



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

TENDER DOCUMENT

FOR

“Comprehensive Annual Maintenance Contract (CAMC) of Computer, Hardware & Peripherals ”

AT

Guru Gobind Singh Indraprastha University
[*A state University under Govt. of NCT of Delhi*]
Sector 16 C, Dwarka, New Delhi 110 078

Head, UITS
University IT Services Cell
GGS Indraprastha University
Room No.D-412, Sector 16-C
New Delhi 110078
Contract: 011-25302746, 25302745
Email: uits@ipu.ac.in

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Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078

Website: <http://ipu.ac.in>



E-TENDER NO. UITS/CAMC/COMPHW/01/2019-20

E-TENDER (NIT)

Registrar, Guru Gobind Singh Indraprastha University invites item rate e-tenders from reputed and eligible authorised manufacturers, vendors, contractors/firms in two bid system (Technical & Financial) for the “**Comprehensive Annual Maintenance Contract (CAMC) of Computer, Hardware & Peripherals**”. Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and from University website i.e. www.ipu.ac.in.

Tender No.	UITS/CAMC/COMPHW/01/2019-20 Date: 16-12-2019
Scope of Work	Comprehensive Annual Maintenance Contract (CAMC) of Computer of Computer, Hardware & Peripherals at various branches & University School of Studies in GGS IP University as per detail attached
Bid Validity days	120 days (From last date of opening of tender)
Period of the Contract	12 Months / 01Year
Earnest Money Deposit (EMD)	Rs. 1,12,500/- (Rupees One Lac Twelve Thousand Five Hundred only)
Tender publishing Date	16/12/2019
Pre-Bid Meeting	On 23/12/2019 At 11.00 AM
Addendum will be communicated, if there are any corrections in the Tender Details after Pre-bid meeting	On or after 23/12/2019
Last date and time of online submission of (Technical & Commercial)	06/01/2020, 1500 hrs.
Date and time of opening of Technical Bids-Online	06/01/2020, 1530 hrs.
Date and time of opening of Financial Bids –Online	Will be intimated Later
Performance Security	10% of the tendered /contract value (Rs.22,50,000/-)
No. of Covers	02
Address for Communication	Dy. Registrar (General Administration) Room No. 36, Ground Floor, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi 110078
(No documents need to be submitted in hard copy other than EMD), as per details as given in the tender document)	
Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid. The Date & Time shall be notified thereafter on e-tender website i.e. www.govtprocurement.delhi.gov.in	

Sd/-

(REGISTRAR)

Section-I

INSTRUCTIONS TO BIDDERS

- 11.0 Scope of work:** The work consists of:
- 11.1 The scope of work covers on-sight maintenance of Computer Hardware and peripheral at GGS IP University Campus, Sector 16/C, Dwarka, New Delhi – 110078, which includes Computer Desktop, Printers (Line Printer, Deskjet Printers, LaserJet Printer, High Speed Printer, Multiple printers), Scanners etc., as mentioned in ‘**Annexure 7**’.
 - 11.2 CAMC includes preventive as well as breakdown maintenance. Schedule for preventing maintenance will be once in 03 months for all the systems covered in CAMC.
 - 11.3 CAMC shall cover replacement of any part necessary for keeping the items active and free from any defect, the replacement of all spares is included in the CAMC excluding plastic & consumable (cartridges-tonners) items of Printers
 - 11.4 The scope of work also covers provision of *three technical staff* in the University at no extra cost of the University, from 9.00 am to 5.30 pm during 06 days period (Monday to Saturday). Technically qualified service engineer with an experience of not less than 3 years in computer hardware, as well as software maintenance will be at the disposal of UITS Cell. The Engineer to be deployed under contract must have 3 yrs computer hardware diploma or BCA/BSc (IT) alongwith three years of experience in the relevant field. The engineer will remain seated in UITS Cell. The engineer will provide online support for immediate solution and liaisons with field engineers deputed for branches / School / Departments.
 - 11.5 The vendor should ensure that the equipment reported down on any working day is set rectified within 48 hours of reporting the complaint and in no case, later than three working days. In case, the hardware cannot be repaired within the stipulated period, the vendor should provide stand-by of the same till the hardware is returned duly repaired.
 - 11.6 The bidder shall maintain the equipments as per the manufacturer’s guidelines and shall use standard and genuine components for replacements.
 - 11.7 The timely updating of inventory as per **Annexure - 12** of all system indicating S. No., model type, location of devices will be responsibility of the vendor.
 - 11.8 Complaint can be registered either telephonically or by e-mail by respective branch / office / school and proper record of the complaints to be maintained by the CAMC vendor / Support Engineer at UITS Cell.
 - 11.9 The engineers deployed for branches / Schools will get signed branch visit report from Branch Head / Officers and submit one copy to branch. All the copies of branch-visit reports in a month to be submitted to UITS Cell within 2 days of next month.
 - 11.10 A log book should be maintained in which the vendor shall record all the complaints made and parts taken out of branches / office for repair. The vendor shall submit copy of consolidated complaint reports furnishing the details of branch-wise breakdown calls lodged / attended and its status on monthly basis to Head, UITS Cell. All the complaints received shall be attended by them in following manner:
 - a.) Minor faults immediately with telephonic support.
 - b.) Major faults which require visit to branch within 48 hrs.
 - c.) The vendor shall be responsible for taking data backup (including that of e-mail) available on PCs before formatting the system and shall also be responsible for reloading the same. The backup copies are to be returned to the users, under Acknowledgement.
 - d.) Repair and servicing of equipments shall be carried out at user's site, In case the equipment is required to be transported to the firm’s / manufacturer’s service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
 - e.) The replacement of components shall be as per manufacturer’s instructions and as per the decision of Head, UITS Cell. No hardware items or parts will be taken out for repair without prior written approval of Head, UITS Cell.
 - 11.11 The CAMC coordinators of company must ensure their presence during monthly meeting with UITS Cell to share progress on pending issues of branches in order to make maintenance more effective ensuring best services to the branches.
 - 11.12 The CAMC Vendor should have the required drivers / softwares for maintaining the PCs and peripherals and for configuring them. Bidder must have expertise and experience in LAN troubleshooting. The bidder should have executed satisfactorily minimum one CAMC for a minimum 600 computers connected in LAN under Linux/Window NT environment at least 2 years . The rates quoted should also cover the maintenance of pre-

