

Indira Gandhi Institute of Development Research
An Advanced Research Institute established by the Reserve Bank of
India
(Deemed to be University)



Telephone : 022 – 2841 6548
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Address : Gen.A.K.Vaidya Marg
Film City Road, Goregaon (E)
Mumbai : 400 065

Email : lingaraj@igidr.ac.in

Website : <http://www.igidr.ac.in>

TENDER FOR
IT Facility Management (FM)
and
Annual Maintenance Contract (AMC) of Computers &
Printers
AT IGIDR CAMPUS MUMBAI

NIT No: IGIDR/Tender/ 2018-2019/CC/05

TENDER DOCUMENT

AT

Indira Gandhi Institute of Development Research
An Advanced Research Institute established by the Reserve Bank of India
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Gen .A.K.Vaidya Marg, Film City Road, Mumbai : 400 065.



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NOTICE INVITING TENDER (NIT)

FOR

IT Facility Management (FM) & Annual Maintenance Contract (AMC) AT IGIDR CAMPUS

Sealed Tenders are invited by IGIDR (in two bid Systems) from reputed firms for the following .

Sr No.	Description of Items	Qty	EMD	Estimated Contract Value (Rs.)
1.	IT Facility Management (FM) & Annual Maintenance Contract (AMC) of computers and Printers	1 Nos	Rs 70,000/-	Rs 14,00,000/- with GST

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <http://www.igidr.ac.in/igidr-tenders/>
- II. All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on our website.
- III. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resellers/Channel Partners with proof of authorization from OEM.

IGIDR shall not be responsible for non-receipt bid due any other reasons.
For any issues related to tender please contact Computer Center, Tel: 022 – 2841 6548 / 580 [Email:lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)

Registrar

BIDDING DOCUMENTS FOR FM and AMC

Chapter 1	Schedule of Tendering
Chapter 2	Letter of offer cum acceptance
Chapter 3	Terms and Conditions
Chapter 4	Pre-Qualification: List of Document to be submitted and Criteria for Qualifying.
Chapter 5	Instructions for Bid Submission
Chapter 6	Scope of Works
Chapter 7	Technical Bid
Chapter 8	Financial Bid
	Annexure

CHAPTER- 1
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document from website	http://www.igidr.ac.in/igidr-tendors/
02	Last date & Time of Submission of Bids (Technical and Price Bid)	June 20, 2019 up to 03.00PM(IST) Please refer tender Terms at IGIDR
03	Opening of Technical Bids	June 20, 2019 at 03.30 PM, (IST)
04	All the communications with respect to the tender shall be addressed to:	Registrar, Indira Gandhi Institute of Development and Research, Gen.A.K.Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai : 400 065.
05	FOR TAKING ASSISTANCE, IF ANY	Website: http://www.igidr.ac.in/igidr-tendors/ Contact Computer Center, Tel: 022 – 2841 6548 / 580 Email:lingaraj@igidr.ac.in

CHAPTER-2
Letter of offer cum acceptance

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for IT Facility Management & Annual Maintenance Contract (AMC) at IGIDR
Campus

Reference: NIT Dated

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited DD/BG as an earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

Signature with date, stamp/seal of tenderer

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CHAPTER- 3

TERMS AND CONDITIONS

The tender shall be submitted in accordance with the following terms and condition and any tender not confirming to the same as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
2. IGIDR reserves the right to reject any tender/bid wholly or partly without assigning any reason.
3. The Technical Committee constituted by the IGIDR shall have the right to verify the particulars furnished by the bidder independently.
4. Tenderer shall take into account all costs including repair, installation, commissioning, etc. for giving delivery of new /repaired material at site i.e. IGIDR Mumbai before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
5. The item should be delivered at IGIDR, Mumbai and the supplier shall be responsible for any damage during the transit of goods.
6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IGIDR reserves the right to accept or reject any or all the tenders.
7. The bidders may submit duly filled and completed bidding document as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.

8. Contract Period

Initially the contract period shall be for 1 year however it can be extended for further 02 years based of review of performance of contractor on yearly basis on same rates, terms & conditions if performance found satisfactory. The contract period will start from the date of start of AMC and FM as mentioned in the PO/letter of award of contract for the successful bidder.

9. Performance Security Deposit:

The successful bidder will have to deposit a Performance Security Deposit of 5% of the total value of contract amount for one year, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee from a commercial bank drawn in favour of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely.

