

GOVERNMENT OF INDIA

DEPARTMENT OF POSTS, INDIA
O/O THE CHIEF POSTMASTER GENERAL, RAJASTHAN CIRCLE, JAIPUR – 302007

No. Com/9-1/2009-10

Dated at Jaipur the 09.07.2009

Notice Inviting Tender

Sealed Tenders are invited on behalf of the President of India for Annual Maintenance contract of Computer peripherals including Printer of all divisions of Jaipur Region (Jaipur City, Jaipur (Mfl), Alwar, Bharatpur, Dholpur, Swai Madhopur & JP RMS Division) for the period of one year specified in the letter communicating of acceptance of tender/Award of work. The tenders have been invited in two bid system i.e. Technical Bid and Financial Bid. The tenderer are required to submit technical bid and financial bid separately. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per parameters/Technical specifications given in Part I of Annexure II. The terms and conditions specific to the contract have been mentioned in Part – II of Annexure II. The Performa for submission of tender has been given in Annexure III (for Technical Bid) and Annexure IV (for Commercial Bid) to this Notice Inviting Tender. The following documents should be attached with Technical Bid: -

1. Details of earnest money deposit (Original receipt attached)
2. Location-wise details of service infrastructure.
3. List of client for whom AMC of similar hardware has been done in the last three years.
4. Letters of recommendation from Govt. organization for whom AMC of similar hardware is being done.
5. Annual Report(s).
6. Copies of authenticated balance sheets for the past three years enclosed.

(2) Schedule of Tender:-

Tender No	COM/9-1/2009-10
Last Date and Time of receipt of Tender	30.07.2009 at 15.00 hrs.
Estimated Cost of Tender	Rs.5,00,000/-
Amount of Earnest Money Deposit	Rs.12,500/-
Date & Time of opening of Tender	30.07.2009 at 15.30 hrs.
Venue for Opening of Tender	Office the Chief Postmaster General, Rajasthan Circle, Near Govt. Press, Jaipur

2. The Tender Form along with terms and conditions can be had from the undersigned, in this office on any working day (Monday to Friday) upto 14.00 hrs. till 30.07.2009 by submitting ACG-67 receipt for Rs.500/- issued from any Post Office. (Date before last date of receipt of tender) Please visit on our website for details of tender: www.indiapost.gov.in.
3. (a) The tenderer are request to visit the sites for inspection of computers & other peripherals to be maintained during working hours of the concerned office mentioned in annexure before submission of bid.
3. (b) It is mandatory for the bidder to quote rates for all the items.

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4. The tenders completed in all respect must be received in this office before date and time indicated in the Schedule of Tender in Para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders can be put in the box kept for this purpose in the chamber of AD (Tech & BD) on all working days till the last date of submission.

Asstt. Director (BD&TECH)
For Chief Postmaster General,
Rajasthan Circle, Jaipur - 302007

Copy to :-

1. The SSPOs/ SPOs Jaipur City/ Alwar/ Bharatpur/ Sawaimadhopur/ Dholpur/ Jaipur Mfl. Dn.
2. The SSRM JP Dn. Jaipur
3. The Supdt. PSD/ CSD Jaipur.
4. Notice board Circle Office.

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TENDER NUMBER 1
DEPARTMENT OF POSTS
ANNEXURE I

GENERAL TERMS AND CONDITIONS

Subject: Notice Inviting Tender for Annual Maintenance contract of Computer peripherals including Printer of all divisions of Jaipur Region (Jaipur City, Jaipur (Mfl), Alwar, Bharatpur, Dholpur, Swai Madhopur & JP RMS Division).

1. Parties:

The parties to the Contract are the contractor (the tenderer to whom the work have been awarded) and the Government of India through the Department of Posts for and on behalf of the president of India.

2. Addresses:

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be the final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Department of Posts. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money:

3.1 Earnest Money as mentioned in para 3.6 must be deposited by bidders in any Post Office and Original Receipt in form ACG-67 provided by the Post Office in token of having received the amount should be submitted along with their tenders. (Technical Bid)

3.2 No. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.

3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.