- loaded operating system, software (provided by UITS Cell), installation of patches, configuration of applications (clients) etc.
- 11.13 The schedule of preventive maintenance shall be as follows (on quarterly basis):
- a. To ensure computer hardware and peripherals are working properly in branch and no call pending in branch.
 - b. Checking of power supply source for proper grounding and safety of equipment.
 - c. Ensuring that the covers, screws, switches etc. are firmly fastened in each equipment.
 - d. Shifting of equipment as and when required in office / branches / schools in the premises.
- 11.14 The vendor shall make CAMC services available on all days as and when requested by the UITS Cell.
- 11.15 The scope of work will also include the provision of engineer for dismantle / reinstallation & rectification of computer hardware and peripherals in case of shifting of branch premises or others.
- 11.16 It shall be the responsibility of the CAMC Vendor to make all the computers and peripherals work satisfactorily throughout the contract period and to hand over the systems in working condition to the Branch / Office / Schools after expiry of the contract. In case any damage is found, the CAMC vendor is liable to rectify the same even after the contract period.
- 11.17 The payment towards CAMC shall be released to the vendor on **half yearly basis**, only for actual working Computer, Hardware and Peripheral as per status records of inventory duly signed by the head of USS/ Department(s) of the University to be submitted by the engineer on quarterly basis as per Annexure - 12.

12.0 Definitions:

- 12.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, New Delhi
- 12.2 **University** means Guru Gobind Singh Indraprastha University, New Delhi
- 12.3 **Employer** means the Registrar, GGSIPU and his successor
- 12.4 **Bidder** means the Manufacturer or his direct authorized distributor (dealing at first point), proprietary firm, partnership firm, limited company private or public or corporation
- 12.5 **“Year”** means “Financial year” unless stated otherwise.
- 12.6 **“Computer Hardware and peripheral”** means Computer Desktop, Printers (Line Printer, Deskjet Printers, LaserJet Printer, High Speed Printer, Multiple printers), Scanners, Fax Machines etc.,

13.0 Who can apply?

- 13.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, contact details etc.
- 13.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 13.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 13.4 Joint Venture/ Consortiums are not accepted.

14.0 Bid Submission:

- 14.1 All the documents as per the Clause-15 must be uploaded on the e-tender website.

- 14.2 Rs. 1,12,500/- (Rupees One Lac Twelve Thousand Five Hundred only) in the form of FDR/DD/Bank Guarantee shall be submitted by all bidders in original in hard copy (in an envelope) or online in favour of Registrar, GGSIPU, Payable at Delhi. "Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of valid registration certificate as MSE from authority defined in the MSME Act". The tender document with all required formalities should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in only (Not to be submitted in hard copy).
- 14.3 The "Financial Bid" shall comprise of the price bids uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in
- 14.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.
- 14.5 Conditions other than those laid down in the Tender document will not be entertained.