10. Payment Terms:

The payment shall be made at the end of each month after receipt of invoice and on satisfactory completion of maintenance on monthly basis after deducting the penalty and other recoveries, if any.

11. Cancellation: IGIDR reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

12. Governing Law: The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Mumbai, India to competent jurisdiction.

13. Termination of Contract: The institute may, by written notice to the Facilitator/Supplier, terminate the Contract in whole or in part at any time for its convenience and the extent to which performance of the Facilitator/Supplier under the Contract is completed.

The contract can be terminated any time by giving one month's notice to the party if the party's services rendered to IGIDR are unsatisfactory.

14. Penalty:

If downtime is more than 24 hours, then penalty of Rs. 1,000/- per day will be imposed for each machine / equipment which is down. The penalty will be charged if standby equipment is not provided.

In case absence of FM staff the penalty of Rs 2,000/- per day/per person will be charged unless trained backup staff deputed at site.

15. Force Majeure:

"Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the

Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions.

If a force majeure situation arises, the Facilitator shall promptly notify the Institute, in written of such condition and the cause thereof. Unless otherwise directed by the institute in writing, the facilitator shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means or performance.

16. For any dispute, the place of jurisdiction shall be Mumbai, India only.

Note – Non-compliance of the above may disqualify your offer for consideration

CHAPTER - 4

PRE-QULAIFICATION CRITERIA:

LIST OF DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID:

1.GST NO : Please submit copy of your GST

2. PAN NO: Please submit copy of your PAN

3.Registration:

Please submit copy of Registration or certificate of incorporation of the firm/Company

4.Firm should submit EMD submission in the TECHNICAL BID.

a) DD DD Number :

b) BG Bank Name:

c) Others

5. Should be a profit making company and **submit CA Certified Balance sheets & Profit & Loss account for the last 3 (three) years.**

Year			
Turn Over			
Profit/Loss Amount (indicate figure with + or -)			

Bidder should have Average Annual Turnover of 1.00 Cr or more for last 3 consecutive years.

6. Bidder should have at least three years of experience in successfully executing similar kind of maintenance contract in Govt. / Public / Reputed Private sector organizations. Bidder should provide List of sites under AMC / FMS during last three years, with a copy of the Purchase Order / Work Order for FMS /AMC Contract worth

i) at least 01 similar work of value not less than Rs. 12 Lac or

ii) at least 02 similar works of value not less than Rs. 7 Lac or

iii) at least 03 similar works of value not less than Rs. 5.6 Lac.

(Copy of Work orders/completion certificates to be submitted, please provide list of clients reference.)

Client Organization	Order Value	Contact person	Contact Number
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7. **Bidder should have a dedicated & we-equipped Mumbai based office of operation.**
8. **Bidder should provide the Letter of offer cum acceptance of all Terms and Conditions of the tender document.**
9. **Statutory compliances** to be supported by Documentary Evidence (PF/ESIC/Insurance)
10. Company profile and client list , Certification (ISO Certification) , if any Copies to be attached.
11. List of professionally qualified Personnel of the vendor at Mumbai location. Shortlisted Resume of personnel who are going to be deployed at IGIDR along with copy of certification to be submitted.
12. The bidder should not be black listed by any Govt. organization /PSU during last 3 years. A declaration certificate to this effect is to be submitted as per the format given in annexure-2.
13. Information of Bidder

Registered Name of the Bidder	
Registered Address of the Bidder	
Name & Designation of the Contact person	
Contact Details	Mobile: Email:

CHAPTER – 5

Instructions to Tenderers

Sealed Tenders should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted “**Tender for FM and AMC of computer and printers**” at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-400065.

1. The tender to reach his office not later than **3:00 PM on June 20, 2019** along with an Earnest Money of deposit **Rs. 70,000.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: EMD**”, “**Envelope-2: Pre-qualification & Technical Bid**”, “**Envelope-3: Financial bid**” respectively. All three envelopes shall be submitted together in another sealed envelope endorsed “**Tender for FM and AMC of computer and printers**”. The bid will be received up to **3:00 PM on June 20, 2019**. No tender will be accepted after **3:00 PM on June 20, 2019** under any circumstances whatsoever.
3. The envelopes Marked “EMD, Pre-qualification & Technical Bid” of tender shall be opened at 3:30 PM on the same date at the office of the Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or his authorized representative in his office in the presence of the tenderer’s or their representatives should they choose to be present.
4. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of financial bid shall be informed by institute later on.
5. Tender shall remain valid for acceptance by the Institute for a period of **Four months** from the date of opening of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
6. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
8. **Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.**
9. The Earnest Money deposit of **Rs. 70,000.00** by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favor of Indira Gandhi Institute of Development Research, Mumbai

shall only be accepted by the Institute. A tender which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit.

