

	DELHI DEVELOPMENT AUTHORITY O/o Dy. Director(SYSTEMS)-II, SYSTEMS DEPARTMENT, VIKAS SADAN, NEW DELHI-110023]	
C. No. 100938	File No. SYS/F3/0004/2025/MISC/-O/o DY.DIRECTOR(SYSTEMS-IV)	Dt: 03/10/2025

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of Delhi Development Authority, for hiring of computer systems on rental basis as per the details given below:

1. Requirement

Item	Quantity	Duration
Desktop Computer Systems (with UPS)	20 (Twenty) Nos.	06 (Six) Months

2. Technical Specifications (Minimum)

Component	Minimum Requirement
Processor	Intel Core i5, 10th Generation or above (or AMD equivalent)
RAM	16 GB or higher
Storage	500 GB SSD/HDD or higher
Operating System	Windows 11 Professional or higher (licensed)
Monitor	19" LED Monitor or higher
Accessories	Standard Keyboard & Optical Mouse
Networking	Integrated LAN Port, Wi-Fi enabled
UPS	1 KVA UPS with minimum 15 minutes backup per System
Warranty/Maintenance	Full onsite support including preventive/corrective maintenance and immediate replacement of faulty units during the rental period.

3. Scope of Work

The selected vendor shall supply, install, and maintain the computer systems (with UPS) in fully operational condition. Preventive and corrective maintenance, as well as replacement of defective hardware during the rental period, shall be provided at no extra cost.

4. Vendor Eligibility & Compliance

1. The bidder must be a registered firm/company in India.

2. The bidder must have a valid **GST Registration and PAN**.
3. The bidder should have prior experience in supplying IT hardware/computer systems on rental basis to Government Departments/PSUs/Corporate offices (documentary proof to be attached).
4. The bidder must not have been blacklisted by any Government Department/PSU (self-declaration to be provided).
5. The quotation must be submitted on the bidder's official letterhead with complete contact details and self-attested copy of above mentioned documents.

5. Terms & Conditions

1. The quotation must clearly indicate monthly rental charges per system (inclusive of UPS) and the total rental cost for 20 systems for 6 months.
2. The quoted rates shall be inclusive of all taxes, duties, transportation, installation, and maintenance.
3. Payment shall be made on a quarterly basis against submission of invoice and certification of satisfactory performance by the concerned user department.
4. The systems must be delivered and installed within 3 days of award of contract.
5. The organization reserves the right to accept or reject any or all quotations without assigning any reason.
6. The DDA may, if required, hire additional computer systems during the same Financial Year(2025-26) at the same approved rates, terms, and conditions as specified in this NIQ; however, the total value of work awarded under this NIQ shall not exceed ₹5,00,000 (Rupees Five Lakh only).
7. The rates quoted shall remain valid for a period of 90 (Ninety) days from the date of opening of quotations.
8. **Penalty/Deduction Clause:**
 - o In case of delay in delivery beyond the stipulated 3 days, a penalty of 10% of the weekly rental per system per week of delay may be levied.
 - o In case of failure to maintain or replace non-functioning systems/UPS within one working day, the department reserves the right to deduct the double the proportionate rental charges from the payment.
9. Any dispute shall be subject to jurisdiction of courts in Delhi.

6. Submission of Quotations

The quotations in sealed cover, super-scribed as "Quotation for Hiring of Computer Systems with UPS on Rental Basis in DDA", should be submitted to the office of Dy. Director (Systems)-II, C1-207, Systems Department, Vikas Sadan, INA-110023 on or before 10-Oct-2025, 06:00 PM. Quotation received after the cut-off time will be summarily rejected.

7. Format of Submission of Financial Quotations

Specification of Hardware Offered	Unit Rental Price/Month (Including Taxes & all other Charges)	Total Rental Price for 6 Months for Qty-20 Systems (Including Taxes & all other Charges)

7. Opening of Quotations

The quotations will be opened on 13-Oct-2025 in the presence of the vendors or their authorized representatives who may wish to be present.



Deputy Director (Systems)-II
Date: 03-10-2025