

**GOVERNMENT OF JAMMU & KASHMIR**  
**DIRECTORATE OF HEALTH SERVICES KASHMIR**  
Block-A, 2<sup>nd</sup> floor, Old Secretariat, Srinagar-190001(J&K)  
Phone/FAX No:0194-2452052, E-Mail address:dhskpur@gmail.com

**Short Term Tender Notice No:DHSK/PUR/Computers/Repairs/05 of 2018-19 dated: 31 07-2018**

Sealed short term tenders affixed with Rs.5/- revenue stamp are invited for repairs of Computer/Printers/UPS/Installation of Antivirus for the year 2018-19 from the registered service providers.

The details of the terms and conditions & list of the items for repairing are available at [www.dhskashmir.org](http://www.dhskashmir.org) or can be had from the office of undersigned during all working days upto **11-08-2018 at 04:00 P.M** against Non-Refundable cash amount of Rs.100/- to be deposited in this Directorate by the intending tenderers, for which necessary G.R will be issued, as receipt for fee for tender documents. In case of downloaded tender documents, the tender document fee of Rs. 100/= in the shape of Demand Draft (which will be non-refundable / non-transferable) Payable in favour of Chief Accounts Officer, Directorate of Health Services Kashmir.

The intending tenderer(s) shall have to deposit an amount of Rs. 1,000/- (One Thousand Only) as token of Earnest Money Deposit in the shape of FDR/CDR from any Nationalized /Scheduled bank preferably J&K Bank Ltd having validity not less than 03 months from the date of issue and pledged to Chief Accounts Officer, Directorate of Health Services ,Kashmir.

Tender must be submitted in properly sealed envelope, duly superscribed with "Tender for repairing of computers, Printers & installation of Antivirus for the year 2017-18 scattered during 2018-19" and addressed to Director Health Services Kashmir Old Secretariat Srinagar. The sealed tender should reach the office of undersigned by or **before 12-08-2018 at 02:00 P.M** and no tender shall be accepted after due date. The Tenders will be opened on **13-08-2018 at 3:00 P.M** in presence of Tenderers or their authorized representative who wish to be present. In case the last date of submission of Tenderers or date of opening may fall as holiday or may be any civil disturbance, the submission of tender and its opening will be carried out, on next working day.

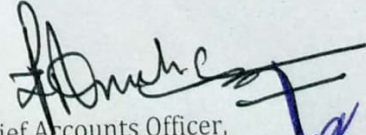
Sd/-  
Director General Health Services  
Kashmir

No.DHSK/PUR/Computers-Repairs/2018-19/ 307-09

Dated: 31 -07-2018

Copy to the:

1. Joint Director Information Department Srinagar for publication of above quotation Notice in at least one local news papers of the valley. The said News papers be sent to this Directorate before the date opening of bids for record and references.
2. Incharge Nazarat Section, Directorate of Health Services Kashmir for information and necessary action.
3. In charge web site [www.dhskashmir.org](http://www.dhskashmir.org) for information and necessary action. He will upload the NIT on the website.

  
Chief Accounts Officer,  
Directorate of Health Services,  
Kashmir



**Terms & Conditions of Short Term tender Notice No. DHSK/PUR/Computers/Repair/03 of 2018-19 dated: 31-07-2018 for repairs of Computer/Printers/Installation of Antivirus for the year 2018-19 scattered upto 2018-19:**