3.4 The tenders without Earnest Money Deposit will be summarily rejected.

3.5 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

3.6 Earnest money should be deposited as under: -

S. No.	Particular	Earnest Money Amount	Name of Post Office, ACG67 receipt no. & its date of issue
1	Annual Maintenance contract of Computer peripherals including Printer of all divisions of Jaipur Region (Jaipur City, Jaipur (Mfl), Alwar, Bharatpur, Dholpur, Swai Madhopur & JP RMS Division).	Rs 12,500/-	

4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely Technical bid along with the proof of Earnest Money Deposit (in form given in Annexure-III) and Commercial bid (in form given in

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Annexure-IV) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing the sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscripted with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Commercial Bid” and date of opening of tender.

5. The vendor should have reasonable scale of network of maintenance personnel and offices in the District who can directly handle and log on the complaints & get them rectified within the stipulated service level agreement (SLR) time schedules.
6. The Company/ Vendor has not been declared a blacklisted company by any of the Govt./ Private agencies in the country in the last three-year.
7. **The tenderer will require to submit name and address of his local representative for all districts in 15 days from the date of award of work.**
8. The vendor should have sound financial condition for the last three financial years.
9. The vendor/supplier should submit a list of maintenance projects for other Govt./public sector undertaking large reputed organization in the circle & have some current AMC projects running for government/ Simi Govt. large reputed organizations.
10. **Signing of Tender:**
Individual signing the tender or other documents connected with contract must specify whether he signs as:
 - (a) a ‘Sole Proprietor’ of the concern or constituted attorney of such sole proprietor;
 - (b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

N. B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of the firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Chief Postmaster General, Rajasthan Circle, Jaipur may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

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- (4) **The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure** as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER. (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Department of Posts as necessary.)

11 **Technical Bid:**

- 11.1 The Technical bid should be submitted in form given in Annexure-III along with the original receipt obtained for the deposit of Earnest Money Deposits in the UCR for the amount indicated above along with full details of technical facilities for executing the work i.e., equipment, infrastructure etc. and associated security features, and any other information sought for in the last section of the Annexure-II.

12 **Commercial Bid:**

- 12.1 The Commercial Bid should be submitted in form given in Annexure IV in a separate sealed cover kept inside the main cover. The Commercial Bids of the tenderers short-listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial bids.
- 12.2 A consolidated price should be quoted along with its break up showing various items of charge. **The price quoted shall be firm and final.**
- 12.3 Taxes if any, to be paid need to be duly indicated in the bid otherwise no extra payment would be made for this purpose.
- 12.4 Terms of payment as stated in the Tender Document shall be final.
- 12.5 At the time of payment of bills, the income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

13 **Validity of the bids:**

The bids shall be valid for a period of one year from the date of opening of the tenders. This has to be so specified by the tenderer in the commercial bid.

14 **Opening of Tender:**

The tenderer is at liberty either himself or to authorize not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

On the date and time indicated in the "Schedule of Tender", only Technical bids will be opened and read out in the presence of tenderers' representatives.

15 **Criterion for Evaluation of Tenders:**

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information furnished in form given in Annexure-IV. The Commercial bid (Annexure-IV) of such firms found valid based on technical parameters (as per Annexure-III) will be opened on the date, time and venue to be communicated after evaluation of the Technical Bid. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inferences drawn during the

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meeting of this committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. **The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this NIT.**

16 Right of Acceptance:

- 16.1 The Department of Posts reserves all rights to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Department of Posts in these regards is final and binding
- 16.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

17 Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender. Necessary Instructions regarding the amount and time provided for Security Deposit will be communicated.

18 Time Schedule for commencing of Work:

The work must be started within a period of 10 days from the date of award of work and minimum downtime maintained during the currency of the AMC and as per schedule mentioned in clause 6 of Part-II of Annexure-II.

