



फासं. / FILE NO: D-19016/01/2017-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26185316; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 31<sup>st</sup> May, 2017

To

M/s Sun Systems,  
C-387, Palam Extension,  
Ramphal Chowk, Sector-7, Dwarka,  
New Delhi-110075

Kind Attention: Mr. Satish Mahaldar.

Email: mahaldar@suntelecomltd.com; Mob: 9818099625.

**Subject:** - Awarding of Comprehensive Annual Maintenance Contract (CAMC) of Computer & its peripherals installed in ISTM for the period of one year w.e.f. 1<sup>st</sup> June, 2017.

**Ref:** - Your quotation submitted vide Bid Id 638873 dated 01<sup>st</sup> May, 2017 on CPP Portal.

Sir,

I am directed to refer to your Bid Id 638873 dated 01<sup>st</sup> May, 2017 submitted on Central Public Procurement (CPP) Portal on the subject mentioned above and to inform that the competent authority has accepted your bid for award of Comprehensive Annual Maintenance Contract (CAMC) of Computer & its peripherals installed in this Institute to your firm i.e. **M/s Sun Systems**, for a period of one year w.e.f. 1<sup>st</sup> June, 2017 @ **Rs. 3,61,970/- (Rupees Three Lakh Sixty-One Thousand Nine Hundred seventy only)** including taxes as quoted by you in your financial bid. A list of items to be covered under CAMC is enclosed at Annexure - A to this letter. The continuance of this CAMC is subject to the fulfilment of terms & conditions laid down in the tender document issued by this Institute under letter of even No. dated 12<sup>th</sup> April, 2017 and agreed by you in your technical bid.

2. You are requested to submit a Performance Security Deposit equal to 10% of the cost of the work awarded to you (i.e. Rs. 36,197/-) in the form of FDR in favour of Director, ISTM valid for 15 months from the date of issue as performance security as per the terms and conditions of the NIT.

3. The firm shall be responsible for payment of wages/settlement of dues of the workers engaged by them as per prevailing labour laws in force in NCT of Delhi. Accordingly, you are requested to submit a certificate that you shall faithfully discharge all the liabilities under the labour laws & indemnify ISTM against all claims arising out due to non-fulfilment of obligations of labour laws.

4. You are directed to abide by the Terms and Conditions as stipulated in the tender No. D-19016/01/2017 and Tender ID 2017\_ISTM\_193601\_1 dated 12<sup>th</sup> April, 2017.

Thanking You,

Yours faithfully,



(R. Gayathri)  
Deputy Director (Admin)  
Tel: 26102597

**Enclosure:** Annexure- "A".

**Copy to:-**

1. Sh. B. Padhy, Assistant Director (System Admn), ISTM, New Delhi. He is requested to give necessary instructions to the staff to verify the items giving CAMC for the above period. Necessary taking over & handing over of the Computer & its peripherals may be recorded.
2. JD (Computer) – for information.



Tender Inviting Authority: INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT-DOPT

