



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान
(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)
“आयुष” मंत्रालय, भारत सरकार, चेरुथुरुत्ति, त्रिशूर, केरल-679 531
NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA
(CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES)
MINISTRY OF “AYUSH”, GOVT. OF INDIA
CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F.No.3-1/2015/NRIP/P&M/

Dated:

TENDER NOTICE

Sub: - Tender for AMC for Computers & Printers in National Ayurveda Research Institute for Panchakarma, Cheruthuruthy..

1. The NARIP, Cheruthuruthy, invites sealed quotations from persons/firms for Annual Maintenance contract (2018) for Institute Computers & Printers
2. General information about tender:

1	Tender reference No	F.NO 6-1/ 2017/NARIP/AMC/
2	Last date and time for receipt of Tenders	15.5.2018 (2.P.M.)
3	Time and date of opening of tenders	16.5.2018 (3.P.M.)
4	Place of opening of tenders	Chamber of the Asst. Director In charge
5	Cost of tender document	Rs.200/-
6	EMD	Rs.1000/-

3. The tenders shall be subject to the following conditions.

- I. Technical Bid must contain information/documents signed by the authorized signatory of the bidding firm/persons along with other documents/information prescribed in this tender notice of Annexure-I
- II. Each bidder should submit an EMD of Rs.1, 000/- along with the quotation (Technical Bid) for auction items as mentioned Annexure I EMD should be in the form of Multi-city cheque drawn in favor of NARIP, Cheruthuruthy. The EMD will be returned to the unsuccessful bidders after the bids are finalized.
- III. The persons/firm should not hand over execution of order to any other/sister firm (s) and in such case, it will amount to violation of contract and may entail cancelation of contract and forfeiture of performance security.
- IV. In case the persons/firms are unable to carry out the assigned work in stipulated time intervals or becomes insolvent, the loss incurred to the NARIP will have be borne by the person.
- V. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.
- VI. The Tenderers may quote their rates (including Tax) for the AMC for Computers & Printers mentioned in the enclosed list.
- VII. If any Tenderer withdraw his tenders before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if any deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
- VIII. Communication of acceptance of the tender normally constitutes concluded contract.

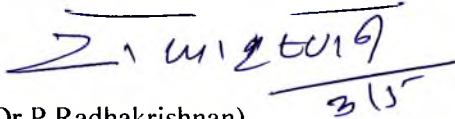
- IX. In case where the successful Tenderer, does not perform the AMC work in time, the NARIP at its discretion may allow next lowest Tenderer and the loss if any, caused to the NARIP due to increased rates shall be borne by the defaulting Tenderer.
- X. No enhancement of rates will be considered during period of contract.
- XI. The Asst. Director-In-charge has every right to reject/accept any bid without assigning any reasons.
- XII. The authorization service centre certificate shall be in the form of a Ink signed letter issued by the original manufacturer firm i.e. for comprehensive AMC of Computers & Printers as applicable.
- XIII. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Office and the contractor, the office shall be entitled to deduct such sums which in the opinion of the office is due from/not payable to the contractor.
- XIV. Any sum of money due and payable to the contractor, including performance security under this contract may be appropriated by the Astt. Director Incharge, NARIP, Cheruthuruthy, and set off against any claim of the Astt. Director Incharge, NARIP, Cheruthuruthy against the tenders.
- XV. Firm should furnish valid registration number /GST No.
- XVI. The Service provider should have a minimum three years experience in the comprehensive AMC field of the brand.
- XVII. The Tender shall be submitted in two bid system, technical bid and financial bid:-
- I. Technical bid (as per Annexure-1) consisting of all technical details, and
 - II. Financial bid (as per Annexure-11) indicating photocopier machines mentioned in the technical bid.

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly supersubscribed "Bid for Comprehensive AMC of Computers & printers " . The sealed Tenders may be submitted to the Chamber of A.D. Incharge, NARIP, Cheruthuruthy or by post at the aforesaid address by due date and time Tenders received late will be rejected outright. Before submission of tender, the prospective bidders may inspect the machine during office hours from 11.00 AM to 5.00 PM.

- XVIII. The sealed tenders duly filled in all respects superscribed as:-

"Quotation for Annual Maintenance contract for "Computers and Printers " Should reach the office of this Institute on or before 15.5.2018 up to 3 P.M. Tender will be opened at on 16.5.2018 3 pm in the presence of representatives of the Agency, who would like to participate .

- XIX. Quotations written in pencil comprising of over-written words/numbers/will be out rightly rejected.
- XX. Asst. Director, Incharge ,NARIP, Cheruthuruthy. reserves the right the right to accept or reject any or all of the quotations without assigning any reasons what-so-ever.


(Dr.P.Radhakrishnan)
Asstt. Director-In-charge



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F. No. 6-1/2015/NRIP/ 46

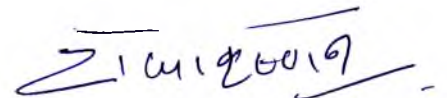
Dated: 4 MAY 2018

TENDER DOCUMENT: GENERAL TERMS & CONDITIONS FOR ANNUAL
MAINTANENCE CONTRACT FOR COMPUTERS AND PRINTERS

Section ‘A’:- Tender for Annual Maintenance Contract (2018) for institutes **23 PCs and 22 Printers** of different company make): list attached

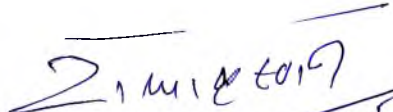
The Institute is a part and parcel of Central Council for Research in Ayurvedic Sciences, New Delhi, which is an autonomous organization functioning under the aegis of Ministry of AYUSH, Govt. of India.

