



सत्यमेव जयते



Tender No. NHM/E-19/AMC/PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD,
PROJECTOR, XEROX M/c, NETWORKING/2017-18

Government of Maharashtra

National Health Mission,
State Health Society
(Procurement Dept. NHM)
*Arogya Bhavan 1st Floor,
St. George's Hospital Compound,
Near C.S.T. Station, Mumbai-400 001.
Maharashtra State*
Website: www.nrhm.maharashtra.gov.in

Email: proc.nrhm@gmail.com

Phone : 022-22717627/22717633 Fax : 022-22642955

**Appointment of Agency for AMC of PC, Printer, scanner, laptop, I-pad, LCD,
Projector, Xerox M/c, Networking.
Not Transferable**

Tender reference No: NHM/E-19/AMC/PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD,
PROJECTOR, XEROX M/c, NETWORKING/2017-18

Last date for submission of tenders: / /2017 up to 13:00 hours.

Issued to

M/s.....



सत्यमेव जयते



**STATE HEALTH SOCIETY, Mumbai
National Health Mission**

Tel.No. 022-22717633, 022-22717627

e-mail - proc.nrhm@gmail.com

**NHM Procurement Cell, 3rd Floor, Arogya Bhavan, St.Georges Hospital Compound,
MUMBAI - 400 001.**

TENDER NOTICE

Date: -15/02/2017

Commissioner (Health Services) & Director, National Health Mission, Mumbai, Maharashtra, (NHM Procurement Cell), Mumbai invites tenders in one envelope systems from the eligible bidders for the following subject.

Sr. No.	Tender No.	Description	Type	Period of sale & preparation of bid	Pre Bid Meeting	Date of Bid Closing	Bid Opening
1	E -19/NHM/ Pc,Printer,Sca nner-etc/ 17-18	Appointment of Agency For AMC for Pc, Printer, Scanner, Laptop, I-Pad, Lcd, Projector, Xerox M/c,Networking etc.	Tender Notice	15.02.2017 to 27.02.2017 2.00 pm	21.02.2017 3.00 pm	Up to 27.02.2017 2.00 pm	Up to 28.02.2017 2.01 p.m. to 5.00 pm

- For detailed information, the interested Service Provider may visit the **website** <https://mahatenders.gov.in> , arogya.maharashtra.gov.in, nrhm.maharashtra.gov.in
- The Mission Director State Health Society, (NHM Procurement Cell), Mumbai reserves the right to increase or decrease the tendered quantity and also reserves the right to cancel all the tenders without giving any reason.

For e-tendering help/ information, please contact.

Website: - <https://mahatenders.gov.in>

Contact No.1800-233-7315, 91-7878107985, +91-7878107986,+ 91-7878007972 and +91-7878007973, Email – eproc.support@maharashtra.gov.in

