

6

# State Institute of Health and Family Welfare

Jhalana Institutional Area, South of Doordarshan Kendra, Jaipur

Ph.2706496, 2701938, Fax- 2706534

## TENDER FORM FOR PROVIDING COMPUTER WITH MAN

1. Name of the firm/Agency : .....

2. Office Address: .....  
.....

Tel No. : .....

Fax No. : .....

E-mail Address.....

3. Name of authorized representative(s): .....

Details of experience in govt. /private sector undertakings/registered societies during last three years  
(attached Photocopies of certificate/work order/Work completion certificate/proof of payment received).

1.....

2.....

3.....

1. VAT/Service Tax/ Shop Act Registration No. (As may be applicable)

2. PAN

**(Attested copies enclosed)**

**Name and Signature  
of representative of the tendering firm  
with seal**

**TENDER FOR HIRING COMPUTER WITH MAN**

**Quotation**

To  
The Director  
State Institute of Health & Family welfare  
Jaipur

Sub: Rate Quotation for Providing Computer with Man.  
Ref.: Your Advertisement No.....Dated :.....

Sir,

We hereby provide our most Competitive rates for Providing Computer with Man in the given format as Below:-

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Per Unit Amount (in Rs.)</b>
1.	Most Competitive rates inclusive all taxes, charges, expenses and obligation for providing computer with man and excluding service tax and service charges.	
2.	Service charges (.....%)	
3.	<b>Net cost</b>	
4	Service Tax as applicable	

**Name and Signature  
of representative of the tendering firm  
with seal**

10

**Terms & Conditions**

1. The computer with man shall be hired only on short term contractual basis on the basis of volume of job or work to be done.
2. Incomplete bid/bids received after the prescribed date and time shall be summarily rejected.
3. Sub contracting of the work of any sort will not be allowed.
4. The contractor to whom the work is awarded shall have to ensure secrecy and security of data provided by the department. The Information/data so provided shall not be passed on to any unauthorized persons, agencies or Organizations.
5. Working space and such as stationery, Printer Ink etc., will be provided by Organization.
6. Computer make should not be less than P4 and having good condition able to work on MS Office(MS word, MS power point, MS Excel, MS Excess), Tally ERP 9 and Internet.
7. The Contractor shall not use the computer or any data/media/processors for any personal work or work outside of the scope of the tender.
8. The computer with man shall be executed at the premises of SIHFW building from Monday to Saturday 09.30 am to 6.00 pm (working days) under the overall supervision of an officer designated by the Director SIHFW and if required they can be called for work on Sunday and other holidays also and no extra payment shall be made other than the per day cost as agreed upon.
9. The Shortlisted firm is required to furnish an agreement in a non judicial stamp paper along with a Security Deposit.
10. Awarded firm will have to deposit 5% security amount payable without interest after successful completion of the contract
11. The Invoice/bill for the monthly hire charges need to be sent within 5 days of completion of the every month duly signed. TDS as applicable will be deducted from the hire charges every month.
12. The contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to computer with man. The Director SIHFW shall, in no way be responsible for settlement of such issues whatsoever.

**Name and Signature  
of representative of the tendering firm  
with seal**

- 6
13. The Director SIHFW reserves the right to allot the work depending upon the day to day workload and other contingencies.
  14. The Terms & Conditions shall be subject to future order/direction of the Finance Department of Government of Rajasthan.
  15. The Tendering Companies/Firms/Agencies are required to enclose the following duly attested Photocopies of the following documents duly attested along with bid:-
    - (a) Registration Certificate of Firm
    - (b) Copy of PAN Card.
    - (c) Copy of Income Tax return filed for the last three financial Years.
    - (d) Photocopy of Proof of similar work done like work order/Completion Certificates, etc for the past three Years.
  16. Director SIHFW shall reserve the right to terminate the contract anytime without disclosing any reason to the agency selected.

**Name and Signature  
of representative of the tendering firm  
with seal**