



Accreditation by the Joint Accreditation System of Australia and New Zealand, Acc.No. S 14100994M

GST-09AABCN8973F1Z2

राष्ट्रीय बीज निगम लिमिटेड

(भारत सरकार का संस्थान-“मिनी रत्न कम्पनी)

क्षेत्रीय कार्यालय-लक्ष्य प्लाज़ा,आईएनएस-19,सेक्टर 7-
सी,वृन्दावन योजना,अमर शहीद पथ,लखनऊ-226029

PHONE NO-0522-7118213,3516971

e-mail id : rm.lucknow@indiaseeds.com

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING-“MINI RATNA
COMPANY”)

REGIONAL OFFICE, LAKSHI PLAZA,INS-19, SEC-7C,
AMAR SAHID PATH LUCKNOW-226029

CIN:U74899DL1963GOI003913

पत्रांक:-आईटी/एएमसी/रा.बी.नि.लि./लखनऊ/2020-21

दिनांक:-12/10/2020

निविदा आमंत्रण सूचना

राष्ट्रीय बीज निगम लिमिटेड, लखनऊ व इसकी उप इकाइयों में लगे हुए कम्प्यूटरों,प्रिंटरों व लैपटाप के रख रखाव के लिए वार्षिक आधार पर अनुबन्ध (एएमसी) हेतु ई-निविदा आमंत्रित करता है।

निविदा प्रपत्र निगम की वेबसाइट www.indiaseeds.com व <https://indiaseeds.eproc.in> तथा <https://eprocure.gov.in> पर देखे जा सकते हैं।

निविदा ऑनलाइन प्राप्त होने की अंतिम तिथि 03-11-2020 अपरान्ह 13 बजे तक है जो की उसी दिन 14 बजे खोली जा सकती है।

भविष्य में इस निविदा से संबन्धित कोई अन्य सूचना सिर्फ निगम की वेब साइट पर ही अपलोड की जाएगी।

क्षेत्रीय प्रबन्धक



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CIN:U74899DL1963GOI003913

File No.: IT/AMC/09/NSC/2020-21

Dated:-12-10-2020

NOTICE INVITING E-TENDER

E-tenders under Two Bid Systems are invited from reputed/registered/Experienced companies for providing Comprehensive Annual Maintenance Contract of Computers, Laptops, Laser Printers, Multifunction Laser Printers with following available items at Regional Office, Lucknow and its area offices in UP and Uttarakhand for a initial **period of 1 year** which may be extended:-

Sr.No.	Details of Hardware items	Qty.(nos)	Make
1	Laptops	01	HP/Dell
2	Computers	50	HP/Dell/INTEX/ HCL/IBM/Lenovo
3	Laser and Multifunction Printers/	34	HP

Tender Schedule & Contact Details:

Particulars	Details
Download End Date/time :	03-11-2020 up to 1300 Hrs
Schedule for online bid submission:	Upto 13:00 Hrs on 03-11-2020
Schedule for opening Technical Bid:	After 2:00 PM on 03-11-2020
Validity of Bids	90 Days.
Tender Fee(To be deposited online – Non Refundable)	₹ 1180/- (Rupees One Thousand One Hundred Eighty Only.)
EMD Fee (To be deposited online – Refundable)	₹ 5000/- (Rupee Five thousand only)
Address for Communication	National Seeds Corporation Ltd. –Regional Office Lucknow
Contact Person(PhoneNo & E-Mail)	Pradeep Kumar Dwivedi, Incharge-IT, Mob:-7705023272 Email : nsclkoit@gmail.com

Details of eligibility criteria, tender schedule and other Terms and Conditions can be viewed and downloaded from <https://indiaseeds.eproc.in> www.indiaseeds.com & <https://eprocure.gov.in> . Interested parties may submit their bid on or before **13:00 Hrs on 03-11-2020** and has to deposit Tender participation fee of ₹ 1000/- through NSC's e-Tender portal. Technical bid may be opened on same day at 1400 Hrs. and schedule of financial bid opening will be intimated after Technical bid evaluation. NSC reserves the right to make any alteration/modification in Tender Document or scrap the Tender at any stage without assigning any reason. Any corrigendum will be published on websites only.

Regional Manager

NATIONAL SEEDS CORPORATION LTD.

INSTRUCTIONS TO BIDDER – ONLINE MODE

Section-1

● DEFINITIONS

- ➤ **C1 India Private Limited:** Service provider to provide the e-Tendering Software.
- ➤ **NSCL e-Procurement Portal:** An e-tendering portal of National Seeds Corporation Limited
- (“NSCL”) introduced for the process of e-tendering which can be accessed on
- <https://indiaseeds.eproc.in>.
- **I. ACCESSING / PURCHASING OF BID DOCUMENTS :**
- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both
- DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency
- under CCA, Ministry of Electronics and Information Technology, Government of India to
- participate in e-tendering portal of NSCL. Bidders can see the list of licensed CA’s from
- the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders.
- Bidder
- may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered
- with the NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>) to have a user ID & Password
- which has to be obtained by submitting a non-refundable annual registration charges of Rs.
- 3416/- inclusive of all taxes through **online** mode. Validity of Registration is 1 year.
- The amendments / clarifications to the tender, if any, will be posted on the NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>).