**Director Finance and Audit,
National Health Mission,
Mumbai, Maharashtra**

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TERMS AND CONDITIONS

1. Introduction

- 1.1 **State Health Society, Maharashtra** hereinafter referred to as invites sealed tenders from interested and eligible Bidders offer in TWO sealed Envelope systems for “Empanelment of Agency for AMC of PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD, PROJECTOR, XEROX M/c, NETWORKING ” specified in Annexure-A Schedule of Requirements at Arogya Bhavan Mumbai.
- 1.2 Interested eligible Tenderers may also obtain further information of other terms and conditions applicable for appointment of Agency for AMC of **PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD, PROJECTOR, XEROX M/c, NETWORKING** for one year from our website www.nrhm.maharashtra.gov.in & in tender document.
- 1.3 All bid related activities will be governed by the time schedule.
- 1.4 All activities of this tender are carried out online on website <https://mahatenders.gov.in> the tender document is uploaded/Released on Government of Maharashtra, GOM e-tendering website <https://mahatenders.gov.in> and has to be downloaded as well as filled up and submitted online gateway only. Tenderer are required to submit online the tender cost of Rs.1000/- (Rupees One Thousand only) (nonrefundable) online payment gateway in A/c of “State Health Society, Mumbai and the same should essentially be submitted in the separate Envelope along with EMD online through gate way in A/c of “State Health Society, Mumbai as per tender schedule. In no case, the tender cost/fee should be mixed with EMD amount. Tender shall liable to be rejected summarily upon failure to follow procedure prescribed in the Tender document.
- 1.5 The quantities mentioned in the Tender are only approximate estimated quantities. **State Health Society, Maharashtra** reserves the right to increase or decrease the Scope of services without assigning any reason thereto.
- 1.6 If any tenderer wishes to lodge any complaint against the other tenderer regarding submission of false documents, information etc. The tenderer has to submit the complaint before price bid opening along with deposit of Rs.1,00,000 (Rupees One Lac only) in the form of Demand Draft drawn in favour of **State Health Society, Maharashtra** payable at Mumbai in terms of deposit. This issue will be submitted to State Health Society, Mumbai along with facts. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true by State Health Society. However, if the complaint found to be false and malafide the deposit will be forfeited. No interest shall be paid against this deposit. Any complaint

received after price bid opening will not be entertained.

- 1.7 The Right to reject any tender without assigning any reason what so ever is reserved with SHS, Mumbai.
- 1.8 All Duties, taxes and other levies payable as per government rule.
- 1.9 Period of contract will be one year and if services will be satisfactory it may be extended.
- 1.10 The income tax and other taxes if any payable by the Institute / Agency as per rules shall be deducted
- 1.11 In no case any revision in the cost of AMC is admissible.

2 Eligibility criteria for the Tender :

The invitation is open for all govt. Registered Agencies to appoint an agency for AMC contract for PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD, PROJECTOR, XEROX M/c, NETWORKING.

- 2.1 Agency has to submit the following documents along with the quotation.
 - 2.1.1 Tender Form as per Annexure-1.
 - 2.1.2 Copy of registration of the agency.
 - 2.1.3 Valid Solvency certificate from bank of Rs.50,000/- (Rs. Fifty Thousand Only) (for this specific tender).
 - 2.1.4 Past experience in Govt. /Private Sector (certificate from clients).
 - 2.1.5 VAT/ST/Services Tax Registration certificate whichever applicable along with proposal.
 - 2.1.6 Declaration on stamp paper of Rs.100/- that the agency has not been blacklisted / debarred by any Govt. Dept./Public/PVT Organization during last three yrs.
 - 2.1.7 Copy of PAN card registration of the agency.
 - 2.1.8 Copy of service tax paid for the last year should be provided.
- 2.2 The agency should be either sole proprietary concern/ partnership firm or company registered copy of which to be attached Registrar of firms/ registrar of Companies whichever applicable.
- 2.3 The purchaser reserves the right for verifications of any original documents of the Tender submitted.
- 2.4 Individual page of the tender submitted should be signed by the legally empowered and designated person of the agency otherwise tender shall be treated as invalid and rejected. Each page of the tender submitted shall be serially numbered. In case any tender submitted is determined as conditional tender , that tender shall be rejected.

