



**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING  
ORGANISATION**

(An Autonomous body of Govt. of India, M/o HUA)  
6<sup>th</sup> Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi – 110 001  
Phone: 23739722/ 23717249/ Fax No.23717250  
Email: [cgewho@nic.in](mailto:cgewho@nic.in) Website: <https://cgewho.in/>

**File No. A-202/10/3**

**Date: 01/09/2022**

**TENDER NOTICE**

**Tender for AMC of Computers, Printers, Laptops Network item, Servers, UPS**

GEWHO, an Autonomous body of Govt. of India functioning under aegis of Ministry of Housing and Urban Affairs intends to take services from firms/agencies having experience of maintaining and hosting websites.

Offline tenders are invited for CGEWHO, in two bids system – Technical and Financial from reputed agencies for a period of two years, which is further extendable on annual basis on same rates and terms and conditions subject to satisfactory performance. Tender may be studied and downloaded from the website [www.cgewho.in](http://www.cgewho.in). Last date for receipt of quotations is 21/09/2022 upto 1600 hrs at the address mentioned above.

**Schedule of Bidding:**

Tender No.	File No. A-202/10/3
Tender form available at the CGEWHO Website and Central Public procurement portal	<a href="https://cgewho.in/">https://cgewho.in/</a> <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
Performance Security from Successful bidder	5% of the value of contract. DD in favour of CGEWHO, New Delhi
Last date for submission of bids	<b>21/09/2022</b> <u>till 16:00Hrs.</u>
Opening of technical bids	<b>22/09/2022</b>

### **3. Eligibility Criteria**

In order to participate in this bid, the Bidder should meet following eligibility criteria

<b>Sr.No.</b>	<b>Parameter</b>	<b>Pre-Qualification Criteria</b>	<b>Document Required</b>
1	Existence of the agency	The agency should have been in existence of more than 2 years as on last date of tender submission.	Incorporation certificate.
2	Tax registration	The bidder should be registered for sales /services	GST and PAN
3	Office location	Bidder should have office in Delhi	Proof of the office address
4	Customer detail	The party must have experience in maintenance of computers, printers, laptops, server etc. with at least one PSU/Govt. of India organization	Service order from the customer with completion certificate.
5	Blacklisting	The bidder should not have been blacklisted by Central / State Government/ PSU in India at the time of submission of the Bid	Self-declaration by Bidder
6	Manpower	The bidder should have Minimum (05) Technical Manpower.	List of employees on letter head
7	Annual Turnover	The bidder should have Minimum 15 (Fifteen) Lakh turnover.	Balance sheet last two year

**Note:** If Bidder does not meet above eligibility criteria, the Bid will not be considered for financial evaluation.

#### **4. Instructions to Bidders:-**

1. Vendor must sign and write page no. on all the papers.
2. Financial offer should be in the same form as specified in this document. It must be submitted in separate sealed envelope as per annexure - A.
3. Payment terms: The payment will be released half yearly in advance on submission of GST Invoice containing CGEWHO GST number 07AAATC1861B1ZA subject to satisfactory performance.
4. CGEWHO reserves the right to change any bid condition after inviting/opening the bids, with/without prior notification.
5. CGEWHO reserves the right to cancel any or all of the bids without assigning any reasons.
6. CGEWHO reserves the right to cancel whole Bid process at any stage. CGEWHO CEO decision will be final and abide to all the bidders.
7. All correction/addition/deletion shall require authorized countersign.
8. Bidder may remain present at the time of bid opening as per the schedule decided by CGEWHO.
9. There shall be 2 sealed envelopes in the sealed main cover with the heading “Bid for AMC of computers, Printers, Network item, Server, UPS etc.”
  - a) A first separate envelop with the heading “Technical Bid - AMC of computers, printers, Network item, Server, UPS etc.” containing technical information.
  - b) The second envelope marked as financial bid with heading “Financial Bid - AMC of computers, Printers, Network, item Server, UPS etc.” with properly sealed and marked.

Each and every page of the bid must be signed and stamped by the bidder. In financial bid the amount quoted must be mentioned in figures and words. Overwriting and cutting is not allowed. In case of difference between amount (written in words) and figures, amount written in words will be considered as final.

10. Proposals after due time period will not be accepted.
11. Submit your quotation in sealed envelope only (Do not simply Staple).
12. Do not email your offer.

**5. Scope of work** : AMC covers following items: 38 Nos. of Desktops, 09 Nos. of Laptop, 22 Nos of Printers, 36 Nos of UPS and 100 network components(router and switches), fixing/installation of LAN cable, LAN I/Os etc. as per the list given in **Annexure-B**.

However, the above said number may increase or decrease. Please quote for 7Ah Battery (Exide make) to be replaced in UPS, McAfee Total Security(for desktop & laptop) valid for three years, UTP CAT 6 LAN cable per meter with installation/fixing whenever required at a fixed price, during the AMC period. For UPS batteries, Antivirus, UTP CAT 6 LAN cable cost will be paid by us as per the actual number of batteries replaced in UPS, antivirus supplied and UTP CAT 6 LAN cable used.