10. Indira Gandhi Institute of Development Research reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
11. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
12. Bidder is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted was the part of the bid.
13. Period of validity of the tender will be for 120 days.
14. The rates quoted shall include all charges for repair, packing, transport, loading, unloading etc and delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. Bidders must include in their rates, applicable taxes, excise duty and any other tax and duty or other levy levied by the Central Government or any State Government or Local Authority, if applicable.

CHAPTER-6

SCOPE OF FM & AMC

IGIDR is a deemed to be university and an advance research institute established by Reserve Bank of India . It spread across 14 Acres of land and entire campus is inter-connected with Local Area Network, WiFi, connecting desktops and laptops and mobile devices. The users (Faculty / Non academic staff/students) access various standard, proprietary mathematical and statistical software on Windows 7/10 based desktop and windows 2012/16 and Linux servers.

IGIDR invites sealed quotations from the reputed IT vendors who provides IT facility management services and AMC, for one support engineer and one helpdesk coordinator on campus. The requirement details and list of equipment are given below in this document.

Scope of Work / SERVICES

The scope of the work involves following activities.

- Maintenance of the existing IT infrastructure. This would also entail interaction with all vendors who have supplied IT equipment or have an AMC / Warranty with IGIDR for equipment.
- Maintenance of all PCs / workstations with O/S Windows 7 /10, Linux, Mac OS etc and printers.
- Help installing commonly used packages/applications on client systems at IGIDR.
- Submit regular reports of the status of the IT infrastructure to the Systems Analyst
- Coordination with existing AMC vendors and management of existing AMCs until expiry of contract with existing vendors.
- Taking over AMC from existing vendor, coordinating repairs and maintenance with OEMs during warrantee and during AMC periods.

Desktop Management & Software Support

The Vendor shall undertake contract for all items under AMC

1. The contract shall include all components including hard disk, printer heads, drum , paper feeder etc but excludes the consumables like printer ribbons, Toner cartridges, Ink cartridges, CDs/DVDs .
2. Installing standard workstation suite of software. Ensure software distribution as per standards.
3. .User support & Trouble shooting for all systems and office automation software (WIN7, 10, 8, Office 2003/2007, 2010, 2013 (Including configuration)).
4. Printer selection / configuration / new installations, trouble shooting.
5. .Installation of necessary updates/upgrades / patches.
6. .Data recovery support, system recovery from hardware crash. The vendor has to provide complete tool for the same during amc period
7. Repairs of workstations, desktops, Laptops, Monitors, Printers, under amc
8. Preventive maintenance of workstations, desktop, Laptops, Thin Clients, Monitors, Printers (periodic cleaning for smooth operation) , Peripherals, etc.

Vendor Management Services

The HelpDesk shall maintain database of all IT equipment of the lab, with other vendors. The database should include contact details of these vendors, escalation matrix, response & resolution time commitments etc. The HelpDesk should do first-level diagnostic & resolution (if possible) of the problem, promptly log and constantly track, coordinate and escalate problems with the respective vendors for equipment/ components/ services under vendor's contract/warranty till resolution of the problem.

HelpDesk

Managing a help desk on campus that will help users with all software problems, queries and requests for help (including installation, reinstallations, repair, reformatting, fixing problems, updating software, solving virus related problems etc, help users set-up email profiles and office automation software, locating and installing drivers/ patches etc.). This is only applicable for the case of software already purchased by IGIDR.

- 6 days a week, 09:15- 17:45 hours support.(both helpdesk coordinator and support engineer).
- On Sunday one engineer can be posted on campus (7 days a week, 09.15-17:45) hours).