19 Security Deposit:

- 19.1 The successful tenderer will have to deposit in cash in any post office under UCR a sum of Rs. Fifty Six Thousand only (Rupees 50,000/- only) or 10% of the value of the work whichever is more in favour of Department of Posts towards Security Deposit within 7 days from the date of acceptance of the tender and produce the receipt in original to the Department of Posts or a bank guarantee for the amount for the period extending at least six months beyond the date of completion of work. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.
- 19.2 The Security Deposit can be forfeited by order of the Department of Posts in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Department of Posts sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

20 Penalty:

In the event of the contractor failing to:

- (i) Observe or perform any of the condition of the work as set out herein; or
- (ii) Execute the work in good and workmen-like manner and to the satisfaction of and by the time fixed by the Department of Posts;
- (a) It shall be lawful for the Department of Posts in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that contractor is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case

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may require any work executed otherwise than in a good and workman-like manner to the satisfaction of and by the time fixed by the Department of Posts and in both or either of the events aforesaid to make such arrangements as he may think fit for the reproduction of the work so removed or work in lieu of that so rejected or removed as aforesaid on account and at the risk of the contractor.

- (b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates Department of Posts may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the Department of Posts.
- (c) In the event of discovery of any error or defect due to the fault of the contractor at any time after the commencement of the AMC, the contractor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Department of Posts. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected the Department of Posts shall have the power to deduct from any payment due to the contractor such sum as he may deem expedient.
- (d) In the event of a work being wholly rejected, the Department of Posts may at its discretion either.
 - (i) Permit the contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the costs of all sorts i.e., materials, labour, overheads, transportation etc.; or
 - (ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the contractor in which case the amount of extra cost, if any shall be recovered from the contractor in the manner provided in sub-clause (b) of this clause
- (e) The powers of the Department of Posts under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.
- (f) Since the work being awarded to the contractor is of important nature the time schedule given in clause 13 must be adhered to failing which a Penalty as mentioned in para 6 (iv) (a), (b) & (c) of part II of Annexure II will be imposed which will be recovered in the manner stated in sub-clause (b) of this clause.

21. **Natural Calamity, Strike etc.:**

In case of strike, combination of workmen or natural calamity of any kind, fire accidents or circumstances beyond the control of the firm causing stoppage of his work, whereby the maintenance of work may be suspended resulting in undue delay without penalty, Department of Posts shall have the power during such stoppage to get the work done elsewhere without charging the contractor. No obligation will rest on Department of Post to pay any portion of the work undertaken before such a stoppage. The contractor shall provide every facility for removal and use of materials as may be necessary for timely completion of the work.

22 **Insolvency etc. :**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the Department of Posts shall have the power to terminate the contract without previous notice.

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23 **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

24 **Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Chief Postmaster General Rajasthan Circle Jaipur, which he will be at liberty to refuse if he thinks fit.

25 **Right to Call upon Information Regarding Status of Work:**

The Department will have the right to call upon information regarding status of work at any point of time.

26 **Precautionary Measures:**

26.1 While observing the economy in costs in his own interest the contractor must be careful that quality and cleanliness of the work is maintained as well as time schedule prescribed etc., should not be disturbed.

26.2 The contractor must take every care to see that the work or any portion of thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of work/copies should be retained/sold or otherwise made over by the contractor or any of his staff members to any person other than the person(s) authorized by the Department of Posts.

27 The tender is not transferable. One tenderer for each district shall submit only one tender.

28 **Terms of payment:**

28.1 No payment shall be made in advance nor the any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

28.2 The contractor shall submit the bill on quarterly basis in the first week of following quarter in respect of previous quarter for sanction of the amount of bill and passing the bill for payment.

28.3 All Payments shall be made by cheque only.

28.4 The Department of Posts shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

28.5 The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

28.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.

29 **Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results with in a period of 30 days, either of the parties may make a

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request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at Jaipur and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

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Department of Posts, India
ANNEXURE-III
TENDER FORM-1 – TECHNICAL INFORMATION AND UNDERTAKING
 (See Clause 6 of Annexure-I of this Tender Document)
Technical Bid

Subject : Notice Inviting Tender to _____

1. Nature of concern : _____
 (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)
2. Address : _____

3. Whether each page of NIT and each Annexure : _____
 have been signed and stamped.
4. Details of earnest money deposit : Rs..... deposited in
 (Original receipt to be attached) Post Office vide
 ACG Receipt No..... dated

5. Service infrastructure –

i) Location-wise detail of service personnel available or would be made available within 15 days from the date of award of work :-

City	Firm	No. of service Engineers available	District to be serviced by the firm	Address and contact No. where complaint is to be registered.
1	2	3	4	5

(Attach separate list giving details of service engineers including their names, qualification, experience in field).

