

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Computer Division
Plant Code:45

NOTICE INVITING TENDER

Tender No.NFC/CD/PCAMC/2018

Dt.: 02-06-2018

On behalf of the President of India, sealed item rate tenders are invited from competent and well experienced contractors for the following work on works contract basis.

1) Name of Work : Annual Maintenance Contract for Computer Systems in NFC.

Maintenance for PCSystems, Kiosks, Thinclients, Industrial PC Systems, peripherals(of PC as well as stand alone thinclients), Support for In-warranty Systems, Support for Video-Conferences, Meetings and Seminars(PC & Projector handling) and basic support for software applications.

2) Scope: As per Annexure - I (Page No. 6)

3) Duration of Contract : 12 months

4) Estimated Cost : Rs.63.5/-Lakhs (Rupees Sixty Three Lakhs Fifty Thousand only)

5) Earnest Money Deposit : Rs.1.27/-Lakhs (Rupees One Lakh Twenty Seven Thousand only)
(2% of estimated cost)

EMD in the form of Fixed Deposit Receipt / crossed demand draft drawn in favour of "Pay and Accounts Officer, NFC" payable at Hyderabad shall be submitted. Offers without EMD will be summarily rejected.

Name & A/C No. of the contractor may be written at the back side of DD submitted towards EMD and the DD to be submitted shall be drawn after the date of release of NIT to ensure that it is valid for the entire offer period.

6) Issue of tender document :From 04-06-2018 to 14-06-2018. Vendor shall submit documentary proof of meeting the eligibility criterion i. e. Copy of Contracts, ESI, EPF Registration Copies with duly filled format Table-1 on page 2 of 15 and tender fees as DD only at Computer Division Office. Eligible vendors can collect the Tender document two working days after submission of the eligibility criterion.

7) Last date for submission of tender : On 20-06-2018 up to 14.00 hours.

8) Date of opening the sealed tenders : On 20-06-2018 at 14.30 hours.

9) Cost of tender document : Rs 1000/- (Demand draft only payable at Hyderabad drawn in favour of "Pay & Accounts Officer, NFC")

Quotations are to be submitted strictly in the format enclosed. Tender and EMD shall be placed in two separate envelopes clearly indicating tender No. and each marked as TENDER & EMD respectively. Both the envelopes shall be submitted together in another sealed envelope superscribing Tender No. & description of work along with due date and time of submission on the outer cover.

Your offers shall be dropped/deposited in tender box kept for the purpose at Aadhar Building, marked "Purchase" at Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on/before 14-06-2018 up to 14:00 hours.

Tenders will be opened at Works Section, III floor, Aadhar Building, NFC. Late/delayed & tenders not accompanied by EMD shall not be considered.

Tender document issued to the contractor is non-transferable.

10) Eligibility Criterion : Vendor shall submit documentary proof of meeting the eligibility criterion i.e. Copy of Contracts, ESI, EPF Registration Copies.

Vendors Company should have its own testing and repairing centre in Hyderabad and should have the capability to service all Computer Hardware products. The vendor should be able to set up a Testing and repairing Centre within the NFC premises.

The vendor shall have handled Maintenance contracts for IT equipment (PCs, Peripherals, LaserJet Printers, OfficeJet Printers, Thinclients, IT applications OR a combination of the listed equipment) during the last seven years ending previous day of last date of submission of tenders fulfilling the following.

- (i)
 - Executed one single contract of value not less than 80% of the estimated cost
 - or
 - Two contracts each of value not less than 60% of the estimated cost
 - or
 - Three contracts each of value not less than 40% of the estimated cost

Vendor shall submit information regarding eligibility criteria for above in the following format.

Table-1

Percentage	Period of Contract (Enter From date and To date)	Contract Number	Contract Value	Customer Name, Contact Address, E-mail address, Telephone Number & Fax No.
80%				
60%				
40%				

11) Contractor shall submit solvency certificate from any schedule bank of financial standing taken within one year and value not less than 40% of estimated cost.