- To participate in bidding, bidders have to pay EMD (refundable) as per the amount
- mentioned in the tender document online through NEFT/RTGS after generating E-challan from <https://indiaseeds.eproc.in>.
- To participate in bidding, bidders have to pay Tender Processing Fee of Rs. 570/- inclusive
- of all taxes (Non-refundable) through online mode (internet banking/debit card/credit card).
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date.

- No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee' are mentioned in individual tender document as
- published at NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: **0124-4302033/36/37**, nsclsupport@c1india.com.
- It is highly recommended that the bidders should not to wait till the last date of bid
- submission to avoid complications like internet connectivity issue, network problems, system
- crash down, power failure, browser compatibility issue, system compatibility issue, improper
- digital signature certificate problem etc. In view of this context, neither M/s National Seeds Corporation Limited nor M/s. C1 India Pvt. Ltd will be responsible for such eventualities.

TERMS AND CONDITION OF THE TENDER

1 ESSENTIAL PREQUALIFICATION REQUIREMENTS FOR THE TENDERER:-

Qualification Criteria given below specify minimum Qualification Criteria in various areas to ensure that tenderer has necessary experience, expertise, financial and human resources to successfully provide the maintenance services of desired quality service. Offers from the tenderers not meeting these criteria shall not be considered; therefore, tenderers who do not meet these criteria may not submit their bid.

- i. **The tenderer must be 5 year experienced firm for providing the AMC** of computer hardware & peripherals.
- ii. **Experience for Annual Maintenance services:** The tenderer should have executed /inhand **at least 3 contracts of similar nature** involving maintenance of computer hardware including PCs, Laptops, Printers, MFPs for PSUs or Govt./Semi Government Department.
- iii. **The tenderer should be in Computer Maintenance business in three years** and in support of this, a copy of the work order along with **performance certificate** from the clients required to be submitted.
- iv. **Tenderer's Turnover** should **not be less than ₹ 05 Lakhs from the business of AMC of Computer in India for last three year**. The tenderer should be a profitable company. Copy of the document proof viz audited annual report/ITR Return for three years to be submitted.
- v. **The tenderer should have testing & repairing facility for computer equipment's.**
- vi. **NSCL may conduct** a survey to assess the suitability of this facility.
- vii. The tenderer should be financially sound to undertake AMC of such nature.
- viii. The tenderer should have expert and qualified manpower to undertake AMC of computer hardware. To undertake AMC, the tenderer should have CISCO / Jet King certified Engineers/minimum 3 - 5 years experienced Engineers.
- ix. The tenderer shall furnish the Clause-by-Clause Compliance Statement with respect to technical and Commercial Specifications & Bid evaluation criteria with respect to desired Tender Specs.
- x. The tenderer is required to furnish the requisite necessary Qualification Criteria supporting documents and Credentials as specified above, failing which the bids are likely to get rejected.
- xi. The tenderer shall employ only such individuals who are skilled and experienced in the works to be executed under the contract. On direction from the Regional Manager contractor shall immediately remove from the works any of his employees who in the opinion of the Regional Manager is not a fit person to be retained on the works or by his conduct has made his presence undesirable and such person shall not be positioned on the works again.

xi. Eligibility Criteria for selecting :

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Bidder Company	The bidder should be a registered company in India under companies Act 1956 or a firm registered under the Partnership Act 1932 or Limited Liability Act 2008 or A sole proprietorship firm.	1 Certificate of Registration as company or firm registered in India.
2	Offices and Experience and Technical Capability	Bidder should have an office/customer service centre in Lucknow and Operating in Lucknow for the last 5 years	<ul style="list-style-type: none"> • Self-attested address proof in respect of Office/CSC /Service Centre location.
3		Registered with the Service Tax Authorities etc. ITR return for the year 2017-18,2018-19,2019-20	<ul style="list-style-type: none"> • Registration Certificate GST / • Copy of PAN /TAN etc. • Copy of ITR return for the year 2017-18, 2018-19,2019-20
4		Bidder should have successfully completed/ current at least 3 work orders for AMC before 01-11-2020 along with the performance certificate from the Govt./PSU.	Provide 3 work orders to any Govt. Deptt./PSU. Along with the performance certificate from the Govt./PSU department on Letter head.
5		Annual turnover of the company through Annual Report balance sheet profit and loss.	Upload the audited annual report and profit and loss. 5 Lakh turn over from last 3 year.

2. SCOPE OF WORK

The Desktops, Laptops and Laser Printers/ Multifunction Laser Printers are to be maintained in good working condition. The Services under AMC shall consist of the following (but shall not be limited to):

- i. The list of Computers Printers Laptops etc is as per **section X**.
- ii. The scope covers Repair/Replacement of all Parts/Items including plastic components of Printers, Laptop & Power adapter except consumables like Printer Ribbons, Cartridges, Media like Magnetic Tapes, Diskettes, Computer Stationary, Printer Heads, Laptop Batteries and physical damages/theft/burns.

However, printer Teflon must be covered in AMC.

