

Government of NCT of Delhi

Request for Proposal (RFP)

For

Annual Maintenance Contract (AMC) of Desktops, Laptops, Printers and Scanners

DELHI SUBORDINATE SERVICES SELECTION BOARD
(DSSSB)

**DELHI SUBORDINATE SERVICES SELECTION BOARD, FC-18, INSTITUTIONAL AREA,
KARKARDOOMA, DELHI 110092**

Table of Contents

Guidelines to Department.....	4
Fact Sheet.....	5
1. Request for Proposal	6
2. Background Information	6
2.1. Basic Information	6
2.2. Project Background	6
2.3. Key Information.....	6
3. Instructions to the Bidders	6
3.1. General.....	6
3.2. Completeness of Response	7
3.3. Pre-Bid Meeting & Clarifications	7
3.4. Tenure of the Contract.....	8
3.5. Key Requirements of the Bid.....	8
3.6. Preparation of Proposal.....	10
3.7. Consortium.....	11
3.8. Evaluation Process.....	11
4. Criteria for Evaluation	13
4.1. Technical Qualification Criteria	13
4.2. Financial Bid Evaluation.....	15
5. Appointment of Successful Bidder	15
5.1. Award Criteria	15
5.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)	16
5.3. Notification of Award	16
5.4. Performance Guarantee.....	16
5.5. Signing of Contract	16
5.6. Failure to Agree with the Terms and Conditions of the RFP	16
6. Scope of Work.....	17
7. Service Level Agreement.....	17
7.1. Response Time	18

7.2. System Uptime	18
8. Payment Schedules	18
10. Fraud and Corrupt Practices	18
11. Force Majeure	19
12. Arbitration	20
13. Conflict of Interest.....	20
Appendix I: Technical Bid Templates.....	21
Form 1: Particulars of the Bidder	21
Appendix II: Financial Proposal Template	22
Form 2: Financial Proposal	22
Appendix III: Machine Details (PC, Printer, off-line Scanner, etc.) for AMC	23
Form 3: Machine Details for AMC	23
List of Abbreviations.....	24

Fact Sheet

S. No.	Particular	Details
1.	Selection Method	Least Cost Selection (LCS)
2.	Availability of RFP	RFP can be downloaded from e-Procurement platform of Delhi Government : (https://govtprocurement.delhi.gov.in) or http://dsssb.delh.gov.in
3.	EMD	Earnest Money Deposit should be Rs. 12,500/- of the Contract Value in the form of Demand Draft/FDR in favour of DDO, Delhi Subordinate Services Selection Board and payable at New Delhi and issued from any of the nationalized Scheduled Commercial Banks located in Delhi/NCR valid for a period of 45 days from the due date of the tender/RFP.
4.	Performance Bank Guarantee (PBG)	10% of the total cost of contract in the form of Demand Draft/FDR/Bank Guarantee in favour of DDO, DSSSB and payable at New Delhi and issued from any of the nationalized Scheduled Commercial Banks located in Delhi/NCR and the PBG should be valid for 60 days.
5.	Nodal Officer for correspondence and clarification	DY SECRETARY (IT), FC 18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI 91 EMAIL: itbranch.dsssb@gmail.com
6.	Pre-bid meeting	A pre-bid meeting will be held on 16/12/2019, 1400 hrs at FC 18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI 91
7.	Bid Submission Start Date	Date: 09/12/2019, Time 1500 hrs
8.	Last date of bid submission	Proposals must be submitted no later than the following date and time: Date: 01/01/2020, Time 1700 hrs
9.	Opening of Technical bid	Date: 02/01/2020, Time 1200 hrs
10.	Opening of Financial bid	After evaluation of Technical Bids

1. Request for Proposal

Tenders are invited from eligible, reputed, qualified vendors for providing annual maintenance contract (AMC) of Desktops, Laptops, Printers and Scanners installed in DSSSB, Govt of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi - 92 for a period of 2 years extendable upto one year.

2. Background Information

2.1. Basic Information

- a) DSSSB invites responses (proposals) to this Request For Proposal from Companies/Agencies (bidders) for selection of “AMC Vendor”.
- b) Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this tender process.
- c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- d) The bidders submitting an application through e-tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the application. The application must be unconditional.