**6. Bid Evaluation Bid will be evaluated as per following process:**

Proof of Eligibility criteria.

Correctness of the bid as per all the terms and conditions. If all above documents are submitted and match as per criteria, then only bidder will be considered as technically qualified for comparison of commercial offer.

- a) Final Price = Grand Total : as per Annexure – A.
- b) Successful bidder will be L1 as per final price as above.
- c) In case of multiple bidders offer to supply at L1 rate the company with maximum experience will be considered.
- d) If successful bidder not perform work after issue of WO/PO then the same price should be offered to L-2, L-3 etc.

## **GENERAL TERMS & CONDITIONS**

1. **INCOMPLETE TENDER OR LATE TENDER:** Tenders received late, unsealed or without superscription or incomplete in any other respect are liable to be rejected. For such cases the decision of the tender opening committee constituted by CGEWHO management will be final.
2. **SUCCESSFUL TENDERER:** The successful tenderer shall be informed of the intention of CGEWHO to award the work through letter of intent/ Purchase Order before the date of expiry of the validity of the tender.
3. **QUALITY OF MATERIAL/EQUIPMENT/SERVICES:** The supplies made must be strictly in accordance with the laid down specification of the tender. Supplies deviating from the specification shall be liable to be rejected by CGEWHO at its sole discretion. Maintenance call for the above items shall be attended by you within 24 hrs. after lodging the complaint by us (CGEWHO). A penalty of Rs.500/- per day shall be imposed if, call is not attended by you within 24 hrs. of our complaint. However, the penalty will not be imposed on holidays.
4. **RISK PURCHASE:** In the event of failure or delay on the part of the supplier to fulfil his obligation in the execution of the order/contract to CGEWHO satisfaction, CGEWHO shall have the right to terminate the order/contract and make necessary alternate arrangements for completion of the order/contract through other means at delinquent suppliers risk and cost. In such an event the Performance security deposit will be forfeited without prejudice to CGEWHO right to claim compensation from supplier for the loss incurred by CGEWHO as a result of supplier's failure to fulfill his obligation under the contract/order conditions. The damages so claimed by CGEWHO will be in addition to the liquidated damages recoverable by CGEWHO as mentioned in our liquidated damage clause. The supplier shall have no claim for compensation for any loss that may accrue from any material he might have collected or engagements, he may have entered into on account of the order/contract.
5. **LOSS/DAMAGE** to CGEWHO's property due to the negligence or commission of the contractor or his personnel working at the premises of CGEWHO will have to be made good by the contractor/supplier.
6. During the pendency of order no revision of price shall be entertained. Price breakup should be shown distinctly in the Price Bid.
7. Price offered by the tenderers shall remain firm during the validity of order from the date of issue of LOI/Placement of order as the case may be.
8. **Transit Risk & Insurance:** - Transit insurance, if any, should be arranged by the supplier at their cost since the material is to be supplied on F.O.R. our Stores basis.
9. **FORCE MAJEURE:** If the execution of the work by the successful tenderer is delayed beyond the stipulated period given in the purchase order as a result of outbreak of war, acts of God, fire, flood and earth quakes, strikes, riots or acts of nature the supplier shall not be held responsible for such delay and CGEWHO and the supplier shall immediately consult with each other to determine

the measures to be taken. The Supplier shall have to provide proof of existence of such condition of force majeure as stipulated above to entire satisfaction of CGEWHO duly certified by an appropriate authority as required by CGEWHO in the event of enforcement of the force majeure clause to justify the delay in execution of the work. The supplier shall not be allowed to sublet or assign the work awarded hereunder to any other party unless approved by CGEWHO in writing.

10. ARBITRATION/CONCILIATION: All disputes and differences arising between the parties in respect of the order/contract or breach thereof will be decided by a sole arbitrator appointed by CEO CGEWHO. The Arbitration is to be proceeded under the Indian Arbitration Act and the rules framed thereunder. The decision of the arbitration will be binding to all parties to proceedings and the laws applicable will be Law of India. The venue for arbitration shall be Delhi.

11. LEGAL JURISDICTION : Dispute, if any, arising out of supplies made against purchase order for Head Office shall be subject to the jurisdiction of Delhi courts for all legal matters pertaining to the Purchase Order, as the case may be.

We hereby confirm that the above terms & conditions are acceptable to us.