1. The HelpDesk should be responsible for logging all complaints received through phone or e-mail or online portal . Issue of complaint numbers/tickets, adjudging severity of the problem, assigning resident engineer(s) to rectify problem, replacement of faulty parts, coordination for issue of gate passes of materials out for repairs, receipts of material after repairs, maintaining proper record of the material in/out, tracking call status, escalating calls - if necessary to higher levels, generation of call reports and other reports on pending calls etc., analyzing call statistics, logging & following-up with other vendors for rectification of problems with other equipment under other vendor's warranty/ AMC. Should cover the entire IGDR campus. Any suitable user friendly 'Call management software' either open source or paid , can be arranged and installed at IGDR without any additional cost to IGDR .
2. The Helpdesk should be maintained by vendor's person who is qualified & experienced enough to handle the HelpDesk (to be referred to as Coordinator hereinafter). The person should have good communication skills (good written and verbal English knowledge) and at least basic understanding of IT equipment, office software, record keeping , secretarial practice and should be professional in customer service attitude. He shall be regularly interacting with systems analyst or IT team on the status of FM / AMC Services e.g. status of Pending problems, spares inventory management etc. and provide all required reports in this regard. The HelpDesk has to be operational on all days from Monday to Sunday including Holidays.
3. The HelpDesk should provide all reports pertaining to Vendor management, escalation events etc.
4. The vendor has to ensure contingency arrangement for leave / resignation / re-assignment of FM /AMC personnel and intimate the same to us well in advance.

List of Deliverables:

Maintenance support for all, as per the list and as per the Terms & Conditions as under:

Terms & Conditions for hardware maintenance:

1. The support should include supply of original spare parts from OEMs only and not from local / retail market. In case where parts of OEM not available then original **Intel /Asus mother board, Logitech mouse and keyboard , Seagate /Western Digital Hard Disk, Crosair/Intel/Cool master/NZXT cases for PCs should be**

supplied. Faulty parts arising out of replacement would be firm's property. The spare parts which are taken for repairs to the factory/workshop of the contractor shall be replaced back in original (serial number will be noted down) after repairs in perfect working condition. Necessary permission will be given for movement of spares in and out of IGIDR.

In the event of major repairs i.e. the system cannot be repaired in one day, standby unit should be arranged to avoid inconvenience to the end user.

2. The AMC service provider should keep at least following number of standbys of high.
 - a. **Two numbers of desktops.**
 - b. **One numbers of mfp with duplex option LaserJet printer.**
 - c. **Spare parts for printers and desktops to be stocked**
3. The support engineer should be well trained customer support engineer in all respects i.e. well mannered, technically sound and having vast knowledge in the field.
4. Half yearly Preventive maintenance should be carried out on each hardware under the amc . Half yearly report signed by each user should be submitted for all the machines/printers under contract.
5. (a) **Support Engineers : 1 Persons.**

The engineer should at least have a Diploma in electronics /Graduation in relevant field with minimum 3 years experience in Desktop level support. The engineer should have CompTIA A+ certification OR Desktop level (windows 7 or Windows 10) Microsoft Certified Solutions Associate certifications OR MCP/ MCSE from Microsoft.

(b) **Helpdesk Coordinator : 1 Persons.**

Graduate having Good knowledge of English (writing / verbal) and communication skills, pleasant personality, Microsoft office. The person should have basic understanding of IT equipment and should be professional in customer service attitude.

The vendors, quoting for the job should submit full details about the qualifications, experience & expertise of the persons proposed to be employed, with documentary evidence. IGIDR will do the final screening of the staff to be posted at IGIDR.

The deputed personnel shall

- a) At all times abide by rules for holidays, working hours as followed by IGIDR.
- b) At all times abide by general rules of conduct and discipline as required by IGIDR.
- c) At all times strictly follow the confidentiality conditions laid down by IGIDR.

Quarterly review meetings will be held to discuss status of all the services and options listed above. Any pending issues/ problems and suggestions for improvement / additional facilities/ services will be discussed in the meetings.

Facilities provided by IGIDR to FM staff

- Desktop PC with N/W connectivity and E-mail accounts.
- Sitting place for Support Staff with intercom. phone no.

