

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	08-12-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	08-12-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	National Bureau Of Fish Genetic Resources(nbfg)
Total Quantity/कुल मात्रा	1
Item Category/मद केटेगरी	AMC of computer, peripherals and networking devices (Q3)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	24 Lakh (s)
OEM Average Turnover (Last 3 Years)/मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)	24 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance/विगत प्रदर्शन	10 %
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
EMD Amount/ईएमडी राशि	30000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लभार्थी :

Director

National Bureau Of Fish Genetic Resources(nbgr), Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Icar Unit Nbfgr Payable At Lucknow)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
5. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating

to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

8. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

AMC Of Computer, Peripherals And Networking Devices (1 packet)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/कमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	Download
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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Kaneez Fatima	226002,ICAR-NBFGR Canal Ring Road PO Dilkusha Telibagh PIN-226002 Lucknow (U.P.)	1	15

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

4. Generic

Non return of Hard Disk: As per Buyer organization's Security Policy, Faulty Hard Disk of Servers/Desktop Computers/ Laptops etc. will not be returned back to the OEM/supplier against warranty replacement.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

ICAR UNIT NBFGR
payable at
Lucknow

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ICAR UNIT NBFGR
payable at
Lucknow

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as

null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES

Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India

Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :

Website : www.nbfgres.in



F.No.3-100/23-24/AMCofComputer,Printer,NetworkingDevices and other peripherals devices/Store

Dated: 17/11/2023

NOTICE INVITING TENDER THROUGH Government E-Market Place (GeM)

Online Bids are invited from the interested firms under two bid system for "AMC of Computer, Printer, Networking Devices and other peripherals devices" at ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002. **Manual bids shall not be entertained.**

Tender documents may be downloaded from GeM website as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Tender No.	F.No. 3-100/23-24
Date and Time for Issue/Publishing	17/11/2023 on 05:00 PM
Document Download/Sale Start Date and Time	17/11/2023 on 05:00 PM
Bid Submission Start Date and Time	17/11/2023 on 05:00 PM
Bid Submission End Date and Time	08/12/2023 on 05:00 PM
Date and Time for Opening of Bids	08/12/2023 on 05:30 PM
Address for Communication	I/c (S&P) ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P. O. Dilkusha, Lucknow-226002.

I/c (S&P)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: of GeM. Online submission of Bids through GeM is mandatory. Manual/Offline bids shall not be accepted under any circumstance.
2. Tenders/bidders are requested to visit website: [GeM](#) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The council reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit (in original) **Earnest Money Deposit (EMD)** worth **Rs.30,000/- (Rupees Thirty Thousand Only)** in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow** must be addressed to the **Asstt. Administrative Officer, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the product and may be addressed to the **Asstt. Administrative Officer, National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-NBFGR. They can view live bid opening after login on GeM Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBFGR then they have to come with bid acknowledge slip that generates after successful submission of online bid.

The firms are also required to upload copies of the following documents:-

The following documents should be submitted with the Technical bid failing which the tender shall be rejected:

1.	The Bidder must be a Private Limited Company or a Limited Company. Bidder to enclose a copy of their GST registration with local address designated as a service and support centre.
2.	Copies of PAN/ TAN, Income Tax Return & Audited financial/ CA certificate to be submitted for the past 5 financial years i.e. for the FY 2018-19, FY 2019-20, FY2020-21, FY2021-22, FY2022-23 (ITR, Turnover, Balance Sheet, Profit & Loss Account Sheet).
3.	Proofs of having successfully executed minimum of at least three AMC for at least 150 computers/workstations/servers/ along with active networking and peripheral devices connected under LAN environment with Firewall/ UTM and Antivirus/ Endpoint security enterprise solutions. The bidder has to submit a copy of the Purchase Order & certificate from the customer with signature and contact details highlighting successful execution of the maintenance contract and services of the said customer(s).
4.	Proof of experience in AMC of Computers/ Printers/ External storage drives/ Scanners/ Network active devices etc. and software (Operating system, application software, system utilities and other specialized software) for at least 3 years in ICAR / CSIR/DST organisations in preceding 10 years. Enclose at least two Purchase Order with satisfactory work completion certificate of the previous 3 Financial Years.
5.	A certificate mentioning address of the Service Centres with the Contact Person Name, Telephone and Email ID, at Lucknow must be provided by the tenderer.
6.	Details of Firewall/ UTM Technically certified manpowers and the resident engineer to be deployed by the company should be Firewall/ UTM Technically certified person. The certifications of the manpower should not be older than 12 months.
7.	A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with bid.

Note:

Circular No. 1(2)(1)/2016-MA dated 10th March 2016 of Ministry of Micro, Small & Medium Enterprises (MSE,s) and Circular No. F/20/2/2014-PPD (Pt), dt.26/07/2016 of Ministry of Finance, Department of Expenditure, Procurement Policy Division; regarding relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience-Prior Turnover Criteria prior turnover would be applicable.