- iii. **Preventive Maintenance:** The tenderer shall provide regular preventive maintenance of all the Equipments under maintenance contract at least once in a month in addition to breakdown support.
- iv. **General System Support:** Installation of OS (Window XP/7/8,WindowsVista, Windows10 or latest), Office Automation Software, Antivirus Software, Up dation of Antivirus Definitions, Configuration of e-mail/Internet Explorer, Remote software, Acrobat etc., Application of OS patches/OS Service packs/ MS Office/Hindi software Indic / patches/Latest version of Internet Explorer, LAN Connectivity .Partitioning of Hard Disc & Formatting. Beside this, the following services shall also be covered under this contract:-
 - a. Shifting of PC / Printer from one location to another in the same office or new location and functionality testing of machines
 - b. Backup of data of individual PCs on periodic basis not greater than quarterly and when Hard disk requires re-formatting.
 - c. Removal of Virus with the help of Anti-Virus software provided by NSCL.
 - d. Quarterly cleaning of all the equipment with suitable fluid so as to keep all the equipments in a good looking condition by removing spots from the equipment, if any.
 - e. Vendor must ensure that Laptop may be got repaired from Authorized Service Centre/experienced Firm of the respective model.
- v. NSCL reserves the right to cover additional equipments or remove some of the equipments from the scope of work. For such additions or deletion AMC charges shall be adjusted based on the item rate for such equipment.
- vi. The Tenderer shall observe the following response time:-**Same day/just next day by Service Engineers**
- vii. **Standby System:** In case a system/equipment could not be repaired at site,then the contractor will carry the system after providing a standby system of the same or higher configuration. Such system shall be brought back after repair within 6 working days. Any equipment that remains unattended for more than 3 working days without a standby shall attract a penalty as detailed below.
- viii. **Penalty:**
 - a. In case any equipment or part there of remains under breakdown for more than three working days without providing a Standby System, a penalty of Rs.250/-per day per equipment shall be levied. Such penalty shall be accumulated during the year and shall be restricted to maximum of 10% of the total contract value for the year. In addition, if the system /equipment remain un-operational for 15 days or if the contract or fails to perform the contract in accordance with the terms and conditions of the contract, NSCL shall have a right to get the job completed by any other agency at the risk and cost of the contractor.
 - b. In case preventive maintenance of any machine is not carried out during the month, a penalty of ₹25/-per machine shall be levied for that month.
- ix Any part like Mother board, CD/DVD drive, Monitor, RAM, HDD etc. which cannot be rectified, **shall be replaced by new one of standard make as per details given**

below:

Sr.	Item	Acceptable Make
a.	Mother Board & CPU	Intel/Acer/HCL/Wipro/Dell
b.	CD/DVD drive	LG/Creative/Acer/Samsung/Sony
c.	HDD	Seagate/Quantum/Samsung/WDC
d.	RAM	OEM/Kingston/Hynex/Transend
e.	Monitor	OEM/LG/Acer/Samsung/Dell/Sony
g.	Printer/MFD	HP
h.	Keyboard	OEM/Samsung/Logitech/iBall/Prodot
i.	Mouse	OEM/Samsung/Logitech/iBall/Prodot

Use of other brands of equivalent or better hardware can only be allowed on specific approval of Regional Manager or his authorized representative.

- x. For Laptops the Tenderer shall provide support and turnaround time **shall be three working days**. If turnaround time exceeds three working days, a standby Notebook will have to be provided.
- xi. In case of any un foreseen eventuality like excessive voltage Fluctuation at NSCL premise causing damages to the computer equipments, NSCL reserves the right to decide the actual cause of problem and in case the problem is found to be occurred beyond the control of the contractor, the damages so caused may be got repaired by NSCL.

3. GENERAL AND COMMERCIAL TERMS & CONDITIONS

- i. **Award of Contract** will be made at the sole & absolute discretion of NSCL, which shall not be disputed. Work Order issued on the basis of this tender will be called Contract. The terms and conditions as embodied in the contract shall be final and shall supersede any other terms and conditions that might have been indicated in the tender submitted by the tenderers. The terms & conditions given in the tender documents shall also form part of Work Order.
- ii. **Contract Period** of Annual Maintenance Contract will be for **one year** from the date of award of the contract. Contract period may be reduced or extended at the discretion of NSCL depending upon performance. The rates shall remain firm for the entire contract period. The Contract may be extended for a further period of one year with mutual agreement.
- iii. **Cancellation of the contract:** NSCL reserves the right to cancel the contract, if services are found to be unsatisfactory without giving any explanation on this account.
- iv. **Clear understanding:** When a tenderer submits his tender in response to these tender documents, he will be deemed to have understood fully about requirements terms and conditions. No claim from tenderer shall be entertained whatsoever on the plea that the tenderer did not have a clear idea on any particular point and or a clause of the tender.
- v. **Assignment or Subletting of Contract:** The successful tenderer shall not sublet or assign the contract or any part thereof or assign any rights or delegate any obligation there under without the prior written consent of NSCL. Any breach of this condition shall entitle NSCL to terminate the contract and the tenderer shall be solely responsible and liable for any loss or damage arising out of or ensuing from such termination. NSCL reserves its right to recover the said losses or damages or charges and expenses incurred on this account in any manner whatsoever and from any dues payable to the tenderer or available with NSCL. The permitted subletting of work by the tenderer shall not establish any contractual relationship between the sub-contractor and NSCL and shall also not relieve the tenderer of any of his obligations under the contract.
- vi. **Force Majeure:** The terms and conditions agreed upon under the contract shall be subject to force majeure. Neither the tenderer nor NSCL shall be considered in default in the performance of their obligations contained therein, if such performance is prevented or

