



E-TENDER

For

E-Tender Document for Non Comprehensive Annual Maintenance Contract of Computers, Peripherals, Printers, Laptops, LAN Networking switches in NCPUL office building at Jasola, Sale Section of NCPUL at R.K. Puram and Language Division in Shashtri Bhawan, New Delhi.

Tender No: NCPUL/05/2024-25

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF EDUCATION, GOVT. OF INDIA.
FC-33/9, INSTITUTIONAL AREA, JASOLA, NEW DELHI-110025.

Tel. No.: 011-49539000 Fax: 011- 49539099

E-Mail: director@ncpul.in Website: <https://www.urducouncil.nic.in>

1.1 Notice Inviting Tender:

1. National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids from Delhi NCR based agencies under two stage two- bid-system (Part I- Technical Bid and Part II- Financial Bid) for inviting e-tender quotations for Non Comprehensive Annual Maintenance Contract of Computers, Peripherals, Printers, Laptops, LAN Networking switches in NCPUL office building at Jasola, Sale Section of NCPUL at R.K. Puram and Language Division in Shashtri Bhawan, New Delhi as per details given below. The period of contract will be for one year from the date of awarding and can be extended further subject to willingness and satisfactory performance of the agency on the discretion of National Council for promotion of Urdu Language. Manual bids submission shall not (R) be accepted.

Office locations	Desktop Computers	All in One PC's	Laptop	Laser Jet Printers (Mono) Black/Colour	MFD All in One Printer Mono Black	MFD All in One Printer Colour	Scanners	LAN Networking and its switches
Head Office of NCPUL at Plot No. FC-33/9, Jasola Institutional Area, New Delhi-110025	64	4	5	33+2	21	08	2	3
Sale Section of NCPUL at West Block - 8, Wing - 7, R. K. Puram, New Delhi - 110066	9	-	2	7	-	-	-	-
Language Division Room	1	-	-	01	1	-	-	-
Total*	74	4	7	43	22	08	2	3

*Total Numbers can be changed

The details are summarized in below table.

a)	Name of Work	Non Comprehensive Annual Maintenance Contract of Computers, Peripherals, Printers, Laptops, LAN Networking switches.
b)	Tender No.	Tender No: NCPUL/05/2024-25
c)	Estimated Cost	Estimated Cost of Tender : Rs. 2.75 Lakh
d)	Technical Bid	The details of submission of Technical Bid is placed at 5to 19
e)	Financial Bid	The details of submission of Financial Bid is placed at 20-21
f)	Availability of Tender Document	Tender documents may be downloaded from NCPUL web site http://www.urducouncil.nic.in or CPPP website https://eprocure.gov.in/eprocure/app
g)	Cost of Tender Document	Rs. 500/- (Rupees five hundred only) which is to be deposited through Demand Draft in favour of Director, NCPUL or online through ECS/NEFT
h)	EMD	Bidder has to deposit interest-free EMD of an amount of Rs. 30000/- (Rupees thirty thousand only)
i)	Bid submission	Bids can be submitted only online on or before 5:00p.m. on 06.05.2025 at CPPP website: https://eprocure.gov.in/eprocure/app .
j)	Date of opening of Technical Bid	The Technical Bid shall be opened and downloaded 08.05.2025 at 11:00 a.m.
(k)	Date of opening of Financial Bid	The date of opening of Financial Bid will be intimated to the qualified bidders separately.

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-1100250 (Tel. No.: 011-49539000) from 24.03.2025 to 14.04.2025 (except Saturday and Sunday) between 09:30 a.m. to 5:30 p.m.

1.2 Tender documents may be downloaded from NCPUL website www.urducouncil.nic.in (for reference only) and CPPP site <https://eprocure.gov.in> as per the schedule as given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Published Date	15.04.20255 (10:00 a.m)
Bid Document Download / Sale Start Date	15.04.20255 (10:00 a.m)
Bid Submission Start Date	15.04.20255 (10:00 a.m)
Bid Document Download / Sale End Date	06.05.2025 (05:00P.M)
Bid Submission End Date	06.05.2025 (05:00P.M)
Bid Opening Date (Technical)	08.05.2025 (11:00 A.M)
Venue of Bid Opening	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi- 110025.