

**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
BRANCH SALES OFFICE
6TH FLOOR, NMDC BUILDING, MASAB TANK,
HYDERABAD-500028**

PH.NO: 040-23535750, 23535742 FAX: 040-23537661

E-Mail: vsphvd@yahoo.com Website: www.vizagsteel.com

Ref No: VSP/MKTG/HYD/12-13/NIT/391

DATE: 29-10-2012

Sub: LIMITED TENDER ENQUIRY (LTE)/ NOTICE BOARD TENDER (NBT) FOR ANNUAL MAINTENANCE CONTRACT(AMC) FOR COMPUTERS/PRINTERS/ACCESSORIES AT BRANCH SALES OFFICE, LIAISON OFFICE & STOCKYARD, HYDERABAD.

1. Sealed quotations are invited from reputed and experienced agencies for AMC for computers/printers/accessories at Branch Sales Office, Liaison Office and Stockyard, Hyderabad as per the details given at Annexure-I. The tender will be received upto 3.00 PM on 15-11-2012 and will be opened at 3.30 PM on the same date.

**DETAILS OF THE WORK IN BRIEF: AMC FOR COMPUTERS/PRINTERS/ACCESSORIES
PERIOD OF CONTRACT : ONE YEAR FROM THE DATE OF ISSUE OF LOI**

2. Tender document/documents with detailed terms & conditions can be obtained directly from the office of Sr.Branch Manager, Hyderabad on all working days till 1.00 PM upto 15-11-2012 at free of cost. It can also be downloaded from company's website www.vizagsteel.com for participation in the tender. The filled in tender documents shall be accepted at Branch Sales Office, Hyderabad upto 3.00 PM on 15-11-2012. The tenders shall be accompanied by EMD of Rs.5000/- (Rupees Five Thousand Only) in the form of DD drawn in favour of RINL A/C (Party Name) payable at Hyderabad. Tenders without EMD will not be considered.
3. Interested parties may visit our office and discuss with the undersigned to assess the nature of work and volume of work before quoting, on all working days, except Sundays and Holidays between 10.00 AM to 5.00 PM with prior intimation.
4. Tender received in the Tender Box at Hyderabad will be opened in the presence of Tenderers who are present on the date and time.

Tender Receipt: 15-11-2012 upto 3.00 PM at Branch Sales Office-Hyderabad

Tender Opening Date: 15-11-2012 at 3.30 PM at Branch Sales Office-Hyderabad

5. Tenderer should submit their competitive quotations superscribing the Tender No. & Date and Due Date of opening and also "Quotation for AMC for Computers/Printers/Accessories" at Branch Sales Office, Liaison Office and Stockyard, Hyderabad and shall be sent to or dropped in the tender box at Branch Sales Office-Hyderabad.
6. Incomplete Quotations will be rejected summarily.
7. RINL/VSP reserves the right to reject any or all the tenders without assigning any reason thereof. Decision of RINL management will be final & binding.
8. VSP after opening of tender/bid document may seek in writing, documents/clarifications which are necessary for evaluation of tender/bid document from the tenderer/bidders or issuing authority for confirmation of eligibility/pre-qualifications stipulated in the NIT.

**CH.SRINIVASA RAO
DGM(LIAISON)**

**SATYABRATA DASH
SR.BRANCH MANAGER**

ANNEXURE-I TO TENDER NOTICE NO. VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-2012

ANNEXURE-I

Sl. No.	Description	Branch Office	Stockyard	Liaison	Total Units (Nos)	AMC Charges (Rs.) Unit/year	Total charges (Rs.)
1	HP Server model TC2120 P4@2.53GHz, 256 MB Hard Disk:2x36GB vide ultra 3 SCSI 15" Monitor, HP Keyboard, FDD : 3 1/2, 1.44 MB Dat Drive, Ethernet Card : 10/100 Mbps with RJ 45 Port CD ROM Drive:40xIDE CD ROM Drive, HP Scroll Mouse, Monitor.	1	1	0	2		
2	Desktops	14	6	3	23		
3	Laptops	1	0	0	1		
4	Dotmatrix Printer TVS	8	3	1	12		
5	Laserjet Printers	6	1	2	9		
6	Scanner Flatbed & Multi Function Printer	1	0	1	2		
7	Hub 16 Port 10/100 Switch Linksys SR216	1	0	0	1		
8	Printronix Line Matrix Printer	1	1	0	2		
13	Hub 8 port DLink DC809PC	0	1	0	1		