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6. Down time that will be maintained - : i) Name of Distt. _____
(Tenderer to note that the maximum down time allowed will be 48 hours from receipt of information excluding Sundays/Postal Holidays) ii) Number of hours _____
7. Mechanism of Registration of complaint and procedure followed for remedial action. : _____

8. Number of hours after which, pending repair of hardware, standby hardware of requisite configuration will be supplied. : _____
9. In case the complaint cannot be redressed by the firm mentioned at column 7 (i) (5) above the next level where complaint should be made.. : Name _____
Address _____
Contact No. _____
10. List of clients for whom AMC of similar hardware has been done in the last three years with full address and telephone numbers. (Attach separate list). : _____
11. Copies of minimum Two separate work orders for similar work of AMC of Computer & Accessories, each for a value not less than Rs.2.5 lac in last 2 years from Government departments or public undertaking Deptt : _____
12. Letters of recommendation from Govt. organization for whom AMC of similar hardware is being done. : _____
13. Whether Annual Report(s) of the concern is enclosed, if yes, state number and years. : _____
14. Whether copies of authenticated balance sheets & ITR for the past three years enclosed. (Minimum turnover in last two years must be three lac in each year) : _____
15. Any other information important in the opinion of the tenderer.: _____
- 16 Total no. of document enclosed _____

Dated:

(Name of individual/Firm/Company)

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UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Department of Posts and shall abide by them.
2. I/We also undertake that I/We have understood “Parameters and Technical specifications for conducting the work” mentioned in Annexure-II of the Tender No._____ dated _____ and shall conduct the work strictly as per these “Parameters and Technical Specifications for conducting the Work”.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the Technical Bid are in accordance with specifications given in the Part-I of Annexure-II to the NIT and I/We shall be responsible for rejection/cancellation of contract if my/our service is not found up to the mark or for civil/criminal proceedings if the service standards mentioned in the tender is not met at any time during the currency of the tender.

Dated at

(Dated signature of Tenderer with
Stamp of the firm)

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Tender No. COM/9-1/09-10

Dated : .06.2009

Department of Posts, India
ANNEXURE-II
PARAMETERS AND TECHNICAL SPECIFICATION
FOR EXECUTING THE WORK

Subject : Notice Inviting Tender for Annual Maintenance contract of Computer peripherals including Printer of all divisions of Jaipur Region (Jaipur City, Jaipur (Mfl), Alwar, Bharatpur, Dholpur, Swai Madhopur & JP RMS Division).

Part – I

Parameters and Technical Specification for executing the work

As per details given in Annexure II (Part-I)

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Part – II

Terms and conditions specific to the Contract

1. Cognizance to be taken immediately of fault reported by phone/FAX/e-Mail/Letter by the user.
2. The tenderers should quote rates separately for computers including peripherals. The rate shall be evaluated item-wise and the maintenance work will be awarded accordingly to such tenderer as are selected. The rates should be given per machine for PC & peripherals including printers for each item separately. Earnest money should be deposited as specified in para 3.6 of Annexure-I.
3. (i) The rates quoted in the tender in respect of each items will be operative for a minimum period of one year after signing of the contract and can be further extended for one year on the same terms & conditions on providing satisfactory services. The company/vendor should ready to re-negotiate the AMC rates once rate of the original equipments/hardware of the same configuration installed in the post offices falls below by more than 5 % in a financial year or later on. In that case the AMC rates can be re-negotiated by the undersigned and a fresh order can be placed. No revision in charges will be accepted within this period, whatsoever the reason may be.

(ii) The rates quoted should inclusive of to & fro traveling expenses.