delayed or restricted or interrupted with by reasons of war, hostilities, revolution, civil commotion, strike, epidemics, accident, fire, floods, earthquake, regulation or ordinance or requirement of any government or any sub-division thereof or authority of representative of any such government and / or due to technical snag / reasons or any other act whatsoever whether similar or dissimilar to those enumerated, beyond the reasonable control of the parties hereto or because of any Act of God. The party so effected, upon giving prompt notice to the other party shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so effected shall use its best efforts to avoid or remove such causes of non-performance if possible and shall continue performance hereunder with the utmost dispatch when ever such causes are removed. Should one or both parties be prevented from fulfilling their contractual obligations by a state of force majeure lasting continuously for a period of one week, the two parties to the contract shall meet and decide about the future course of action for implementation of the contract.

vii. Agreement: The successful tenderer shall be required to execute a notarized Agreement on a non-judicial stamp paper of ₹ 100/- with NSCL within 15 days of receipt of the Letter of Intent. The agreement to be executed will be in the Agreement Performa to be specified by NSCL. The cost of stamp paper will be borne by the tenderer.

viii. Settlement of Disputes:

"Incase any dispute arises between NSC and the other party due to any term or matter, both the parties will opt to resolve it through mutual understanding and discussion. In case, dispute remains even after discussions, then it shall be binding upon parties to resolve issue Under the provisions of Arbitration & Conciliation Act,1996 as amended from time to time. Under this provision, the chairman-cum-Managing Director, National seeds corporation Limited with the concurrence of both the parties shall appoint sole Arbitrator to resolve the issue and both the parties will have to abide by the decision. The parties will be bind to resolve this dispute through arbitration before going to court of law. The Arbitration shall be conducted at New Delhi and shall be in English Language. The court of Delhi shall have the jurisdiction."

ix. Secrecy: Any information delivered or otherwise communicated by NSCL to supplier in connection with the contract shall be regarded as secret and confidential and shall not without the written consent of NSCL be published or disclosed to any third party or made use of by the supplier except for the purpose of implementing the contract.

x. Safety: The tenderer shall comply with all statutory requirements and laws in performing the contract. The responsibility for action / safety of their employees while performing the contract by the tenderer shall be solely his.

xi. Indemnity

(a) The contractor shall at all times indemnify NSCL against all claims which may be made in respect of any equipment, used in the services under the contract for infringement of any right protected by patent, registration of designs or trade mark provided always that in the event of any claim in respect of alleged breach of patent, register designs or trade mark made against the company (owner), the same will be notified to the contractor and

the contractor shall at his own cost either settle any such dispute or conduct any litigation that may arise there from.

(b) The Contractor shall indemnify and legally protect NSCL and/or its employees against all claims, actions, proceedings, demands, costs, expenses causes of action or suit arising out of, incidental to any/or consequent upon the services provided by the contractor under the contract or due to the failure of the contractor in the performance of his obligations under the terms of the contract. The tenderer shall indemnify NSCL against any infringement of trademark /copyright or title to goods /

services by him and shall be solely responsible for goods / services offered.

- xii. Laws governing contract:** The contract shall be governed by the laws of Union of India for the time being in force.
- xiii. Taxes/GST :** The prices quoted by tenderer are inclusive of all Taxes, duties and other statutory levies or which may become applicable / leviable in future or from time to time. Unless specified to the contrary in the bid, all present and future taxes & other statutory levies shall be borne and paid for by the tenderer. Payment of Taxes shall be the responsibility of tenderer and shall not be payable by NSCL and the tenderer shall not raise any dispute in this regard at a later stage. Rates quoted by the tenderer and agreed finally by NSCL shall be firm and shall not be subject to any escalation whatsoever throughout the contract period or extended period thereof.
- xiv TDS :** Income Tax as per provisions of Income Tax Act and its amendments from time-to-time, shall be recovered from your bills. TDS certificate shall be issued to you.
- xv. Security Deposit**
- a. The successful tenderer shall require to furnish a security deposit of the amount equivalent to **10% of the total contract value by way of Bank Guarantee** from any Nationalized / Scheduled bank in favour of National Fertilizers Ltd., for due and faithful performance of the contract within a period of 15 days from the date of award of the contract. The Bank Guarantee shall be valid till the period of the contract or any extension together with a claim period of six months.
 - b. This security deposit shall be refunded (or BG released) after one month of successful completion of AMC period and certification to that effect has been issued by NSCL. It shall be lawful for NSCL, if any differences or dispute are likely to occur, to defer payment of the security deposit or any portion thereof, which may be due for release until such difference and dispute, has been finally settled or adjusted.
 - d. The security deposit shall not bear any interest.
 - e. The tenderer shall submit the Security Deposit / Bank Guarantee at Regional Office Lucknow.
- xvi. Claims:** NSCL shall be entitled to retain the amount, if any, of its claim against the successful tenderer, whether liquidated or un-liquidated arising out of the contract under reference or otherwise, however and set off the same pro-rata against any amount payable to the successful tenderer under the contract under reference, without prejudice and in addition to the other rights of NSCL, to cover the amount of claim by other remedies, legally available.
- xvii. Risk & Cost:** If tenderer fails to perform the Contract in accordance with the terms and conditions of the Contract, NSCL shall have the right to get the job done by any other agency at risk and cost of the tenderer plus 25% (Twenty Five Percent)
- xviii. Payment Terms:** AMC payment shall be released at the end of **HALF YAER** from NSC Lucknow Regional Office on submission of Bills along with performance report mentioning the details of equipment-wise down time for penalty calculation.

