

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

To,

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**Sub: Request for sealed quotations for hiring of 35 desktops for a period of one Month**

Sir,

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

<b>Sl No</b>	<b>Item : Desktop (Specification)</b>	<b>Quantity</b>	<b>Monthly Rental Rate per Unit (in Rs)</b>
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 advanced, Integrated sound and graphics with other advance features. preloaded with Antivirus	35 Nos	
<b>Grand Total(inclusive of all Taxes)</b>			

1. The lowest quote bidder will be arrived at by evaluating the Grand Total.
2. All preloaded software loaded 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 will be final and binding upon the bidders for the placing of orders.
6. The department may extend the period of hiring depending upon the requirement of the department at the same terms and conditions.

7. Sealed envelopes should reach to EDP Branch, 12th Floor, Vyapar Bhawan, Department of Trade and Taxes, Govt. of NCT of Delhi, New Delhi-110002 by 10.04.2017, 3.00 PM which shall be opened by the Purchase Committee on the same day i.e. 10.04.2017 at 3.30 PM in presence of the bidders or their authorized representatives.
8. If any bidder found L1 and refuses to provide the Desktops in Time, the Department may take action for black listing the vender.
9. The bids received late after the last date/time of submission of bid shall be rejected outrightly.

**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) The vendor must ensure that all the Desktops provided on rentals must be in working condition at all times. Requisite technical support engineers have to be stationed to meet the required uptime. The vendor has to ensure rectification of the faulty Desktop. At least one Onsite Technical Support Engineer must be provided.
  - **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.
  - **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 nfirm and submission of satisfactory report duly signed by the user of the Machine.
  - **Acceptance:** 2 days of the date of issue of the letter.
  - **Delivery term:** Within 3 days of issue 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,

(Harbir Singh)  
Sr. System Analyst