SIGN OF AUTHORISED SIGNATORY

NAME OF SIGNATORY \_\_\_\_\_

FIRM'S NAME \_\_\_\_\_

SEAL \_\_\_\_\_

Date \_\_\_\_\_

## Financial Bid format

S. NO.	Description	Quantity	Unit Price	GST	Total
1	Desktops	38			
2	Laptop	09			
3	Printer	22			
4	800/1000 VA UPS	34			
5	10KVA Online UPS (Uniline make)	01			
6	3KVA Online UPS (Su-Kam make)	01			
7	Network Component-Switch/Router	04			
8	I BOX	100			
Grand Total:					
	<p>Specifications of UPS:</p> <p>(i) 800/1000 VA,12 Volt, 7Ah Battery for UPS (No of UPS:- 34).</p> <p>(ii) 160Ah,12 Volt, SMF Batteries (No of UPS:- 1)</p> <p>(iii) 42 Ah, 12 Volt, SMF Batteries (No of UPS:- 1)</p> <p>Note: Actual may vary as per the requirement during the year</p>				

## Summary of Computers, printer, laptop, UPS, Servers etc for AMC

<b>S. NO.</b>	<b>Description</b>	<b>Quantity</b>
1	Computer	38
2	Laptop	09
3	Printer	22
4	800/1000 VA UPSUPS	34
5	10KVA Online UPS (Uniline make)	01
6	3KVA Online UPS (Su-Kam make)	01
7	Network Component-Switch/Router	04
8	I BOX	100

The Interested agencies/firms may drop their Bids/ Tenders in the tender box at Head Office:

The CEO, CGEWHO  
6th Floor, 'A'-Wing  
Janpath Bhawan, Janpath  
New Delhi -110001

Yours faithfully,

(Roshan Kishore)  
Asstt. Director (Admn)  
CEO, CGEWHO



## Details of Computers, Printers and UPS

S.no	Make	Specifications	Printers	UPS
1.	Dell	I5 Processor HDD: 1TB RAM: 8GB Windows 10	Colour Laser Jet MFP M177fw	Luminous  Model: LB 1000 UNO
2.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	No Printer	Uniline
3.	Dell	Pentium CPU RAM: 4GB HDD: 500GB Windows 10	HP LaserJet Pro MFP M128fn	Uniline
4.	HP	i3 Processor HDD: 1TB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Uniline
5.	HP	i3 Processor HDD: 1TB RAM: 4GB Windows 10	No Printer	No UPS
6.	Acer	I5 Processor HDD: 1TB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Uniline
7.	HP	i3 Processor HDD: 1TB RAM: 4GB Windows 10	Laser Jet Pro MFP 128fn	Uniline smart Power
8.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Uniline
9.	HP	i3 Processor HDD: 1TB RAM: 4GB Windows 10	No Printer	Uniline
10.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	No Printer	Uniline
11.	HCL	Pentium Processor HDD: 500GB RAM: 4GB	No Printer	Uniline

		Windows 10		
12.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Uniline smart Power
13.	Acer	I5 Processor HDD: 1TB RAM: 4GB Windows 10	Laser Jet Pro MFP 128fn	Uniline
14.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 126nw	Uniline smart Power
15.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 126nw	Microtek  Model: TGE PRO 1000
16.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	No Printer	Uniline
17.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	No Printer	Uniline smart Power
18.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 126nw	Uniline smart Power
19.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	No Printer	Uniline
20.	Acer	Core 2 Duo HDD: 500GB RAM: 4GB Windows 10	Laser Jet Pro MFP 128fn	Luminous  Model: LB 1000 UNO
21.	Acer	Core 2 Duo HDD: 500GB RAM: 4GB Windows 10	No Printer	Luminous  Model: LB 1000 UNO
22.	HP	i3 Processor HDD: 1TB RAM: 4GB	No Printer	Microtek  Model: TGE PRO

		Window 10		1000
23.	Acer	Core 2 Duo HDD: 500GB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	No UPS
24.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 136nw	Uniline Smart Power
25.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 126nw	Uniline
26.	HCL	Pentium Processor HDD: 500GB RAM: 4GB Windows 10	No Printer	Uniline
27.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	No Printer	No UPS
28.	Intex	Core 2 Duo HDD: 500GB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Uniline
29.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	Laser Jet Pro MFP 126nw	Microtek Model: TGE PRO 1000
30.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	Laser Jet Pro MFP 128fn	Uniline
31.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	HP LaserJet Pro MFP M126nw	Luminous Model: LB 1000 UNO
32.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	No Printer	Uniline
33.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	HP LaserJet Pro MFP M126nw	Zebronics Model: ZEB-

				U725
34.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	No Printer	Uniline
35.	HP	i3 Processor HDD: 1TB RAM: 4GB Window 10	No Printer	No UPS
36.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	HP LaserJet Pro MFP M128fn	Uniline
37.	Acer	Core 2 Duo HDD: 320GB RAM: 4GB Windows 10	No Printer	Uniline
38.	Acer	Pentium Processor RAM: 4GB HDD: 500GB	Laser Jet Pro MFP 126nw	Uniline
<b>Total</b>		<b>38</b>	<b>22</b>	<b>34</b>

Computer = 38, Printer = 22 and UPS = 34