- 2.5 Tenderer should have a turnover of Rs.5 Lakhs [Financial Statement of last three years (i.e. 2013-14, 2014-15, 2015-16)] [Necessary financial statements certified by chartered accountant should be submitted.] (The format given in **Annexure -3.**) **The annual turnover should not be less than Rupees 5 Lakh.**
- 2.6 Qualification of bidder will be made on the basis of technical evaluation.
- 2.7 Maintenance services shall consist of preventive & corrective maintenance of computers system hardware, two expert Engineers (Hardware/Software) of the contractor firm will visit State Health Society, Mumbai office on daily basis on working days for setting right all equipment's stated in tender document in smooth working condition.
- 2.8 Engineers should be well qualified at least HSC and must have completed one year diploma in hardware & Networking.
- 2.9 Engineers will be reporting to officer in-charge of IT Department for daily work done and attendance will be in the form of Aadhaar based biometric system.
- 2.10 Maintenance services shall be provided during normal working hours of State Health Society, Arogya Bhavan, Mumbai i.e. from 10.00 Hrs. to 18.00 Hrs. Services may be availed on holidays for which agency should be made available to resolve issues.
- 2.11 No charges will be paid for replacement & repairing of spare parts and damage /nonworking spare part's cost will be borne by State Health Society covered under AMC.
- 2.12 Maintenance contract will be effective from the date of signing the contract and furnishing of Bank Guarantee will be valid for one year.
- 2.13 Service Provide/Contractor can terminate the contract by giving three months' notice to this office.
- 2.14 Service provider/contractor firm shall attend the complaints immediately to rectify the computer system and machines and make them in working conditions.
- 2.15 The firms which found guilty of malpractice, misconduct, or blacklisted/debarred either by Public Health Department, Govt. of Maharashtra or by any local authority/Other State Government/Central Government's organizations are not allowed. Any Tender NOT meeting and adhering to all above mandatory requirements shall not be considered for evaluation and will be summarily rejected.
- 2.16 Joint Venture is not allowed.

3. Cost of tendering

The tenderer shall bear all costs associated with the preparation and submission of their tenders and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. Clarification of tender document

A prospective tenderer requiring any clarification of the tender document shall contact the Purchaser **by email or letter prior to 10 days of closing of sale of tender on E mail** : proc.nrhm@gmail.com

5. Amendment of tender document

5.1 At any time prior to the deadline for Sale of tender, the Purchaser may amend the tender documents by issuing addendum /Corrigendum.

5.2 Any addendum/corrigendum as well as clarification thus issued shall be a part of the Tender documents. and it will be assumed that the information contained in the amendment have been taken into account by the Tenderer in its tender.

5.3 Information about those who have purchased the tender document will be placed on website.

5.4 To give prospective agency reasonable time in which agency has to take the amendments into account in preparing their tender, the Purchaser shall extend, at its discretion, the last date for submission of tender, in which case the Purchaser will notify to all agencies by placing it on the website and will be binding on them.

6. Submission of tenders:

6.1 Tender should be submitted online on or before last date and time of submission.

6.2 Tender should be submitted online in two envelopes i.e. Technical Tender in Envelope No. 1 & commercial Tender in Envelop No. 2 Both Tenders i.e. Technical & commercial, Tender should submit online on website.

6.3 Late tender on any count shall be rejected summarily. Delay due to Post or any other reason will not be condoned.

6.4 Envelope No. 2 (Price tender):

(a) Rates should be quoted in the Price Schedule **Annexure-5** only (c). Tenderers are strictly prohibited to change/alter specifications or unit size given in Annexure-A Schedule of requirements while quoting. Inclusive of all taxes excluding Service Tax Etc.

7. Deadline for submission of tenders

For Submission of tender, tenderer must complete the tender submission stages as per schedule of the tender.

8. Opening of tender:

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend himself or depute an authorized officer as his representative.

9. Period of Validity of tenders:

The quoted rates shall remain valid for a period of **180 days** after the date of opening of **Envelope No. 2**. A tender valid if specified by tenderer for a shorter period shall be rejected.

10. **Earnest Money Deposit:**

- 10.1 All tenders must be accompanied with Earnest Money Deposit (**EMD**) for the amount specified in Annexure-A Schedule of Requirements.
- 10.2 The EMD shall be submitted by online gateway in favour of "**State Health Society, Maharashtra**".
- 10.3 Unsuccessful tenderer's **EMD** will be discharged/returned after the expiration of the period of tender validity mentioned in the tender document.
- 10.4 Tenderer shall not be entitled for any interest on **EMD** /Security deposit.
- 10.5 The successful tenderer's **EMD** will be discharged after signing the Contract and submitting the security deposit as stipulated.
- 10.6 The **EMD** shall be forfeited:
- (a) If a Tenderer withdraws its tender during the period of tender validity as specified in the Tender.
- (b) In case of a successful Tender, if the tenderer fails:
- (i) To sign the Contract in accordance with terms and conditions or.
- (ii) To furnish security deposit **as per tender clause 13**.