Terms and Conditions of NIT NO: NFC/CD/PCAMC/2018 :

1. The contractor shall be completely responsible for the job. The contractor shall deploy sufficient man power required to meet service levels (as mentioned in Annexure - I) in the contract period. The contractor shall entrust and authorize a competent person as supervisor who shall fully be responsible for carrying out the jobs safely. Authorisation shall be furnished in writing. The contractor shall deploy only those qualified man power who have prior experience in the works as brought out in the scope of work.
2. Child labour should not be engaged for the work.
3. Contract labour are to be engaged only in General Shift.
4. The working personnel are to be engaged in General Shift, unless they are called for urgent repairs of PCs connected to equipment, during any shift on any day.
5. Safety shoes, Helmet and other Personnel Protection Equipment as required for the job are to be provided by the contractor for all the workers engaged by him to undertake maintenance of systems located on shop floors and ensure their usage. The contractor has to ensure safe working practices and follow all safety rules and regulations stipulated by Safety Engineering Division, NFC from time to time.
6. The Contractor must follow all Labour Laws such as Contractor (Regulation & Abolition Act), Payment of Wages Act, EPF & MP Act, ESI Act, Payment of Bonus Act, Employees Compensation Act etc. NFC reserves right to ask Contractor to furnish proofs /documentary evidence for following the above laws. Clarifications on statutory provisions if any, may be sought from Welfare Officer, NFC, Hyderabad on 040-27183059 or wo@nfc.gov.in on any working day during office hours.
7. Wages are to be paid as per Minimum Wages Act, circulated by Regional Labour Commissioner(RLC)/by State government of Telengana, whichever is higher from time to time.
8. Earnest Money Deposit at the rate of 2% of estimated cost put to tender shall be submitted along with tender in the form of Fixed Deposit Receipt / crossed demand draft drawn in favour of "Pay and Accounts Officer, NFC" payable at Hyderabad. Offers without EMD will be summarily rejected.
9. Certificate from Officer-in-charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.
10. The contractor shall produce necessary Police Verification Certificates from the local police station for the manpower being engaged for the purpose. Necessary renewals to maintain validity of Police Verification Certificates shall be carried out by the contractor.
11. Valid Medical fitness certificate from at least an MBBS doctor for the workers engaged shall be submitted. The contractor shall ensure that all his labour who are engaged in work are covered under ESI and EPF. Proof of the same shall be produced before start of the work.

12. The contractor shall provide the registration details of Income Tax, GST, ESI, EPF etc. while collecting tender document and copies of the same shall be submitted along with tender document.
13. Performance Guarantee @5% of Work Order value shall be submitted within (4 to 15 days) from the date of issue of letter of acceptance or before the commencement of work which ever is earlier in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee.. (Extension of time for submission of Performance guarantee at the request of contractor shall be charged @0.1% per day of performance guarantee amount) for further 15 days.
14. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
15. Security Deposit @ 2.5% of the Work Order Value shall be recovered from Running Account bills. The Security Deposit amount recovered shall be released after Three (3) months from the date of completion of entire work, or after payment of final bill, whichever is later.
16. Income tax and GST as applicable at source shall be deducted from the payments made. **Non-submission of PAN or incorrect PAN No. attracts Income tax @ 20% on the gross bill.** Contractor shall furnish his PAN No. and bank details along with a xerox copy of the same duly countersigned by him.
17. Payment for the work done by the contractor shall be made based on the work done by contractor which was accepted and certified by the Officer in charge, duly approved by the Competent authority.
18. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and inclusive of GST components.
19. The offer should be kept valid for a period of three months from the date of opening of tender.
20. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
21. Contractors shall quote the rates both in words and figures.
22. In case there is a variation between the rates in figures and words, the rate which corresponds to amount worked out by the contractor shall be taken as correct.
23. When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
24. When the rate quoted by the contractor, in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
25. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
26. In case the contractor fails to commence the work specified in the tender document within the prescribed time schedule, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole EMD absolutely.

27. The contractor shall ensure that labour deployed for the contract would confine themselves to their respective places of work and not indulge in activities that would be harmful to NFC. The contract labour shall be / below 60 years for skilled, shall be / below 50 years for Un-Skilled shall be / below 65 years for Highly Skilled categories.

28. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.

29. If on acceptance of the tender, owing to the circumstances if the scope of the work remains altered, reduced or abandoned for any reason NFC shall give a notice in writing to that effect to the contractor who shall act accordingly. Also, if the workmanship is not satisfactory, the contract shall be cancelled.