15.0 Eligibility Criteria for Technical Bid

The formats/Annexure for the documents to be submitted, with Technical bids

15.1	Letter of Transmittal	Annexure – 1
	Declaration for Fair Business by the Bidder	Annexure – 2
	Compliance to Bid Requirement	Annexure – 3
15.2	Organizational Structure: Legal status of the company/ organization with legal proof along with certified copies.	Annexure – 4
15.3	Income Tax Registration (PAN No.)	Document of proof
	GST Number	
15.4	The bidder should have minimum average annual financial turnover of Rs.50 Lacs (Rupees Fifty Lacs Only) in providing only for CAMC of Desktop Computers, Hardware and peripheral during the immediate last three (03) financial years ending March 2019. Financial turnover duly audited, signed & stamped balance sheet by a Chartered Accountant and counter signed by bidder to be submitted	Annexure 5
	The bidder should not have incurred losses in more than 02 years during last 05 financial years ending March 2019. Profit and loss account duly signed, certified by Chartered Accountant to be submitted	
15.5	The bidder is eligible to submit the bid, provided that he has definite proof from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactorily completed the similar works of magnitude in Central Govt/State Govt/PSU/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment. Agency should have satisfactorily completed three similar works each costing not less than Rs.20 lacs Or two similar works costing not less than Rs. 30 lacs Or one similar work costing not less than Rs. 40 lacs during the last five years ending March 2018 as per "Annexure-5". Similar work shall mean work of providing CAMC of Desktop Computers Hardware and Peripheral. Explanation: "Similar work" means the work of for three years– mentioned at Annexure-7 in Central Govt/State Govt/PSU/Reputed MNC's/Autonomous bodies/Local Bodies/Govt. Establishment.	Annexure 6
15.6	The bidder should have successfully doing similar type of CAMC of Desktop Computers Hardware and Peripheral in PSU/Govt./Universities or any other reputed organizations during last two years. Relevant Work Experience certificate should be attached alongwith tender document.	
15.7	A scanned copy of the EMD may also be uploaded on the e-procurement website as part of technical bid.	
15.8	An undertaking on the Letter Head of the agency should be attached that resident engineers with no criminal/immoral back ground shall be provided to the University.	
15.9	Duly signed tender document along with all corrigendum, addendum issued in respect of tender document, if any, should also be submitted as part of technical bid. Each page of the Annexures, attachments, copies of testimonials etc attached with the Tender Document must be signed by the authorized signatory of the bidder.	

15.10	Bidder should have organization strength of at least 5 certified engineers in Delhi, in the relevant field with 1 yr experience. List of technical staffs shall be submitted (Name, Designation, Salary Details and Date of joining the Firm).	Document of proof
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16.0 Opening of Technical Bids & Evaluation:-

- 16.1 The details submitted by the bidders will be evaluated in the following manner:
- 16.2 The “initial eligibility criteria” prescribed in para 15.1 to 15.9 will be evaluated and scrutinized.
- 16.4 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-
- i.) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - ii.) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

17.0 Pre-Bid Meeting

- 17.1 There shall be pre-bid meeting, which is proposed to be held in the Conference Hall, University Works Division, Administration Block, Sector 16C, Dwarka, Delhi-110078, at 11.00 am on 23/12/2019 for intending applicants in which any of their doubts in writing shall be clarified beside discussion or any other related issue proposed by the prospective bidders in writing.

The bidder shall inspect all items to ensure that Computers, Hardware and Peripheral to be put under this CAMC are in working condition and at the time of award of work, exact number computer desktop, printers, scanners in working condition will be taken accordingly.

- 17.2 Decision of the Committee after pre-bid meeting will be uploaded on the E-portal site. No representation shall be entertained after the pre-bid meeting.

18 Opening of Financial bid and evaluation:

After the Technical evaluation of the bids, the University will open the ‘Financial Bids’ of all the bidders who have qualified in the technical evaluation of the specification criteria as per Clause 17.2 and eligibility criteria as per Clause 15, date and place. The lowest financial bidder shall only be considered for award of work.

19.0 Earnest Money Deposit:

- 19.1 EMD shall be accepted with a minimum validity of bid validity period plus 45 days in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of “Registrar, GGSIPU”, payable at Delhi. The EMD may also be deposited online for which the details are as follows :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIU, Sector-16C, Dwarka, New Delhi -110078
9	Banker’s Phone No.	011-28035244

- 19.2 Rs. 1,10,000/- (Rupees One Lac Ten Thousand only) in the form of FDR/DD/Bank Guarantee shall be submitted by all bidders in original in hard copy (in an envelope) or online in favour of Registrar, GGSIPU, Payable at Delhi.
- 19.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.
- 19.4 “Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of valid registration certificate as MSE from authority defined in the MSME Act”.

