

यूरेनियम कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का संस्थान)
परमाणु ऊर्जा विभाग
CIN: U 12000 JH 1967 GOI 000806

कोटेशन सं.:युसिल/तुरामडीह खान/२०२५-०७

दिनांक : -१५/०७/२०२५

अति अल्पकालीन कोटेशन आमंत्रण सूचना

निम्नलिखित कार्य के लिये कोटेशन आमंत्रित किये जाते हैं:

१	कार्य का नाम	Comprehensive AMC of Computer, Printer and UPS in Turamdih Group of Mines for Four Months
२	अग्रधन की राशि	Nil
३	निविदा की राशि	Rs. 186298/- (Inclusive of GST)
४	परिमाण विपत्र का मूल्य	Nil
५	कार्य की अवधि	4 (Four) Months
६	कोटेशन डाउनलोड करने की प्रारंभ तिथि	15/07/2025
७	कोटेशन डाउनलोड करने की अंतिम तिथि और समय	22/07/2025 up to 12:00 Noon
८	कोटेशन जमा करने की प्रारंभ तिथि और समय	15/07/2025 12:00 Noon
९	कोटेशन जमा करने की अंतिम तिथि और समय	22/07/2025 up to 12:00 Noon
१०	कोटेशन खोलने की तिथि और समय	22/07/2025 at 3.30 PM

विस्तृत जानकारी के लिये कोटेशन दस्तावेज वेबसाइट <https://ucil.gov.in> में देखा जा सकता है

कृते
यूरेनियम कॉर्पोरेशन ऑफ इंडिया लिमिटेड

ह०/-
अधीक्षक (विद्युत)
तुरामडीह खान

URANIUM CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)
Department of Atomic Energy
CIN: U 12000 JH 1967 GOI 000806

INSTRUCTIONS TO BIDDERS (ITB)

1. **Submission of Quotation by Bidders:** - The bidders will submit their quotations offline. No conditional bid shall be allowed/ accepted. The financial bid should be sealed by the tenderer in covers duly marking these as 'QUOTATION' and marked with the address of Manager, Personnel, Turamdih Mine and the tender reference number on the envelopes. The quotation shall be submitted by the bidder well before the deadline (original or extended as the case may be) for submission.
2. The bidder must submit his bid strictly according to the price schedule format attached along with tender document.
3. Method of evaluation of L-1. L-1 will be considered in totality on the basis of net landed cost to the company (UCIL). In other words including all taxes, duties, levies, cess, packing & forwarding, insurance, transportation, etc. shall be considered for determination of net landed cost.
If a firm quotes overall bid with Nil consideration other than reimbursable amount if any, the same shall be considered as null and void.
4. Quotations (including all received by post/ courier and personal delivery) shall be deposited in a locked tender box kept at the office of Shri Sanjeev Ranjan Manager (Personnel) Turamdih Mine/ Shri H.N. Rajak A.A.O. (Admin) Turamdih. In cases when it is unavoidable to submit the tenders by hand due to the bulky size of the tender documents the above officers shall receive the tender by hand as per the time schedule as mentioned therein.
5. All quotations received within the prescribed time will be opened by the officers appointed for this task at the time stated in the quotation notice. In cases where date of opening becomes a declared holiday, due date of tender opening shall be next working day.
6. The quotation opening date may be extended sufficiently in advance in case of change in specification /scope of work or on request of the prospective bidder with an intent to increase the response. Once the due date and time is over, date/time extension shall not be allowed irrespective of number of offers/bids received.
Late quotations (quotations received after due date, time & place) shall not be considered under any circumstances. In such cases quotations shall be processed based on the available response. Once the quotation is opened the tender shall be decided on merits.
7. In case any unsigned offer is received, written confirmation from the bidder for ascertaining genuineness of such bid shall be taken without any change in price or commercial terms. In case of refusal/no response within a specified time to sign the bid, UCIL reserves the right to forfeit the EMD, if any and/or reject the quotation.
8. Even if no authorized representative of bidder is present during the time of opening of quotation, the quotation can be opened as per the specified date and time following normal procedures.

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SPECIAL CONDITIONS OF CONTRACT (SCC)

1. **Period of the contract:** The period of contract shall be for 4 (Four) months. The zero date shall be reckoned from 15 days after the date of issue of work order or from the date of handing over the site whichever is earlier.
2. **Payment Terms:** One R.A. bill and one final bill will be allowed.
3. **Working Hours:** - Contractor has to depute a full time service engineer at our TURAMDIH MINES for attending calls between 8.00 am to 5:00 pm on all working days and if required on the holidays/ beyond working hours on some occasions to meet emergency situation without any extra charges. The engineer will maintain a daily record of complaints received/attended/not attended. If the engineer is required to take leave, a suitable replacement would have to be provided.
4. The AMC shall be on comprehensive maintenance service basis inclusive of repairs and replacement of spare parts i.e. no extra charges for spares shall be paid by UCIL. The rates of AMC for all the items shall be valid for 4 months. No demand for revision of rates on any account will be entertained during the contract period.
5. The contractor will be responsible for any loss or damage caused to any of the machines owing to negligence on their part. He will be required to keep virus-free computer environment.
6. All the computers, laptops, printers, and UPSs shall be thoroughly inspected by the firm within 7 days of the award of the contract and estimates for pre-maintenance/ repairs, if any, submitted within 7 days of the award of the contract. UCIL shall not bear any cost of repairs of equipment after the work has been commenced.
7. **Quantity Variation :-** +-10%
8. The contract shall be awarded to a single firm only so it is mandatory for the bidder to quote for all the items given in Price Part otherwise their offer shall be rejected.
9. **Mode of Measurement:** - The measurement shall be done based on actual number of assets taken under AMC after initial inspection and subsequent taking over of the assets after fault rectification.
10. Contractor has to make online payment **strictly as per the minimum wages act** to their employees before 6th of every month irrespective of clearance of bill from UCIL. Proof of making payment has to be produced along with the monthly bills submitted by the contractor. The contractor shall follow the payment of minimum wages as notified by the Labour Commissioner office Chaibasa as per their latest circular for Uranium Mines. As on date the prevailing rate of minimum wages are:-
 - i. Skilled : - Rs. 805/-
11. **Escalation Formula (for minimum wage revision):-** No escalation will be allowed to the contractor due to increase in minimum wages. However, the contractor has to make payment to its employee according to the prevailing minimum wage as notified by the Labour Commissioner office Chaibasa as per their latest circular for Uranium Mines. The bidder shall take into consideration this point while quoting the prices for individual items.
12. Bonus, PF, ESI shall be paid/ provided by the contractor to their employees as per rule at his own cost. The bidder shall take into consideration this point while quoting the prices for individual items.
13. Copy of PF challan shall be submitted by the Contractor to the office of Manager (Personnel), Turamdih before 10th of every month.
14. The contract shall be short closed with all penal actions including black listing the contractor who fail to pay the minimum wages and Provident Fund to their workers within the scheduled date.

15. Any terms if contradict with the other in general conditions and special conditions then the special terms supersede the general terms and condition.

16. Procedure for Engaging Persons as per this Tender

- i. The names and other particulars of all the persons employed as per this tender will have to be entered in the A-Register of the mine before they are deployed in any job. For entering their names in to the A-Registers, the following documents will be required.
 1. Proof of Date of Birth.
 2. Copy of Aadhar Card.
 3. 2 nos. of photographs
 4. Copy of Bank Account Pass Book
- ii. All persons to be employed by the contractor **will have to undergo Initial Medical Examination** (unless such person has already undergone within the preceding five years, a medical examination under Mines rules 1955 while in employment at another mine) and in case found to be medically fit will be considered for engagement. The medical test shall be carried out at UCIL Hospital by a Medical Officer appointed for the Mine. The tests are carried on specified days of the week. If the no. of candidates for any particular day is more than that allowed, the work may be started provided the B.P. of the parson to be employed is within limits. However, the medical examination has to be conducted at next possible day. Where, as a result of an initial medical examination made has been declared unfit for employment in mines or in a particular category of mines or in any specified operations in mine, he shall not be employed or continue to employed in mine or in the category of mines or on the operations specified, after the expiry of thirty days from the date of his medical examination. Full cost of medical examination under this clause, shall be borne by U.C.I.L.
- iii. **All the persons** who are required **to be imparted vocational training** under the Mines Vocational Rules, 1966 will have to be imparted vocational training at the Group VTC, Narwapahar **before engaging them in the actual operations.**
- iv. The Commandant, C.I.S.F. **will issue photo identity cards** to each person and this has to be shown to the security agencies at the Mines Gate whenever he is required to enter the mines premises. For issuing the gate pass the contractor has to submit following documents:-
 1. Police Verification of the persons to be employed.
 2. 3 nos. of photographs
 3. Copy of identification

17. Penalty clause

- i. **Penalty clause-1:** Recovery of 2.5% of the rate quoted against particular item for each day.
 - ii. **Penalty clause-2:** Recovery of 0.125% of the total contract value for each day exceeding over 14 days. However from the 14th day onwards this clause will supersede penalty clause-3 for absenteeism.
 - iii. **Penalty Clause-3:** Recovery of Rs. 700/- per day.
18. The service engineer provided by the firm shall not be changed frequently. However, if found incompetent by UCIL the service engineer shall be replaced, by the firm immediately.
19. Working Tools & tackles shall be provided by the contractor to its employees. UCIL will not pay any amount to the contractor on this account.
20. The service provider has to provide leaves as earned by the contract labours in accordance with Mines Act 1952. If the labor doesn't take leave, they shall be paid wages against these un-availed leaves. The service provider shall include this cost while quoting the item rates in the price bid.
21. The Firm/ Contractor/ Vendor should satisfy themselves before submitting the tender for the items in the works schedule by inspecting/ checking all the Computers and related hardware as shown in Price Part.

22. All safety precautions as per UCIL standards should be followed by the bidder for their engineers at the premises of UCIL. The UCIL will not be responsible for any accident, if caused to their engineer during the execution of maintenance works at UCIL site.

23. UCIL reserves the right to terminate the contract during its currency by giving 1(one) month notice to the party (i.e. contractor in writing).

24. Recruitment of local candidates

- i. The service provider shall fill up seventy-five percent of the total existing vacancies by local candidates.
- ii. During the process of employment of Local Candidates priority will be given to the representation of the displaced due to the establishment of U.C.I.L. and after that to the Local Candidates of East Singhbhum.
- iii. Provided that no local candidate shall be eligible to avail the benefits under the Jharkhand State Employment of Local Candidates in Private Sector Act, 2021 (Act No.-14 of 2021), unless he/she registers himself/herself on the designated portal. Local Candidates may register on the designated Portal through any of the two ways given in The Jharkhand State Employment of Local Candidate in Private Sector Rules, 2022.

25. Documents to be submitted for execution of agreement:- The contractor has to submit the following documents in hard copy to the office of the E.I.C. after award of Contract for execution of agreement with U.C.I.L.:-

- i. Security Money in the form as given in General Conditions of Contract Clause No. 9
- ii. Two nos. of Rs. 20/- non judicial stamp paper
- iii. Dummy paper – Total 6 nos.
- iv. Two copies of Uploaded tender document duly signed and stamped on each page
- v. Copy of ESIC/ Insurance (whichever is applicable as per Tender Doc.)

26. Procedure for Submission of Bills

- i. The service provider will send its authorised representative with stamp and authorisation letter to sign on the joint Measurement Book and provide 5 sets of the following documents (signed and stamped by the authorized representative) for releasing the R.A. bills:-
 1. Invoice copy clearly mentioning the SAC Code, UCIL GST No. 20AAACU2207N1ZO, Service Provider's GST No.
 2. The copy of GST Return filed by the service provider for previously passed R.A. bill.
 3. Muster Roll
 4. Wage Register Copy
 5. PF Submission Proof
 6. ESIC/Insurance submission proof
 7. Bank online statement for payment (including minimum wage, Bonus) confirmation
 8. Log Book of complaints duly signed by different users.
- ii. The service provider will send its authorised representative with stamp and authorisation letter to sign on the joint Measurement Book and provide 5 sets of the following documents (signed and stamped by the authorized representative) for releasing the final. bill:-
 1. Invoice copy clearly mentioning the SAC Code, UCIL GST No. 20AAACU2207N1ZO, Service Provider's GST No.
 2. The copy of GST Return filed by the service provider for previously passed R.A. bill.
 3. Muster Roll
 4. Wage Register Copy
 5. PF Submission Proof
 6. ESIC/Insurance submission proof
 7. Bank online statement for payment (including minimum wage, Bonus) confirmation
 8. Log Book of complaints duly signed by different users.
 9. No-Demand Certificate in U.C.I.L. format
 10. Estate Clearance Certificate from Personnel Section, Turamdih

- iii. The service provider will provide 4 sets of the following documents (signed and stamped by the authorized representative) for releasing the security deposit after completion of the defect liability period:-
1. A request letter in its letterhead addressed to the E.I.C. for releasing the S.D. amount
 2. The copy of GST Return filed by the service provider for already passed final bill.

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TECHNICAL SPECIFICATIONS

SCOPE OF WORK

1. Area and Work Detail

- a) **Work Site Address:-** Turamdih Mine, Mohuldih Mines, Banduhurang Mines and Turamdih Colony
 - b) **Job Details:-** The successful bidder will cover the follows areas:
 - i. Comprehensive Existing Software maintenance i.e. O/S, Office software's, all Drivers, all hardware's maintenance, cables, switches, maintenance of all hard ware due to any sort of damage like burning, overheating, Rat biting, impact, etc. including virus solution (Antivirus shall be supplied by UCIL. However the same has to be activated by the contractor.)
 - ii. Comprehensive On site Hardware repair & maintenance with data security.
 - iii. Total network maintenance
2. **Changeover in location:** The corporation has a discretion to change the locations of any computer system or any items as per requirement which are under contract as detailed in price part within the above address mentioned under clause "Work Site Address" without informing to the firm but the status of maintenance contract terms & conditions with the firm will be remain same.
 3. AMC includes replacement of all spare parts including that of Mouse, keyboard, connectors, wires, power cable, data cables, and other cables etc. By Personal Computer it covers all it's components attached to it i.e. CD Writer/ CDRW DVD Combo/ Hard disk/ monitor/ mouse/ keyboard/Teflon parts / Network card/ Display Card/RAM /SMPS etc.
 4. Peripherals would include printers (LaserJet, DeskJet, Colour LaserJet, CD Writer, if attached and any other unspecified but existing item in the computer system.
 5. Hard disks are covered under AMC, in case Hard Disk goes faulty in any machine the same shall be replaced with Hard Disks of Seagate/Samsung make of same or higher capacity. **In no case hard disks are to be taken out of UCIL Premises** (The old hard disk will be retained by UCIL and the new hard disk should be replaced without any extra cost). Similarly if any mother board goes faulty then it shall be replaced either by a similar mother board or of Intel Mother Board.
 6. The software maintenance shall include loading, reformatting to software's like Windows (98, XP, 2000, Windows Vista, Windows-7, Windows-8, Windows-10, Windows-11), MS Office, Language software, Antivirus Software **or any other software purchased by UCIL from time to time**, configuration of internet/e-mail on computers.
 7. Removal of virus and patch management shall be a mandatory part of the contract. Contractor's service engineer shall be required to update anti virus scanning software/monitor on a regular interval at least once in a month on preventive maintenance basis and even more frequently, if required on case-to-case basis. **UCIL will supply the antivirus software.**
 8. The bidder shall ensure that all calls should be closed maximum within one working day after call reported otherwise on failure a recovery under penalty **clause-1** per day basis will be made.
 9. All checks, thorough servicing and maintenance of equipments carried out, should be entered against each machine/equipment in the Call Slip Register. Signature of the related user during each day check/ maintenance is must.
 10. The monthly checking for each machine is must by the engineers of contractor with good workmanship to the satisfaction of the Engineers In-charge/representative of UCIL and should submit a service slip signed by concerned person using the computer to the engineer in-charge.

11. It should be ensured by the firm concerned that all computer hardware & Software and related items are in good working order during the period of maintenance contract.
12. During any maintenance work i.e. hardware rectification/ software installation/ reinstallation of O/S or any other utility/ application software the existing user's data safety and protection is covered under this maintenance contract and will be the whole sole responsibility of the contractor.
13. The machines are normally required to be repaired inside UCIL premises only. In exceptional cases if the contractor fails to repair any equipment at site then they may be allowed to take out the equipment at the contractor's works for repair; however no extra cost for cartage and to and fro transportation etc. shall be paid by UCIL. The equipment being taken to the workshop for repair would be at contractor's own risk and expenses and should be done through UCIL prescribed material gate pass and returned it within due time. Any damage or loss caused to the computer/laptop or their part due to negligence, mishandling shall be made good by the contractor by a new one of the same make and specifications or its higher version.
14. Supply of equivalent standby free of cost during the currency of the maintenance contract has to be ensured by the bidder, when any defective equipment will be taken from UCIL premises for major repairing work at their workshop. All standby equipments or spares should be entered within UCIL premises with proper document & record at our security agency for ensuring the smooth returning of the material from UCIL premises. In case of failure to rectify the defective equipments within specified time-limit (maximum of seven days) and if bidder fails to provide alternative system/hardware equipment in order to manage the works of the UCIL, the UCIL have right to take action in order to get the defective equipments repaired/replaced through another agency without asking the bidder and the entire amount charged by the third party will be recovered from the bill value.
15. The contractor will compulsorily keep standby working spare parts i.e. 4 no. 40 GB hard disk, 4 no. SD RAM, 4 No. DDR Ram, 2 no. power supply, 2 no. 810 mother board, 2 no. 845 mother board, 4 no. MM keyboard, 4 no. optical mouse, 2 no. DVD Writer, 5 no. Colour monitor, 2 no. CPU spares 40 numbers of RJ-45 connector, power cable etc. or more at site during the currency of the contract.
16. Only genuine spare parts will be used.
17. The bidder will not allocate the UCIL resident engineer with other than UCIL calls during their prefixed duty hours.
18. AMC job should be carried out strictly by the Engineers in roll of the successful bidder.
19. Service assurance:
 - a. A logbook shall be maintained in which the service engineer shall record all the complaints made. They shall attend to all the complaints received immediately as follows:
 - i. Minor faults immediately (within three hours)
 - ii. Major faults within one working day by replacement, with the available spares.
 - iii. The replacement of components, assemblies shall be as per manufacturer's instructions.
 - iv. The schedule of preventive maintenance shall be as follows:
 - ❖ Running the test programme to ensure quality print/date reliability.
 - ❖ Checking of power supply source for proper grounding and safety of equipment.
 - ❖ Ensuring the covers, screws, switches etc. are firmly fastened in respect of each equipment.
 - ❖ Scanning of all types of virus and elimination of the same.
 - ❖ Shifting of equipment within the company premises as and when required.
 - v. The firm would put asset number on each of the system being maintained by them.
20. General terms & conditions for Resident Engineers:

- The resident engineer will look after each and every job of system/networking/software and other jobs related with computers, printers, UPS and other components mentioned in the price part.
- The resident engineer should be well knowledge with networking & must have all networking tools with them during the day-to-day jobs.
- He must be a diploma holder in computer hardware or software or having experience of performing AMC in any organisation for a period of minimum 5 years.
- He must be in permanent roll with the bidder.
- He must be equipped with crimping tool, punching tools and network wire continuity checker.
- The allocation of resident engineer by the bidder should be firm during the currency of the contract or till they are in roll of bidder.
- The change of resident engineer at UCIL by the bidder can only do with prior permission of acceptance of UCIL.
- Bidder should keep another engineer enrolled at UCIL with similar criteria to make him available during the absenteeism / leave of resident engineer of UCIL deputed by the bidder during the currency of the contract.
- Availability of resident engineer at UCIL is minimum 8 hours excluding lunch period on each day from timings 8:00AM to 5:00PM and may exceed if any maintenance is in progress each day.
- He will sign his attendance/ punch his attendance with UCIL daily four times for ensuring their presence at site and smooth release of the payment bills of bidder.
- The arrival of resident engineer if delayed more than 30 minutes after 8 AM at site will be treated seriously and on occurrence of three such events in a month, 1 day (per 3 day late coming) recovery will be made under penalty clause-3. For this calculation part days will not be considered. For example, if late coming is for 4 days then 1 day recovery as per Penalty Clause-3 will be made and if late coming is for 6 days then 2 day recovery as per Penalty Clause-3 will be made.
- On absenteeism of resident engineer a recovery will be made under penalty clause-3.
- He will not leave the premises without permission of Engineer In-charge.
- He will follow the instruction & allocation of Engineer In-charge.
- He will follow all standing rules of the UCIL at the UCIL premises.
- If the absenteeism of resident engineer will be more than 14 days in a year then recovery will be made under penalty clause-2. This penalty will be deducted from the final bill.
- If the resident engineer remains absent for continuous 7 days then the contract will be terminated.
- Bidder will provide **ESIC, Medical Fitness Certificate** for their engineer for the period of contract before the start of work at site.

Sl No.	Item Description	Specification/ Model	Unit	Quantity	Unit Rate in Rs. (in fig) (For 4 months) (Inclusive of GST)	Unit Rate in Rs. (in words) (For 4 months) (Inclusive of GST)	Amount
1	Comprehensive maintenance of Printer (Ink jet, Mono and Colour, Lower Range)	HP 1000; Canon IP2770	Nos.	2			
2	Comprehensive maintenance of UPS (Online 5 kVA)	Microtek	Nos.	2			
3	Comprehensive Maintenance of Desktop PC	P-4/Pentium-D/Dual Core/Core-2 Duo/I-3/I-5/I-7/Celeron/ Xeon	Nos.	156			
4	Comprehensive maintenance of UPS (Offline 1 kVA)	APC; Microtek; Epoch; iBall; Emerson; Intex; Punta	Nos.	55			
5	Comprehensive maintenance of Printer (Ink jet, Mono and Colour, High Range)	HP Deskjet 1280	Nos.	1			
6	Comprehensive maintenance of Printer (Colour, Laser, composite Cartridge)	HP Printer CP5225	Nos.	1			
7	Comprehensive Maintenance of Laptop	Core-2 Duo/ i3/i5/Celeron	Nos.	6			
8	Comprehensive maintenance of Multi-function Printer (Ink jet, Mono and colour, Lower Range)	HP 4500; HP 2676; HP 3545; HP Deskjet Ink Advantage 4515; HP Inkjet Printer C4380; Deskjet HP 2130; HP Deskjet MK Advantage 2520 HC; HP 2135	Nos.	10			
9	Comprehensive maintenance of Dot Matrix Printer Mid Range Speed	TVSE HD945	Nos.	1			
10	Comprehensive Maintenance of Printer (Monochrome, Laser, Composite Cartridge)	Samsung ML-1676/2161; HP Laserjet P1008/1108/1106/2035; Canon Laserjet L11121E; HP 1022/1020/Plus; HP Laserjet 108A; HP Laserjet Pro M201-M202DW; HP P1566; Samsung Express;	Nos.	23			
11	Comprehensive maintenance of Multi-function Printer (Ink jet, Mono and colour, Mid Range)	HP Officejet Pro 8600 Plus; HP Office jet Pro 9020	Nos.	2			

12	Comprehensive maintenance of Dot Matrix Printer Low Range Speed	TVSE 355/345	Nos.	5			
13	Comprehensive Maintenance of Multifunction Printer (Monochrome. Laser, Composite Cartridge, Mid Range)	Canon 5630; HP M1136; Kyocera Ecosys FS-1020 MFP; Lexmark MB2236ADW ; HP Laserjet M233sdw; HP Laserjet MFP 136a; HP MFP M126NW; Canon Image Class MF4820D/MF3010	Nos.	14			
14	Comprehensive maintenance of Multifunction Printer (Ink Tank, Mono & Colour, Mid Range)	HP Deskjet GT5810; Epson L210 Model No. C462H	Nos.	2			
15	Comprehensive maintenance of Scanner (Flat Bed)	Canon/ Epson	Nos.	2			
16	Comprehensive Maintenance of Multifunction Printer (Monochrome. Laser, Separate Drum & Toner, Mid Range)	Canon F173200	Nos.	1			
17	Comprehensive maintenance of UPS (Online 2 kVA)	Emerson	Nos.	2			
18	Comprehensive maintenance of UPS (Offline 600-650 VA)	APC; Microtek; Epoch; iBall; Emerson; Intex; Punta	Nos.	27			
	Total						

Note:-

- 1 The rates are inclusive of GST
- 2 The AMC rates are inclusive of minimum wages (Skilled Category), pf, ESIC, bonus payable to the resident Engineer.
- 3 The spares to be supplied under AMC like mouse/ keyboard/ monitor/ RAM/ Hard Disk etc. have to be branded.