30. Before quoting, the contractor may visit NFC for assessment of work with prior permission of Manager(Computer Division). They may be contacted on 040-27184260/27184744 (phone no).

31. If the contractor fails to execute the work completely, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole Security Deposit and Performance Bank Guarantee absolutely.

32. The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - where the service is performed and shall include all statutory obligations. However bids without any element of cost over and above such minimum wage (or below it) shall be treated as 'NIL' price quotation and would be rejected. The Contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and NFC shall not be liable for any dues for availing the services of the personnel. The Contractor should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the NFC. The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the Contractor should ensure that the manpower deputed should bear good moral character.

33. The Vendor should be willing to extend service for another 3 months, beyond the contractual period on same rates and terms and conditions, if required.

34. Any Service request shall be attended within 2 hours from its on-line registration.

Manager (Computer Division)
For & On behalf of the President of India

Note: NFC is committed to a corruption free work environment. "All the purchase and contracts commitments of NFC will be honored without the citizen having to pay any bribe". "In case any person demands any bribe, it is the duty of a responsible citizen to inform the matter to the Vigilance Officer, NFC, Hyderabad". Telephone No. 040-27120218 & 040-27184307 (Office) and Email: dcea@nfc.gov.in

Detailed scope of work

1. Schedule of Systems:List of systems to be covered under proposed contract is enclosed as Annexure-III.

Scope of work of the contracts is detailed below:-

- a) Comprehensive Maintenance of PC Systems, Printers, Plotters, Scanners, Laptops, Kiosks and all Peripherals of NFC:
 - (i) Diagnosis and rectification of faults on all hardware. The rectification includes repair/replacement of hard disk, motherboard, processor memory, SMPS, all Add-On-Cards, KVM switches, Internal and External Wi-Fi Cards, FDD, CD-Rom, CD-Writer, DVD ROM, Keyboard, mouse, all cables and monitors for PCs, Kiosks and all mechanical, electronic, electromechanical parts and all types of cables and adapters of printers, scanners, plotters etc including burning of components/PCB due to component failure, ageing etc. at the cost of vendor and excluding only ink/toner/ribbon-cartridges, print-heads and removable media.
 - (ii) One preventive maintenance call for each PC system/peripheral shall be carried out every quarter. Vendor shall provide consumables and equipments required for this job.
 - (iii) Installation, Configuration and troubleshooting of software including operating systems, device drivers, standard office packages and antivirus & other utilities provided by NFC.
 - (iv) Installations of Print Heads & consumables like ink cartridges, print-ribbons etc. procured by NFC.
 - (v) Shifting & reinstallation of user systems in case of change in location of user within NFC premises.
- b) Non-Comprehensive Maintenance for Thin-clients : Thin-client related complaint calls shall be attended to and deployment of new Thin-clients at NFC shall be carried out. The work includes, onsite replacement of faulty Thin-clients by spare Thin-clients managed by NFC. Repair of faulty Thin-clients is excluded from scope of the vendor. Necessary familiarization to vendor's onsite staff will be provided by NFC for this work.
- c) Non-Comprehensive Maintenance for Industrial PC Systems and Support for In-warranty Systems : Vendor shall support in maintaining Industrial PC Systems located on shop-floors of NFC. Spares required for repair of faulty systems is excluded from scope of the vendor.
- d) IT Support for Presentations and Video Conferencing : Support shall be extended for the various presentations being given at Auditoriums, Exhibition hall, Conference rooms and other seminar halls by assisting presenter in loading the presentation on PC Systems/Laptop and operation of PC during presentation as per instruction of presenter.

Support for Video Conferences held in Saarathi, Technical building, NZFP and ZFP building conference and Interview rooms should be provided.

Functioning of projector, PC Systems/laptop and other sub-system needed for presentation should be checked and NFC staff responsible for their upkeep should be informed well in advance in case any corrective action need to be taken.

e) IT Support for Software Applications used in NFC and I.T Security :

I. IT Support for Software Applications used in NFC : The vendor shall operate Helpdesk to support users in usage of various IT applications deployed in NFC. The applications include Integrated Materials, HR and Finance, Shopfloor Information systems, Laboratory Information Management System etc., The software applications are accessed from a variety of devices such as Touchscreen kiosks, PCs and Thinclients. Data capture devices such as Barcode readers are also used in the applications. Necessary familiarization regarding the various features available in the deployed software will be arranged by NFC. The Helpdesk staff shall resolve issues in application usage, printing, serial port communication, network problems etc.,. Any unresolved calls will be reviewed by NFC's Officer-In-Charge and resolution will be provided by NFC. The staff shall monitor the availability of Kiosks through remote network monitoring. Replacement/Repair of faulty components shall be arranged whenever the need arises. Wherever the faulty equipment is covered under maintenance contract, it is the contractor's responsibility to get the warranty service done and restore the system to service. The below indicated Service Levels shall be maintained.

