condition satisfactory throughout the period of the contract.
12. It may particularly be noted that after the contract is awarded, the contractor will be required to fix all windows software problems and required accessories to the computers/ printers/ etc in question bring them in perfect working orders. The Contractor will be required to depute a whole time expert mechanic on duty exclusive for this office on all working days to attend the computers/ printers/ and whenever defect arises therein any complaint to this effect if made.
13. In case of contractor's failure to repair/ servicing the equipment in quotation within the reasonable time without adequate reasons or to return the repaired machine within a week's time of the maximum, may entitle proportionate deduction in the bill.
14. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk and cost of the defaulting contractor.
15. This office can terminate the contract summarily anytime if the work of the contractor is found unsatisfactory.
16. Repairing/ Servicing of some more computers and laser jet printers along with cartridge refilling in future may be allocated, if necessary, under AMC on same rate and terms and conditions.
17. Agency have to quote their rate as per mentioned in **Annxure- 'A'**.

(M. P MEENA)
Asstt. Director (General Branch)
ESIC, Regional Office, Ahmedabad

PRICE BID

Rates for Annual Maintenance Contract for Computer, Printers and refilling of cartridge

Sr. No.	Particulars	Rate per Unit (In Rs.)	Total amount (Rs.)
1	37 PCs Computers		
2	30 Laser Jet Printers(HP Laser 1020)		
3	Cartridge refilling Rate		

Total (In figure) : _____

Total (In words) : _____

Note: The bid amount shall include all taxes, cess & other charges etc.. No extra charge other than above shall be payable.