11. **Prices**

- 11.1 The prices quoted and accepted will be binding on the tenderer and valid for a period of one year from the date of signing the contract and any increase in price will not be entertained during the contract period.
- 11.2 Rates given in tender should be valid for at least 180 days from the date of opening of quotations. The accepted rates of the successful bidder have to be firmed for a period of 12 months from the date of acceptance of quotations. No change of rates during these 12 months will be allowed on any grounds what so ever. **[Annexure – 5]**
- 11.3 The supplier shall quote Rates as per price schedule, for AMC of PC, Printer, scanner, laptop, I-pad, LCD, Projector, and Xerox M/c, Networking.
- 11.4 All Duties, taxes and other levies payable by the contractor under the contract shall be included in the proposal.
- 11.5 In no case any revision in price is admissible, Clarification may be sought and obtained but no change in substance or price is permissible.
- 11.6 The Purchaser shall not be responsible for damages, handling, clearing, transport charges etc. And will not be paid by the purchaser. The deliveries should be made as stipulated in the purchase order placed with successful tenderer. Conditional tenders are not accepted and will be liable for rejection.

12 Evaluation of tenders:

- 12.1 More than one offer from one agency and also conditional offers other than the specified conditions may not be considered and if offered, such tenders are liable to be treated as invalid.
- 12.2 State Health Society, Mumbai shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.
- 12.3 Each schedule will be considered separately for evaluation.

13 Security Deposit & Contract Agreement

- 13.1 The successful tenderer shall furnish the security deposit to the Purchaser within fifteen days after the receipt of notification of award of contract for an amount of Rs.25,000/- [Rs. Fifteen Thousand only] valid up to 60 days after the date of completion of Contract. Contract Agreement to be executed on **Rs. 100/-** non-judicial stamp paper within fifteen days after the supplier's receipt of notification of award of contract. The cost of Stamp paper should be borne by the tenderer.
- 13.2 The Security Deposit should be in the form of Bank Guarantee in favour of the " **State Health Society, Maharashtra** ", payable at Mumbai from any Nationalized or Scheduled **bank (Annexure-6)**.
- 13.3 The Security Deposit will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, under the contract.
- 13.4 The security deposit shall be discharged (forfeited) as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the Purchaser thinks fit and proper.

14. Award of contract:

The Purchaser will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined as lowest evaluated tender, provided further that the tender is determined to be qualified to perform the contract satisfactorily.

15. Period of Contract :

The period of contract shall be One year from the date of signing of the contract agreement.

16. Foreclosure of Contract :

SHS shall have the right to foreclose the Contract at any time during the tenure of the contract without assigning any reasons whatsoever by giving notice of thirty days to the Agency of its intention to do so, without any claim of damages by the Agency.

17. Penalty :

- (i) Response time of a call should be within 24 hours and in case of any failure to respond within the stipulated time, a penalty (as per details given below) shall be imposed which will be deducted from the payment of the quarters of the AMC contractor firm.

Table of Reference for Penalty

Sr. No.	Types of computer/Equipment	Suggested downtime Penalty
1	All computers (General use)	Rs.100/- per day
2	All other Printers	Rs.100/- per day
3	If equivalent standby is given immediately	No penalty

- (ii) Similarly Liquidity damages at the rate of 0.5% per week for the delay / disobey or any mistake occurred intentionally in subject up to a maximum deduction of 10% computed on the value, & Once the maximum is reached, the Purchaser may consider for termination of the Contract.
- (iii) An amount of Rs.200/- will be deducted for AMC quarterly payable if any service engineer remain absent/leave without providing substitute.
- (iv) The firm will prepare separate log books for each of the machines to be taken under AMC and preventive maintenance with virus detection and special cleaning of monitor, printer keyboard, mouse etc. from outside with liquid cleaner and inside will be carried out on quarterly basis. A preventive maintenance report form the user would be submitted to the IT department, failing which an amount of Rs.100/- penalty would be imposed. The quarterly payment will strictly be made on the basis of satisfactory report form the user.