(iii) The rates quoted should be inclusive of Sales Tax, Service Tax or any other Govt./Municipal levies etc.
4. The rates approved shall remain valid for two years from the date of acceptance of the tender and no escalation shall be allowed for any reason whatsoever during the currency of the contract.
5. The successful tenderer shall have to execute legal agreement in the prescribed agreement form before awarding the contract.
6. The conditions for the payment of maintenance charges will be as under :-
 - (i) Payment shall be made on quarterly basis through cross cheque after completion of quarter.
 - (ii) The quarterly payment will be made by the Department after each quarter on the basis of successful performance report from the concerned user office which is required to be submitted by the successful tenderer after every quarter along with the bill to the AD.(Tech. &BD) O/o the Chief Postmaster General, Rajasthan Circle, Jaipur.
 - (iii) In case of delay of the payment of quarterly bill by more than 30 days from the date of receipt of bill in the office of the Chief Postmaster General, Rajasthan Circle, Jaipur 50% of the total amount of the bill will be paid in advance and the balance will be paid after detailed scrutiny of the bill.
 - (iv) The complaint will have to be attended to within 24 hours excluding Sunday & holiday. The successful tenderer will have to provide standby system(s) in case fault cannot be removed immediately on attending the complaint and within 24 hours. In case the tenderer fails to provide standby system(s)

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or is unable to remove the defects within 48 hours (excluding Sundays & Closed Holidays) of the receipt of complaint, following penalties shall be imposed by the Department:-

- (a) After 1 days of the receipt of the complaint : Rs.50/- per day.
- (b) After 2 days but within 7 days of the receipt of complaint: Rs.100/- per days.
- (c) After 7 days of the receipt of complaint & till the date : Rs.150/- per day.
Of final redressal of complaint.

(v) The record of attending the complaint, visits paid, the nature of fault/defect found, the nature of action taken including part(s) replaced will have to be maintained by the successful tenderer in respect of each office in the Call Report and this report will have to be attached with the quarterly bill.

(vi) All the parts/components and other peripherals attached to the computer except for consumables (such as printer head, floppies, printer ribbons, stickers & printing paper) have to be covered under this contract and the defective parts except consumables will have to be replaced by the successful tenderer without any extra cost.

(vii) The contractor shall also ensure a minimum one visit per location for preventive maintenance in every Quarter. The client & tenderer and schedule of visits drawn up should mutually agree upon the days of preventive maintenance. The proof of preventive maintenance will have to be attached with the bill for the quarter in which it is due as per schedule drawn for preventive maintenance.

7. The spare parts to be supplied by the vendor/ manufacturer/distributor are purchased and installed in the defective machine corresponding to the original part taken out from the machine. The configuration of the spare part and the technical parameters should given by the original manufacturer/ Company.

8. Chief Postmaster General, Rajasthan Circle, Jaipur reserves the right to reject any or all the tenders without assigning any reasons. The decision of the Chief Postmaster General, Jaipur shall in case of any dispute be final and binding upon all tenderers.

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Dated : .06.2009

Subject: Notice Inviting tender to_____

1. Name of individual/Firms/Company : _____

3. Total price for the work inclusive of all kinds of incidental charges and all taxes etc. as per details given below will be Rs. _____ (in words Rupees _____ only)

S.No.	Item	Total units available in the Jaipur Region. *	AMC rate (with spare) per unit	Total Amount
1	2	3	4	5
1	Server			
2	Desktop PC			
3	132/136 Col. Printer			
4	80 Col. Printer			
5	Laser/Deskjet Printer			
6	Pass Book printer			
7	Flat bed scanner			
8	Line Printer			

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* Total quantity of each item may be seen from Annexure –II (Part –I A)

Dated :

(Name of individual/Firm/Company)

(With rubber Stamp)

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Annexure II (Part-I)