4. TERMINATION OF THE CONTRACT:

The Contract is liable to be terminated if the Contractor:

- i. Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company) or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets or property on the works or
- ii. Makes an arrangement with or assignments in favour of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or

- iii. Abandons the work; or
- iv. Persistently disregards the instructions of Engineer in contravention of any provision of the Contract; or
- v. Fails to adhere to the agreed program of work; or
- vi. Assigns or sublets the work in whole or in part thereof without prior written consent of NSCL; or
- vii. Performance is not satisfactory; or
- viii. Defaults in the performance of any material undertaking under the contract and fails to correct such default to the reasonable satisfaction of NSCL within fifteen days after written notice of such default is provided to the Contractor. Such termination will be by 15 (fifteen) days notice in writing and no claim/compensation shall be payable by NSCL as a result of such termination.
- ix. At any time, the contractor makes default in proceeding with the works/job with due diligence and continues to do so after a notice in writing of seven (7) days from EIC/OIC.
- x. If the contractor obtains the contract with NSCL as a result of ring tendering, or with illegal measures;
- xi. Information submitted/furnished by the contract are found to be incorrect.
- xii. The above shall be without prejudice to NSCL other rights under the law.

5. CONSEQUENCES OF TERMINATION

If the contract is terminated by Owner for reasons detailed above or for any other reasons whatsoever:

- i. The owner shall reserve the right to get work completed at the risk and cost of the contractor and to recover from the contractor any amount by which the cost of completing the work by any other agency shall exceed the value of the contract without prejudice to any other remedies/rights/claims etc. that may be available to the owner.
- ii. Performance Guarantee Bond/Security in any form submitted by the contractor shall stand forfeited.
- iii. The contractor shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of works or on account of loss of expected profits.
- iv. All the dues payable to the contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, demands, expected losses etc. incurred by the owner as a consequence of termination of the contract.

6. RIGHTS OF NSCL

A unilateral stoppage of work by the Contractor shall be considered a breach of the contract and NSCL reserves its right to take necessary and suitable action as it may deem fit, to adequately protect its interests; at the risk and cost of the Contractor. Any aforesaid action shall be without prejudice to any other action, right and remedies etc. that may also be available to NSCL.

- 7. **Incorrect Information:** In case any information submitted by the tenderer in the tender is found incorrect, untrue or false or it is noticed during execution of the contract or prior to award of the contract that any information having material bearing on the contract has been concealed by the contractor, the owner shall have right to terminate/rescind the contract.

INSTRUCTIONS TO BIDDER

ADVICE FOR BIDDERS: The Bidders are advised in their own interest to carefully read the tender documents and understand their purpose unless the Bidder specifically states to the contrary in respect of any particular clause, it shall be presumed that they accept all the terms and conditions as have been laid down in the tender document

TENDER FEE (Non Refundable): Tender Fee ₹ 1000/- (Rupees One Thousand Only) must be deposited in online mode only.

EMD FEE (Refundable): Tender Fee ₹ 5000/- (Rupees Five Thousand Only) must be deposited in online mode only.

ELIGIBILITY CRITERIA: As indicated in on Page No.-5 sr.xi of Tender Document.

SUBMISSION OF OFFER: Rate must be submitted in prescribed format i.e. Price Bid form. Only those party should participate in tender who accepts all the terms & conditions because conditional tender may be treated as void.

Period of AMC services : One year from receipt of Purchase order.

BID OPENING AND EVALUATION: Technical bids will be opened as per the schedule given in NIT.

AWARD OF CONTRACT:

- **Award Criteria:** NSC will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive.
- **Notification of award:** Prior to the expiration of bid validity period.
- **Cancellation of Work order :** NSC reserve the right to cancel the Tender/ Purchase order at any stage (by giving the notice in writing) due to non-satisfactory services of the selected firm and security deposit will forfeited. .

CLARIFICATION OF BIDS: To assist in the examination, evaluation and comparisons of tenders, the purchaser may at it's discretion, ask the Bidder for clarification of it's bid .The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

FORFEITURE OF BANK GAURANTEE: Bank Guarantee may be forfeited if the Supplier does not provide the AMC Services as per tender.

VALIDITY OF OFFER: The Bidder shall keep their offers open for acceptance for a minimum period of **90 days** from the date of opening of the tender. In case the last date happens to a holiday, offers shall remain open for acceptance till the next working day. Bidders with shorter validity period, subject to prior sales, immediate acceptance and any such similar conditions are liable to be rejected.

RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS: The Purchaser / Corporation reserves the right to accept or reject any or all Bids.

NATIONAL SEEDS CORPORATION LTD.

SECTION - IV

Check list of enclosures for Technical & Commercial Bids to be uploaded:

1	Certificate of registration of the firm/ Partnership Deed if Partnership firm/ Proprietor ship (affidavit)	{ }
2	Certificate of Authorised Dealership / Distributorship/ Retailer of HP or Dell.	{ }
3	Copy of PAN No or GST or VAT/TIN or CST Registration No. & Income-tax Return for last 3 year.	{ }
4	Copy of 3 nos. of Purchase orders for AMC to Govt./PSU /Pvt. Ltd. <i>alongwith the performance certificate from the Govt./PSU on Department Letter head.</i>	{ }
5	Firm Authorization for signing of bid if it is limited Company or partnership firm on company letter head.	{ }
6	Bank guarantee format (section –vii)	
7	Affidavit certificate that not blacklisted and no arbitration case pending in NSC/ other organisation on Company Letter Head (section -viii)	{ }
8	Affidavit no circumstances reduced lowest price of identical Product to Govt. / Semi Govt. Organizations on Company Letter Head. (Annexure-ix)	
9	MSME unit Registered with NSIC Certificate for providing AMC services in the offer.	{ }

NATIONAL SEEDS CORPORATION LTD.

SECTION – V

“Technical BID”

(To be submitted in on line mode ‘Technical & Commercial Bid’)

To

The Regional Manager,
National Seeds Corporation Ltd.,
Lucknow-226029

FROM

Sir,

Profile of our Company is as under:

1. Particulars of the company/firm:

S.No	Name of party	Address full	Email	Mobile	Type of firm

Upload copies of supporting documents.

2. Work performed: (Bidder **should have successfully completed/ongoing 3 orders of AMC work in Govt./PSU/PVt Ltd.**)

Year	Name & Address, with Mb. No. of Purchaser	Description of work	Purchase Order No. & Date	Value (In Rs.)	Stipulated Completion period	Actual date of Completion	Remarks / explanation for delay.
1	2	3	4	5	6	7	8

It is mandatory to Upload copies of such Purchase Orders, *alongwith the performance certificate from the Govt./PSU on Department Letter head.*

3. Registration: Service tax /GST/CST/PAN registration no. required.

GST or TIN or VAT No.	Registration No or CST No.

Upload copies of supporting documents.

4. Income tax Details:-

PAN No	Returns for Last three Years (attached)	
	Year	Copy
	2019-20	
	2018-19	

	2017-18	
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5. Financial statement including Annual report: (i.e. Balance sheet and profit & loss account) duly signed by Statutory Auditor of last 3 years along with copies (Annual Turnover in last three year should not be less than 10 Lakhs for AMC work):

Financial Year	Annual Turnover (Rs. In Lakhs)	Annual Profit and Loss (Rs. In Lakh)	Remarks
2019-20			
2018-19			
2017-18			

5. Particular of Bank details:

Name and address of Banker	Type of Account	Account No.	IFS Code	MICR Code

6. MSME registration details (NSIC registered unit) along with a valid copy of NSIC Registration Certificate (up-Load) :

Registration No.	Category of Firm General/SC/ST	Validity Period	Registered Item/Items	Quantitative Capacity	Monetary Limit

(Upload copies of supporting documents.)

7. Department/Institution/Public Enterprises/Undertaking and no arbitration case is lying pending with this office as on date as per Performa attached in Annexes/Formats **Section-viii** (Upload) on notarized 100 rupees non judicial stamp paper.
8. Affidavit no circumstances reduced the lowest price of identical product to Govt. / Semi Govt. Organizations. (section ix) on notarized 100 rupees non judicial stamp paper.
9. Authorization letter for Signing the Bid is to be uploaded on company letter head.
10. Performance certificate on the letter head of Govt. Deptt/PSU where the AMC services provided.

I hereby certify that all the information mentioned above are true and in case any information is found to be incorrect, my bid may be treated as rejected by NSC management.

Thanking you,

Place: - Date:-.	Stamp of the Company:
	Signature: _____
	Name of Authorized Signatory: _____
	Complete Postal Address: _____
	Mb. No. : _____
	e-mail Address: _____

NATIONAL SEEDS CORPORATION LTD.

SECTION - VI

“PRICE BID”

(To be submitted in on line mode Financial Bid)

To

The Regional Manager,
National Seeds Corporation Ltd.,
Lucknow-226029

FROM

Sir,

We have examined the prescribed specifications and read the Terms & Conditions of Tender issued under File No IT/AMC/9/NSC/2017-18 Dated 23.02.2018 for providing the AMC services for Computers and peripherals at New Delhi Office for a period of 1 year. We are quoting the following rates :-

S.No	Item Description	Qty	AMC Charges Per Unit For 1 Year AMC(₹)	Total AMC Charges for 1Year AMC (₹)	GST in %	Total AMC Charges for One Year AMC including GST
1	Laptops	01				
2	Computers	50				
3	Laser and Multifunction Printers/	34				

➤ **Total amount shall be considered for financial evaluation for tech. qualified bidders.**

Signature: -----

Place: -

Name of Authorized Signatory: -----

Date:-.

