

# ।। कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर।।

(नेहरू नगर, आर.पी.ए.रोड, जयपुर फोन 0141-2301584, फैक्स 0141-2301859)

ई-मेल: director.fsl@rajasthan.gov.in

क्रमांक :-स.10(4)लेबो-स्टोर/खुली निविदा-04 / 2024-25 / 00732 / 1399 दिनांक:-

2 SEP 2024

निदेशक,

सूचना एवं जनसम्पर्क निदेशालय ,  
राजस्थान, जयपुर ।

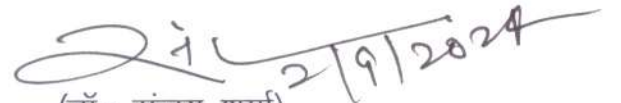
विषय:-खुली निविदा संख्या 04 / 2024-25 सूचना प्रकाशित कराने बाबत ।

महोदय,

उपरोक्त विषयान्तर्गत निवेदन है कि इस प्रयोगशाला में स्थापित कम्प्यूटर/लैपटॉप, प्रिन्टर, फोटोकॉपी मशीन, ऑनलाईन यू.पी.एस.,सी.सी.टी.वी.कैमरा मय डी.वी. आर.,ई.पी.ए.बी.एक्स. एवं नेटवर्किंग व अन्य आई.टी.उपकरणों रख रखाव की खुली निविदा प्रकाशित करने हेतु 8 प्रतियाँ मय सीडी संलग्न कर भिजवाई जा रही हैं, जिसका निम्न समाचार पत्रों में दिनांक 04.09.2024 तक आवश्यक रूप से कम से कम स्पेस में प्रकाशित करवाने की व्यवस्था करावें। खुली निविदा के पश्चात समाचार पत्रों की एक-एक प्रति एवं विज्ञप्ति का बिल इस प्रयोगशाला को भिजवायें, ताकि भुगतान की कार्यवाही की जा सके।

1. क्षेत्रीय समाचार पत्र

संलग्न :-उपरोक्तानुसार सीडी-एक

  
(डॉ० संजय शर्मा)

कार्यालयाध्यक्ष

राज्य विधि विज्ञान प्रयोगशाला,

राजस्थान, जयपुर।

प्रतिलिपि :-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

- 1-वरिष्ठ लेखाधिकारी, राज्य विधि विज्ञान प्रयोगशाला, राजस्थान, जयपुर।
- 2-नोटिस बोर्ड, राज्य विधि विज्ञान प्रयोगशाला, राजस्थान, जयपुर।
- 3-नोडल अधिकारी, राज्य विधि विज्ञान प्रयोगशाला, राजस्थान, जयपुर।



उप निदेशक (स्टेयर)

राज्य विधि विज्ञान प्रयोगशाला,

राजस्थान, जयपुर।

## ।। कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर।।

(नेहरू नगर, आर.पी.ए.रोड, जयपुर फोन 0141-2301584, फ़ैक्स 0141-2301859)

ई-मेल: [director.fsl@rajasthan.gov.in](mailto:director.fsl@rajasthan.gov.in)

क्रमांक :- स.10(4)लेबो-स्टोर/ए0एम0सी0/2024-25/00732/13899

दिनांक :- 2 SEP 2024

खुली बोली सूचना संख्या 04/2024-25

राज्य विधि विज्ञान प्रयोगशाला, जयपुर (राज.) में स्थापित कम्प्यूटर/लैपटॉप, प्रिन्टर, फोटोकॉपी मशीन, ऑनलाईन यू.पी.एस., सी.सी.टी.वी.कैमरा मय डी.वी.आर., ई.पी.ए.बी.एक्स. एवं नेटवर्किंग व अन्य आई.टी.उपकरणों के लिए एक वर्ष/वार्षिक रख रखाव (मय पार्ट्स) हेतु अनुमानित राशि रुपये 9.80 लाख की मुहर बन्द बोली आमंत्रित की जाती है।

बोली प्रपत्र दिनांक 03.09.2024 शाम 05:00 पी.एम. से दिनांक 11.09.2024 शाम 06:00 पी. एम. तक कार्यालय में जमा करना होगा, प्राप्त बोली दिनांक 12.09.2024 दोपहर 3.00 पी.एम. पर बोलीदाताओं/उनके प्रतिनिधियों के समक्ष कार्यालयाध्यक्ष के कक्ष में खोली जावेगी।