• **Financial Bid:**

- (a) Price Bid as BoQ
- * Item should be of reputed make and suitable for high end elite users.
 - * Submission of samples of the quoted items is compulsory without which the rates will not be considered. Rates will be opened only for those items for which the samples is approved with respect to the requirement.
 - * Tax extra as applicable should be indicated separately in the column provided.

Note:- The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_ XXXX. xls along with this tender document at GeM. Bidders are advised to download this BoQ_ XXXX. xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. Bidder shall not tamper /modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ICAR-NBFGR.

I/c (S&P)

Annexure-II

Terms & Conditions

1. The tender shall quote rates, which will include the delivery and other incidental charges, Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the GeM Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-1 for any particular items.
3. The firm must also possess valid PAN No., GSTIN No. and a copy of the same must also be enclosed with the tender document.
4. Copy of previous three years of Income Tax Statement may be furnished.
5. Modification in the tender documents after the closing date is not permissible.
6. The successful firm shall have to provide AMC services within time and if fails in time then EMD/Security shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
7. The contractor/bidder or his representative may contact the undersigned at Telephone No. 0522-2441735, 2440145 for any further clarification.
8. The Director, ICAR-National Bureau of Fish Genetic Resources (ICAR-NBFGR) shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
9. Merely quoting of lowest rates does not mean that order shall be given to that firm. The Competent Authority will finally decide on the basis of quality and performance of past installation.
10. The interested firms are required to deposit (in original) **Earnest Money Deposit (EMD)** worth **Rs.30,000/- (Rupees Thirty Thousand Only)** in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow** must be addressed to the **Asstt. Administrative Officer, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract.
12. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason (s), to honor the contract, the Earnest Money/ Performance Security deposited would be forfeited.
13. The Director, ICAR-NBFGR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
14. **The firm to whom the tender will be awarded, will have to deposit the Performance Security equal to 5% of the total amount at the time of installation of the equipment. If the services are not found to be satisfactory, the Performance Security is liable to be forfeited. No. interest will be paid on Performance Security.**

15. If any disputes (s) arises between ICAR-NBFGR and the firm with reference to the contract, ICAR-NBFGR will decide it and its decision will be binding on the firm.
16. **Bid Validity: 90 days.**
17. Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence CDEC/DSIR will be provided to the firm, if demanded. Rate should be quoted accordingly.
18. **PAYMENT:**
 - (A) No advance payment shall be done.
 - (B) Payment to be made quarterly basis after satisfactorily work.
19. Bidder should to quote in INR and FOR ICAR-NBFGR, Lucknow basis.
20. All pages of this tender document should be signed each and every page along with stamp and submit online.

“Terms and conditions are acceptable”

Dated:

(Authorized Signatory of the firm)

Annexure-III



ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES

Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India

Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :

Website : www.nbfgr.res.in



Name of the firm :

Registered/Postal Address :

1.	Permanent Account Number (PAN No.)	
2.	GST Registration No., if applicable	
3.	Bank Details:	
a	Bank Name	
b	Branch Address	
c	Account No.	
d	Type of Account (Current/Saving)	
e	MICR No.	
f	RTGS/NEFT Code:	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(to be given on Company Letter Head)

Date:

To,

.....
.....
.....
.....

Sub: Acceptance of terms and conditions of tender:

Tender Reference No.:

Name of tender/work:-

.....
.....
.....

Dear Sir,

1. I/we have downloaded/obtained the tender document (s) for the above mentioned Tender/work from the website (s) namely:

.....
.....

As per your advertisement, given in the above mentioned website (s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (Including all documents like annexure (s), schedules (s) etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum (s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum (s) in its totality/entirety.

5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/we certify that all information furnished by the our firm is true and correct and in the event the information is found to be incorrect/untrue for found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with official seal)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are requested to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.

More information useful for submitting online bids on the GeM Portal may be obtained.

REGISTRATION:

- Bidders are required to enrol on the e-Procurement module of the GeM by clicking on the link.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift / TCS /nCode /eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, other keywords etc. to search for a tender published on the GeM Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have

to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF /XLS /RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the (8AM to 8PM, Mon. to Sat.) GeM Portal Helpdesk.

(Technical Specification Compliance Statement Form)
Specifications and Terms of Reference for AMC of computer,
peripherals and networking devices

