

# एमएसएमई-विकास संस्थान

(सूक्ष्म, लघु एवं मध्यम उद्यम)  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
भारत सरकार

11-ए, औद्योगिक विकास कालोनी, कुंजपुरा रोड  
करनाल-132001 (हरियाणा)



MSME-DEVELOPMENT INSTITUTE

(Micro, Small & Medium Enterprises)

Ministry of Micro, Small & Medium Enterprises

Government of India

11-A, IDC, Kunjpura Road,  
Karnal-132001 (Haryana)

MSMEDI/KNL/SENET/21-22

DATED: 29.03.2022

## NOTICE INVITING QUOTATIONS

### **Sub-Annual Service Contract for IT Equipments for the years 2022-23-reg.**

The Director, MSME DI Karnal, Ministry of MSME, Govt. of India, 11-A, IDC colony, Kunjpura road, Karnal- 132001 invites sealed quotations from the bidder having capability of undertaking Annual Service Contract (ASC) of the following items for this office:

The	Sr. No.	Items/Description	Quantity
	1.	Desktop (P-IV/ core i7) with CPU/Monitor/ (HP-16, Dell-5, Acer-2)	23 Nos.
	2.	Printer ( including printer-cum-scanner) (HP-18, Samsung-04, Canon-02, Konica- 01)	25 Nos.
	3.	Laptop- 03 (Lenovo- 01, HP-02)	3 Nos.
	4.	UPS (Microtek-25, Online UPS-2)	27
	5.	Internet Connectivity/Wi-Fi System/ (Modems/Routers/networking and other switches)	5 Nos.
	6.	Aadhar enabled Biometric devices	3
	7.	Technical assistance to all ICT related activities of the office.	

interested Vendors/parties agreed to the following terms and conditions may send their sealed quotations addressed to Director, MSME Development Institute, 11-A, IDC, Near ITI, Kunjpura Road, Karnal-132001 on or **before 14.04.2022 up to 3.00 PM** through speed post or by hand. Kindly mention **“Quotation for ASC of IT Equipments”** on the top of the sealed envelope.

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## Terms & Conditions

1. The ASC will remain in force commencing from the date of signing of **Agreement** and valid upto 31<sup>st</sup> March, 2024. Thereafter, this can be renewed for further period of one year at a time if both the parties so agree in writing on such occasions.
2. The Party/Vendor will ensure trouble free and smooth working of the equipments mentioned above and keep them in good working condition during the service period and will take all the necessary action to keep them safe e.g. window upgradation, installation of antivirus/ VPN client/ Hindi font /other softwares depending upon the requirement of the work, etc.
3. The party/ vendor will also be responsible for carrying out all the online or IT related activities performed inside or outside by the office that may include organizing Video conferences, webinars, online meetings through any platform e.g. WebEx, Zoom, Microsoft Teams, Google meet etc.
4. The party/ vendor will also be responsible for the smooth working of the infrastructure set up e.g. biometric machines for attendance and Projector screen, TVs, Digital screen for the offline events. These events may be organized anywhere in Haryana by the office.
5. To ensure the smooth working of office, an authorized trained technically qualified & well behaved service personnel will be deployed daily in the office in normal working hours (from Monday to Friday at 9.30 A.M. to 1.30 P.M except general and public holidays applied to Govt. of India) who will tackle all the software/ hardware problems faced by the office and the person may be called beyond these timings on the emergency or users' request, if required for repair and maintenance of above mentioned items/equipment without any additional charges/payment (i.e. TA/DA remuneration, etc).
6. Rate must be inclusive of all taxes and charges (i.e. GST, service charges, etc). No additional payment will be made in any case once the rate quoted by the party during the service contract.
7. Payment will be made on Monthly or Quarterly basis as per the norms of the department.
8. As far as possible all the repair shall be done in the O/o Director, MSME-DI. In case, if any equipment or part cannot be repaired in MSME-DI office, Party will carry it outside only after the due permission of the competent officer.
9. The quotations will be opened at Director's chamber, MSME-DI Karnal on 15.04.2022 at 11.00am.
10. MSME-DI, Karnal will not be responsible for any postal delay due to any reason.
11. The Director, MSME-DI, Karnal reserves the right to terminate the contract of ASC at any time if services not found suitable.

Man Duni  
29/04/2022