QUOTATION

(TO BE WRITTEN/TYPED ON ISSUED TENDER DOCUMENT OR ON TENDERER'S LETTER HEAD)

Sub: Quotation against LTE/NBT No:VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-2012

From:

To:

**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
BRANCH SALES OFFICE
HYDERABAD.**

We quote below our best rates:

Tender Notice Ref No. VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-2012

Sl. No.	Description	Branch Office	Stockyard	Liaison	Total Units (Nos)	AMC Charges (Rs.) Unit/year	Total charges (Rs.)
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2	Desktops	14	6	3	23		
3	Laptops	1	0	0	1		
4	Dotmatrix Printer TVS	8	3	1	12		
5	Laserjet Printers	6	1	2	9		
6	Scanner Flatbed & Multi Function Printer	1	0	1	2		
7	Hub 16 Port 10/100 Switch Linksys SR216	1	0	0	1		
8	Printronix Line Matrix Printer	1	1	0	2		
13	Hub 8 port DLink DC809PC	0	1	0	1		

SERVICE TAX APPLICABLE : YES/NO

If YES, Service Tax REGN.NO. (Copy Enclosed)

(for Service Tax payment, refer clause No.1.11 and 1.13 of Terms and Conditions)

VALIDITY OF OFFER : 30 DAYS (THIRTY) FROM THE DATE OF OPENING OF TENDER

Period of Contract: Contract will be valid for one year with effect from date of issue of LOI

I/We abide by the Terms and Conditions of LTE/NBT for AMC for computers/printers/accessories at Branch Sales Office, Liaison Office and Stockyard, Hyderabad invited by RINL/VSP.

NOTE: Declaration form is enclosed.

Signature of the Tenderer

Seal of the Tenderer

DECLARATION

(TO BE WRITTEN/TYPED ON THE TENDERER'S LETTER HEAD)

Sub: Declaration against LTE/NBT No.VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-2012

I/We have gone through the Terms and Conditions of LTE/NBT for AMC for computers/printers/accessories at Branch Sales Office, Liaison Office and Stockyard, Hyderabad invited by RINL/VSP and abide by the same. I/We hereby declare that I/We visited the Branch Sales Office, Liaison Office and Stockyard, Hyderabad to assess the nature of work and volume of work and satisfied myself/ ourselves about the nature of work to be carried out and the conditions etc. before submitting the tender and have accordingly quoted.

Signature of the Tenderer

Seal of the Tenderer

DETAILS OF TENDERER

(TO BE WRITTEN/TYPED ON THE TENDERER'S LETTER HEAD)

Sub:Limited Tender Enquiry/Notice Board Tender No.VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-12

- 1. NAME OF THE TENDERER**

- 2. DETAILS OF CONTACT PERSONS
ALONGWITH NAME & DESIGNATION**

- 3. TELEPHONE NUMBERS**

- 4. FAX NUMBERS**

- 5. MOBILE NUMBERS**

- 6. E-MAIL**

- 7. WEBSITE**

- 8. SERVICE TAX REGISTRATION NO.**

- 9. PAN NO.**

- 10. TIN NO.**

- 11. ANY OTHER DETAILS**

Signature of the Tenderer

Seal of the Tenderer

Consent for E-Payment

From: _____

**To: Officer-in-charge
RINL/VSP**

Sub: E-Payment.

Ref: Contract/WO _____ (No. and Date)

I/We hereby convey our consent that the payment made by RINL/VSP of any sum due to me/us, directly remitting the same to my/our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us and I/We shall not have any claim in respect of the same.