विस्तृत बोली विवरण एवं प्रपत्र <http://sppp.rajasthan.gov.in> पर देखे/ डाउनलोड किये जा सकते हैं।



कार्यालयाध्यक्ष

राज्य विधि विज्ञान प्रयोगशाला,  
राजस्थान जयपुर।

# **Terms & Conditions**

## **1. Eligibility Criteria**

- a. The bidder must have 2 years of past experience in field of providing annual maintenance services of Computer/Laptop/printers/Photocopiers Machine / FAX machine/Online UPS/Networking/Fire alarm of Offices Necessary supporting documents from any Govt. offices/boards/ Corporations /organizations/ PSU must be submitted.
- b. The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices or any other reason, whatsoever or have not been debarred or blacklisted for similar type of work by Government Offices/ PSU/ Banks or any other similar organizations.
- c. The Bidder must have Offices in Rajasthan for providing Services to the Office of State FSL, Nehru Nagar, Near RPA, Jaipur – 302016. The bidder should have an operational office at Jaipur.

## **2. Procedure for Submission of Bid**

- a. The Envelope should contain the following documents (Technical & Financial Bid should be in separate envelopes): Tender documents duly completed in all respect should be submitted in one sealed envelope marked as “ANNUAL MAINTENANCE SERVICE WITH SPARE PARTS of Computer/Laptop, printers, Photocopiers Machine, Online UPS, Networking, Fire alarm of the Office.
- b. Tender should be addressed to “The Director, State FSL, Nehru Nagar, Near RPA, Jaipur – 302016. Postal delay or loss of tender in transit will not be the responsibility of State FSL. Offers sent by Fax or Email will not be considered.

## **3. Technical Bid:**

- a. Tender documents with all the pages numbered, signed and sealed by the bidder.

- b. Bid Security/ Earnest money deposit EMD) As Described.
- C. Copy of Permanent Account Number (PAN) allotted by Income Tax Department.
- D. Copy of GST certificate.
- E. Declaration by the bidder on bidders letter head as per the format attached Annexure -1
- F. Profile of the bidder as per Annexure -2
- G. Experience and running contract as per Annexure – 3
- H. Documentary Evidence having 2 years of experience in relevant field. As per Annexure – 3 is required.
- I. Check List as per Annexure – 5
- J. The tender fee for the document/tender submission is Rs. 500.

#### 4. FINANCIAL BID

Duly completed in all respect as per Annexure-4.

- a. Date & Time for Submission of Tender: As mentioned previously in the tender notice.
- b. Opening of Bids All bidder or their representatives if they so desire may remain present at the time and place of opening as notified in this tender document.

#### 5. Tender fee and EMD/ Bid Security fee

- (a) The Bids will be received on Sppp-procurement web-portal of Govt. of Rajasthan. Every Bidder will be required to pay the following fees:
  - **Tender fee need to be deposited according to following norms :**
    - i) This fee is to be deposited through E-gras in budget head- 0075- 800-(52)- 01) in favor of Director FSL Jaipur. **In the E challan of the E-gras, bidder need to mention the names of the item in which he is participating.**
  - **Bid Security fee (EMD) need to be deposited according to following norms :**
    - i) 2% of the item quoted value. This fee is to be deposited through F.D.R/B.G/ E-gras in budget head- 8443-00-103-00-00 in favor of Director FSL Jaipur. **In the E challan of the E-gras, drawn in favor of "The Director, State FSL, Nehru Nagar, Near RPA, Jaipur – 302016".**

b. Bid received without earnest money or in the form of other modes will not be entertained/ considered at all and will be rejected summarily.

c. No interest would be paid on the Earnest Money Deposit.

**Forfeiture of EMD** The earnest money deposited (EMD) will be forfeited if the bidder withdraws or amends impairs and derogates from the tender in any respect within the period of validity of tender. In case the successful bidder declines the contract, for whatsoever reason(s).

## **6. Validity of Contract**

The contract shall be valid for One Year from the date of execution of agreement for the contract, which may be extended for further period on the same terms and conditions in accordance with the RTPP Act & Rules. STATE FSL, JAIPUR will have exclusive right to terminate the contract by giving one month's notice to the service provider.