2.2. Project Background

DSSSB intends to select vendor for comprehensive maintenance which includes preventive maintenance quarterly/regular services of the Desktops, Laptops, Printers and Scanners and/or replacement of any items necessary for keeping the Desktops, Printers and Scanners active.

2.3. Key Information

About the Department

The Delhi Subordinates Services Selection Board recommends suitable candidates for appointment in various departments of Govt. of NCT of Delhi and local bodies PSUs under direct recruitment quota to Group B and C categories of posts.

Major Functions:

1. Advertisement for Recruitment.
2. Invites online application through OARS.
3. Conducting Examinations.
4. Evaluations, preparations and declaration of Results etc.

3. Instructions to the Bidders

3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions

about the solution needed to meet the requirements.

- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the DSSSB on the basis of this RFP.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of DSSSB. Any notification of preferred bidder status by DSSSB shall not give rise to any enforceable rights by the Bidder. DSSSB may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of DSSSB.
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) The price charged for the services provided under the contract by the Bidder shall in no event exceed the lowest price at which the said Bidder provides the services of identical description to any person/organisations including Govt. agencies/PSUs/State Govt./ Central Govt.

3.2. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - Include all documentation specified in this RFP;
 - Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - Comply with all requirements as set out within this RFP.

3.3. Tenure of the Contract

The AMC contract will be valid for 2 year with effect from the date of award of the contract, which can be extendable further upto another 1 years on the same rates, terms & conditions subject to satisfactory services by the Service Provider. However, final decision shall rest with the Department only. .

3.4. Key Requirements of the Bid

Right to Terminate the Process

- a) DSSSB may terminate the RFP process at any time and without assigning any reason. DSSSB makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by DSSSB. The bidder's participation in this process may result DSSSB selecting the bidder to engage towards execution of the contract.

RFP Document Fees

RFP can be downloaded free of cost as per e-Procurement guideline.

Earnest Money Deposit (EMD)

- a) Bidders shall submit the EMD in the form of a Demand Draft OR FDR issued by any nationalized bank in favour of DDO Delhi Subordinate Services Selection Board, payable at New Delhi, and should be valid for 45 days from the due date of the tender / RFP.
- b) EMD of all unsuccessful bidders would be refunded by department within 1 month or on 30th day of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
 - If the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender
 - If the successful Bidder fails to furnish the required Performance Guarantee. No exemption from filling of EMD shall be allowed, even to PSUs and/or Co-operative Organisations.
- f) The EMD should be sealed in an envelope. The envelope should clearly show
 - Name of the company submitting the EMD
 - Tender Number : _____

Submission of Proposals

- a) The bidders should upload the completed bids on the Delhi Government e-Procurement portal <http://govtprocurement.delhi.gov.in>.
- b) The Response to Technical Proposal and Commercial Proposal should be uploaded respectively.
- c) Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.

Registration on e-Procurement Platform

Bids must be submitted online through e-portal <https://govtprocurement.delhi.gov.in> on or before the stipulated time mentioned in the Fact Sheet. Department does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam for online bids No bid will be accepted after the said date & time for submission of the bid.

Instructions to Bidders for Registration on e-Procurement Platform

- 1) In order to participate in e-procurement platform the vendor should register (if not already registered) on e-procurement platform of GNCTD after paying the necessary registration fee. + Service Tax in the form of Demand Draft only, in favour of Delhi e-Governance Society (DeGS).
- 2) The Demand Draft should be submitted physically at e-Procurement Cell, 6th Floor, B-Wing, Vikas Bhawan –II, Bela Road, near Metcalf House, Delhi.
- 3) The vendor should have class – II Digital Certificate.
- 4) The vendor can take the training on e-Procurement platform of GNCTD at e-Procurement Cell, 6th Floor, B-Wing, Vikas Bhawan –II, Bela Road, near Metcalf House, Delhi.
- 5) For any clarification on e-Procurement System, please contact at Help Desk number (011-23813523-24) and email e-proc@nic.in

3.5. Preparation of Proposal

Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

DSSSB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

3.6. Consortium

No consortium, subletting or hiring services of other company for execution of this job shall be allowed.