- i) Software usage issues such as how to meet a specific requirement - Resolution/Escalation within 4 hours.
- ii) Print/Network/Serial-port related issues - Resolution within 8 hours
- iii) Kiosk related issues - Resolution within 8 hours

II. Support for I.T Security monitoring : The Firewalls, Anti-Virus Servers and Wireless networking generate exception logs. The logs shall be examined for abnormalities and alerts regarding the same shall be generated.

2. **Service Level :**

Notwithstanding any condition either in the tender document or in the contractor's offer the Contractor shall attend call with in 2 hours of on-line request registration and rectify non functioning systems within 2 working day of NFC from complaint registration, else a standby system (in case of hardware failure) of equal or better configuration shall be provided. Service levels to be maintained is as follows :-

- I. **Multiple Site Support:** The campus of NFC has been divided into multiple sites for ensuring availability of systems and for easy management of PC Maintenance. Vendor shall manage each site separately with it's own dedicated infrastructure covering both spares and maintenance engineers. Any request to move resources between sites to attend calls will not be entertained.
- II. **Minimum Onsite PC Maintenance & Support :** Based on NFC's previous experience, the wide spread of buildings on a large campus, the large number of systems and the stringent

security requirements, fulfillment of SLA given above requires operating independent points-of-presence/stations. The site-wise distribution of minimum point-of-presence/stations is given below. Vendor shall ensure required SLA for PC Systems and peripherals is met by ensuring proper operation of points-of-presence/stations. Minimum Manpower required to be deployed for the contract should be 25 Nos. Details as follows:-

a) Minimum Onsite points-of-presence/stations for supporting PC Systems & Peripherals & IT Support for Presentations and Video Conferencing:

- | | |
|---|---------|
| (i) Site-1 (Aadhar) | 1 No. |
| (ii) Site-2 (Sarathi) | 1 No. |
| (iii) Site-3 (NUFAP, Sanjivini ,
Gurukul and AECS
School 1&2) | 2 Nos. |
| (iv) Site-4 (Main NFC Campus) | 13 Nos* |

* Should contain at least 3 Persons with experience in repairing InkJet, Laser printers and plotters and there must be one team leader to coordinate complaints with good communication skills in English and Hindi. He shall remain in the main campus for full working hours.

The maintenance shall be carried out by adequately qualified engineers with a minimum qualification of (Diploma in Computer Hardware or any other degree with 3 years experience in PCAMC hardware or Diploma in Electronics or MCSE (Microsoft Certified Systems Engineer)). They shall abide by NFC security rules and other guidelines in vogue and as amended from time to time.

The attendance of Contract staff will be monitored through muster provided by contractor under the custody of Additional Manager(Computer Division). All the engineers should have their police verification done prior to their entry into NFC campus. Necessary photo attested police verification certificates issued to this effect to the individuals by the Dy. Commissioner of Police, Local police station have to be produced. Necessary renewals to maintain validity of Police Verification Certificates shall be carried out by the contractor. The contractor shall provide qualified Resident Engineer/s as substitute in case of absence/leave of a deputed Resident Engineer. Deputed engineer/s shall abide by NFC Security rules and other guidelines in vogue and as amended from time to time.

b) Minimum Onsite Points-of-presence/Stations for supporting Thin-Clients
: 4 Nos

The maintenance shall be carried out by adequately qualified engineers with a minimum qualification of (Diploma in Computer Hardware or any other degree with 3 years experience in PCAMC hardware or Diploma in Electronics or MCSE (Microsoft Certified Systems Engineer)).

- c) Minimum Onsite Points-of-presence/Stations for extending IT support for Software Applications and for I.T Security : 4 nos.