Sl. No.	Name of division	Name of Post Office	Server	Desktop PC	132/136 Col. Printer	80 Col. Printer	Laser/ Deskjet Printer	Line Printer	Pass Book printer	Flat bad scanner
1	Alwar	Alwar HO	1	14	3	7	1	1	2	2
2		Bahrer HO	1	8	2	6	1	1	2	1
3		M.D. Alwar HO	1	5	1	3	1	1	2	1
4		Tijara SO	1	2	1	2	1	0	0	1
5		Bansur SO	1	2	1	2	1	0	0	1
6		Khairthal SO	1	2	1	2	1	0	0	1
7		Bhiwadi IA SO	1	4	1	4	1	0	0	1
8		Kherli SO	1	3	1	2	1	0	0	1
9		K G Bas SO	1	2	1	2	1	0	0	1
10		Lachhmangarh SO	1	2	1	2	1	0	0	1
11		Rajgarh SO	1	3	1	2	1	0	0	1
12		Govindgarh	1	2	1	2	0	0	0	0
13		Alwar RS	1	1	0	2	0	0	0	0
14		Alwar Sectt.	1	1	0	2	0	0	0	0
15		DO Alwar	1	6	1	4	2	0	0	0
16	Bharatpur	Bharatpur HO	1	10	3	5	1	1	2	2
17		Bharatpur City MDG	1	7	2	1	1	0	2	2
18		Deeg HO	1	6	3	2	1	1	0	2
19		Kaaman SO	1	2	3	5	1	0	0	1
20		Nadbai SO	1	3	1	2	1	1	1	1
21		Kumher SO	1	3	0	3	0	0	0	1
22		Nagar SO	0	0	1	3	1	0	0	0
23		Bhusawar SO	1	3	3	1	1	0	0	1
24		D.O.Bharatpur	0	6	0	4	2	0	0	0
25	Dholpur	Dholpur HO	1	11	4	4	1	1	2	2
26		Bari MDG	1	3	1	2	0	0	0	0
27		Bayana MDG	1	10	3	2	0	0	0	2
28		Raja Khera SO	1	2	1	1	0	0	0	0
29	Jaipur City	Jaipur GPO	1	29	5	16	3	1	2	2
30		Jawahar Nagar HO	1	7	2	5	1	1	2	1
31		Shastri nagar HO Jaipur	1	9	3	4	1	1	2	2
32		Rajasthan Sectt.S O	1	3	1	3	1	0	0	1
33		Tripolia Bazar SO	1	3	1	2	1	0	0	1
34		Gandhi Nagar SO	1	4	1	3	1	0	0	1

Sign. Of Tenderer

35		High Court SO	1	2	1	2	1	0	0	1
36		Jaipur City SO	1	3	1	2	1	0	0	1
37		Jaipur RS SO	1	3	1	2	1	0	0	1
38		Airport Sanganer	1	2	1	1	1	0	0	1
39		Rajasth University SO	1	2	1	0	1	0	0	1
40		Sanganer Bazar SO	1	2	1	1	1	0	0	1
41		Malviya Nagar PO	1	3	1	2	1	0	0	1
42		Jhotwara SO	1	3	1	3	1	0	0	1
43		Haldiyan Ka Rasta	1	1	1	2	1	0	0	1
44		V K I Area SO	1	3	1	3	1	0	0	1
45		Shyam Nagar SO	1	4	1	3	1	0	0	1
46		Durgapura SO	1	2	1	1	1	0	0	1
47		Mansarovar SO	1	3	1	2	1	0	0	1
48		Collectorate SO	1	2	1	1	1	0	0	1
49		Vaishali Nagar SO	1	3	1	3	1	0	0	1
50		Vidyadhar Nagar SO	1	3	1	2	1	0	0	1
51		Sindhi Colony SO	1	2	1	1	1	0	0	1
52		Bajaj Nagar SO	1	2	1	1	1	0	0	1
53		Barkat Nagar SO	1	2	0	2	1	0	0	1
54		Tilak Nagar SO	1	2	0	1	0	0	0	0
55		BPO Sanganeri Gate	0	3	1	2	0	0	0	0
56		Chandpole Bazar	1	2	0	1	0	0	0	0
57		Bhankrota	0	1	0	1	0	0	0	0
58		Ramganj Bazar	0	1	0	1	0	0	0	0
59		Govind Nagar	0	1	0	1	0	0	0	0
60		M.I. Road	1	2	0	1	0	0	0	0
61		Krishna Mandir	1	2	0	1	0	0	0	0
62		Ashok Nagar	1	2	0	1	0	0	0	0
63		Kishanpole Bazar	1	2	0	1	0	0	0	0
64		Amer	1	2	0	1	0	0	0	0
65		SFS Mansarovar	1	2	0	1	0	0	0	0