20.0 Financial Bid:

- 20.1 The bidder shall quote rates in INR only, as the case may be, both in words and figures in the Financial Bid only. No alterations in the form of tender, in Annexure – 8 (Financial Bid), shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. The rates quoted in Annexure – 8 (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include insurance, royalties etc. as applicable. The rates quoted should be **excluding of all applicable taxes**. The taxes should be indicated separately. The bids shall be opened online. The financial bids of only those bidders who qualify the initial eligibility criteria as (Technical Bid) will be opened. The date, time and place of opening of financial bid shall be notified thereafter on e-tender website i.e., www.govtprocurement.delhi.gov.in.
- 20.2 Income tax, GST, TDS and any other tax at the rates in force during the period of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

21.0 General:

- 21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 21.2 The bid document should be legibly written and serially numbered and properly scanned as per clause 15.0. The bidder should sign each page of the bid.
- 21.3 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- 21.4 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 21.5 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU **which may also result in forfeiture of EMD/performance security**.
- 21.6 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor, which may also result to forfeiture of EMD/performance security.
- 21.7 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract / **award of work** that will be in force from time to time shall be recovered / deducted from the released payment amount.

- 21.8 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 21.9 On acceptance of the tender, the name of the accredited representative(s) of the successful bidder who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 21.10 The successful bidder shall furnish a list of University employees related to him, if any in the “Technical Bid”.
- 21.10.1 Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.
- 21.10.2 **Penalty of Lack of Service Report:** The Hardware should be set right within 48 hrs. of reporting the complaints, in case, the machine is down for more than 3 working days and no substitute is provided by the vendor the penalty per day per case may be charged as under:

Hardware reason: The maximum penalty due to hardware fault Rs.1500/- per case.

S. No.	Hardware Item	Penalty Amount (in Rs. Per day)
1.	Desktop	100/-
2.	All Printers	50/-
3.	Scanner	50/-

The penalty may be recovered from the amount payable to the vendor by the University. The vendor can provide substitute / standby equipment for a maximum of ten days. In case vendor could not repair / replace the hardware items within ten days, the University can get it repair from outside agency and cost of repair will be recovered from CAMC payment.

- 21.12 **Escalation:** Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.

22.0 Final decision making authority

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

23.0 Summary Rejection of tender:

- 23.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

24.0 Particular provisions

- 24.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- 24.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications.

25.0 Amendment of tender document:

- 25.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
- 25.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website (www.govtprocurement.delhi.gov.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

26.0 Validity of Tender:

One hundred and Eighty days from the date of opening of **Technical Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.

27.0 Performance Guarantee:

27.1 The successful bidder will have to sign an agreement on a non judicial stamp paper of Rs.100/- and submit the Performance Security at the rate of 10% of the tendered /contract value within **07 days** of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder. **The Performance Guarantee should be valid up to 39 months.** The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (39 months validity)
- ii. Bank Guarantee (As per Annexure-10) (39 months validity)

27.2 Performance Guarantee will be refunded after completion of the specified period.

27.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/de-bar the contractor.

27.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the contractor to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, The loss caused thereby shall fall on the supplier and the supplier shall forthwith on demand furnish additional security to the University to make good the deficit.

28.0 Period of Contract

28.1 Period of CAMC contract will be initially for a period of one year from the date of signing of contract. The contract may be renewed for a period of one year and extendable upto three years on the basis of satisfactory services of previous year with same terms & conditions.

28.2 Vendor has to provide the full support as and when required in any case. Technician may be called for on-site support any time. No TA/DA etc. shall be paid.

29.0 Payment Terms

All CAMC charges will be made half yearly basis (6 months basis) after submission of invoice and satisfactory work report duly signed and stamped by various University Deptt/University School of Studies as well as designated technical officers of UITS.

29.1 Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount, Bank detail etc.

29.2 No advance payment will be made under any circumstances.

29.3 *Any increase or decrease of taxes, duties or prices of components, etc, will not affect the CAMC rates during the entire period of CAMC.*

30.0 Preventive Maintenance Terms and Conditions:-

- (i) *The agency shall carry out preventive maintenance regularly and shall plan as per schedule of quantities. Such that maintenance is carried out in each equipment at least once in three months. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment. Logbook format has been annexed as ANNEXURE - 9*
- (ii) *The schedule of preventive maintenance shall be as follows:-*

Cleaning of all equipment using dry vacuum air, brush soft Muslin clothes, running of test programmers to ensure quality print/ date reliability. Checking of power of test programmers to ensure quality print/

reliability. Checking of power supply source for proper grounding and safety of equipment. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.