Complete postal Address:-----

NATIONAL SEEDS CORPORATION LTD.

COMPOSITE BANK GUARANTEE FORM IN LIEU OF SECURITY DEPOSIT

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper in the name of issuing Bank

Ref. _____ Bank Guarantee No. _____ Dated: _____

To,

National Seeds Corporation Limited (NSCL), A company under Companies Act, 1956 having its Registered Office at Beej Bhawan, Pusa Complex, New Delhi-110012 (hereinafter referred to as NSC)

Dear Sirs,

WHEREAS, Party Name _____
_____ under Companies Act having its Registered office at _____ received Purchase order No. _____ dated _____ from NSC for providing the AMC services for Computers and peripherals Under NSC Lucknow RO (With its subunits).

AND WHEREAS, NSC has not made any advance payment to Party Name _____ as per the Terms and Conditions specified in Tender document. As per the said Purchase order a Bank Guarantee to be furnished by Party Name _____, we _____ Bank, hereby expressly, irrevocably and unreservedly undertake and guarantee that if Party Name _____ fails to perform the work as per said Purchase order, then on demand in writing by you, shall, without demur, pay to _____ Bank, _____ Branch, New Delhi on your behalf the said sum due by Party Name _____ under the Purchase order Terms & Conditions upto a maximum of Rs. _____ (10% - of quoted value).

NOTWITHSTANDING any right Party Name _____ may have directly against NSC or disputes raised by Party Name _____, on written demand to us by you stating the necessary details as to the payment demanded under the terms of the said Purchase Order, we will be bound to pay the amount as above the such demand by you shall be

final and binding on us without any reference to Party Name _____.

We shall not be discharged or released from this undertaking and the Gurantee herein contained on account of any variation of the terms of the Purchase Order effected between you and Party Name _____ or any indulgence shown by you to party Name ____ in the disclosure of their obligations under the Terms of Purchase Order.

This Guarantee shall come into force simultaneously with the acceptance of Purchase order by Party Name _____ .

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the Bank or Party Name _____. It is further guaranteed that payment under this Guarantee shall be made **within thirty days from date of receipt** of NSC's written demand making reference to this Guarantee.

This guarantee shall remain valid until **15 months period** (as per tender terms), and shall be considered null and void after that date notwithstanding that the document is returned or not to us for cancellation unless extended by mutual agreement.

This Guarantee is governed in all respect by the provisions of above-mentioned Purchase Order issues by NSC on the name of Party Name _____ .

Upon this, release, our Guarantee shall be considered as null and void whether returned or not for cancellation.

Dated this, the _____th day of _____ 2020.

NATIONAL SEEDS CORPORATION LTD.

(section -viii)

Affidavit Certificate

I /We _____ (Name, Designation and Address) hereby declaring that my/our firm/Company has not been neither black-listed nor de-barred from participation in tender by any of the Govt. Department/ Organization /PSUs /Institution etc , where I /We had provided the AMC services for Computers & Peripherals during the last _____ years as well as no arbitration case pending in NSC .

Signature of Authorized signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

stamp _____

Place: _____

Dated: _____

NATIONAL SEEDS CORPORATION LTD.

(section -ix)

Affidavit Certificate

I /We _____ (Name, Designation and Address) hereby declaring that price charged for quoted item/items under this contract, our firm has not given the lower price of identical AMC/Services to any Govt. Deptt./PSUs/Institutions/Organizations etc under any circumstances during last one year .

Signature of Authorized Signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp _____

Place: _____

Dated: _____

NATIONAL SEEDS CORPORATION LTD.

(section -ix)