18. Default Clause / Cancellation on failure to supply/ Services :

If the Agencies fails to commence services as scheduled stipulated in the contract, it shall be discretion of the purchaser either. (a) to extend the period or .(b) to cancel the contract in whole or in part for the services without any show cause notice. In the event of extension, liquidated damages, will be applicable. If the purchaser decides to cancel the contract, the mode of repurchase will be at the discretion of the purchaser. The agency shall be liable to pay any loss by way of extra expenditure or other incidental expenses, which the purchaser may sustain on account of such repurchase at the risk and cost of the agency. In addition to action above, the purchaser may debar the defaulting supplier from future orders, for maximum period of 3 years.

19 Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party without having consent in writing from the “**State Health Society, Maharashtra**”, which he will be at liberty/discretion of State Health Society.

20 Warranty :

Chargeable Items replaced during the maintenance should have one year guarantee/warranty.

21 Force Majeure:

- 21.1 For purposes of this Clause, 'Force Majeure' means at any time during subsistence of contract an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 21.2 If a Force Majeure situation arises, the Supplier shall promptly but not later than 30 days notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event at the cost of supplier.
- 21.3 Force Majeure will be accepted on adequate proof thereof.
- 21.4 If contingency continues beyond 30 days, both parties argue to discuss and decide the course of action to be adopted. Even otherwise contingency continues beyond 60 days then the purchaser may consider for termination of the contract on equitable basis.

22 Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of tenders, and recommendations for the award of a Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the notification of Contract award is made.

23 Payment

- 23.1 No payment shall be made in advance nor any loan from any bank of financial institution shall be recommended on the basis of the award of work.
- 23.2 Payment will be made on receipt of bills accompanied the duty slip duly signed by the user.
- 23.3 The contractor shall submit the bill in the first week of subsequent month supported by copies of the log sheet duly signed by the competent authority of State Health Society, Maharashtra for sanction of the amount of bill.
- 23.4 All payment shall be made by PFMS or through e-payment system only.
- 23.5 The State Health Society, Maharashtra shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in prescribed para.
- 23.6 Payment of the A.M.C. will be made on quarterly basis after completion of the quarter.**
Payment shall be made upon submission of following documents:

- (i) 3 copies of supplier's invoice.
- (ii) Satisfactory Work report from user department

23.7 The purchaser shall have every right to deduct the pending dues on account of loss, compensation, or any remedial action in monetary terms from the said payment/ The supplier shall not agitate / raise the said issue in future.

24. Corrupt or Fraudulent Practices

24.1 The Purchaser as well as Tenderers shall observe the highest standard of ethics during the procurement and execution of such contracts.

24.2 “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and Fraudulent practice” means a misrepresentation or comission of facts in order to Influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

24.3 “Collusive practice” means a scheme or arrangement between two or more tenderers, with or without the knowledge of the Purchaser, designed to establish tender prices at artificial, non competitive level.

24.4 “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.

24.5 “The Purchaser will reject a tender for award if it determines that the tenderer recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question;.

24.6 The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

25 RIDER A

25.1 Resolution of dispute:

In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably with state Health Society, Maharashtra.

25.2 Arbitration:

In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator ,Government of Maharashtra. The award passed by the sole Arbitrator shall be final and binding on the parties.

The arbitration proceedings shall be carried out as per the Indian Arbitration and Concillation Act, 1996 and the rules made thereunder.

25.3 Governing Language:

English language version of the contract shall govern its interpretation.

25.4 Applicable Laws:

The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

25.5 Indemnification:

The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

25.6. Jurisdiction

All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.