30.1 The payment towards CAMC shall be released to the vendor on **half yearly basis**, only for actual working Computer, Hardware and Peripheral as per status record of inventory duly signed by the head of USS/ Department(s) of the University to be submitted by the engineer on quarterly basis as per Annexure - 12.

31.0 Arbitration and Settlement of Disputes:

31.1 University and the contractor shall make every effort to resolve amicably by direct informal negotiation their differences or disputes arising between them under or in connection with the University order.

31.2 If after thirty (30) days from the commencement of such informal negotiations, University and the supplier are unable to resolve amicably the dispute; either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:

31.3 Any dispute or differences whatsoever arising out of this contract shall be settled by Arbitrator in accordance with provisions of Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final and binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor of GGSIP University.

31.4 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.

31.5 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only

31.6 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

32.0 Force Majeure For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the affects thereof on the performance of its obligations under this Work Order.

If a Force Majeure situation arises, the supplier shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

SECTION II

INFORMATION REGARDING TECHNICAL ELIGIBILITY
(Annexure 1 to 11 for submission of bid)

(Separate information for each items of tender is be given)

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGSIU
Sector 16C, Dwarka,
Delhi

Tender no. : _____ **Dated** _____

Sub: Submission of Tender Document for the work of “**Comprehensive Annual Maintenance Contract of Computer Hardware & Peripherals** as per detail given in Annexure-G at GGSIU Campus, Sector 16C, Dwarka, New Delhi”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant true & correct information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.
5. Having read the terms and conditions of the above-mentioned tender and services to be provided, I / We undersigned, offer to provide Comprehensive Annual Maintenance Contract of Computer Hardware & Peripherals in conformity with the conditions of contract.
6. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
7. If our Bid is accepted, we will obtain the bank guarantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the contract.

8. We agree to abide by this bid for a period of 75 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

9. Until an agreement is signed and executed, this bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

10. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent alteration and/or replacement.

11. We understand that you are not bound to accept the lowest or any bid, you may receive.

12. GGSIP University reserves the right to cancel the tender without assigning any reason.

13. GGSIP University reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Place

**Name & Signature(s) of Bidder(s)
with seal of the Firm**

Date

Name of Bidder(s) _____

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary/Magistrate)

Tender no. : _____ **Dated** _____

Sub: Submission of Tender Document for the work of “**Comprehensive Annual Maintenance Contract of Computer Hardware & Peripherals** as per detail given in Annexure-G at GGSIPU Campus, Sector 16C, Dwarka, New Delhi”.

I/We _____ S/o Sh _____ Resident of (Address) _____ do solemnly pledge and affirm:

That I/We certifying that I/We, M/s _____ in submission of this offer confirm that:-

- i) I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) I/We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Our businesses have not been banned by any Govt. Organization / PSUs / Institutions / Schools / Universities in the last three years up to the submission date of bidding.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and we shall be liable for blacklisting, banning or forfeited, cancellation, penalty as deemed fit by the University.
- vii) That no criminal case has been registered against I/we in last three years on the date of bid submission.
- viii) I / We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) None of our relative is working in the University.
- x) I / We will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University.

Place

Name & Signature(s) of Bidder(s) with seal of the Firm

Date

Name of Bidder(s) _____

COMPLIANCE TO BID REQUIREMENT
(Separate for each bid)

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____

ORGANISATION STRUCTURE*(Separate for each bid)*

1. Company Name _____
2. Registration Number _____
3. Registered Address _____

Name of Partners/ Director _____

City _____

Postal Code _____

Company's Establishment Year _____

Company's Nature of Business _____

Company's Legal Status

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

CONTACT DETAILS

Contact Name : _____

Email Id : _____

Designation : _____

Phone No. : _____

Mobile No : _____

Bank Details

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD : _____

Name of Bank : _____

IFSC No. (Bank) : _____

Enclose Cancel Cheque Copy

Branch Address and Branch Code : _____

: _____

Other Details

Vendor's PAN No. : _____

Vendor's GST No. : _____

7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of

partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :

1. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :

12. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded)

Item	2016-17	2017-18	2018-19
Gross Annual turnover on works(with paper proof) (In Lakhs)			
Profit/Loss(In Lakhs)			

- 2) Proposed financial arrangements for carrying out the proposed work.

Note: Attach certified copies of Balance Sheet of all years (2016-2018) audited, signed & stamped by Chartered Accountant.

Signature of Chartered Accountant with Seal

Place

Name & Signature(s) of Bidder(s) with seal of the Firm

Date

Name of Bidder(s) _____

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH OF MARCH 2019

S. No.	Owner of organization	Value in Lacs of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending/ in progress with details on the day of bidding*	Name and address/ telephone number of officer to whom reference may be made	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	8	9

- i. “Value” shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Work completion certificate shall be attached.