## **7. Terms & Conditions (regarding the Bid)**

a. Before submission of the bid, bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications etc., so that no ambiguity arises later on.

b. Tender should be furnished in a properly sealed cover containing inside two separate sealed envelopes, one each for technical bid and financial bid subscribed as: Technical Bid and Financial Bid.

c. The bidder shall, wherever called upon to do so, give full information with reference to the services in hand and shall permit the Director State FSL, Jaipur or any other officer nominated by him to inspect the premises of the tenderer / client at all reasonable times and shall give full assistance and information as may be required by him in connection with the contract.

d. Bid is nontransferable. Subletting the contract or any part of it to any other Service Provider is not allowed / permissible. Conditional bid of any type will not be accepted and will be rejected summarily.

e. All entries in the bid should be legible and filed clearly. Any overwriting or cutting which is Unavoidable shall be signed by the authorized signatory. Use of correction fluid anywhere in tender is prohibited. In case use of correction fluid is noticed anywhere in tender then such tender shall be liable for rejection. All amounts shall be indicated both in words as well as in figures where there is difference between words and figures the amount quoted in words shall prevail.

f. In case of dispute, the decision of Director, State FSL, Jaipur will be deemed as final & binding.

g. The State FSL reserves the right to reject any or all applications without assigning any reason.

h. The rate quoted for AMC with parts by the bidders should be inclusive of the cost of spare parts. Bidder need to specify their list of software & hardware which is integral part of the offer of AMC with spare parts.

i. Onsite preventive and corrective maintenance of computers connected in LAN and peripherals at State FSL, Jaipur need to be provided by the bidder.

j. The firms also must have expertise and experience in LAN troubleshooting. The bidder should have executed satisfactory Annual Maintenance of 30 or more computers connected in LAN under Window NT environment for One year.

k. Bidder should have Authorization as service provider for HP/Compaq/ Dell /Lenovo/ACER/Xerox/Ricoh.

l. The vendor will provide one qualified technical support staff on all the working days from 9:30 AM to 6:00 PM for and when require the staff would be equipped with mobile phone to ensure availability.

## **8. Other Terms & Conditions**

The Service Provider shall provide "ANNUAL MAINTENANCE SERVICE WITH SPARE PARTS" which shall cover both preventive as well as corrective maintenance for all assets covered under AMC. a. AMC shall cover each and every part including plastic parts, replacement of any part necessary for keeping the computer systems active and free from any defects/disturbance; taking appropriate measures/steps

in time to set right the malfunctioning of the computer systems. The replacement of all spares parts is included in the AMC except consumable items and Physical damage/s of hardware/peripherals. Computer power cables, printer port/connectors/cables etc. are also covered under AMC.

b. The Service Provider shall provide maintenance services through qualified experienced and competent engineer. Service engineer should be well conversant with the latest trends in trouble shooting of computing equipment.

c. In case of need to replace any item/ component, the Service Provider shall provide original make genuine parts/components of similar or higher configurations. The Service Provider shall produce the Cash Memo's/Certificate/ Document in proof of providing genuine components to replace the faulty ones on demand. Used/repaired parts of any other brand from any other source are not acceptable.

d. Service provider shall also provide standby equipment of equivalent configuration for handling major repair and requiring shifting of such equipment to their test and repair center or as and when required at no additional cost to the STATE FSL, JAIPUR .

e. STATE FSL, JAIPUR will neither provide transport facility of any type nor manpower. This will be arranged by the Service Provider on his own cost and risk.

f. The Service Provider shall load/reload and configure operating systems and/or any other specific system software as the case may be in the equipment covered under AMC, at no extra cost to the STATE FSL, JAIPUR, whenever the need arises.

g. The loading of software shall include operating system/application software like Windows 7 (Professional/Home), Windows XP (Professional/Home), Windows 10, Server 2003, Linux, Word Processing software, Internet Browser, Anti-virus software and any other software used within the Company from time to time, reinstallation of software, if corrupted. Data retrieval from virus infected hard disks and re-installation of corrupt software will also be included in basic trouble shooting activities.