1. The interested companies/Firms/Agencies may obtain tender forms & documents, downloaded from the Website-www ccras.nic.in. Rs.200/- (Two hundred only) towards tender document fee and Rs.1000/- towards AMC in the form of Multi City Cheque/ Demand Draft in favour of NARIP, Cheruthuruthy, payable at SBI, Shoranur, should be attached alongwith tender form, failing which Tender will be rejected.
2. The tendering Companies/Firms/Agencies are required to enclose self attested/certified photocopies of the following documents along with the Technical Bid & Financial bid separately, failing which their bids shall be summarily out-rightly rejected and will not be considered.
 - a) Copy of income Tax, PAN card and shop Act License.
 - b) Copy of the G.S.T. registration certificate.
3. The supplier must be Authorized franchisee of the company(Please enclose the authorization certificate)
4. The terms & conditions and payment of bills may be specified.
5. The Annual Maintenance Contract will be awarded subject to condition that awarded will have to offer maximum discount. Revision of rates will not be accepted after entering into contract.
6. The supplier is bound to carry out services within the stipulated period mentioned in the contract otherwise contract will be cancelled.
7. The Annual Rate Contract offer awarded to the firm would be effective from the day a written confirmation in company's letter head duly signed by an authorised signatory with name and designation, date and seal of company should be received within ten days from the date of issue of this letter, failing which it will be presumed that your firm is not interested in the said rate contract.


(Dr.P.Radhakrishnan) 315
Assistant Director Incharge

TERMS AND CONDITIONS OF ANNUAL COMPREHENSIVE SERVICE
MAINTENANCE CONTRACT (Continued)

8. The Contractor will depute qualified and experienced service engineer (s) for the upkeep and maintenance of the Computer and Printers Call should be attended promptly and within a reasonable time on all days, including Sundays and holidays. In case of system dead complaints, calls shall be attended after office hours also.
9. During the contract period the contractor will make periodic preventive checks of the system to minimize the breakdown.
10. All the repair works will be carried out within the premises of NARIP, Cheruthuruthy. However, the works that cannot be carried out within the premises can be allowed to be done outside but no extra payment will be made for that.
11. The payment of comprehensive AMC charges will be made @ 25 % on quarterly basis after completion of three months, subject to rendering of satisfactory service. No advance payment will be made in case.
12. The rates quoted shall remain valid for the contract period. In case of satisfactory service, the contract may be extended for further periods as deemed fit as per the requirement.
13. If the system is not repaired within two days, the contractor will provide standby machine penalty @ 250/- per day will be imposed on failing in repair/providing standby machine within the assured time period. Only those firms which are in position to provide standby machine in the contingency mentioned in this clause, should submitted quotations.
14. The Contract covers listed systems/machines only.
15. The Contractor shall replace the components free of charge, which may be necessary during the period of contract. In cases of replacement of faulty parts, they shall be replaced only by genuine spares should be new parts. The old parts will be handed back.
16. In case of intermittent failures of repetitive problems due to improper diagnosis of repair, the machines shall be treated as continuously out of order.
17. The period of contract shall be for one year from date of award of contract extendable for one more year on same rate, terms & conditions subject to satisfactory performance of the agency/contractor.


(Dr.P.Radhakrishnan) 315
Asst. Director Incharge

To

The Assistant Director In-charge,
National Ayurveda Research Institute for Panchakarma,
Cheruthuruthy-P.O.,
Thrissur(Dist.) Kerala – Pin - 679531.

Sir,

I/wewho are established and reputed firm dealing with AMC
forhereby offer our quotation against the tender ref.
No.....and accept the terms& conditions of the tender and enclose a copy of the tender
document duly signed by the authorized signatory.

Yours faithfully,

(Name) for and on behalf of M/s.

.....
(Name of manufacturers)

Note:- This letter of authority should be on the letter head of the concern and should be signed By a
authorized signatory.

TECHNICAL BID

M/s.....
.....
.....

(Name,Address,Land line and Mobile)
Nos. of the bidding firm/agency

S.L.No	Documents kept in the Technical Bid envelope	Whether enclosed (The firm would write Yes or No in the respective columns)
1	EMD Amount/ cost of tender documents	
2	Copy of Registration/License and other documents as proof of trade in ACs	
3	Self certificate in respect of not being blacklisted by any Govt./Semi Govt.Office	
4	Details & Copy of GST No. if applicable to the firm	
5	Copy of PAN of firm	
6	Authorization Certificate	

It is hereby declare that the Terms & Condition of the National Ayurveda Research Institute for Panchakarma No. 6-1/2017/NARIP/ dated/...../..... are fully acceptable to our firm/agency.

(To be signed by the Authorized Signatory of the
firm/agency with Name and Stamp)



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FINANCIAL BID

S.L.No	Make of Computers & Printers	Qty	AMC Rate offered Rs.
1	HCL	17 Nos	
2	HP	03 Nos	
3	DELL	02 Nos	
5	Compaq	01 Nos	
Total		23 Nos	
Printers			
6	Samsung ML -1640	09 Nos	
7	HP—1005	11Nos	
8	Canon BP-2900	02Nos	
Total		22 Nos	

(To be signed by the authorized signatory
Of the firm/company with name & Stamp)