3.7. Evaluation Process

- a) Department shall constitute a Tender Evaluation Committee to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by DSSSB shall evaluate the responses to the

RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

- c) The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- d) The Tender Evaluation Committee may recommend for rejection of any or all proposals on the basis of any deviations.
- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposals:
 - Are not submitted in as specified in the RFP document
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the RFP
 - With lesser validity period

In case of rejection of bid, DSSSB shall notify the concerned bidder along with reasons of rejection.

- b) All responsive Bids will be considered for further processing as below.

Department will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

4. Criteria for Evaluation

4.1. Technical Qualification Criteria

- i. All Requirements are Mandatory. Bidder must fulfill all requirements to qualify for financial bid.
- ii. Basis of evaluation should be updated based on the amount of AMC work.

S. No	Criteria	Basis for evaluation	Supporting
(A)	Company Profile		
1.	Legal Entity	Valid Legal Entity	Certificate of Incorporation and Articles of Association of the Participant in case of Company / Limited Liability Partnership Agreement in case of LLP
2.	Certificates	Valid GSTIN	<ul style="list-style-type: none"> ▪ Income Tax Return for last three FY (2016-17, 2017-18) and 2018-19); ▪ PAN;
3.	Average Annual Turnover during the last three financial years (FY FY (2016-17, 2017-18 and 2018-19)) generated from AMC of Desktops, Printers and Scanners.	More than or equal to Rs. 1.5 lakh.	<p>Extracts from Audited/Certified financial statements and Balance sheet for last two financial years as per financial year of participating company/firm;</p> <p>OR</p> <p>Certificate from Chartered Accountant and Authorized Signatory</p>

S. No	Criteria	Basis for evaluation	Supporting
4.	Number of Service Engineers or equivalent (B.E./ B. Tech.) working in the company	More than 2 Service Engineers	Declaration by HR head of the Company.

5.	Number of technicians or Equivalent (B.E./ B.Tech. /Diploma Certificate) working in the company	More than 6 technicians	Declaration by HR head of the Company.
6.	Geographical presence of the firm/company	Presence of office in Delhi and Delhi NCR	Certificate by Authorized signatory with Address of office in NCR
7.	ISO Certificate	ISO 9001:2008 Certificate	Copy of Valid ISO 9001:2008 certificate to be submitted certified by authorized signatory
(B)	Relevant Experience		
8.	Bidder should be an established experienced in maintenance of IT hardware including desktops, laptops printers and Scanners	<p>Bidder must have successfully undertaken at least the following numbers of assignments related to maintenance of IT hardware including desktops, laptops, printers and Scanners during the last three financial years (FY (2016-17, 2017-18 and 2018-19)</p> <ul style="list-style-type: none"> ▪ One assignment not less than the amount of Rs. 2,00,000/-; OR ▪ Two assignments not less than the amount of Rs. 1,25,000/- each; OR ▪ Three assignments not less than the amount equal to 	<p>Completion Certificates from the client;</p> <p>OR</p> <p>Work Order + Self certificate of Completion (Certified by Authorized Signatory)</p>
9.	Authorized service provider of any major computer/laptop OEM.	More than 1 or equal to 1 number	Certificate from the company

Bidders, whose bids are responsive, based on fulfilling all requirements, would be considered technically qualified. Price Bids of such technically qualified bidders shall further be opened.

4.2. Financial Bid Evaluation

- a) The Financial Bids of technically qualified bidders in technical evaluation criteria will be opened on the prescribed date.
- b) The bidder which has the lowest qualifying financial bid will be declared as L1 and may be considered.
- c) Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

5. Appointment of Successful Bidder

5.1. Award Criteria

Department will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.

5.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

DSSSB reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for department action.

5.3. Notification of Award

Prior to the expiration of the validity period, DSSSB will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, department may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, DSSSB will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

5.4. Performance Guarantee

DSSSB will require the selected bidder to provide an *irrevocably, unconditionally* Performance Bank Guarantee, within 15 days from the Notification of award, for a value equivalent to **10% of the value of contract**. The performance guarantee will be valid for a period of sixty days beyond the date of completion of contractual obligations. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, DSSSB at its discretion may cancel the order placed on the selected bidder without giving any notice. DSSSB shall invoke the

performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or DSSSB incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

5.5. Signing of Contract

After DSSSB notifies the successful bidder that its proposal has been accepted, department shall enter into a contract, incorporating all clauses and the proposal of the bidder between DSSSB and the successful bidder.

