

Sarva Shiksha Mission, South 24 Parganas

Memo No. S-12013/1/2015/19816

Date 02/02/2016

NOTICE FOR INVITING TENDER

Sealed tenders are invited from reputed, experienced and eligible companies for the **Annual Maintenance Contract with parts** on existing Computers, Laptop, networking and other peripherals for one year of the following items located at the office of the Sarva Siksha Mission, New Administrative Building (8th floor), Alipore, Kolkata-700027. The companies who have executed similar nature of work in Govt. Departments, Autonomous, Semi-Government Organizations, including reputed Public Sector, and satisfying all the terms and conditions in this tender document.

Sl.No	Item Descriptions	Quantity (in no)	Total Amount in Rs. (inclusive all)
01	Desktop and Peripherals : - HCL Inter Core 2 due, 1 GB RAM / HP Intel® Core™2 Quad processor Q8200, 4 GB RAM, 500/ 600 GB Hard Disk / HP Intel Core i3 2 GB RAM. including Monitor (TFT/CRT), Keyboard, Mouse (Cord less / with Cord) , CD / DVD Drive / DVD Writer, UPS of each machine.	25	
02	Laptop : - HP Laptop Intel (R) Core (TM) i7 CPU 2GB RAM, Including Keyboard, Mouse etc. HP Laptop Intel (R) Core (TM) i7 CPU 4GB RAM, Including Keyboard, Mouse etc.	3	
03	On Line UPS 5.0 KVA (APC)	1	
04	Server : - Dell Server, H P Server	2	
05	Printers : - HP P1007/P1008 Laser Jet printer.	8	
	HP Laserjet P 3005 PCL 6 (duplex) printer	1	
	HP Laserjet 500 color M551 PCL6 printer	1	
	HP P1505 Laser Jet printer	1	
	Samsung ML1640		
	HP 840C desk Jet printer	1	
06	Scanner : - Canon – LiDE 120	1	
	HP Scanjet G2410	3	
	HP Scanjet 200	2	
	HP Scanjet G4010	1	
	HP Scanjet 3000	1	
	HP Scanjet G2410	1	
07	Networking :- (including, switch, cable, Patch Cord, I O Box, Connector with installation etc)	LAN	
		Grand Total Rs.	



Sarva Shiksha Mission, South 24 Parganas

Memo No. S-12013/1/2015/19816

Date 02/02/2016

The General scope of work:

- a) The maintenance of hardware and software installed as and when required. The software maintenance includes operationalizing, loading/reformatting of software / discs with software like Windows 2003, Windows 7 or higher, XP, Vista, Linux, Microsoft Office, software, Browsers like Internet Explorer, Chrome, Mozilla etc. and Mailing Software like Outlook Express, Antivirus software, Data retrieval and installation/removal of any other software purchased by SSM, from time to time. It also includes removal of virus and re-installation of software, Formatting etc.
- b) Maintenance includes replacement of each and every malfunctioning part of Computer and other peripherals related items as mentioned above like Hard Disk, CD/DVD Reader/Writer, Mother Board, Keyboard, Mouse, SMPS, Printer, speakers data cables, switch, display card, network cable and all the plastic parts except consumables goods are under this AMC by the Tenderer.

Terms and conditions:

- 1) Read the terms and conditions carefully
- 2) The District Project Officer (DPO) is not bound to accept always the lowest tender / offered rates and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 3) Price should be quoted by the tenders in both figures and words.
- 4) Correction if any, in the tender should be initialed and dated by the tenderer before submission of tender.
- 5) Tender / Quotation should be completed in all respect. Incomplete tenders / quotations without EMD shall be treated as invalid and rejected.
- 6) The agency / company shall have to deposit as Earnest Money Deposited of Rs.2000/- (Rupees two thousand only) in the form of Demand Draft on any scheduled bank in favour of "Sarba Siksha Abhijan, South 24 Parganas". (S.S.I. units & cooperatives society are not exempted). Earnest money of unsuccessful tenderers would be refunded within a period of 15 days from the date of finalization of tender without any interest.
- 7) 5% of the total quoted amount shall be required to be kept as performance security deposit. This will be deducted from the total amount at the time of Payment. On the completion of successful Annual Maintenance Contract period performance security deposit will be released.
- 8) The agency / company shall fails to render services within the time period(s) specified in the Contract or any fails to perform any other obligation(s) under Contract, subject to decision of the authority contract may be terminated, forfeiture of performance security money and black listing, will be imposed.
- 9) The contractor shall attend twice in every month for maintenance of each machine and peripherals check the LAN, switches and wire also and ensure proper cleaning of machines and peripherals, if failure of any machine / peripherals during the course of function should be repaired within 24 hours positively. If it is found that any equipment/s is/are not working within 24 hours in that case you have to supply a backup machine/ peripherals so that we can continue our work uninterruptedly.
- 10) During the course of maintenance services, the replacement of all spares of hardware is included under the AMC. Defective parts will be replaced with same make or standard quality spares by the vendor without any extra charges of any kind.
- 11) The agency / company shall provide the warranty for minimum 6 months that items supplied/replaced shall be new and free from all defects and faults in material.
- 12) The engineer(s) will work under the instructions of the concern Coordinator / Cell or any person authorized by the Authority of Sarva Siksha Mission, South 24 Parganas.
- 13) Payment for AMC will be made on quarterly / half yearly / yearly basis. Following documents are to be submitted at the end of each quarter for making payments: (i) Monthly call reports in original, duly signed and stamped by the concern user with date, (ii) Summary of the call reports for calls attended in the respective