LIST OF COMPUTERS UNDER LUCKNOW RO

S.No.	C.P.U. No.	CPU MAKE	UNIT
1	B103AC064137	INTEX	AGRA AO
2	INA445VB76	HP	AGRA AO
3	5VQ13BS	DELL OPTIPLEX	AGRA AO
4	BT0BF-5230107030385	HCL	AGRA VPC
5	INA445VBCR	HP	AGRA VPC
6	6TQ13BS	DELL OPTIPLEX	BAREILLY AO
7	INA136TDM3	HP	BAREILLY AO
8	3SDN4BS	DELL OPTIPLEX	BAREILLY AO
9	DRBN4BS	DELL OPTIPLEX	BAREILLY AO
10	INA136TDL9	HP	GORAKHPUR AO
11	INA445VBCS	HP	GORAKHPUR AO
12	5TQ13BS	DELL OPTIPLEX	GORAKHPUR AO
13	INA136TDMC	HP	HEMPUR AO
14	8TQ13BS	DELL OPTIPLEX	HEMPUR AO
15	8111AA952809	HCL	HEMPUR AO
16	7VQ13BS	DELL	HEMPUR AO
17	INA445VBC9	HP	KANPUR AO
18	HQN55BS	DELL INSPIRON	KANPUR AO
19	INA445VBDR	HP	KANPUR AO
20	BT0BF52301107030388	INTEX	KANPUR AO
21	6RBN4BS	DELL OPTIPLEX	LUCKNOW RO
22	B111AA080597	HCL	LUCKNOW RO
23	D6X4MV1	DELL INSPIRON	LUCKNOW RO
24	77X4MV1	DELL INSPIRON	LUCKNOW RO
25	3CR2280ZZP	HP	LUCKNOW RO
26	INA8280723	HP COMPAQ	LUCKNOW RO
27	7DBQ6BS	DELL INSPIRON	LUCKNOW RO
28	DQBN4BS	DELL OPTIPLEX	LUCKNOW RO
29	FPN55BS	DELL INSPIRON	LUCKNOW RO
30	INI5160338	HP COMPAQ	LUCKNOW RO
31	8LBQ6BS	DELL INSPIRON	LUCKNOW RO
32	4WQ13BS	DELL OPTIPLEX	LUCKNOW RO
33	DRN55BS	DELL INSPIRON	LUCKNOW RO
34	6M24QV1	DELL INSPIRON	LUCKNOW RO
35	4RBN4BS	DELL OPTIPLEX	LUCKNOW RO
36	3CR2280ZXW	HP	LUCKNOW RO
37	JQBN4BS	DELL OPTIPLEX	LUCKNOW RO
38	INA136TDLW	HP	LUCKNOW RO
39	INA7450BB2	HP COMPAQ	MEERUT AO
40	INA445VB84	HP	MEERUT AO
41	6VQ13BS	DELL OPTIPLEX	MEERUT AO
42	GRBN4BS	DELL OPTIPLEX	MEERUT AO
43	INA136TDL4	HP	RUDRAPUR AO
44	INI5160350	HP	SHAHJAHANPUR AO
45	INA445VB5T	HP	SHAHJAHANPUR AO
46	6WQ13BS	DELL	SHAHJAHANPUR AO
47	INA136TDM8	HP	SHAHJAHANPUR AO
48	4QBN4BS	DELL OPTIPLEX	VARANASI AO
49	5WQ13BS	DELL OPTIPLEX	VARANASI AO
50	JK24QV1	DELL INSPIRON	VARANASI AO

LIST OF LAPTOP UNDER LUCKNOW RO

1	584029D61	HP LAPTOP	LUCKNOW RO
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LIST OF PRINTERS UNDER LUCKNOW RO

S.No.	Printer No.	Printer Make	UNIT
1	VNF4K 01010	HP LASERJET 1007	AGRA AO
2	CNJ8H23D9T	HP LASERJET M1136 MFP	AGRA AO
3	VNF6523566	HP LASERJET 1007	AGRA VPC
4	VNF7F23283	HP LASERJET 1007	BAREILLY AO
5	VNF6F75347	HP LASERJET 1007	BAREILLY AO
6	CNJ8H23DDO	HP LASERJET M1136 MFP	BAREILLY AO
7	VNF6X18499	HP LASERJET 1007	GORAKHPUR AO
8	CNG8D9J5NH	HP-1005MFP	GORAKHPUR AO
9	VNF6523550	HP LASERJET 1007	HEMPUR AO
10	VNF6F79214	HP LASERJET 1007	HEMPUR AO
11	CNJ8F623PX	HP LASERJET 1136 MFP	HEMPUR AO
12	VNF7305121	HP LASERJET 1007	KANPUR AO
13	CNJ8H23D4Y	HP LASERJET M1136 MFP	KANPUR AO
14	CN17L33H8K	HP DESKJET 1050	LUCKNOW RO
15	CN23T38309	HP DESKJET 2050	LUCKNOW RO
16	VNF7523261	HP LASERJET 1007	LUCKNOW RO
17	VNF5175261	HP LASERJET 1007	LUCKNOW RO
18	VNF7S17007	HP LASERJET 1007	LUCKNOW RO
19	VNF5767242	HP LASERJET 1007	LUCKNOW RO
20	VNF5173182	HP LASERJET 1007	LUCKNOW RO
21	CNJ8H23BPJ	HP LASERJET M1136 MFP	LUCKNOW RO
22	CNJ8H23B6V	HP LASERJET M1136 MFP	LUCKNOW RO
23	CNJ8H23B6V	HP LASERJET M1136 MFP	LUCKNOW RO
24	VNF3N27468	HP LASERJET P1108	LUCKNOW RO
25	CNCFM17687	HP Leserjet 1020 Plus	LUCKNOW RO
26	CNCFM07245	HP Leserjet 1020 Plus	LUCKNOW RO
27	VNF6M59837	HP LASERJET 1007	MEERUT AO
28	VNF4CO6079	HP LASERJET 1007	MEERUT AO
29	CNJ8H239RF	HP LASERJET M1136 MFP	MEERUT AO
30	VNF7517040	HP LASERJET 1007	RUDRAPUR AO
31	VNF7305124	HP LASERJET 1007	SHAHJAHANPUR AO
32	CNJ8F9THQ6	HP LASERJET 1136 MFP	SHAHJAHANPUR AO
33	VNF7C37478	HP LASERJET 1007	VARANASI AO
34	CNG7D2GJVY	HP LASERJET M1136 MFP	VARANASI AO