S.No.	Specification and Terms of Reference details	Yes/No	Remarks
1.	AMC will be at on-site and of comprehensive type only.		
2.	AMC includes corrective and preventive maintenance of both hardware and software (Operating system, applications, system utilities, proper power supply and other specialized software). The preventive maintenance of the items as listed in the Bill of Quantities is required at least once in quarter/ 3-months (to be done in the first week of the first month of that quarter).		
3.	<p>The tendering/ bidding/indenting firm should:</p> <ul style="list-style-type: none"> • have a full-fledged office in Lucknow with qualified & sufficient working staffs/ Engineers capable to rectify different type of problems regarding to the complaints of computers of different types, peripheral and networking devices or bill of quantities listed in AMC document. • <i>enclose a copy of valid GST Certificate, as a proof of having local office as a service and support centre.</i> • depute a full-time customer support computer engineer (herein called as Resident Engineer) on duty stationed at ICAR-NBFGR headquarter on all working days from 09:00 hrs to 17:30 hrs to attend the complaints regarding Computers/ Printers/ External storage drives/ Scanners/ Network active devices etc. and software (Operating system, application software, system utilities and other specialized software), whenever defect arises therein and any complaint to this effect are made. The resident engineer should be capable enough to rectify the defects against to the complaint calls on the same day. • a minimum of 5-years of experience in Hardware Sales/ Annual Maintenance Contract (both hardware and software) field/ Service support provider, including third party maintenance in the Government Departments/ Organisations duly supported by documentary evidence. • ensure to make a specific mention in their quotation to the effect that the terms and conditions mentioned above are acceptable in full. Interested firms are required to prove their competence for undertaking the job in question and furnish their standing and goodwill through a certificate from their earlier clients of reputed 		

	government organizations/ departments mentioning name, designation, and telephone no. of the officer of the department.		
4.	<p>The Resident Engineer(s) provided by the firm will:</p> <ul style="list-style-type: none"> • have sufficient knowledge of maintenance and trouble shooting the problems in Linux/Windows/ UNIX/ in LAN environment and should be capable enough to diagnose and provide the quick solutions. • be responsible for preventive and corrective maintenance of all PCs, peripherals, accessories, and software mentioned in the bill of quantities. • be responsible to maintain the logbook of all complaints. • be responsible for preparing the service report for all type of corrective and preventive maintenance calls in three copies along with a copy in MS Excel format and will maintain a file of service reports. He/she shall also be responsible to get the service report signed by the concerned user and the In-charge IT/AKMU. • not be changed frequently. Only two changes are allowed during a year. For any subsequent change, a penalty of Rs. 3000/- per change will be charged. However, if resident engineer is found incompetent by In-charge IT/AKMU, the resident service engineer is to be changed by the firm, for which charges shall not be levied. 		
5.	Printer maintenance include all parts, excluding printer head, toner cartridge, drum, roller, or any other such item which is considered as a consumable.		
6.	New equipment/ machine will be included in AMC after expiry of their warranty and the charges will be same as mentioned in the tender and accepted by the ICAR-NBFGR.		
7.	The items upgraded in the computer, peripheral and networking devices for example Memory, HDD, MM Kit, Graphic card, Networking card and Ports etc. during the AMC period will also be included in AMC with the Company as soon as warranty period of these items expires and no extra AMC charges will be paid for these items by ICAR-NBFGR.		
8.	The complaints should be attended on the same day as and when reported. For down time calculation, the day on which the call is lodged will not be taken as the down time, but next working day onwards will be considered. If the user is not able to handover the system to the Company engineer for repairing purpose, such time will not be considered for the down time.		
9.	<p>SERVICE ASSURANCE FOR ALL PCs, PRINTERS, SCANNERS, LAPTOPS, NETWORKING DEVICES and other peripherals:</p> <p>Maximum acceptable downtime will be one day excluding holidays from the time of lodging of the complaint. In case, Company fails to adhere to the downtime conditions, following penalty will be imposed on the AMC firm(s):</p>		

	<p>(i) Penalty for not attending the calls, the Service Assurance will be Rs. 500/- per working day per item.</p> <p>(ii) Penalty on failure of doing Scheduled Preventive Maintenance and submission of Reports in time will be Rs. 500/- per Maintenance.</p> <p>(iii) Penalty for late arrival in ICAR-NBFGR by the Resident Engineer will be Rs. 300/- per working day excusing only three days in a month and 36 days in a year.</p>		
10.	In case of intermittent failures and repetitive problems due to improper diagnosis or repair, the system will be treated as continuously down.		
11.	The records of complaint and its rectification should be signed by the User, Resident Engineer and In-charge IT/AKMU.		
12.	It shall be responsibility of the firm to make the computer/ printers/ external storage devices/ networking and other peripheral devices as listed in the Bill of Quantities satisfactorily workable throughout the contract period, except when an item has been declared as non-repairable or dumped due to obsolescence.		
13.	The repair / preventive / corrective maintenance works are to be carried out in the office premises itself. However, only those works, which cannot be done in the office premises will be allowed to be done outside with written permission of the HoD / SIC / In-charge, IT / Competent Authority of the ICAR-NBFGR and no extra payment would be made for logistic arrangement etc. on this account. The firm has to provide the standby arrangement for the devices taking longer duration in rectifying the defects/ problems. If the firm fails to provide the standby arrangement for such devices, a penalty of Rs 2000/- per day for such device will be imposed on the firm until either the standby arrangement is made or problem is rectified.		
14.	The manpower of firm should comply with all the security regulation in ICAR-NBFGR premises when they visit regarding to AMC service matters of Computers/ Printers/ External storage drives/ Scanners/ Network active devices etc. and software (Operating system, application software, system utilities and other specialized software).		
15.	In case the successful bidder(s) found in breach of any condition(s) of the tender at any stage, legal action as per rules will be initiated against the bidder. In such case, the performance security money deposited will be forfeited after giving the proper opportunity through show cause notice.		
16.	The firm should have Annual Turnover of at least Rs. 500 lakhs.		
17.	No advance AMC payment will be made. Payment for the work done and services rendered will be made on quarterly (3 months) basis after submission of service reports and consolidated statement on the services provided during that quarter.		
18.	No extra payment, whatsoever on account of natural calamities or otherwise, will be made to the firm except the all-inclusive rate and the rates permitted under this contract.		
19.	All the firms participating in the tender must submit a list of their owners/ partners etc. along with their contact details (e.g. Telephone/ mobile numbers, email etc.) and a certificate on their letterhead to the effect that the firm is neither blacklisted by any Government Department nor any criminal cases registered against the firm.		