25.7 Legal Proceedings

No suits, prosecution or any legal proceedings shall lie against the State Health Society, Maharashtra or any person for anything that is done in good faith or intended to be done in pursuance of tender.

Annexure-A

Schedule of Requirements

Sr. No.	Description	EMD	Name of Item	Approx. Qty. (NHM)	Approx. Qty. (DHS)	Total	Location
01.	Appointment of Agency For Annual Maintance of PC, PRINTER, SCANNER, LAPTOP, I-PAD, LCD, PROJECTOR, XEROX M/c, Networking for one year	Rs.5,000/- [Through online getway]	Computer	161 Nos	236 Nos	397 Nos.	Arogyabhavan , GT Mantralya & Main Mantralya
			Printer	88 Nos	87 Nos	175 Nos.	
			Color Printer	06 Nos	0 Nos	06 Nos.	
			Laptop	71 Nos	0 Nos	71 Nos.	
			Scanners	14 Nos	11 Nos	25 Nos.	
			I-Pad	18 Nos	0 Nos	18 Nos.	
			Switches	09 Nos.	0 Nos	09 Nos.	
			Photo Copier	07 Nos	0 Nos	07 Nos.	
		LCD projector	06 Nos	0 Nos	06 Nos.		
			Networking (Crimping/ Slicing ,LAN Cabling, LAN/WAN Trouble Shooting.)	171 Nos	236 Nos	407 Nos	

Note :-

- (A) **Scheduled preventive maintenance (PM) at least once in three months as follows:**
- i) Cleaning of the computers and all peripherals
 - ii) Cleaning of all the electrical contacts (associated with computers, printer, colour printer, laptop, scanners, I-pad, switches, photo copier, LCD projector, Fax Machine, LCD)
 - iii) Checking of all D.C. voltages (associated with computers, printer, colour printer, laptop, scanners, I-pad, switches, photo copier, LCD projector, Fax Machine, LCD)
 - iv) Oiling & greasing of mechanical parts if necessary.
 - v) Cleaning & alignment of USB, CD drive head.
 - vi) Updates Antivirus of all the computers.
 - vii) Updatation of software license like windows, word,excel,ppt etc.
- (B) Unscheduled, on-call corrective and remedial maintenance services to set right the malfunctioning of the system. This includes replacement of unserviceable parts/peripherals. The parts replaced will either be new parts or equivalent in performance to new parts. Whether a defective item or components is to be replaced or repaired shall be at the sole discretion of the State Health Society.
- (C) The service engineer would take up any reported fault within one hour. As far as possible, the repairs would be carried out on-site itself. However in case, the equipment is taken to the workshop, the firm would provide stand-by for the same. Also stand-by inventory of equipment's should be kept in the procurement department.

ANNEXURE -1

Tender Form

To
Commissioner (F W) & Mission Director (National Health Mission)
State Health Society, Maharashtra,
3rd Floor, Arogya Bhavan,
Mumbai 400 001.

Dear Sir

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods/ Services under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. 2 which is made part of this tender.

We undertake, if our tender is accepted, to deliver the goods/Services in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to a tendere by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this tender for and on behalf of _____

ANNEXURE-2

PROFORMA FOR PAST PERFORMANCE STATEMENT
(For a period of last 3 Years) i.e. 2013-14, 2014-15& 2015-16
Proforma for Performance Statement (for a period of last
***THREE** years)*

Tender No. _____ Date of opening _____ Time _____ Hours _____

Name of the Firm _____

Sr. No.	Name of the product	Name and full address of the purchaser	Order No & Date	Quantity	Date of completion as per contract	Remarks indicating reasons for delay in work if any

Note :

In support of above statement, enclose the copies of supply orders and client's satisfactory certificates

ANNEXURE -3

ANNUAL TURN OVER STATEMENT FOR THREE YEARS

The **Annual** Turnover of M/s _____ for the past three years are given below and certified that the statement is true and correct.