h. The Service Provider shall, upon direction of officials, install office application software and make configuration changes in the equipment covered under "ANNUAL MAINTENANCE SERVICE WITH SPARE PARTS" free of cost.

i. Service engineer of the Service Provider shall make a mandatory visit every schedule per quarter /month whichever is convenient, for Preventive Maintenance irrespective of complaint lodged. Service engineer of the Service Provider shall inspect each system and will take the signature of end user for satisfactory working of the system. Preventive Maintenance activity shall include cleaning of the equipment, carrying of systems diagnostic tests and taking remedial action, etc.

j. Since hard disk, optical drive (CD-R/W, DVD-R/W etc.), keyboard and mouse are susceptible to frequent breakdown, the same will be replaced immediately by the Service Provider with standby/replacement.

k. The Service Provider shall be extend necessary assistance in maintaining the inventory, shifting and reinstallation of all the equipment.

l. STATE FSL, JAIPUR shall provide the internet facilities / licensed copy of latest Anti-Virus software. The Service Provider shall be responsible for cleaning and removal of virus of any nature with upgrades, at no extra cost to the STATE FSL, JAIPUR .

m. STATE FSL, JAIPUR shall not be responsible for any use of unlicensed anti-virus software, if any, used by the Service Provider. The responsibility shall rest with the Service Provider for using unlicensed software.

n. In addition to the above, the Service Provider is required to provide Level 1 support for the systems that are under warranty. The scope of level 1 support includes receiving and attending the user calls and identifying the problem. Problems with the hardware or OEM installed OS are to be logged with the concerned Service Provider. The onus will then lie on the concerned Service Provider to ensure that the calls are closed. o. Any new equipment shall be brought into ambit of maintenance contract through a written intimation or Addendum with due and equitable maintenance charges.

p. The systems that are not serviceable by the Service Provider due to obsolescence of Technology or non-availability of parts/components / assemblies shall be withdrawn from the maintenance contract. Withdrawal of such system shall be communicated to the Service Provider and equivalents maintenance charges shall be deducted from the amount due to the Service Provider.

q. The contract extends only to problems arising out of normal functioning of equipments and the contract does not cover break down or services or spare parts arising out of damages caused due to fire, theft, riots, accidents, earthquake, storm and other natural calamities.

r. To monitor the maintenance activities and to discuss other related matters, a meeting between STATE FSL, JAIPUR and Service Provider shall be held at STATE FSL, JAIPUR , Jaipur as and when required.

s. The Service Provider shall ensure that all materials and information which may come into its possession or knowledge in connection with this contract or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the STATE FSL, JAIPUR , will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the AMC and to release it only to employees requiring such information for the purpose of performing obligations arising out of the AMC and not to any other Service Provider. The Service Provider shall ensure that appropriate action shall be taken with respect to its employees to ensure that the obligations of non-use and nondisclosure of confidential information are fully satisfied.

t. The Service Provider shall certify that the repair and maintenance of services/ products sold does not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity.

u. The STATE FSL, JAIPUR reserves the right to claim as damages from the Service Provider to the extent of the loss suffered by it, if it is found that due to any commission or omissions of the Service Provider, damage has been caused to

equipment covered by the AMC or to any property of the STATE FSL, JAIPUR even if it is not covered by the AMC.

v. STATE FSL, JAIPUR shall keep record of the nature of machine failure, date and time of booking the complaint at mutually agreed location, the total down time day(s), if any, etc. This record shall be signed by the service engineer of Service Provider and STATE FSL, JAIPUR representative(s). An appropriate Register shall be maintained for this purpose by the STATE FSL, JAIPUR, RO Jaipur. w. STATE FSL, JAIPUR reserves the right to verify the infrastructure of the firm.

x. Updated Escalation Matrix of contact Persons of the Service Provider from Time to Time shall be provided for reference to all the STATE FSL, JAIPUR Offices.

y. The successful bidder/firm will be required to deposit Security Money As per rules in the form of DD in favors of Director, State FSL, Jaipur payable at Jaipur. The Security money will be released to contractor on successful completion of the contract.

z. The successful bidder/firm will be required to complete an agreement will be made on non-judicial paper on wroth of Rs. 500.