20.	If the work of the firm is found unsatisfactory or if the AMC firm dishonours the contract, the job will be entrusted to any other firm/ party at the risk/ expenses of the defaulting AMC firm.					
21.	ICAR-NBFGR reserves the right to terminate the contract at any time without assigning any reason during the period of contract. ICAR-NBFGR also reserves the right to cancel part or whole tender/ quotation without assigning any reason.					
22.	A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same must be attached with the tender documents.					
23.	It shall be the responsibility of the contractor/ tenderer/ bidder to handover all the equipment under contract back to ICAR-NBFGR in working condition after expiry of the contract period.					
24.	Financial Bid shall contain price only and no other documents. This should be in the supplied prescribed format.					
25.	Technical bid should also include the complete profile of the firm and above-mentioned certificates/ proofs. The firm should also furnish the details of Govt. Department where they have completed the AMC in the proforma given below:					
Sl. No.	Name and address of the Govt. Department with telephone number	Details of equipment and quantity	No. of Resident Engineers provided	Period of Contract	Contract Value (Rs. in Lakh)	
1.						
2.						
3.						

The AMC rates mentioned in this contract will be valid for a year only commencing from the date of awarding the Contract. The contract can be renewed for a period of one more year in part or full, on the same terms and conditions, provided ICAR-NBFGR is satisfied with the services of the company and upon mutual consent between ICAR-NBFGR and the Firm.

NOTE:

The following documents should be submitted along with the technical bid failing which the tender shall be rejected:

1.	The Bidder must be a Private Limited Company or a Limited Company. Bidder to enclose a copy of their GST registration with local address designated as a service and support centre.
2.	Copies of PAN/ TAN, Income Tax Return & Audited financial/ CA certificate to be submitted for the past 5 financial years i.e. for the FY 2018-19, FY 2019-20, FY2020-21, FY2021-22, FY2022-23 (ITR, Turnover, Balance Sheet, Profit & Loss Account Sheet).

3.	Proofs of having successfully executed minimum of at least three AMC for at least 150 computers/workstations/servers/ along with active networking and peripheral devices connected under LAN environment with Firewall/ UTM and Antivirus/ Endpoint security enterprise solutions. The bidder has to submit a copy of the Purchase Order & certificate from the customer with signature and contact details highlighting successful execution of the maintenance contract and services of the said customer(s).
4.	Proof of experience in AMC of Computers/ Printers/ External storage drives/ Scanners/ Network active devices etc. and software (Operating system, application software, system utilities and other specialized software) for at least 3 years in ICAR / CSIR/DST organisations in preceding 10 years. Enclose at least two Purchase Order with satisfactory work completion certificate of the previous 3 Financial Years.
5.	A certificate mentioning address of the Service Centres with the Contact Person Name, Telephone and Email ID, at Lucknow must be provided by the tenderer.
6.	Details of Firewall/ UTM Technically certified manpowers and the resident engineer to be deployed by the company should be Firewall/ UTM Technically certified person. The certifications of the manpower should not be older than 12 months.
7.	A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with bid.

Mark (YES) if specification offered is as per tender or better. If not, specify the specification offered. An item-by-item commentary on the purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provision of the Technical Specifications.