Sign. Of Tenderer

66		Murlipura	1	2	0	1	0	0	0	0
67		Ind. Estate	1	2	0	1	0	0	0	0
68		Sector-11 Pratap Nagar	1	2	0	1	0	0	0	0
69		SDM Hospital	1	2	0	1	0	0	0	0
70		Raj. State Hotel	1	2	0	1	0	0	0	0
71		Rajapark Colony	1	1	0	1	0	0	0	0
72		Indira Bazar	1	1	0	1	0	0	0	0
73		Dwarikapuri	1	1	0	1	0	0	0	0
74		CPMG PO	0	1	0	1	0	0	0	0
75		D.O.JP City	1	8	1	6	2	0	0	0
76		PSD Jaipur	1	3	2	1	0	0	0	0
77		CSD Jaipur	1	6	3	1	0	0	0	0
78	Jaipur MFL.	Dausa HO	1	8	3	5	1	1	2	1
79		Sambhar Lake HO	1	9	3	3	1	1	2	1
80		Shahpura HO	1	9	4	5	1	1	2	1
81		Chomu SO	1	5	2	3	1	0	0	1
82		Bandhikui S O	1	3	1	3	1	0	0	1
83		Phulera SO	1	3	1	3	1	0	0	1
84		Mahwa SO	1	3	1	3	1	0	0	1
85		Bassi SO	1	3	1	3	1	0	0	1
86		Lalsot SO	1	3	1	3	1	0	0	1
87		Mahwa Road SO	1	3	1	3	1	0	0	1
88		Renwal SO	1	3	1	3	1	0	0	1
89		Bandikui Mandi SO	1	3	1	3	1	0	0	1
90		Kotputali SO	1	3	1	3	1	0	0	1
91		DO JP (Mfl)	1	8	1	6	1	0	0	1
92		Tripolia Chomu	0	1	1	0	0	0	0	0
93	Swai Madhopur	Sawai Madhopur HO	1	8	5	6	2	1	2	2
94		Gangapur HO	1	8	3	3	1	1	2	1
95		Hindaun HO	1	10	4	3	1	1	2	2
96		Karuali MDG	1	3	2	2	1	0	0	2
97		SawaiMadhopurTown SO	0	0	2	1	0	0	0	0
98		Todabhim SO	1	2		2	1	0	0	2
99		Sri Mahaverji SO	1	2	1	1	1	0	0	1
100	RMS JP Dn. Jaipur	SPC Kota Jn. RMS	1	2	2	0	0	0	0	0

Sign. Of Tenderer

101		CRC Kota RMS	0	3	3	0	0	0	0	0
102		MBC Kota RMS	0	1	1	0	0	0	0	0
103		HRO JP Dn. RS Branch Jaipur	2	25	0	15	0	1	0	0
104		D.O.JP Dn.	0	3	0	2	2	0	0	0
105		CSO Jaipur	0	3	1	1	0	0	0	0
106		BPC CSO Jaipur	0	1	0	1	0	0	0	0
107		SPCC jaipur RMS	1	4	0	4	0	0	0	0
108		SRO Jaipur RMS	0	1	0	1	0	0	0	0
109		SMO Bharatpur RMS	0	1	1	0	0	0	0	0
110		Manager SPCC Jaipur GPO	0	2	1	1	0	0	0	0
111		SRO Kota	2	9	6	1	0	0	0	0
112		SRO SMPUR	0	1	0	1	0	0	0	0
113		SRO Jhunjhunu	0	1	0	1	0	0	0	0
114		SRO Sikar	0	1	0	1	0	0	0	0
115		SRO Alwar	0	1	0	1	0	0	0	0
116										
117	CPMG Office	CPMG	0	3	0	0	2	0	0	0
118		DPS	0	3	0	0	2	0	0	0
119		Staff saction	0	7	0	3	3	0	0	0
120		Mail Saction	0	7	0	3	1	0	0	0
121		BD Saction	1	8	0	0	8	0	0	0
122		BLDG.Section	0	2	0	1	1	0	0	0
123		AAO BGT	0	1	0	0	1	0	0	0
124		E&R Section	0	3	1	1	1	0	0	0
125		DDOL	0	2	0	2	0	0	0	0
126		PA to PMG	0	1	0	0	1	0	0	0
127		P&A Section	0	4	2	0	4	0	0	0
128		PG Section	0	3	0	0	3	0	0	0
129		WCTC	1	10	1	1	1	0	0	0
130		SBCO Sect.	0	3	2	0	1	0	0	0
Total			98	494	140	284	104	17	31	77

Sign. Of Tenderer