## **9. Technical Support Staff**

a. The vendor may provide a minimum of One Technical Support Staff at STATE FSL, JAIPUR on all working days (Monday to Friday). The resident engineer/s will not be normally deputed for any outside calls except at RO/designated offices. The vendor should make alternative arrangements for servicing calls received from Operating Offices.

b. The Service Provider shall provide any other expert engineer from time to time as may be required, for assistance to on site hardware engineers, in case the latter are not able to intervene and solve some complaints.

c. In the absence of any engineer/personnel, it shall be the responsibility of the Service Provider to depute another competent and experienced engineer during the period of absence of the designated resident engineer/personnel. The maximum permissible absence of engineer will be 5 days in the entire AMC period.

d. The Service Provider will provide insurance cover to its resident engineer(s) in the STATE FSL, JAIPUR. The engineers or their legal heirs shall not claim any insurance benefit from the STATE FSL, JAIPUR in case engineers suffer any loss or damage to their life or person or property while commuting /working in the STATE FSL, JAIPUR Premises.

11

### **10. Payment Terms**

a. The annual Maintenance charges shall be payable to the Service Provider in four equal quarterly installments against each separate invoice with PAN number and GST number paid at the end of each quarter of AMC period after deducting penalties, if any. In any circumstance, no advance payment will be made. The AMC Vendor has to submit the preventive maintenance report to Nodal Officer State FSL, Jaipur on quarterly basis for the release of AMC payment.

b. Any increase or decrease of taxes, duties or prices of part/s, components, etc. will not affect the AMC rates during the entire period of AMC. No difference shall be paid or claimed as a result of the above.

c. At the time of payment, TDS and any other Govt. levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted.

### **9. Maximum permissible**

Downtime Maximum acceptable downtime shall be 2 days excluding weekly and public holidays from the time at which complaint was made.

### **10. Penalty**

Penalty for non-completing the calls after the time as indicated in service assurance will be as follows:

a. If the end user concerned is not able to hand over the systems to Service Provider for maintenance purpose, such time shall not be considered for the down time penalty.

b. In case of intermittent failures and repetitive problems due to improper diagnosis or repair, the system shall be treated as continuously down.

c. STATE FSL, JAIPUR will be free to get the machine attended/ repaired from another Service Provider for non- attending the call by stipulated time period and the cost will be adjusted against the Service Provider's due bill.

d. In the event the vendor is not able to close the call within the above-stipulated time a standby system of similar or higher capacity in good working condition should be provided failing which penalty would be levied as under. Rs.100/- per working day.

### **11. Agreement**

a. The selected bidder shall have to sign an agreement, non-judicial stamp paper of appropriate value on cost of the bidder containing details of terms and conditions.

#### **b. Responsibility for executing Contract**

The Service Provider is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified. The Service Provider shall not sublet transfer or assign the contract or any part thereof without the written permission of the STATE FSL, JAIPUR. If, at any time, it comes to the notice of the STATE FSL, JAIPUR that such sub- letting has been done, the STATE FSL, JAIPUR at its discretion may terminate the contract without referring the matter further to the Service Provider. The STATE FSL, JAIPUR will be at liberty to realize all the expenses it had to incur in this connection, either by adjusting from the payments due to the Service Provider or through other means.

### **12. Settlement of Disputes**

Any question, dispute arising under the contract, shall be referred to the arbitrators, the Director, STATE FSL, JAIPUR and Service Provider or in case; they are being unable or unwilling to act as arbitrators, they may appoint some other person to act on their behalf. The awards of the arbitrators shall be final and shall be binding on the parties of this contract.

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13

## Technical SPECIFICATIONS

S.No.	Name Of Items	No. of Units	अनुमानित राशि (रुपयों में)
1.	Computer	99	8,60,000/-
2.	Laptop	23	
3.	Printers	117	
	(i) Laser Printer (B&W)	92	
	(ii) Laser Printer (Coloured)	25	
	(iii) Desk Jet Printer/ In ject Printer		
	(iv) Multifunctional Printers with facility of print, scan and copier		
	(v) Scanner	04	
4.	Photocopiers Black & White And ColoursMachine	12	
	MODY XEROX 420		
	Richo		
	Konika Minolta		
5.	ONLINE UPS/UPS	77	1,20,000/-
6.	Internet Networking	39	
7.	CCTV Camera with DVR	39	
	EPABX System	23	
	Fire Alarm System	02	