01. The aforesaid quantity may be enhanced/ decreased, if needed.
02. The interested firms can visit the office of the undersigned during all working days upto 04:00 P.M to evaluate/examine the Computers/Printers / UPS/installation of Antivirus and quote their rates of the same accordingly.
03. The tenders shall be submitted in a single sealed cover with the superscription "Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for the repairing of Computer/Printers/installation of Antivirus. The name of the bidder with contact address and phone number shall also be written on the cover.
04. The sealed cover shall be submitted to "Director Health Services Kashmir, Block- A, 2<sup>nd</sup> floor, Old Secretariat, Srinagar- 190001 (J&K). The last date and time of submission of tenders shall be **12-08-2018 02.00 pm**. The tenders shall be sent by registered post or by courier or dropped in a box specifically kept in Purchase Section, Directorate of Health Services Kashmir. The said tenders shall be opened on **13-08-2018 at 03.00 p.m** in the presence of the suppliers or their representatives, who wish to be present, at that time. The Make & Model shall be clearly mentioned in the offer form as per Annexure I.
05. The price shall be offered in the price bid form as per the format attached in Annexure II.
06. Undertaking on letter head of the Tenderer, as per Annexure "III".
07. The rates should be quoted in figures as well as in words and should be inclusive of all charges, surcharges, taxes, duties, freight charges etc. whatsoever.
08. The job of repairing done within 4 four days from the date of issue of the work order
09. The rates quoted should be lowest market rates and are not higher than the rates charged to any other Institutions of the State. The certificate to this effect shall be recorded on the body of the bill.
10. The release of payment shall be subject to the certificate given by the concerned Section that the Computer/Printers/ UPS /installation of Antivirus etc. has been repaired by the concerned firm satisfactorily as per orders placed and is functional.
11. The repairs shall be under warranty for a minimum period of three months from the date of repairing of the said Machine, which will also be recorded on the body of the bill.
12. The payment shall be released subject to the production of GST Registration Certificate.
13. The tender must remain valid for minimum period of three months from the date of opening of tender.
14. The Department is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.

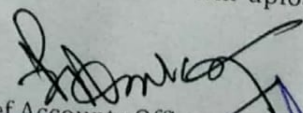
Sd/-  
Director General Health Services  
Kashmir

No.DHSK/PUR/ Computers-Repairs/2018-19/ 307-09

Dated: 31 -07-2018

Copy to the:

1. In charge web site [www.dhskashmir.org](http://www.dhskashmir.org) for information and necessary action. He will upload the NIT on the website.

  
Chief Accounts Officer,  
Directorate of Health Services,  
Kashmir



# ANNEXURE I

## OFFER FORM

Having examined and accepting the conditions of the tender document No. .... we hereby submit this offer for the repairing of Computer/Printers/UPS /installation of Antivirus mentioned in the tender document. The details of the item offered are as follows:

Sl No	Name of the Item	Make & Model
01	Formatting of computer desktop Plus installation of applications of different software's	
02	Antivirus Single having validity not less than one year	
03	Repairing of Laser Printer 1007	
04	Repairing of Laser Printer 1020	
05	Repairing of UPS	

Date : -08-2018

Office seal, Signature of tenderer/Authorized signatory

W  
M  
D  
Date

## ANNEXURE II

Director Health Services  
Kashmir

Subject: Submission of PRICE BID FORM.

Sir,

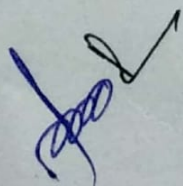
Having examined and read the quotation document for the repairing of Computer/Printers/installation of Antivirus, we here offer our best price for the item(s) mentioned herein as follows.

S.No.	Name of the Item	Unit price (inclusive of all taxes and charges	Total Amount inclusive of all taxes and charges
(1)	(2)	(3)	(4)
1	Formatting of computer desktop Plus installation of applications of different software's		
2	Antivirus Single having validity not less than one year		
3	Repairing of Laser Printer 1007		
4	Repairing of Laser Printer 1020		
5	Repairing of UPS		

Rate / total amount shall be inclusive of freight, insurance, Service and all other charges, taken for evaluation / bid ranking.

Date : -08-2018

Office seal, Signature of  
tenderer/Authorized signatory





## Annexure "III"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)  
UNDERTAKING

To

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Tender for repairs of Computer/Printers/UPS/Installation of Antivirus for the year 2018-19 of against TENDER NOTICE NO. DHSK/PUR /Computer/Repairs \_\_\_ OF 2018-19 dated:\_\_\_ -07-2018 and undertaking thereof.

Sir,

1. I/ We here by agree to abide by all terms and conditions laid down in tender document.
1. We will be responsible for warranty of repaired items (mention the name of the each item) during warranty period.
2. This is to certify that/ We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/ we agree to abide the contract for a period of one year from the date of opening of tender to provide the services from the date of award of the contract and ready to work on the same rates, if extended for a further period of three months or till new contract is finalized.
4. I/ we declare that our financial position is sound and we are competent for the repairs as & when allotted.
5. I/ we declare that we will not ask / expect any financial assistance from the Govt .of Jammu & Kashmir State.
6. We execute the job of repairing done within 4 four days from the date of issue of the Work Order, if approved in our favour

(Seal & Signature of the Bidder with Name and address)