Undertaking:

“I/We hereby undertake that any payment made direct to me/us or to bank account shall be in full discharge of the obligations of RINL/VSP and I/We shall have no claim whatsoever in respect of the bill for which the payment is made”

I/We opt for EFT or RTGS/Direct Credit (Strikeout whichever is not applicable)

I/We furnish herebelow the bank details:

Name of the Bank _____

Branch Name, Place and MICR Code of the Branch _____

Account Number in full _____

Type of Account _____

Name and style of account _____

IFSC No./RTGS No. _____

For _____ **& Company**

Authorised Signatory/Proprietor

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
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HYDERABAD-500028
PH.NO: 040-23535750, 23535742 FAX: 040-23537661
E-Mail: vsphyd@yahoo.com Website: www.vizagsteel.com

Terms and Conditions for AMC for Computers/Printers/Accessories at Branch Sales Office, Liaison Office and Stockyard, Hyderabad against LTE/NBT No.VSP/MKTG/HYD/12-13/NIT/391 DT:29-10-2012

1.0 PREAMBLE:

- 1.1 The agency shall provide AMC for Computers/Printers/Accessories at Branch Sales Office, Liaison Office and Stockyard, Hyderabad. The complaints will be attended/repared at our office as and when required. If necessary the agency will take the systems to their service centre for repairs and deliver the same back to the RINL site after repairs using their own resources.**
- 1.2 The agency will be responsible for AMC of Computers/Printers/Accessories within the contract period.**
- 1.3 The contract shall be valid for one year with effect from the date of issue of LOI.**
- 1.4 The agency shall carryout preventive maintenance once in a month for the systems.**
- 1.5 The agency will be responsible for attending the calls for maintenance as and when required.**
- 1.6 The agency must ensure that the system will be returned in full working condition on the expiry of the AMC.**
- 1.7 The agency will be fully responsible for any damage to the man and machine that occurs due to faulty workmanship during the period of contract.**
- 1.8 If the repair demands the shifting of the system, a standby has to be provided at free of cost.**
- 1.9 The agency should attend the fault within one hour of notice and if necessary, he should provide standby system, so that work is not affected. If the contractor defaults in any service as above, Rs.100/- per day or part thereof will be recovered towards penalty till the fault is attended, subject to maximum of contract value. Decision of RINL will be final and binding on the Contractor.**
- 1.10 The AMC includes all expenditures including spare parts, maintenance charges, visit charges and all other charges.**
- 1.11 The rates should be quoted on lump sum basis per year for the system, covering all charges as mentioned above but excluding Service Tax. Service Tax, if applicable**

will be paid extra over and above quoted rates provided the agency have valid Service Tax registration number. Service Tax is to be shown separately. Other statutory charges (if any) other than mentioned above will be to the a/c of agency.

1.12 Payment will be made on half yearly basis after satisfactory completion of work with due recommendation of Sr.BM/DGM(Liaison). Payment will be made within 7 days from the date of submission of bill.

1.13 The Service Tax (if any, applicable) will be paid provided the bill contains the following details:

- (i)** Service Tax registration No. and jurisdictional Range
- (ii)** The name and address of provider of service
- (iii)** Description, classification and value of taxable service
- (iv)** Service Tax and Education Cess and Higher Education Cess payable thereon
- (v)** The Company shall recover the Service Tax paid in case CENVAT credit is disallowed due to any reason attributable to the Contractor

1.14 The agency shall maintain the logbook in the manner prescribed by RINL/VSP and observations, if any shall be acknowledged by RINL/VSP.

1.15 Tenderer should give full details like Contact Person, Telephone Numbers, Fax Numbers, Mobile Numbers and E-mail, if any.

2.0 INSTRUCTIONS TO THE TENDERER:

2.1 Tenders will be submitted in a sealed cover mentioning the relevant information like the Name of the Tenderer, Tender No. & Tender Opening Date/Time etc. on the cover in bold letters. The tenders shall be accompanied by EMD in the form of DD in favour of RINL A/C (Party Name), payable at Hyderabad.

2.2 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter head of the Tenderers where no tender document is specified.

2.3 Tenderers will quote the Rates in figures and also in words and corrections, if any will be initialed. In case of any discrepancy in words and figures, the rate quoted in words will govern and will be treated as final.

2.4 If due to any reason the Tender receipt date is postponed to any other date, the details will be intimated by displaying a Notice on the Notice Board of the company where Tenders are accepted and also the same will be intimated by post to all those parties who have obtained the Tender documents from BSO/LO.

2.5 The Tender opening will normally be done after closing Time of the Tender in the presence of the Tenderers who are present unless due to unforeseen/unavoidable circumstances, the opening of Tenders is postponed. The slit for dropping of the documents will be sealed immediately after the time specified for receipt of tenders in the Notice inviting Tender. The time to be followed is as per the clock available at BSO/LO. In case the tender is not opened due to any exigency, the next following

working day will be the opening day and Tenders will be opened in the presence of Tenderers who choose to be present for witnessing the Tender opening and no intimation in this regard will be sent to the Tenderers individually this time.