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14

Annexure -1

## DECLARATION

I / We..... (hereinafter referred to as The Bidder) being desirous of bidding for providing "ANNUAL MAINTENANCE SERVICE WITH SPARE PARTS" services of computers and other peripherals comes under jurisdiction of State FSL, Jaipur and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned in the tender documents, DO HEREBY DECLARE THAT:

1. The Bidder is fully aware of all the requirements of the State FSL and agrees with all the terms and conditions mentioned in the tender document, the work requirement and undertake to comply with them.
2. The Bidder is capable and financially solvent to execute and complete the contract.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the contract.
4. The Bidder has not been debarred or black listed from similar type of work by STATE FSL, JAIPUR /Government Offices/PSU/Banks, and other similar organizations.
5. This offer shall remain valid for acceptance for three month from the date of opening of approved FINANCIAL BID.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature and seal of the bidder

।। कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर।।

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15

Annexure - 2

Profile of the Bidder

Name of firm	
Office Address	
Address with Pin code Number	
E-mail	
Website	
Phone Number with STD code	
Mobile Number	
FAX Number with STD code	
Contract person with Cell/Mobile Number	
Bank Details: Bank Name Branch Name Ac/ Number MICR Code IFSC Code	
Registration particular PAN Number GST Registration	

Note: \*Where copies are required to be furnished, these are to be attested and certified photocopies.

Signature and seal of the bidder

।। कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर।।

(नेहरु नगर, आर.पी.ए.रोड, जयपुर फोन 0141-2301584, फ़ैक्स 0141-2301859)

ई-मेल: director.fsl@rajasthan.gov.in

ANNEXURE - 3

**EXPERIENCE & RUNNING CONTRACT**

Sr. No.	Name of the client with address, contact person and contract Tel. No.	Nature of Contract	Period of contract		Contract value
			From	To	

Signature and seal of the bidder

# ॥ कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर॥

(नेहरू नगर, आर.पी.ए.रोड, जयपुर फोन 0141-2301584, फ़ैक्स 0141-2301859)

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## FINANCIAL BID

Annexure-4

S.No.	Name Of Items	No. of Units	"RATE OF ANNUAL MAINTENANCE SERVICE WITH SPARE PARTS (in Rs.)
1.	Computer	99	
2.	Laptop	23	
3.	Printers	117	
	(i) Laser Printer (B&W)	92	
	(ii) Laser Printer (Coloured)	25	
	(iii) Desk Jet Printer/ In ject Printer		
	(iv) Multifunctional Printers with facility of print, scan and copier		
	(v) Scanner	04	
4.	Photocopiers Black & White And ColoursMachine	12	
	MODY XEROX 420		
	Richo		
	Konika Minolta		
5.	ONLINE UPS/UPS	77	
6.	Internet Networking	39	
7.	CCTV Camera with DVR	39	
	EPABX System	23	
	Fire Alarm System	02	

(GST Extra)

Signature and seal of the bidder

# ॥ कार्यालय, निदेशक राज्य विधि विज्ञान प्रयोगशाला ,राज0, जयपुर॥

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18

## Annexure-5

### CHECKLIST

Sr. No.	Documents	Attached or Not
1.	1 Invariably quoted for providing annual maintenance service of all the equipments as per Annexure-'5' and enclosed in a sealed cover superscribe as "ANNUAL MAINTENANCE SERVICE OF COMPUTERS, OTHER PERIPHERALS & NETWORK EQUIPMENTS"	
2.	Attached Documentary Evidence having 2 years' experience in respective field.	
3.	Attached Original Tender Document along with annexure 1 to 5 with all the pages numbered and signed by the bidder	
4.	Attached Original Demand Draft of towards Earnest money (EMD)/ The tender fee for the document/tender submission is Rs. 500/-	
5.	Attached Declaration on bidder's letter head as per the format given Annexure-1	
6.	Attached Check List	

Bidders to ensure Bidder should fulfill all the eligibility criteria before submitting the bid otherwise same may be rejected summarily. That all pages have been stamped and signed by the authorized person(s). That all the pages have been numbered. That all the documents are legible (Clearly readable)

Signature and seal of the bidder