* Indicate gross amount claimed and amount awarded in the Litigation/ arbitration.

Signature of Bidder(s) with Seal

SECTION III**TECHNICAL SPECIFICATIONS**

Approximate number of various Computer, Hardware & Peripherals installed at various branches / University School of Studies

Computers

MAKE	Quantity in Nos.
Acer+HCL+HP (i7)	261
Acer+HCL+HP (i5)	981
HCL (i3)	3
HP+Lenovo+LG+Samsung (Core 2 Duo)	36
HP+IBM (Pentium)	10
Dell+HCL (Pentium 4)	7
TOTAL	1298

Printers

MAKE	Quantity in NOS
HP LaserJet Pro 400 Printer M401d	1
HP LaserJet Pro CM1415fnw Color	2
Canon LBP 2900B	1
Canon LBP 3300	1
Canon LBP2900B	1
HP 2060 All in One K110	1
HP 915 Deskjet All in One	1
HP Color LaserJet 2600n	2
HP Color LaserJet 2605dn	3
HP ColorLaserjet CP1025	2
HP Color LaserJet CP2025	21
HP Color LaserJet CP3525dn	2
HP ColorLaserjet CP5225	1
HP Color LaserJet Pro MFP M177	2
HP Deskjet 1000	3

MAKE	Quantity in NOS
HP Deskjet 3050	1
HP Deskjet 5652	1
HP Deskjet D1668	1
HP Deskjet Printer	2
HP LaserJet M1136 MFP	11
HP LaserJet 1000	4
HP LaserJet 1010	21
HP LaserJet 1015	2
HP LaserJet 1020	10
HP LaserJet 1020 Plus	6
HP LaserJet 1022	4
HP LaserJet 1200	5
HP LaserJet 1320	24
HP LaserJet 1320N	11
HP LaserJet 2430n	1
HP LaserJet 3015	1
HP LaserJet 3055	3
HP LaserJet 5200	1
HP LaserJet 5550	1
HP LaserJet 9040	1
HP LaserJet 9040dn	5
HP LaserJet Color 1213	1
HP LaserJet Color M251n	2
HP LaserJet Color M451dn	1
HP LaserJet Color MFP M175a	1
HP LaserJet CP1025	1
HP LaserJet M1005	1
HP LaserJet M1216 MFP	2
HP LaserJet M1319F MFP	3
HP LaserJet M1522n	3
HP LaserJet M1522nf	4
HP LaserJet M1536dnf	41

MAKE	Quantity in NOS
HP LaserJet P1007	21
HP LaserJet P1108	5
HP LaserJet P1505	17
HP LaserJet P1536	4
HP LaserJet P1566	6
HP LaserJet P1606dn	119
HP LaserJet P1660	1
HP LaserJet P2015	8
HP LaserJet P2015d	7
HP LaserJet P2015dn	7
HP LaserJet P2035	7
HP LaserJet P2055dn	6
HP LaserJet P3005dn	3
HP LaserJet P3015	14
HP LaserJet P3015dn	1
HP LaserJet Pro M1213nf	2
HP PSC 1210 All-in-One	1
HP PSC 1400 All-in-One	1
Konica Minolta pagepro 1390 MF	1
Ricoh Aficio SP100SU	1
Samsung ML-1640 Laser Printer	7
Samsung ML-2010 Laser Printer	4
Samsung ML-3710 Laser Printer	4
Samsung SCX-4300	1
Samsung SCX-4828FN	1
TVS Dot Matrix	1
TOTAL	470

Scanners

MAKE	NOS
CANON M11065 / DR-2010	1
HP SCANJET 2410	1

MAKE	NOS
HP SCANJET 4370	1
HP SCANJET 4850	2
HP SCANJET 5509	6
HP SCANJET 5590	40
HP SCANJET G2410	1
HP SCANJET G3110	1
HP SCANJET G4010	1
HP SCANJET G4050	2
HP SCANJET N8460	1
TOTAL	57

(Approximate figures are mentioned in the table. It may increase or decrease as and when new items are added to the CAMC on completion of warranty period or items are deleted when they become obsolete or un-usable/un-serviceable or beyond economic repair.)