Name of Work: CAMC OF COMPUTERS & ITS PERIPHERALS

Contract No: D-19016012017-ASTM

Bidder Name : M/s Sun systems

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

PRICE SCHEDULE

NUMBER	Sl. No.	Item Description	TEXT #	Item Code / Preferred Make	NUMBER	Quantity	TEXT	Units	NUMBER	Estimated Rate	NUMBER #	Basic Price in Figures To be entered by the Bidder In Rs.	NUMBER	VAT in % on BP	NUMBER	Service Tax in % on BP	NUMBER	Lump Sum Discount in Rs.	TEXT	Offered Make & Model	NUMBER #	TOTAL AMOUNT per annum Without Taxes	NUMBER #	TOTAL AMOUNT per annum With Taxes	TEXT #	TOTAL AMOUNT per annum In Words		
1		Server																										
1.01		HP Black Server	Itemcode 01		1.00	Nos	0.00					6000.0000															6000.00 INR Six Thousand Only	
1.02		HP Proiant ML-350 G8 server (Tower model) Computer	Itemcode 02		1.00	Nos	0.00					2500.0000															2500.00 INR Two Thousand Five Hundred Only	
2.01		HP Compaq S33550LL	Itemcode 03		4.00	Nos	0.00					150.0000															600.00 INR Six Hundred Only	
2.02		HP Pavilion A6740LN	Itemcode 04		1.00	Nos	0.00					150.0000															150.00 INR One Hundred & Fifty Only	
2.03		HCL Infini PRO BL 1230	Itemcode 05		32.00	Nos	0.00					4800.0000															4800.00 INR Four Thousand Eight Hundred Only	
2.04		HCL Infini TRU BL 1280	Itemcode 06		40.00	Nos	0.00					150.0000															6000.00 INR Six Thousand Only	
2.05		HCL Infini PRO SL 1280	Itemcode 07		70.00	Nos	0.00					10500.0000															10500.00 INR Ten Thousand Five Hundred Only	
2.06		HP Compaq 8100 Elite Convertible Minitower	Itemcode 08		6.00	Nos	0.00					150.0000															900.00 INR Nine Hundred Only	
2.07		HP Compaq 8200 Elite Micro Tower	Itemcode 09		15.00	Nos	0.00					150.0000															2250.00 INR Two Thousand Two Hundred & Fifty Only	
3		Printer																										
3.01		Samsung ML1610	Itemcode 10		1.00	Nos	0.00					150.0000															150.00 INR One Hundred & Fifty Only	
3.02		HP Colour Laser Jet CP 1515N	Itemcode 11		2.00	Nos	0.00					190.0000															380.00 INR Three Hundred & Fifty Only	
3.03		HP Colour Laser Jet 2605	Itemcode 12		3.00	Nos	0.00					190.0000															570.00 INR Five Hundred & Seventy Only	
3.04		HP LaserJet P1008	Itemcode 13		4.00	Nos	0.00					150.0000															600.00 INR Six Hundred Only	
3.05		HP LaserJet P1007	Itemcode 14		23.00	Nos	0.00					150.0000															3450.00 INR Three Thousand Four Hundred & Fifty Only	
3.06		Canon LBP 3500	Itemcode 15		1.00	Nos	0.00					150.0000															150.00 INR One Hundred & Fifty Only	
3.07		HP LaserJet P1106	Itemcode 16		1.00	Nos	0.00					150.0000															150.00 INR One Hundred & Fifty Only	
3.08		HP LaserJet P-1505	Itemcode 17		6.00	Nos	0.00					150.0000															900.00 INR Nine Hundred Only	
3.09		Samsung ML2851	Itemcode 18		2.00	Nos	0.00					150.0000															300.00 INR Three Hundred Only	
3.1		HP Laser Jet P2055d	Itemcode 19		2.00	Nos	0.00					150.0000															300.00 INR Three Hundred Only	
3.11		HP Photo Smart C410d All in One	Itemcode 20		1.00	Nos	0.00					190.0000															190.00 INR One Hundred & Ninety Only	
3.12		HP LaserJet P3015	Itemcode 21		2.00	Nos	0.00					150.0000															300.00 INR Three Hundred Only	
3.13		HP LaserJet Pro P1566	Itemcode 22		1.00	Nos	0.00					150.0000															150.00 INR One Hundred & Ninety Only	
3.14		HP DeskJet 1510 (All in one) printer	Itemcode 23		1.00	Nos	0.00					190.0000															190.00 INR One Hundred & Fifty Only	
3.15		HP LaserJet Pro M401DN	Itemcode 24		9.00	Nos	0.00					170.0000															1710.00 INR One Thousand Seven Hundred & Ten Only	
3.16		HP LaserJet Pro M425DN MFP	Itemcode 25		6.00	Nos	0.00					190.0000															1140.00 INR One Thousand One Hundred & Forty Only	
3.17		Konica Minolta C224e	Itemcode 26		1.00	Nos	0.00					190.0000															190.00 INR One Hundred & Ninety Only	
4		Scanner																										
4.01		HP ScanJet G4050	Itemcode 27		1.00	Nos	0.00					100.0000															100.00 INR One Hundred Only	
4.02		HP ScanJet 5590	Itemcode 28		5.00	Nos	0.00					500.0000															500.00 INR Five Hundred Only	
4.03		HP ScanJet N6350	Itemcode 29		1.00	Nos	0.00					100.0000															100.00 INR One Hundred Only	
4.04		HP ScanJet G3110 Laptop	Itemcode 30		1.00	Nos	0.00					100.0000															100.00 INR One Hundred Only	
5		Laptop																										
5.01		HCL Infini Powelle 9100 PT ME Laptop	Itemcode 31		2.00	Nos	0.00					450.0000															900.00 INR Nine Hundred Only	
5.02		HP BU RCTD 6730s Laptop	Itemcode 32		6.00	Nos	0.00					450.0000															2700.00 INR Two Thousand Seven Hundred Only	
5.03		HCL Infini Powelle 9100 BT ME Laptop	Itemcode 33		17.00	Nos	0.00					750.0000															12750.00 INR Seven Thousand Six Hundred & Fifty Only	
5.04		Dell Latitude E6400	Itemcode 34		10.00	Nos	0.00					450.0000															4500.00 INR Four Thousand Five Hundred Only	
5.05		HP Compaq Laptop ( Presario CQ62-10S)/HCL Manpowers	Itemcode 35		2.00	Nos	0.00					450.0000															900.00 INR Nine Hundred Only	
6.01		Senior Engineer	Itemcode 36		1.00	Nos	0.00					102000.0000															102000.00 INR One Lakh Two Thousand Only	
6.02		Junior Engineer	Itemcode 37		1.00	Nos	0.00					102000.0000															102000.00 INR One Lakh Two Thousand Only	
6.03		Lab Attendant	Itemcode 38		1.00	Nos	0.00					96000.0000															96000.00 INR Ninety Six Thousand Only	
Total in Figures																							361970.00			361970.00	INR Three Lakh Sixty One Thousand Nine Hundred & Seventy Only	
Total in Words																									INR Three Lakh Sixty One Thousand Nine Hundred & Seventy Only			

श्री. गणेश/ R. GAYATHRI

श्री. गणेश (प्रशासन) / Deputy Director

श्री. गणेश / Deputy Director