5.6. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP/proposal of the bidder shall constitute sufficient grounds for the annulment of the award, in which event DSSSB may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, DSSSB shall invoke the EMD of the selected bidder.

6. Scope of Work

1. The comprehensive maintenance includes preventive maintenance quarterly/regular services of the Desktops, Printers & Scanners and/or replacement of any items necessary for keeping the Desktops, Laptops, Printers and Scanners active and free from any defects/disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right the malfunctioning of the Desktops, Printers and Scanners.
2. The replacement of all the spares (excluding printer heads, printer ribbons and toner cartridges) is included under the AMC. The replacement of defective spares with good quality and standard spares will be done by the bidder without any extra charge of any kind.
3. The Detail of machines (PC, Printer, Scanners, etc.) of which AMC is required is Annexed as Appendix III/Form 3.
4. The comprehensive maintenance shall be carried out primarily at the premises of DSSSB as specified in the work order, during office hours. In case, the Bidder feels that the equipment cannot be repaired at site, they will carry and deliver the equipment at their own cost and risk to get it repaired promptly.
5. The operating environment condition in which the equipment is presently installed is quite satisfactory and the Bidder will not raise any condition with regard to the working environments for the equipment for the equipment covered under AMC.
6. In case of reinstallation of software, the AMC vendor will not install a pirated copy in any circumstances. The AMC vendor will ensure that DSSSB provides the original and licensed version of the software/OS. In case of any issue, the AMC vendor will report it to DSSSB of such circumstances in writing.
7. **As there are more than 100 numbers of Equipments are installed in DSSSB and covered under AMC the successful bidder will station one service engineer with sufficient spare parts on permanent basis at DSSSB Office.**
8. The successful bidder, as per the real need and requirement of the DSSSB shall ensure the appropriate deployment of the manpower.

9. The successful bidder has to maintain all the relevant records, register and documents as required.

7. Service Level Agreement

The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service which shall be provided by the Bidder to DSSSB for the duration of this contract.

7.1. Response Time

The support personnel should be available and is required to be responsible for single point of contact of DSSSB. On breakdown situations or when directed by department, response time to reach maintenance location for maintenance call by the support personnel should not exceed 2 hours.

The system down time should not exceed 72 hours from the time at which the complaint was made. If the down time is more than 72 hours, the bidder shall provide a stand by system. In case the system is not repaired or an alternative system not supplied within the period of 72 hours from the time of failure report then the first party may choose to get the same repaired by or replaced from any other agency and the cost and expenditure incurred therein shall be recoverable from the bidder.

7.2. System Uptime

The selected bidder shall ensure 95% uptime for desktops and other equipments failing which a penalty will be imposed. However, before imposing penalty, the Department will issue a show cause notice in which the details of downtime will be mentioned. It will also include the penalty proposed to be imposed on the bidder. The breakdown time will be worked out as under:-

Total machines days(X) = (NO of equipment under AMC) * No. of working day in a quarter.

Breakdowns (Y) = (NO. of Desktops or Printer or Scanner) * No. of breakdown days

Percentage uptime= $(X-Y)/X * 100$

8. Payment Schedules

Payment for AMC shall be made after satisfactory services on quarterly, within 30 days from the date of receipt of correct Invoice.

9. Penalty

9.1. Any machine/peripheral down for more than 8 hours (working hours) and for which no replacement has been provided within the prescribed time period, a penalty at the rate of Rs. 200/- per day per Computer, Rs. 100/- per day per Printer, and Rs. 100/- per day per Scanner shall be imposed. For other peripherals, such as Mouse, Key Board, etc., penalty at the rate of Rs. 50/- per day shall be charged.

9.2. In case of non performance of quarterly preventive maintenance, a penalty of Rs. 100/-

(Computer, Printer, Scanner) shall be charged per equipment per quarter.

10. Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, DSSSB shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, DSSSB shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder s Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DSSSB who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of DSSSB, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of DSSSB in relation to any matter concerning the Project;
- “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person s participation or action in the Selection Process;
- “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Department with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

11. Force Majeure

DSSSB or the selected bidder, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of insurrection shall give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party.

- Has delayed the performance of its work as it was beyond its reasonable control and it has not due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided hereinabove.

