

No. Gen(037)/PRO/13/06/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-VII, R.K. Puram,
New Delhi- 110 066.

Dated: 30.11.2012

To

As per list attached

**SUBJECT: QUOTATION FOR ACMC / AMC OF BIOMETRIC
MACHINE MODEL NO. 6000 REGARDING.**

Sir,

Sealed quotations are invited from reputed vendors having minimum 3 years experience in the field for Annual Maintenance Contract (AMC)/ Annual Comprehensive Maintenance Contract (ACMC) to maintain Biometric System. This Bureau has installed two Biometric machines with software for which one year annual contract to maintain these machines is required. The equipments are installed at East Block- VII, R. K. Puram, New Delhi which can be inspected during any working day between 2 P.M. to 5 P.M. with prior appointment with JAD(G) through telephone no. 26172324 Extn. 208. The vendors are also required to furnish the rates of ACMC / AMC. The rates quoted should clearly indicate applicable taxes, other terms and conditions.

1. The quotation details are also available on NCRB website <http://ncrb.gov.in>.
2. Tender must be on the letter head of the firm in the enclosed prescribed Performa.
3. Rates shall be quoted inclusive of all taxes except service tax which shall be as per actual in the prescribed schedule of quantities (Enclosed). The rates must be quoted in figures as well as in words.
4. Taxes and other charges, if any must be given separately.
5. **In general no overwriting or cutting is permitted in the rate. If found, the tender shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.**
6. The rates quoted must be valid for 90 days minimum from the date of opening of the tender and silence of any tenderer on this issue shall be treated as agreed with this condition.
7. The quotation should be accompanied by an EMD for an amount of Rs.5000/- in the form of bank draft drawn in favour of A.O. PAO, DCPW, payable at New Delhi. Quotations which are not accompanied by EMD will not be entertained.
8. The quotation should be addressed to the Assistant Director (A&G), NCRB, East Block - VII, R. K. Puram, New Delhi - 110 066.
9. The quotation should reach NCRB on or before **21.12. 2012** up to 5:00 PM.

10. Quotations must be superscribed '**Quotation for ACMC / AMC of Biometric machines**' clearly mentioned on the envelope.

11. Quotations received after due date & time will not be entertained

Director General, NCRB, reserves all the right to accept or reject any or all of the quotations without assigning any reason.

Yours faithfully,

(N.K. SINGH)
ASSTT. DIRECTOR(A&G)