



**EMBASSY OF INDIA BEIJING**  
**INVITES QUOTATIONS**  
**FOR REPAIR AND MAINTENANCE OF COMPUTERS AND RELATED**  
**PERIPHERALS**

**TENDER NO. PEK/GEN/885/1/2014**

**LAST DATE FOR SUBMISSION OF BIDS**

**March 30, 2017 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING TECHNICAL BIDS**

**March 30, 2017 AT 1600HRS (BEIJING TIME)**

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**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG**  
**DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

## Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in repairing and maintenance of computer, internet and related peripherals.

**1. Notice Inviting Tender:-**Sealed bids are hereby invited for hiring of an agency/company for maintenance of computer, internet and related peripherals

**2. Eligibility criteria for bidders:**

- The Company should have valid permit/registration from a competent local authority for maintenance of computer, internet and related peripherals (I.T).
- The Company should be in operation for more than 5 (five) years.
- The Company should have experience in providing maintenance of computer, internet and related peripherals (I.T) service for a minimum of 5 years.
- The Company should have sufficient number of well qualified engineer/technical staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

**3. Scope of Work:**

S.No.	Description of work	Unit
1.	Attending day to day complaints in operation of Desk top computer/Laptop and peripherals including printers, Scanners, CD/DVD drives, mouse, keyboard etc. updating firewall, scanning of systems for removal of viruses,	120 Desktop computer/ laptop

	restoring data, formatting and re-installation of software as required, checking system software, web browser setting & Internet connection compatibility on system etc. Retrieval and restoration of computer and related data in the event of computer crashing.	
2.	Attending day to day complaints in operation of Scanners, Printer (Deskjet/laser jet colour) including periodic cleaning of printer heads and other peripherals as and when required.	Each printer, scanner and peripheral device.
3.	Maintenance of network security architecture including regular maintenance of servers, softwares and updates of all the applications installed on the server, regular inspection of the related anti-virus applications on all the internet connected computers.	
4.	Maintenance of internet router, router network, LAN, Internet Protocol related hardware requirements and internet connectivity trouble shooting.	
5.	Providing services for setting up of new LANs., shared networks etc. as per Mission's requirement during the contract period.	

**4. Bid system:-** The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for maintenance of computer, internet and related peripherals (I.T)". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. Contact person Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property@indianembassy.org.cn
- iii. The bid may be submitted by Hand in person or by courier. The bids by “Fax / E-mail” shall not be accepted;
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at ‘Annexure I’;

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity.	
6.	Experience (No. of years).	

<b>Description</b>	<b>Amount incl. VAT (RMB)</b>
As per scope of work	
<b>Total=</b>	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**