I/17481/2016

শিক্ষার অধিকার

সর্বশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি


26/38

Sarva Shiksha Mission, South 24 Parganas

Memo No. S-12013/1/2015/19816

Date 02/02/2016

- quarter with remarks, (iii) Submit of Bill / Invoice (Minimum 2 copies) . Income Tax shall be deducted as applicable under the rules.
- 14) The agency / company shall be the responsibility to make all the computers and other peripherals work satisfactorily throughout the contract period and to hand over the systems in working conditions at all the said items on expiry of the contract.
- 15) Last date & time for submission of tender is 17/02/2016 upto 2 p.m p.m. The tenders will be opened at 3.30 p.m. on the same day. Interested tenderers / authorized representatives of companies /Agency may remain present during opening of the tenders. *The tender will be opened in the chamber of Additional District Magistrate, New Treasury building (2nd floor), Alipore, Kolkata.*
- 16) Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/e-mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However any delay / Late tenders on this account shall not be accepted as a reason will summarily be rejected.
- 17) The Comprehensive Annual Maintenance Contract with spare shall be for a period of one year from the date of acceptance of order. The contract can be terminated at any time during the period of contract after giving notice of 15 days
- 18) The AMC shall be extended for another period of one year based on performance and subject to satisfaction of the authority.
- 19) The grand total of all items in the tender / quotation to be considered as a lowest price.
- 20) For any clarification, Tenders are advised to visit the office to see the hardware from 10.02.2016 to 16.02.2016 between 11.00 AM to 4.00 P.M.
- 20) The Tender will be dropped in the tender box along with following documents with self attested.
- i) EMD for Rs. 2000/- (ii) PAN Card (iii) Income Tax Return A.Y 2015-16. (iv) Trade License (v) Professional Tax Clearance . (vii) credentials. (viii) check list (ix) price schedule
- Note: All the photocopy documents submitted with self attested in the tender must be legible, otherwise the bid is likely to be Rejected.



District Project Officer,
SSM, South 24 Parganas

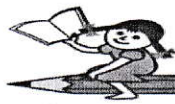
Memo No. S-12013/1/2015/19816 (5)

Date 02/02/2016

Copy for information with a request to display it in the office notice board to :

- 1) The Office Notice Board, Zilla Parishad, South 24 Parganas, Alipore, Kolkata-700027
- 2) The Office Notice Board, District Magistrate, Alipore, South 24 Parganas.
- 3) The Office Notice Board, District Project Officer, SSM, Alipore, South 24 Parganas.
- 4) The Office Notice Board, Sub-Divisional Officer, Alipore, Kolkata- 700 027
- 5) Websites : (a) <http://s24pgs.gov.in> (b) www.s24pgseducation.org.in (c) <http://wbse.gov.in>


District Project Officer,
SSM, South 24 Parganas



I/17481/2016

শিক্ষার অধিকার

সর্বশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি

2/39

Sarva Shiksha Mission, South 24 Parganas

Memo No. S-12013/1/2015/19816

Date 02/02/2016

CHECK LIST

SL.NO.	ITEMS TO BE CHECKED	YES/NO
I	Photo copy of Income Tax Return A.Y 2015-16	
II	Photo copy of PAN card	
III	Photo copy of Professional .Tax Clearance	
IV	Photo copy of Trade License	
V	Photo copy Credentials	
VI	EMD of Rs. 2000/- submitted (in form of DD)	
VII	Amount of Bid security EMD is not less than Rs. 2000/-	
VIII	'Total amount' mentioned in words and figures are same	
IX	Price as per our format	
X	Have you read the General terms & condition and Rejection Conditions carefully.	

Full Signature of the Bider/Tenderer,
(with Date and Official Seal)

8th floor, New Administrative Building, Alipore, Kolkata 700027

Telephone : 24398436, Telefax : 24398328, MIS Cell- 24499986 E-mail : ssa_south@rediffmail.com, Website : www.s24pgseducation.org.in