SIGNATURE WITH STAMP OF THE BIDDER

S.No	DEVICE	Division/Section	Location	User	Designation
1	DESKTOP	Store	Store	To Store	
2	DESKTOP	Fish Conservation	Wing D	Lab of Dr Monika Gupta	
3	DESKTOP	PME cell	Administration	Sandeep	
4	DESKTOP	PME cell	Administration	Sandeep	
5	DESKTOP	Fish Conservation	Wing D	Dr A. K. Pathak	Scientist
6	DESKTOP	Fish Conservation	Wing D	Dr A. K. Pathak	Scientist
7	DESKTOP	Fish Conservation Diviion	Wing D	Dr A. K. Pathak	Scientist
8	DESKTOP	MBBD	Bioinformatics Lab		Scientist
9	DESKTOP	Fish Conservation Division	Wing D	Dr Achal Singh	Scientist
10	DESKTOP	Fish Conservation Division	Wing D	Dr Aditya Kumar	Scientist
11	DESKTOP	Fish Conservation Division	Wing D	Dr Aditya Kumar	Scientist
12	DESKTOP	FARM	Administration	Dr Ajay Kumar Singh	
13	DESKTOP	FARM	FARM	Dr Ajay Kumar Singh	
14	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr Akhilesh Mishra	
15	DESKTOP	Fish Health Management Division	Wet Lab	Dr Anutosh Paria	Scientist
16	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr B. Kushwaha	Scientist
17	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr B. Kushwaha	Scientist
18	DESKTOP	Molecular Biology And Biotechnology Division	Gene Bank	Dr B. Kushwaha	Scientist
19	DESKTOP	Fish Health Management Division	Wing A	Dr Chandra Bhushan	Scientist
20	DESKTOP	Fish Health Management Division	Wet Lab	Dr Chandra Bhushan	Scientist
21	DESKTOP	Fish Health Management Division	Wing A	Dr Gaurav Rathore	Scientist
22	DESKTOP	Fish Health Management Division	Wing A	Dr Gaurav Rathore	Scientist
23	DESKTOP	Lab block	Wing D	Dr Monika Gupta lab	Scientist
24	DESKTOP	Lab block	Wing D	Dr Monika Gupta lab	Scientist
25	DESKTOP	Store	Store	To Store	
26	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr Mahendra Singh	Scientist
27	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr Mahendra Singh	Scientist
28	DESKTOP	Fish Conservation Division	Gene Bank	Dr Mog Chowdhary	Scientist
29	DESKTOP	Molecular Biology and Biotechnology Division	Bioinformatics Lab	Dr Murali S.	Scientist
30	DESKTOP	Molecular Biology and Biotechnology	Bioinformatics Lab	Dr Murali S.	Scientist
31	DESKTOP	Molecular Biology and Biotechnology Division	Bioinformatics Lab	Dr Murali S.	Scientist
32	DESKTOP	Administration	Seminar Hall	Dr Murali S.	Scientist

33	DESKTOP	Fish Health Management Division	Wing A	Dr Neeraj Sood	Scientist
34	DESKTOP	Fish Health Management Division	Wing A	Dr Neeraj Sood	Scientist
35	DESKTOP	Fish Health Management Division	Wing A	Dr Neeraj Sood	Scientist
36	DESKTOP	Fish Health Management Division	Wing A	Dr Neeraj Sood	Scientist
37	DESKTOP	Fish Health Management Division	Wing A	Dr P. K. Pradhan	Scientist
38	DESKTOP	Fish Health Management Division	Wing A	Dr P. K. Pradhan	Scientist
39	DESKTOP	Fish Health Management Division	Wing A	Dr P. K. Pradhan	Scientist
40	DESKTOP	Fish Health Management Division	Wing A	Dr P.K. Pradhan	Scientist
41	DESKTOP	Molecular Biology and Biotechnology Division	Wing B	Dr Poonam J. Singh	Scientist
42	DESKTOP	Molecular Biology and Biotechnology Division	Wing B	Dr Poonam J. Singh	Scientist
43	DESKTOP	Molecular Biology and Biotechnology Division	Wing B	Dr Poonam J. Singh	Scientist
44	DESKTOP	Fish Conservation Division	Museum	Dr Rajanni Chandran	Scientist
45	DESKTOP	Store	Store	To Store	
46	DESKTOP	Fish Conservation Division	Museum	Dr Rajanni Chandran	Scientist
47	DESKTOP	Fish Conservation Division	Wing C	Dr Raghvendra	Scientist
48	DESKTOP	Fish Conservation Division	Wing C	Dr Rajeev Singh	Scientist
49	DESKTOP	Fish Conservation Division	Wing C	Dr Rajeev Singh	Scientist
50	DESKTOP	Administration	DDO	Mr Balram Bajpai	
51	DESKTOP	Fish Conservation	Wing C (ISOLATION)	Dr Rajeev Singh	Scientist
52	DESKTOP	Fish Health Management Division	Wing A	Dr Ranjana Srivastava (Sinha)	Scientist
53	DESKTOP	Fish Health Management Division	Wing A	Dr Ranjana Srivastava (Sinha)	Scientist
54	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr B. Kushwaha	Scientist
55	DESKTOP	Fish Conservation Division	Wing D	Dr Rejani Chandran	Scientist
56	DESKTOP	Fish Conservation Division	Wing D	Dr Rejani Chandran	Scientist
57	DESKTOP	Fish Conservation Division	Indoor Hatchery	Dr Dev Narayan	
58	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Dr S. K. Srivastava	Scientist
59	DESKTOP	Fish Health Management Division	Wing A	Dr Gaurav Rathore	Scientist
60	DESKTOP	Store	Store	To Store	
61	DESKTOP	Fish Conservation Division	Indoor Hatchery	Dr Santosh	Scientist
62	DESKTOP	Fish Conservation Division	Wing D	Dr Aditya Kumar	Scientist
63	DESKTOP	Fish Conservation Division	Indoor Hatchery	Dr Santosh	Scientist
64	DESKTOP	Fish Conservation Division	Wing C	Dr V. Mohindra	Scientist
65	DESKTOP	Fish Conservation Division	Wing C	Dr V. Mohindra	Scientist