- 2.6 Tenders will be accepted in the Tender Box kept at RINL/VSP, Hyderabad. For details please see Notice Board or visit company's website www.vizagsteel.com.
- 2.7 Before submission of Tenders, the Tenderers may visit the office from where the tender is floated to assess the nature of work and volume of work etc. No complaint/claim on this account will be entertained after submission of Tender.
- 2.8 Tenderers have to keep their prices valid as stipulated in Tender Document. Tenders received with validity period lesser than the stipulated time are liable for rejection. In case of non finalization of tender even after expiry of one month period, party shall extend their offer validity as required by the company.
- 2.9 Incomplete Tender or Tenders submitted with qualifying condition or with conditions at variance when compared to Terms and Conditions of Tender are liable for rejection.
- 2.10 Tenderer sending their Tenders by Mail/Courier will do so solely at their own Risk and RINL/VSP will not be responsible for any loss in transit or postal delay.
- 2.11 The Tenderer should sign all the pages of the Tender document as a token of acceptance.
- 2.12 If it comes to the notice of RINL/VSP at any stage right from request for tender document that any of the certificates/documents submitted by bidders are found to be false/fake/doctored, the party will be debarred from participation in all VSP tenders for a period of 5 years including termination of contract. If awarded, EMD/Security Deposit etc. if any, will be forfeited. The Contracting Agency in such cases shall make good to RINL/VSP any loss or damage resulting from such termination. Contracts in operation anywhere in RINL/VSP will also be terminated with attendant fallouts like forfeiture of EMD/Security Deposit., if any and recovery of risk and cost charges etc. Decision of RINL/VSP management will be final and binding.

3.0 SUBMISSION OF TENDER DOCUMENTS:

- 3.1 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter head of the Tenderer where no Tender Document is specified.
- 3.2 Tender document duly filled in and signed and put in a sealed cover mentioning the Tender Number on top of closed cover should be put in the Tender Box.
- 3.3 Tender documents shall be submitted in a sealed envelope superscribing the Tender Notice Number/Date and Date of Tender opening/Time. The Tenderers are requested to submit such sealed envelopes in the Tender Box kept at the designated place as mentioned in the Notice Inviting Tender.

4.0 EVALUATION OF TENDER & ISSUE OF LOI:

4.1 Tenders will be evaluated on lowest rates quoted by the parties.

4.2 LOI will be issued to L-1 rate agency based on internal evaluation.

5.0 GENERAL TERMS AND CONDITIONS:

5.1 The successful tenderer has to give his acceptance to the LOI within one week from the date of issue of LOI.

5.2 The successful tenderer has to open their local office within 15 days from the date of issue of LOI in case the local office is not available.

5.3 The security deposit shall be Rs.5000/- or 5% value of the contract whichever is less and shall be submitted within 15 days from the date of issue of LOI in the form of DD in favour of RINL A/C(Party Name), payable at Hyderabad. In case of failure to submit the SD in prescribed time, the EMD submitted shall be forfeited. The EMD of the successful tenderer shall be returned after submission of stipulated SD in the contract. In case of unsuccessful tenderers the EMD shall be refunded as soon as possible.

5.4 At the end of the contract period, the SD amount shall be released to the party based on the certification of the dealing officer for proper performance of the contract and with the due recommendations of the respective Sr.BM/DGM(L).

5.5 The Company at its entire discretion may terminate the contract without any notice to the Tenderer in case there is any malafide intention noticed during the contract period.

5.6 Tenderer will not be entitled to claim any compensation of whatsoever nature if termination/cancellation is imposed by RINL/VSP for any reason.

5.7 Any damage caused to RINL/VSP's property or its contractor's personnel within RINL/VSP's premises by the Tenderer during the operation of the contract will be to his account and are recoverable.

5.8 In case of non-performance or part performance of the agency on any reasons thereof, work or part work may have to be got done by other agency at Risk and Cost. In such case, the losses incurred by RINL/VSP have to be recovered from the agency or from the amount due to the agency in any other contract with VSP.