SECTION IV

Annexure-8

Financial Bid

Performa for Quotation of Rates for CAMC of Computer, Hardware & Peripherals

NAME & ADDRESS OF THE FIRM : _____

NAME OF THE CONTRACTOR : _____

S.No	Description	Quantity in Numbers (Approx.)	CAMC Rate per Annum Excluding Tax	CAMC Cost per Annum
A	B	C	D	E=CXD
1.	Acer+HCL+HP (i7) (Computer)	261		
2.	Acer+HCL+HP (i5) (Computer)	981		
3.	HCL (i3) (Computer)	3		
4.	HP+Lenovo+LG+Samsung (Core 2 Duo) (Computer)	36		
5.	HP+IBM (Pentium) (Computer)	10		
6.	Dell+HCL (Pentium 4) (Computer)	7		
7.	HP LaserJet Pro 400 Printer M401d (Printer)	1		
8.	HP LaserJet Pro CM1415fnw Color (Printer)	2		
9.	Canon LBP 2900B (Printer)	2		
10.	Canon LBP 3300 (Printer)	1		
11.	HP 2060 All in One K110 (Printer)	1		
12.	HP 915 Deskjet All in One (Printer)	1		
13.	HP Color LaserJet 2600n (Printer)	2		
14.	HP Color LaserJet 2605dn (Printer)	3		
15.	HP ColorLaserjet CP1025 (Printer)	2		
16.	HP Color LaserJet CP2025 (Printer)	21		
17.	HP Color LaserJet CP3525dn (Printer)	2		
18.	HP ColorLaserjet CP5225 (Printer)	1		
19.	HP Color LaserJet Pro MFP M177 (Printer)	2		
20.	HP Deskjet 1000 (Printer)	3		

S.No	Description	Quantity in Numbers (Approx.)	CAMC Rate per Annum Excluding Tax	CAMC Cost per Annum
21.	HP Deskjet 3050 (Printer)	1		
22.	HP Deskjet 5652 (Printer)	1		
23.	HP Deskjet D1668 (Printer)	1		
24.	HP Deskjet Printer (Printer)	2		
25.	HP LaserJet M1136 MFP (Printer)	11		
26.	HP LaserJet 1000 (Printer)	4		
27.	HP LaserJet 1010 (Printer)	21		
28.	HP LaserJet 1015 (Printer)	2		
29.	HP LaserJet 1020 (Printer)	10		
30.	HP LaserJet 1020 Plus (Printer)	6		
31.	HP LaserJet 1022 (Printer)	4		
32.	HP LaserJet 1200 (Printer)	5		
33.	HP LaserJet 1320 (Printer)	24		
34.	HP LaserJet 1320N (Printer)	11		
35.	HP LaserJet 2430n (Printer)	1		
36.	HP LaserJet 3015 (Printer)	1		
37.	HP LaserJet 3055 (Printer)	3		
38.	HP LaserJet 5200 (Printer)	1		
39.	HP LaserJet 5550 (Printer)	1		
40.	HP LaserJet 9040 (Printer)	1		
41.	HP LaserJet 9040dn (Printer)	5		
42.	HP LaserJet Color 1213 (Printer)	1		
43.	HP LaserJet Color M251n (Printer)	2		
44.	HP LaserJet Color M451dn (Printer)	1		
45.	HP LaserJet Color MFP M175a (Printer)	1		
46.	HP LaserJet CP1025 (Printer)	1		
47.	HP LaserJet M1005 (Printer)	1		
48.	HP LaserJet M1216 MFP (Printer)	2		
49.	HP LaserJet M1319F MFP (Printer)	3		

S.No	Description	Quantity in Numbers (Approx.)	CAMC Rate per Annum Excluding Tax	CAMC Cost per Annum
50.	HP LaserJet M1522n (Printer)	3		
51.	HP LaserJet M1522nf (Printer)	4		
52.	HP LaserJet M1536dnf (Printer)	41		
53.	HP LaserJet P1007 (Printer)	21		
54.	HP LaserJet P1108 (Printer)	5		
55.	HP LaserJet P1505 (Printer)	17		
56.	HP LaserJet P1536 (Printer)	4		
57.	HP LaserJet P1566 (Printer)	6		
58.	HP LaserJet P1606dn (Printer)	119		
59.	HP LaserJet P1660 (Printer)	1		
60.	HP LaserJet P2015 (Printer)	8		
61.	HP LaserJet P2015d (Printer)	7		
62.	HP LaserJet P2015dn (Printer)	7		
63.	HP LaserJet P2035 (Printer)	7		
64.	HP LaserJet P2055dn (Printer)	6		
65.	HP LaserJet P3005dn (Printer)	3		
66.	HP LaserJet P3015 (Printer)	14		
67.	HP LaserJet P3015dn (Printer)	1		
68.	HP LaserJet Pro M1213nf (Printer)	2		
69.	HP PSC 1210 All-in-One (Printer)	1		
70.	HP PSC 1400 All-in-One (Printer)	1		
71.	Konica Minolta pagepro 1390 MF (Printer)	1		
72.	Ricoh Aficio SP100SU (Printer)	1		
73.	Samsung ML-1640 Laser Printer (Printer)	7		
74.	Samsung ML-2010 Laser Printer (Printer)	4		
75.	Samsung ML-3710 Laser Printer (Printer)	4		
76.	Samsung SCX-4300 (Printer)	1		
77.	Samsung SCX-4828FN (Printer)	1		
78.	TVS Dot Matrix (Printer)	1		