66	DESKTOP	Fish Conservation Division	Wing C	Dr V. Mohindra	Scientist
67	DESKTOP	Fish Conservation Division	Wing C (NGS)	Dr V. Mohindra	Scientist
68	DESKTOP	Fish Conservation Division	Wing C (NGS)	Dr V. Mohindra	Scientist
69	DESKTOP	Fish Health Management Division	Wing D	Dr Vikas Sahu	
70	DESKTOP	Administration	AUDIT	Mr Rajan Malhotra	
71	DESKTOP	Library	Library	Mr Satyaveer Chadhury	
72	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
73	DESKTOP	Molecular Biology And Biotechnology Division			
74	DESKTOP	Molecular Biology And Biotechnology Division			
75	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
76	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab	Gaurav Rathore	Scientist
77	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
78	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
79	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
80	DESKTOP	Molecular Biology And Biotechnology Division	Bioinformatics Lab		
81	DESKTOP	Fish Conservation Division	Wing D	Mr. Vikas Kumar	
82	DESKTOP	Fish Conservation Division	Gene Bank	Ms. Sangeeta Mandal	Scientist
83	DESKTOP	Fish Conservation Division	Wing C	Shri Aditya Kumar	Scientist
84	DESKTOP	Fish Conservation Division	Wing C	Shri Rama Shankar Sah	
85	DESKTOP	Fish Conservation Division	Wing D	Dr. Ranjan Singh	
86	DESKTOP	Fish Conservation Division	Museum	Shri. Amit Singh Bisht	
87	DESKTOP	Fish Conservation Division	Wing D	Shri. Kantharajan G.	
88	DESKTOP	Laboratory Block	Reception	Shri. P. K. Awasthi	
89	DESKTOP	Electrical	Administration	Shri. Prem Chandra	
90	DESKTOP	Works	Administration	Shri. Prem Chandra	
91	DESKTOP	Audit	Administration	Shri. Rajan Malhotra	
92	DESKTOP	Fish Conservation Division	Wing C	Shri. Rajesh Kumar	
93	DESKTOP	Audit	Administration	Smt. Sunita Kumari	
94	DESKTOP	Fish Conservation Division	Bioinformatics Lab	Shri. Ravi Kumar	
95	DESKTOP	Store	Store	Mr. Hari Vilash	
96	DESKTOP	Marlin Guest House	Campus	Shri. Sandeep	
97	DESKTOP	Store	Hindi cell	Shri. Subash Chandra	
98	DESKTOP	Store	Store	Shri. Sreelal	

99	DESKTOP	Store	Store		
100	DESKTOP	Molecular Biology And Biotechnology Division	Wing B	Shri. Vijay Singh	
101	DESKTOP	DDO	Administration	Smt K Fatima	
102	DESKTOP	DDO	Administration	Smt K Fatima	
103	DESKTOP	Molecular Biology and Bio technology Division	Bio Informatics lab		
104	DESKTOP	Molecular Biology and Bio technology Division	Bio Informatics lab		
105	DESKTOP	Molecular Biology and Bio technology Division	Bio Informatics lab		
106	DESKTOP	Director Cell	Administration	Mr. Anshul	
107	Desktop	FCD	Wing D	Dr. Aditya Kumar	
108	Desktop	MBBD	Wing B	Dr B. Kushwaha	Scientist
109	Desktop	MBBD	Wing B	Dr B. Kushwaha	Scientist
110	Desktop	MBBD	Wing B	Dr B. Kushwaha	Scientist
111	Desktop	FHMD	Wing C	Dr Vindya Mohindra	Scientist
112	Desktop	FHMD		Dr Gaurav Rathore	Scientist
113	Desktop	FHMD	Wing A	Dr Neeraj Sood	Scientist
114	Desktop	FHMD	Wing A	Dr Neeraj Sood	Scientist
115	Desktop	Administration	Reception		
116	Desktop	MBBD	Wing B	Dr S K Srivastava	Scientist
117	Desktop	MBBD	Wing B	Dr S K Srivastava	Scientist
118	Desktop	FHMD	Wing A	Dr Gaurav Rathore	Scientist
119	Desktop	Administration	Library		
120	Desktop	Administration	Library	Shree Subhash Chandra	
121	Desktop	Administration	Library	Mr. Satyaveer Chaudhary	
122	Desktop	MBB	Wing B	Dr. B. Kushwaha	Scientist
123	Desktop	MBB	Wing B	Dr. B. Kushwaha	Scientist
124	Desktop	Administration	Audit	Mr. Vinay	
125	Desktop	FCD	Museum	Dr Rejani Chandran	Scientist
126	Desktop	Store	Store		
127	Desktop	Store	Store		
128	Desktop	For Public	Library		
129	Desktop	AUDIT	AUDIT	Rajan	
130	Desktop	AUDIT	AUDIT		
131	Desktop	AUDIT	AUDIT	Sunita	