The IT support for Software Applications and for I.T Security activity shall be carried out by adequately qualified engineers with a minimum qualification of Graduates in Computer Science /Information Technology as major subject)

The vendor shall ensure operation of all Points-of-presence/Stations to fulfill the required SLAs.

III. However the team should consists of following specialist at minimum:-

- (i). Specialist for Monitor Maintenance 1 No.
(ii). Microsoft Certified Systems Engineer (MCSE) 2 Nos.

3. Call Report: Online call report shall be generated by the user from plants via Computer. (Software will be provided by NFC and not included in vendor scope).
4. Backup of User System : Backup of data on systems for rectifying or trouble shooting the system shall be performed with vendor provided media and device required for this job.
5. The user will give full access of the equipment to the Contractor and provide suitable working space to enable him to provide maintenance service.
6. The Engineer will identify the faults and rectify them to the satisfaction of the user either by repairing or by replacing the component/subsystem with a new one where ever possible, with prior consent of the user. The replaced component/subsystem shall be of the same/equivalent or better configuration as the original component/subsystem. The old faulty component/subsystem (except hard disk and storage media) must be taken away from the user and out of NFC premises by the Contractor. Gate passes will be made by the concerned user.
7. In case the component/ subsystem is taken away from the system, by the engineer for repairs, he shall fill up a call sheet and get the signature of the concerned user. The serial number and part number of the part so removed should be mentioned in the call sheet. When the Contractor's personnel brings the part after the repair, the serial number and part number of the part should be made available to the concerned user for rechecking.
8. The Contractor shall only move the equipment or any part thereof from the place of original installation to a different place or location if so desired/ consented by the user.
9. Spares on Stand By: Contractor shall keep adequate spares at NFC as listed in Annexure-IV and shall replenish the stock with new ones as and when it is utilized, so as to maintain desired stock levels. The spares left at the end of contract can be taken back. The makes of spares shall generally be as per original make of machines or as approved by NFC. The status of stock of the spares will be inspected by authorized officials of NFC without any prior intimation.

10. Preventive Maintenance Report : Details of jobs to be conducted in PM are given in Annexure-II. For each PM visit, two copies of PM report indicating PC identification, quarter No, jobs performed shall be generated and attestation of user shall be obtained. Vendor shall provide the pre-printed forms required for this.
11. Spares Unavailability: Non-availability of component due to obsolescence should not result in up-gradation of systems or any up-gradation if required for the system to be maintainable shall be at the cost of Vendor.
12. Penalty: The contractor not meeting the minimum manpower requirement on any given day, penalty on pro-rata basis for one man day per absent person considering the whole AMC amount would be deducted.

In case the vendor is unable to repair the equipment and suitable standby is not provided, NFC reserves the option of getting the system repaired by any other maintenance agency at his risk and cost. Cost of repair with additional Rs.5,000/- will be imposed as penalty.
13. Power condition and Environment: PC Systems/Thin-clients/ in NFC are working satisfactory with/without A.C/UPS/Stabilizers. The Vendor shall maintain these systems in existing operating environment.
14. Vehicle for Internal Movement: Vendor shall arrange necessary transport to attend service request at short notice (i.e. less than 2 hours) and also to carry spares, PC etc., the same shall not be retained at NFC after the contract is over. The vehicle shall have all necessary documents.
15. **Whenever the failure is due to Hard disk, Maintenance undertaker shall replace defective Hard disk with a new hard disk. Defective Hard disk will not be returned back.**

Manager (Computer Division)
For & On behalf of the President of India

Ref: No:
From:

Dated:

To:
Manager ,
Computer Division,
Nuclear Fuel Complex,
ECIL (PO), Hyderabad-500062

QUOTATION

Sub : Tender for Annual Maintenance Contract for Computer Systems in Nuclear Fuel Complex, Hyderabad for One Year -Reg
Ref: Tender No.NFC/CD/PCAMC/2018

Dear Sir,

In response to your Notice Inviting Tenders, we hereby submit our quotation for carrying out the following works.