12. Arbitration

- In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of these provisions of agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration by a sole arbitrator to be appointed by Lt. Governor of Delhi. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.
- The parties shall continue to perform their obligations under the agreement during arbitration proceedings, except where the agreement has been terminated.
- The venue for arbitration will be New Delhi.

13. Conflict of Interest

A bidder shall not have a conflict of interest that may affect the Selection Process or the Solution delivery (the “**Conflict of Interest**”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, department shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to department for, *inter alia*, the time, cost and effort of department including consideration of such bidder’s Proposal, without prejudice to any other right or remedy that may be available to DSSSB hereunder or otherwise.

Appendix I: Technical Bid Templates

Form 1: Particulars of the Bidder

S. No.	Information Sought	Details to be Furnished
A	Name and address of the bidding Company/Firm	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Local address of the bidding Company (In NCR)	
D	Year of Establishment	
E	Date of registration	
F	ROC Reference No.	
G	Details of company registration	
H	Details of registration with appropriate authorities for GSTIN	
I	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Appendix II: Financial Proposal Template

Form 2: Financial Proposal

To,
Secretary,
DSSSB, Karkardooma,
New Delhi

Date

Location

Dear Sir,

I/We hereby submit our price bid for bid for Annual Maintenance contract (AMC) of Desktops, Laptops Printers and Scanners for DSSSB, GNCTD

Summary of Costs

Detail of Financial Bid

S. N.	Detail of machine	Quantity	AMC Charges in Rs.
1.	Laptops	3	
2.	PCs, Workstations	72	
3.	Printer	56	
4.	Scanners	6	
Grand Total		137	

Note: The amount shall be considered as final “price’ quoted by the bidder. This will be including all the taxes, duties, cess, levies etc., except GST.

L1 bidder will be decided on the basis of Grant Total.

Appendix III: Machine Details (PC, Printer) for AMC

Form 3: Machine Details for AMC

S.No.	Machine Name (PC, Printer, etc.)	Quantity	Location	Make & Model
1	LAPTOP	03	DSSSB	ACER i7
2	PC	41	DSSSB	HCL CORE 2 DUO, PIV, Dual Core
3	PC	04	DSSSB	HP CORE i3
4	PC	6	DSSSB	ACER CORE i3
5	PC	10	DSSSB	ACER CORE i5
6	PC	11	DSSSB	LENOVO CORE i3
7	PRINTER	12	DSSSB	HP LJ 1007
8	PRINTER	02	DSSSB	SAMSUNG ML 1610
9	PRINTER	2	DSSSB	HP 1015
10	PRINTER	01	DSSSB	HP LJ 3050
11	PRINTER	02	DSSSB	HP 1505
12	PRINTER	01	DSSSB	HP LJ 1022
13	PRINTER	13	DSSSB	HP 1566
14	PRINTER	14	DSSSB	HP 1108
15	PRINTER	1	DSSSB	HP 1010
16	PRINTER	2	DSSSB	HP 2035
17	PRINTER	2	DSSSB	HP LJ 12A
18	PRINTER	1	DSSSB	HP LJ PRO M452DW COLOR
19	PRINTER	1	DSSSB	HP LJ PRO 400 M451NW COLOR
20	PRINTER	2	DSSSB	ALL-IN ONE HP DESKJET GT 5810
21	SCANNER	02	DSSSB	HP SCANJET 8270
22	SCANNER	03	DSSSB	HP SCANJET G3010
23	SCANNER	01	DSSSB	CANNON IMAGE FORMULA DR-C130L
Total item		137		

List of Abbreviations

S. No.	Abbreviation	Definition
1	AMC	Annual Maintenance Contract
2	EMD	Earnest Money Deposit
3	Eoi	Expression of Interest
4	GNCTD	Government of National Capital Territory of Delhi
5	ICT	Information and Communication Technology
6	INR	Indian National Rupee
7	ISO	International Organization for Standardization
8	NCT	National Capital Territory
9	NDA	Non-Disclosure Agreement
10	Participants	Participating Firms/Companies/Agencies
11	RFP	Request for proposal
12	SeMT	State e-Governance Mission Team
13	SLA	Service Level Agreement
14	PSU	Public Sector Undertakings
15	e-Gov	Electronic Governance
16	LOA	Letter of Award

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