132	Desktop	PME	PME	Santosh	
133	Desktop	DDO	DDO	Anwar	
134	Desktop	DDO	DDO	PC Verma	
135	Desktop	DDO	DDO	Shreelal	
136	Desktop	DDO	DDO	PK Awasthi	
137	Desktop	EAAH (Wing)		PK Pradhan	Scientist
138	Desktop	EAAH (Wing)			
139	Desktop	Director Cell		R.S. Chaurasiya	
140	Desktop	Director	Director Room	U. K. Sarkar	
141	Desktop	Administration -I		Sanjay Kumar	
142	Desktop	Administration -I		Abhishek Kumar	
143	Desktop	Administration -I		Santosh Singh	
144	Desktop	Administration -I		Rupesh	
145	Desktop	Administration -I		Tejpal Singh Seepal	
146	Desktop	Store		K. Fatima	
147	Desktop	Store		Ravindra	
148	Desktop	Store		Vikrant	
149	Desktop	Store		Harivilas	
150	Desktop	EGEAC Wing C		Vindya Mohindra	
151	Desktop	GCRG Wing B		Mahendra Singh	
152	Desktop	GEEC Wing D		Monika Gupta	
153	Laptop	Dr. Ravindra Kumar			
154	Laptop	Dr. A.K. Pathak			

1	PRINTER	Fish Conservation	Wing D	Dr L.K. Tyagi
2	PRINTER	Fish Conservation	Wing D	Dr A. K. Pathak
3	PRINTER	Fish Conservation Division	Wing D	Mr. Vikas Kumar
4	PRINTER	Fish Conservation Division	Wing D	Dr Achal Singh
5	PRINTER	Fish Conservation Division	Gene Bank	Dr Monika Gupta
6	PRINTER	PME Cell	Administration	Sandeep
7	PRINTER	Fish Conservation Division	Wing D	Dr Ranjan Singh
8	PRINTER	FARM	FARM	Dr Ajay Kumar Singh
9	PRINTER	Molecular Biology And Biotechnology	Wing B	Dr Akhilesh Mishra
10	PRINTER	Molecular Biology And Biotechnology	Wing B	Dr B. Kushwaha
11	PRINTER	Fish Health Management Division	Wing A	Dr Chandra Bhushan
12	PRINTER	Fish Health Management Division	Wing A	Dr Gaurav Rathore
13	PRINTER	Fish Conservation Division	Wing C	Dr Kantharajn G
14	PRINTER	Molecular Biology And Biotechnology	Wing B	Dr Mahendra Singh
15	PRINTER	Fish Conservation Division	Gene Bank	Dr Mog Chowdhary
16	PRINTER	Molecular Biology and Biotechnology	Bioinformatics Lab	Dr Murali S.
17	PRINTER	Fish Health Management Division	Wing A	Dr Neeraj Sood
18	PRINTER	Fish Health Management Division	Wing A	Dr Neeraj Sood
19	PRINTER	Fish Health Management Division	Wing A	Dr Neeraj Sood
20	PRINTER	Fish Health Management Division	Wing A	Dr P. K. Pradhan
21	PRINTER	Molecular Biology and Biotechnology	Wing B	Dr Poonam J. Singh
22	PRINTER	Molecular Biology and Biotechnology	Wing D	Dr Poonam J. Singh
23	PRINTER	Molecular Biology and Biotechnology	Wing D	Dr Poonam J. Singh
24	PRINTER	Molecular Biology and Biotechnology	Wing D	Dr Poonam J. Singh
25	PRINTER	Fish Conservation Division	Museum	Dr Amarpal
26	PRINTER	Fish Conservation Division	Museum	Dr Amarpal
27	PRINTER	Fish Conservation Division	Wing D	Dr Raghvendra
28	PRINTER	Fish Conservation Division	Wing C	Dr Rajeev Singh
29	PRINTER	Fish Health Management Division	Wing A	Dr Ranjana Srivastava (Sinha)
30	PRINTER	Molecular Biology And Biotechnology	Wing B	Dr Ravindra Kumar
31	PRINTER	Fish Conservation Division	Wing D	Dr Rejani Chandran
32	PRINTER	Molecular Biology And Biotechnology	Bioinformatics Lab	Dr Murali S
33	PRINTER	Molecular Biology And Biotechnology	Wing B	Dr S. K. Srivastava
34	PRINTER	Fish Health Management Division	Wing A	Dr Gaurav Rathore
35	PRINTER	Fish Conservation Division	Indoor Hatchery	Dr Santosh
36	PRINTER	Fish Conservation Division	Gene Bank	Dr V. Mohindra
37	PRINTER	Fish Conservation Division	Wing C	Dr V. Mohindra
38	PRINTER	Fish Conservation Division	Wing C (Isolation)	Dr V. Mohindra
39	PRINTER	Fish Health Management Division	Wing D	Dr Vikas Sahu
40	PRINTER	Fish Health Management Division	Wet Lab	Dr Gaurav Rathore
41	PRINTER	Molecular Biology And Biotechnology	Bioinformatics Lab	In the lab of Mr. Kantharajan G
42	PRINTER	Fish Conservation Division	Wing C	Ms. Sangeeta Mandal
43	PRINTER	Fish Conservation Division	Wing C	Shri Aditya Kumar
44	PRINTER	DDO	Administration	Sree Lal Prasad
45	PRINTER	Fish Conservation Division	Museum	Mr. Amit Singh Bisht
46	PRINTER	DDO	Administration	Shri. P. K. Awasthi
47	PRINTER	Fish Conservation Division	Indoor Hatchery	Dr. Dev Narayan