S.No	Description	Quantity in Numbers (Approx.)	CAMC Rate per Annum Excluding Tax	CAMC Cost per Annum
79.	CANON M11065 / DR-2010 (Scanner)	1		
80.	HP SCANJET 2410 (Scanner)	1		
81.	HP SCANJET 4370 (Scanner)	1		
82.	HP SCANJET 4850 (Scanner)	2		
83.	HP SCANJET 5509 (Scanner)	6		
84.	HP SCANJET 5590 (Scanner)	40		
85.	HP SCANJET G2410 (Scanner)	1		
86.	HP SCANJET G3110 (Scanner)	1		
87.	HP SCANJET G4010 (Scanner)	1		
88.	HP SCANJET G4050 (Scanner)	2		
89.	HP SCANJET N8460 (Scanner)	1		
90	Man Power Charges for posting of qualified Technical Person(s) having knowledge of repair & maintenance of all items mentioned above	03		
Grand Total Cost for one year (Rs.)				Rs

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Financial Bid of
Rs _____ (Rupees) _____)
(Total amount in words & figure)

CAMC rate quoted above should include all charges and taxes

- Cost comparison will be on the basis of Grand Total Cost for one year calculated for all above mentioned items, L-1 bidder will be decided the basis of Grand cost of all items in above table.
- The quantities mentioned above are estimated and not actual quantity. There may be variation in quantity.
- Before start of the contract, physical asset verification to be conducted by the vendor at their own cost.

Date:

**Name and Signature of bidder
With Corporate Seal**

PREVENTIVE MAINTENANCE OF COMPUTER, HARDWARE AND PERIPHERAL
AT GGSIPU

School/ Department :
 Location/ Room No. :
 Telephone No. :
 Period :
 Date :
 M/c type (with Sr. No.) :
 M/c Configuration :

- (A) **System**
- i) Cleaned-Dust (Y/N) :
 - FDD/HDD (Y/N) :
 - CDROM(LENS) (Y/N) :
 - CPU (M/ B etc.) (Y/N) :
 - ii) Configuration Checked (Y/N) :
 - iii) OS/ Drive Checked (Y/N) :
 - iv) Network Connectivity OK (Y/N) :
 - v) Performance OK (Y/N) :
- (B) Virus Checked OK (Y/N) :
- i) Virus Scanner used (Y/N) :

General Layout :
 Suggestions (If any) :
 Remarks :

User	Office In Charge	Engineer
Name :	Name :	Name :
Designation :	Designation :	Organization :
Email-id :	Email-id :	
Telephone No. :	Telephone No. :	

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, -----(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We, -----(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, -----(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

FORMAT OF AGREEMENT**AGREEMENT**

(To be executed on Rs.100/- non-judicial stamp papers after award of contract)

This agreement made on the _____ day of _____ 2019 between the Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi – 110078 and M/s _____ (name and address of vendor) (hereinafter called 'Contractor or the vendor').

Whereas the University is desirous that Contractor / Vendor executes CAMC – Computers, Hardware and Peripheral services as per tender document (hereinafter called 'the services') and the University has accepted the Bid by the Vendor for execution and completion of such services.

NOW THIS AGREEMENT WITNESSETH as follows:

1. This contract will be valid for a period _____ to _____ for Desktop PC and Peripherals hardware mentioned in Annexure ____
2. As on date of contract, the contract is valued for Rs. _____ (in words Rs. _____) including taxes applicable as on date of the contract which may vary in accordance with the addition / deletion of hardware for CAMC, changes in rates & rules of Taxation without any variation in the CAMC charges.
3. Further, the number of hardware items may be increased or decreased during the period of CAMC, which may be included or excluded from the list and the location of the equipment's may also be changed. The rate quoted will also be applicable for the items included or excluded during the CAMC period.
4. Request for Proposal (RFP) _____ dated _____, Technical and Financial bids submitted by the vendor, CAMC related order issued by the University, under which this agreement is signed shall be deemed to form and construed as part of this Agreement.

Name & Address: Signature of the Company

In the presence of:

Name & Address: For and on behalf of GGS IP University

In the presence of:

