QUOTATION NOTICE

Sub.: Quotation for Annual Maintenance Contract (AMC) for Computer Systems, Printers, UPS, Scanners, Laptop, firewall, LCD Projectors, LAN and other related accessories/peripheral in the office of Dental Council of India—Reg.

Dental Council of India, New Delhi, a statutory body of the Government of India under the administrative control of Ministry of Health & Family Welfare invites sealed quotations from reputed and experienced agencies for "Annual Maintenance Contract (AMC) for Computer Systems, Printers, UPS, Scanners, Laptop, firewall, LCD Projectors, LAN and other related accessories/peripherals at Kotla Road, New Delhi for a period of one year and may extendable upto three years subject to the satisfaction of the Council.

2. The interested agencies/ firms may inspect the premise at any time during the office hours 9.30 a.m. to 6.00 p.m. on any working day to access the job requirement/ quantum of work involved. They are requested to read the terms & condition of the contract carefully before submitting the same. The quotation in sealed cover superscribing "Quotation for Annual Maintenance Contract (AMC) for IT Services at DCI" should reach "The Secretary, Dental Council of India, Alwan-E-Galib Marg, Kotla Road, New Delhi-110002" on or before 29.11.2019. No quotation will be accepted after last date of submission of quotation.

3. The DCI reserves the right to accept or to reject any quotation without assigning any reason whatsoever. Any future clarification and / or corrigendum(s) shall be communicated through DCI official website www.dciindia.gov.in instead of newspaper. The quotation shall remain valid for 90 days from the date of receipt of the same.

4. This issues with the prior approval of the Executive Committee of DCI at its meeting held on 22.08.2019 at Agenda Item No.11(2).

(M.L. Meena)
Joint Secretary (L&A)

C.C.:  
1. The Acting worthy President, Dental Council of India
2. Server Section- to upload the same on DCI Website.
3. Guard File
APPLICATION LETTER
( Specimen )

To,

The Joint Secretary (Legal & Administration)
Dental Council of India
Aiwan-E-Galib Marg,
Temple Lane, Kotla Road,
New Delhi-110002

Sub.: Non-Comprehensive Annual Maintenance Contract (AMC) for Computer Systems,
Printers, UPS, Scanners, Laptop, firewall, LCD Projectors, LAN and other related
accessories/ peripherals—Regarding

Sir,

In response to your Quotation Notice published in the Times of India Newspaper on
for the above mentioned contract, I/We, a private/ Public Ltd Company/ Partnership/ Sole
Proprietor submit the quotation with the following particulars:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Particular</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Firm</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Year of Establishment</td>
<td></td>
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<tr>
<td>3.</td>
<td>Registration Number with a copy of</td>
<td>Registration/ GST certificate</td>
</tr>
<tr>
<td>4.</td>
<td>Registered Postal Address</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Telephone, Fax, Mobile Number</td>
<td>Website address, if any</td>
</tr>
<tr>
<td>6.</td>
<td>Name and address of Directors, in case of Company</td>
<td>Name and address of Sole Proprietor</td>
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<td></td>
<td></td>
<td>Name and address of Partners, in case of</td>
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<tr>
<td></td>
<td></td>
<td>Partnership firm</td>
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<tr>
<td>7.</td>
<td>Name and designation of authorized</td>
<td></td>
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<tr>
<td></td>
<td>signatory with their communication address</td>
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<tr>
<td></td>
<td>&amp; contact details.</td>
<td></td>
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</tbody>
</table>

2. Having acquired the requisite information related to the subject work after visit of the site and
examining the form of contract, nature, quantum of work as affecting the quotation invited by on behalf of
the DCI, I/We, the undersigned hereby offer the Non-Comprehensive Annual Maintenance Contract
(AMC) for Computer Systems, Printers, UPS, Scanners, Laptop, firewall, LCD Projectors, LAN and
other related accessories/ peripherals strictly in accordance with the terms and conditions as indicated
by you in the said notice. We also agree to submit the bill on quarterly basis. I/We will always keep the DCI
indemnified of any claim/ damages that DCI may have to pay with respect to the service.

3. I/We understand that the DCI reserves the right to reject any or all the quotations or accept them in
part or to reject the lowest quotation without assigning any reasons. The DCI further reserves the right to
terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Signature
Name
Firm's Seal

Date
Terms and Conditions

(i) The contact shall be on a service basis, no extra charges for any kind of service, replacement of any defective parts, supply of consumables parts like Drum, Toner etc. will be paid by this office.

(ii) During the contract period, it will be the responsibility of the company to keep the equipment in perfect working order. The repair works will have to be carried out within 1-2 days at location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repair in workshop.

(iii) The engineer of the company will have to visit twice a week. In addition to that, he will have to attend the urgent calls for rectifying the faults for keeping the machines in good working condition at any time on short notice.

(iv) The agency must have experience and expertise to repair defective parts of computer/Printer/UPS and if any machine/parts found out of market/old/not repairable, the firm will provide the estimate for the same in writing to DCI for furtherance.

(v) The payment towards AMC charges would be made on quarterly basis and no advance payment in any case would be made.

(vi) The Quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

(vii) This offer will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications.

(viii) The competent authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.

(ix) Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

(x) TDS, if applicable shall be deducted from all payments made to the agency as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. Statutory norms, such as GST, etc. shall be applicable as per Government of India norms.

(xi) Each bidder shall submit only one quotation and incomplete bids are liable to be ignored.

(xii) The decision of the DCI, New Delhi shall be binding on all issued relating to quotation.

(xiii) Submission of quotations: Sealed quotation super scribed on the envelope as "Quotation for Non-Comprehensive Annual Maintenance Contract (AMC) for Computer Systems, Printers, UPS, Scanners, Laptop, firewall, LCD Projectors, LAN and other related accessories/peripherals" should be dispatched by registered post or delivered by hand to the following address:

The Joint Secretary (L&A)
Dental Council of India
Aiwan-E-Galib Marg,
Temple Lane, Kotla Road,
New Delhi-110002

I hereby agree with the above terms and conditions.

Name of the Firm/Agency

Signature with seal

Date
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Item</th>
<th>Qty.</th>
<th>Unit Rate</th>
<th>Total Amount without GST/Tax</th>
<th>GST/ Tax, if any</th>
<th>Total amount with GST/Tax</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer System (Desktop)</td>
<td>27</td>
<td></td>
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<tr>
<td>2.</td>
<td>Computer System (A-In-O)</td>
<td>23</td>
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<td>3.</td>
<td>Printer</td>
<td>40</td>
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<td>4.</td>
<td>UPS including one online UPS</td>
<td>51</td>
<td></td>
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<td>5.</td>
<td>Scanner</td>
<td>05</td>
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<td>6.</td>
<td>Laptop</td>
<td>04</td>
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<td>7.</td>
<td>LCD Projector</td>
<td>02</td>
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<td>8.</td>
<td>Sonic Dell Firewall</td>
<td>01</td>
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<td>9.</td>
<td>LAN and other related accessories/ peripherals</td>
<td>1 Job.</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

Name: ______________________

Signature: ______________________

Date: ______________________

Firm's Seal: ______________________