CHAPTER-7

TECHNICAL BID

<u>Sr no</u>	<u>Description</u>	<u>Compliance Yes/No</u>	<u>Deviation</u>
1	Bidder should have experience of successfully providing IT Facility Management and Maintenance Services for PCs, Printers, Laptops, work stations, Thin Clients, etc. at a single customer having at least 100 nodes.		
2	Bidder should be experienced in maintaining Windows, LINUX, MAC based computers for at least three years.		
3	Bidder should have skills and experience in help desk management services of min 100 nodes		
4	Bidder should have a dedicated & well-equipped Mumbai based office of operation.		
5	Bidder should have good technical command & authorized service partnerships with IT assets including MNC / NC branded manufactures, especially, HP Lenovo , Dell, Apple , Canon, Epson etc.		
6	The AMC is comprehensive and shall include all components including Mother Board, screen, HDD, RAM, SMPS, keyboard, mouse, printer heads, fuser assembly, printer drum, paper sensor, printer spares etc and may exclude the consumables like printer ribbons, Toner cartridges, Ink cartridges, CDs/DVDs, etc. and physical damage		

CHAPTER- 8
FINANCIAL BID

NIT No: IGIDR/Tender/ 2018-2019/CC/05

Financial BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document :

Sr No	Description	Quantity (Nos)	Amount
1	IT Support Engineer	1	
2	Help Desk Coordinator	1	
3	Comprehensive AMC of PCs and printers (as per the list)	As per list in annexure-1	
	Sub total		
	GST		
	TOTAL		

Total Amount in Words:

Signature of Tenderer

Annexure-1

List of Computers and Printers for Comprehensive AMC

Sr Nos	Desktop PC	Qty
1	DELL INSPIRON AIO 2330, CORE i5,6GB,1TB HDD	1
2	HP Cx2080 Desktop, core 2 duo,2 GB RAM,160 HDD,17" TFT	49
3	HP 8100 Elite Desktop I3, 4GB RAM,160GB HDD,DVD,18.5TFT	10
4	HP DX2480 Desktop, core 2 duo , 2 GB RAM,250 GB HDD,17" TFT	6
5	HP 8000 Elite Desktop, Core2 Duo, 2GB RAM, 160GB HDD,DVD,18.5TFT	2
6	Dell OptiPlex 390 Desktop, Core i3, 3.3 GHz, 4GB RAM, 500GB Hdd 18.5"TFT	3
7	HP Elite 7100 Desktop, Core i3, 3.2GHz, 3GB RAM, 500GB Hdd,18.5"TFT	9
8	DELL OPTIPLEX 3010 Desktop,CORE i5,4GB,500GB HDD,18.5" TFT	1
9	DELL OPTIPLEX 3020 Desktop, CORE i5,4GB,500GB HDD, 18.5" TFT	1
10	HP COMPAQ 8200 AIO, CORE I5,4GB,500GB HDD	30
11	Apple iMac Desktop ME086HN i5 , 8 GB, 500 GB HDD	4
12	Laptop Dell OptiPlex 7010 MT, i7,8GB,500 GB HDD	10
13	Laptop Dell Vostro 3446 i3,4GB,500 GB HDD	2
14	Laptop Dell Latitude E6620, i5,4GB,500 GB HDD	1
15	Laptop Dell Vostro 3450, i5,4GB,500 GB HDD	1
16	Laptop Dell Inspiron-13 -5378, i3,4GB,1TB HDD	1
17	Laptop Dell Latitude 3330 i5,4GB,500 GB HDD	1
18	Laptop Dell Vostro 2520 ,i5, 4GB, 500 GB HDD	1
19	Server IBM X3100 , Xeon Processor, 4GB ram, 500*2 SATA HDD	1
20	IBM Server X225, Xeon , 2GB RAM, 36.4 GB HDD SCSI	1
21	IBM server IBM X 3650 M2 Server, Xeon 4C processor , 32 GB, 6x300 GB SAS HDD with RAID 5.	1
	Total Computers	136

Sr Nos	Printers	Qty
1	HP LASERJET P2055dn	10
2	HP LASERJET 2015	2
3	HP LASERJET 1010	1
4	HP LASERJET 3390N	1
5	HP LASERJET MFP 3055	1
6	Canon LASERJET 3010 MFP	5
7	HP LASERJET M1005	1
8	CANON IMAGE CLASS D520	2
9	Hp LASERJET MFP M266 DW	1
10	HP DESKJET 3545 AIO	4
11	Hp LASERJET MFP M126NW	2
12	HP LASERJET MFP M128 FW	1

13	HP LASERJET PRO 400 M401DW	2
14	HP LASERJET PRO MFP M252N COLOR	1
15	Epson Deskjet L655 AIO	1
16	AIO HP OFFICEJET J4580	28
17	HP LASERJET PRO MFP M427FDW	1
		Total 64 Printers

Annexure -2

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date: