

**India Trade Promotion Organisation  
Pragati Maidan. New Delhi-110001**

**(Tender No. ITPO/CD/FMS/2008 dated July 10<sup>th</sup>, 2008)**

**Technical Bid**

Name of the bidder: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Executive  
(Name & designation) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

VAT/TIN No. \_\_\_\_\_ Service Tax No. \_\_\_\_\_  
*(Please attach copies of certificates and latest returns)*

ISO 9001-2000 Regn. No. \_\_\_\_\_ ISO URL website \_\_\_\_\_  
*(Please attach copies of ISO certificate)*

Annual turnover during last fiscal \_\_\_\_\_ Rs. \_\_\_\_\_  
*(attach copy of audited Balance Sheet)*

No. of hardware professionals on company's roll \_\_\_\_\_

No. of software professionals on company's roll \_\_\_\_\_

Details of EMD DD No. \_\_\_\_\_ dated \_\_\_\_\_

Drawn on \_\_\_\_\_

Details of tender cost DD No. \_\_\_\_\_ dated \_\_\_\_\_

Drawn on \_\_\_\_\_

Or ITPO's Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Signature with seal of company)*

**India Trade Promotion Organisation**  
**(A Govt. of India Enterprise)**  
**Computer Department**  
**Pragati Bhavan, Pragati Maidan**  
**New Delhi**

(Tender No. ITPO/CD/FMS/2008 dated July 10<sup>th</sup>, 2008)

**Commercial Bid**

Name of the company : \_\_\_\_\_

Mailing address : \_\_\_\_\_

Contact Executive : \_\_\_\_\_  
 (Name & designation)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ website: \_\_\_\_\_

Sl. No.	Job description	One Year Price	Two-year price
1.	Facilities management services to man the Local Area Network (LAN) Centre of ITPO on 24 hours a day, 7 days a week (3 shifts a day – 1 person per shift) basis. The jobs would, inter-alia, include monitoring of various servers round the clock, shutting down the servers/nodes in pre-determined sequence and in an orderly manner within the back-up duration of the on-line UPS in the event of (i) power failures, (ii) power fluctuations, and (iii) break-down of the equipment. Also responsible for taking data back-up on DAT drive of (a) logical full, (b) physical full, (c) physical incremental and (d) operating system as per the schedule of ITPO and also keep watch on the functioning of leased line etc.		
2.	Tax @ %	%	%
3.	Total amount (incl. tax)		
	In words (Rupees)		

Date: \_\_\_\_\_

(Signature with seal)