Sr. No.	Year	Turnover in Crores
1	2013-14	
2	2014-15	
3	2015-16	

Date:

Seal

Signature of Auditor/
Chartered Accountant
Name (in capital letters)

ANNEXURE-4

CONTACT DETAILS FORM

1. NAME OF THE COMPANY

2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE

.....

3. COMMUNICATION ADDRESS

.....

4. PHONE NO./MOBILE NO.

5. FAX

6. E-MAIL I.D.

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON

.....

2. DESIGNATION

3. PHONE NO.

4. MOBILE NO.

5. E-MAIL I.D.

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

2. The rates quoted by me are valid and binding upon me for the entire period of contract.

3. I/We give the rights to the competent authority of the Office of the State Health Society, Maharashtra to forfeit the Earnest Money/Security money deposited by me/us in case of breach of conditions of Contract.

4. I hereby undertake to provide the manpower services as per the directions given in the tender document/contract agreement.

Signature of the Authorised Signatory

Date :-

Place:-

Designation :

(Office seal of the Bidder)

ANNEXURE-5

PRICE SCHEDULE -

Description	Name of Item	Approx. Qty.	Rate (Per Unit) for AMC	Total Amount
Appointment of Agency For Annual Maintance of PC, PRINTER, SCANNER, LAPTOP, I- PAD, LCD, PROJECTOR, XEROX M/c, NETWORKING for one year	Computer	397 Nos.		
	Printer	175 Nos.		
	Color Printer	06 Nos.		
	Laptop	71 Nos.		
	Scanners	25 Nos.		
	I-Pad	18 Nos.		
	Lan Switches	09 Nos.		
	Photo Copier	07 Nos.		
	LCD projector	06 Nos.		
	Networking (Crimping/Slicing ,LAN Cabling, LAN/WAN Trouble Shooting.)	407 Nos.		
Total Amount				
Total amount inclusive of all				
Service Taxes				
Total Amount				

Rate in Words:-

Note:

- 1) In case of discrepancy between unit price and total price, the unit price shall prevail.
- 2) Quantity may be increase or decrease, hence price should be quoted for one unit only of each item.

Signature of the tenderer
Name

Designation
Business address

Terms & Condition:-

- The agency shall be solely responsible for any act of commission and/ or commission on the part of staff deployed.
- The agency shall be responsible for complying with statutory requirements and obligation at their own costs.
- Rates quoted by the agency shall be fixed for the duration of the contract period.

ANNEXURE - 6
SECURITY DEPOSIT FORM

To: (Name of Purchaser)

WHEREAS..... (Name of Supplier)
Hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated, 201... to supply.....(Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

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

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

This guarantee is valid until theday of.....201.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....201....

Address.....

.....

Documents to be submitted

1. Annexure-1 (Tender Form) :
2. Annexure-2 PAST PERFORMANCE STATEMENT along with the order letters for AMC and clients satisfactory certificates.
3. Annexure-3(AVERAGE ANNUAL TURNOVER STATEMENT) :
4. Annexure-4(Bidders Contact Details) :
5. Annexure-5 (Price schedule)
6. Annexure-6 (FORMAT FOR BANK GUARANTEE FOR EMD) :
7. ANNEXURE – 7 SECURITY DEPOSIT FORM
8. Audited Balance Sheet:
9. Authorization letter nominating a responsible person of the tenderer to transact the business with the Purchaser. :
10. The agency should be either sole proprietary concern/ partnership firm or company registered with copy of registration to be attached the Registrar of firms/ registrar of Companies whichever applicable
11. VAT/ST/SERVICES TAX Registration certificate whichever applicable
12. VAT/ST/ SERVICE TAX Clearance Certificate up to 31 March 2016 or the latest copy of the VAT return submitted.
13. Affidavit on non-judicial stamp paper of Rs. 100/- regarding the firm has not been blacklisted in the past three years by any State, Central Govt. or private institution.