

Department of Trade & Taxes
(Govt. of NCT of Delhi)Vyapar Bhawan,
IP Estate, New Delhi-110002

To,

Sub: Request for quotation for hiring of desktop computers for a period of Two Months

Dear Sir,

The Department of Trade & Taxes, Govt. of NCT of Delhi, Intends to hire the Desktops on rental basis for a period of two months to cope up with the urgent requirement of Computer Hardware. Please quote your competitive rate for the above mentioned work. The specification of Desktops is given below. You should quote your rate in sealed envelope in the following format:

SI No	Item : Desktop (Specification)	Quantity	Monthly Rental Rate per Unit (in Rs)	Total Price inclusive of Taxes for a period of two months (In Rs)
1.	Intel core i5 or higher, Chipset: Q8 Series, 4GB RAM or higher, 500 GB SATA HDD 7200 RPM or higher, 17"/18.5" TFT, DVD Writer, OEM Keyboard & Mouse, Operating System: Microsoft Window 7 or advance, Integrated sound and graphics with other advance features. preloaded with Antivirus	20 Nos		
Grand Total(inclusive of all Taxes)				

1. The lowest quote bidder will be arrived at by evaluating the Grand Total.
2. All preloaded software supplied with computer should be licensed.
3. Rates to be quoted on monthly basis.
4. Rates shall be valid for a period of 6(Six) months.
5. Decision of Dept. Of Trade & Taxes,GNCTD is final and Binding upon the bidders for the placing of orders.

A/S

6. EMD of Rs.5000/- in the form of FDR/Bank Guarantee/DD/Banker Cheque should be submitted in favour of Commissioner Trade and Taxes valid for a period of three months.
7. Sealed envelopes should be reached to EDP Branch, 12th Floor, Vyapar Bhawan, Department of Trade and Taxes, Govt. of NCT of Delhi, New Delhi-110002 by 11/8/16, 11 AM.

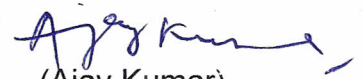
Terms and Conditions :

1. **Maintenance:** Onsite maintenance of the supplied system during the hiring period and no additional charges would be paid towards H/w & S/w maintenance charges (if any)
 - i. The vendor must ensure that all the Desktops provided on rentals must be in working condition at all times.
 - ii. Requisite technical support engineers have to be stationed to meet the required uptime. The vendor has to ensure rectification of the faulty Desktop.
 - iii. Atleast one Onsite Technical Support Engineer must be provided.
2. **Installation of Desktops:** The vendor has to deliver the Desktops at the address mentioned above and ensure installation of the same along with related drivers.
3. **Payment terms:** To be released after completion of a month or a part thereof (on pro-rata basis for the last month) on raising of the invoice by the firm and after submission of report duly signed by Branch/hardware In-charge of the user of the Machine.
4. **Acceptance:** 2 days of the date of issue of the letter.
5. **Delivery term:** Within 2-3 days of acceptance of the Supply Order.

Penalty Clause:

1. Any failure in the system or a subsystem thereof should be rectified within maximum period of 4 (Four) working hours of lodging complaint.
2. If any system is down beyond 4 hours, penalty will be charged per day at the rate of Rs. 200/- per day/per Desktop.

Yours faithfully


(Ajay Kumar)

Joint Commissioner (System)