Schedule Of Quantities					
Annual Maintenance Contract for Computer Systems in Nuclear Fuel Complex, Hyderabad for One Year.					
Tender Notice No: NFC/CD/PCAMC/2018					
Sl.No.	Description	Unit	Quantity	Rate/Unit (In words & figures)	Total Amount / year
A.1	Offer for Comprehensive maintenance of :- a)At NFC:-1001 Nos. PC Systems and attached peripherals and Peripherals of 400 Nos. Thin Clients not connected with KVM switch. At AECS School1:- 32NOs. PC systems and attached peripherals. At AECS School2:- 51 Nos. PC systems and attached peripherals. b)Printers: At NFC:-30 Nos. Heavy	Per month	12 months		

<p>Duty Laser Printer, 25Nos. Dot Matrix Printers, 656 Nos. OfficeJet Printers.</p> <p>At AECS School1:-12 Nos. At AECS School2:-11Nos.</p> <p>c) Plotters: At NFC:- 6 Nos. d) Scanners: At NFC:- 32 Nos. e) Laptops: At NFC:-15 Nos. f) Kiosk : At NFC:-42 Nos. with touch screen monitor and track ball. (Annexure-III -1,2,3,4,5,6,7) .</p> <p>Non-Comprehensive maintenance of :-</p> <p>a) Thin-Clients: At NFC:- 1000Nos. b) Industrial PC Systems:At NFC:- 20Nos. c) In-Warranty PC Systems:At NFC:-41 NOs.(Warranty Expiry December2018)</p> <p>Support for Video-conferences/Seminars/meetings (PC & Projector handling) and Support for Software Applications and IT Security.</p>				
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(Rupees _____ only)

RATES FOR ADDITIONAL/DEVIATED QUANTITIES

Sl.No.	Description	Unit (Per month)	Quantity (12 months)	Rate/Unit (In words & Figures)	Total (Amount / Year)
1	Cost of Adding/Deleting one PC with current configuration in AMC				
2	Cost of Adding/Deleting one Desktop class Inkjet/Laser Printer in AMC				
3	Cost of Adding/Deleting one Workgroup class Heavy Duty Laser Printer in AMC				
4	Cost of Adding/Deleting one A0/A1 Wide Format Printer in AMC				
5	Cost of Adding/Deleting one Laptop in AMC				

Note:

- a) Contractor may go through the Annexure-III (1 to 7) regarding the number of PCs, Peripherals , Scanners, Plotters, Laptops before entering the rates.
- b) Vendor will be paid monthly, after month end.
- c) Lowest offer for each Contract will be determined based on cumulative total. NFC reserves the right to terminate the contract at any time during the tenure.
- d) Contractor shall quote the unit rate including GST and excluding ESI, EPF.

Note: The above quoted price is exclusive of ESI, EPF and inclusive of GST and other mandatory Levies.

– Thanking you,

Name: _____

Aadhar Card No. _____

PAN No. _____

Bank Account No. _____

IFSC Code: _____

Name of the bank: _____

Name of branch: _____

GST Registration No. : _____

Yours faithfully,

Tender Document has been issued
to M/s. _____
On receipt of Rs. _____/-(Vide DD
No. _____ Dtd; _____)
towards cost of tender document.

CONTRACTOR
(Sign with Seal)

Note to Contractors :

- Number of Systems to be covered under AMC are indicated in the Annexure-III(1 to 7).
- The bills will be released against submission of documentary evidence towards payment of ESI, EPF to the concerned authorities.

CHECK LIST FOR THE CONTRACTOR

Sl. No.	General details						
1	Name of the organisation						
2	Address						
3	Telephone Nos.						
4	Fax No.						
5	E-Mail address						
6	Annual Turn over of previous financial year						
7	SSI/Factory/Contractor's Registration No.						
8	Brief description of experience						
9	AADHAAR No.						
10	GST Registration No.						
11	PAN No.						
12	ESI Registration No.						
13	EPF Registration No.						
14	Bank Account No.						
15	Name of the Bank						
16	IFSC Code						
17	No. of employees	Highly Skilled		Skilled		Un-skilled	
18	Previous Work orders executed at NFC (Reference Nos.)						

19	Brief description of the work*						
20	Tender No.*						
21	Total amount quoted						
22	No. of labours proposed to be employed in this work						
23	Qualifications and experience of Supervisor						
24	Details of Machinery/tools proposed to be deployed for the work						
25	GST rate considered for the work						
26	Any other information						

*to be incorporated by EIC

Verified the above details

E-I-C

Signature of the contractor