

File No. 28/1/2012-SICOM/IT

Society of Integrated Coastal Management (SICOM)
National Project Management Unit (NPMU)
Ministry of Environment and Forests
Government of India

9, Institutional Area,
Lodhi Road,
New Delhi – 110003
Phone: 47397777
31st. March, 2014

Loan/ Credit Number: 4765- OIN

INVITATION FOR QUOTATIONS FOR

Comprehensive Maintenance Contract(CMC) for office equipments

To,

SPEED POST

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR CMC OF the office equipments:

Government of India has received a credit from the International Development Association (IDA) in various currencies towards the cost of the ICZM Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

2. Experienced firms on similar assignments are invited to submit most competitive quotation for the CMC of the following office equipments, for a period of one year:

S.No.	ITEMS(SYSTEMS)	Nos.
1	HCL Desktop	8(eight)
2	HP Desktop	5(five)
3	Lenovo Desktop T 410	2(two)
4	Lenovo Laptop Edge 14	3(three)
5	Microtec UPS	8(eight)
6	Luminous UPS with double battery	5(five)
7	Panasonic UPS	1(one)
8	Canon MF 4320d Printer	8(eight)
9	Canon LBP 3460 Printer	1(one)
10	Canon LBP 5050 Printer	1(one)

3. Salient features of the Comprehensive Maintenance Contract:

i) The firms will be required to attend to the faulty equipment within 24 hours of telephonic call from TA(IT)/SICOM and ensure that the downtime of the equipment does not exceed 48 hours from the call time. Normal visit for CMC shall be on **quarterly(3 monthly) basis.**

ii) **Payment:** Payment of the CMC will be made on quarterly basis, either before the start of the quarter against counter bank guaranty of the equivalent amount or at the end of the quarter on completion of satisfactory services as per CMC.

iii) **Performance Security:** The successful bidder will be required to submit Performance security in the form of DD in favour of M/S SOCIETY OF INTEGRATED COASTAL MANAGEMENT or BG from a nationalized bank which shall be equivalent to 5% of the contract value. The performance security will have to be submitted within 15 days of notification of the award and shall be valid till completion of the CMC period plus three months.

iv) The contract will be for a period of one year to start with and will have a provision to extend further period of one year, depending upon the satisfactory services performed. The extension can be for all the equipments or for some of the equipments . As such the bidders shall quote for one price of all the equipments.

4. You are requested to provide your offer latest by 10.00 hours on 17/04/2014, valid for a period of 30 days from the due date of opening of the bid. Your offer should be accompanied with a bid securing declaration as a part of the bid but in a separate envelope without which your offer shall stand rejected.

5. Quotations will be opened in the presence of the Bidders or their authorized representatives who choose to attend at 10.30 hours on 17th. April, 2014, in the office of SICOM at the aforesaid address.

6. We look forward to receiving your quotations within the time due for submission, as mentioned above.

(National Project Director)
Society of Integrated Coastal Management (SICOM)
National Project Management Unit (NPMU)
Ministry of Environment and Forests
Government of India

- Encl.: i) Bid Securing declaration
ii) Performance Security Bank Guarantee

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a Bid for an alternative]*

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of 3 years starting on *[date]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

PERFORMANCE SECURITY BANK GUARANTEE FORM

TO:

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WHEREAS..... (Name of the Supplier) hereinafter called “the Supplier” , has undertaken, in pursuance of Contract to supply..... (Description of equipment and services) hereinafter called “the Contract”

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a national/scheduled Bank located in India for the sum specified therein as security for compliance of the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier up to a total of Rs.....(in figures) (in words) (Amount of Guarantee) and we undertake to pay you up on your written demand declaring the Supplier to be in default under the Contract and without cavil or argument any sum or sums within the limit of Rs. (Amount of Guarantee) without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until the day of 201...

Date

Signature and seal of Guarantors

Address:.....

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