48	PRINTER	Works	Administration	Shri. Prem Chandra
49	PRINTER	Audit	Administration	Shri. Rajan Malhotra
50	PRINTER	Audit	Administration	Shri. Rajan Malhotra
51	PRINTER	Fish Conservation Division	Wing C	Shri. Rajesh Kumar
52	PRINTER	Director Cell	Administration	Shri. Ram Sakal Chaurasia
53	PRINTER	Fish Conservation Division	Wing	Shri. Ravi Kumar
54	PRINTER	Store Hari Vilas	Store	Mr. Anwar Husain
55	PRINTER	Tarachand/ Director cell	Administration	Dr. Tarachand
56	PRINTER	Marlin Guest House	Campus 201	Shri. Sandeep
57	PRINTER	Store	Store	Shri. Sreelal
58	PRINTER	Library	Administration	Shri. Subhash Chandra
59	PRINTER	Molecular Biology And Biotechnology	Wing B	Shri. Vijay Singh
60	PRINTER	DDO (PK Awasthi)	Administration	Shree PK Awasthi
61	PRINTER	DDO	Administration	Shree PK Awasthi
62	PRINTER	Director Cell	Administration	Santosh Singh Assistant
63	Printer	FCD	Wing D	Dr Aditya Kumar
64	Printer	FHMD	Wet lab	Dr Anutosh Paria
65	Printer	FHMD		Dr Gaurav Rathore
66	Printer	FHMD	Wing A	Dr Vikas Sahu
67	Printer	Marlin Guest House	Reception	
68	Printer	Administration	Library	Mr. Satyaveer Chaudhary
69	Printer	Administration	Admin	Mr. Sanjay
70	Printer	Administration	Audit	Smt. Sunita Kumari
71	Printer	Store	Store	Mr. Hari Vilas
72	Printer	Administration	Admin	Shree Tej Singh Seepal
73	Printer	Administration	Admin	Shree Tej Singh Seepal
74	Printer	Library	Library	
75	Printer	Dr. Monika Gupta	GEEC	Dr. Monika Gupta

S.No.	DEVICE	Division/Section	Location	User
1	SCANNER	PME cell	Administration	Sandeep

S.No.	DEVICE	Division/Section	Location
1	SERVER	Molecular Biology And Biotechnology Division	Wing B
2	SERVER	Fish Health Management Division	Wing A
3	SERVER	Fish Health Management Division	Wing A
4	SERVER	Molecular Biology And Biotechnology Division	Bioinformatics Lab
5	SERVER	Molecular Biology And Biotechnology Division	Bioinformatics Lab
6	SERVER	Bio-informatics Lab	Server Room
7	SERVER	Fish Conservation Division	Wing D
		GCRG	wing B

S.N	DEVICE	Division/Section	Location	User
1	WORKSTATION	Fish Conservation Division	Wing D	Dr A. K. Pathak
2	WORKSTATION	Molecular Biology And Biotechnology	Wing B	Dr B. Kushwaha
3	WORKSTATION	Molecular Biology and Biotechnology Division	Bioinformatics Lab	Dr Murali S.
4	WORKSTATION	Molecular Biology and Biotechnology Division	Bioinformatics Lab	Dr Murali S.
5	WORKSTATION	Fish Health Management Division	Wing A	Dr Neeraj Sood
6	WORKSTATION	Fish Health Management Division	Wing A	Dr P.K. Pradhan
7	WORKSTATION	Molecular Biology And Biotechnology Division	Bioinformatics Lab	Dr Murali S
8	WORKSTATION	Fish Conservation Division	Gene Bank	Shri. Kantharajan G.
9	WORKSTATION	Fish Conservation Division	Gene Bank	Dr. Kantharajan G
10	Workstation	MBBD	Wing B	Dr Mahendra Singh
11	Workstation	FCD	Wing C	Dr V Mohindra
12	Workstation	FCD	Genebank	Dr. Kantharajan G