

**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR**

**SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS**

8th floor, New Administrative Building, 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata – 200027, email: ssmSouth24@gmail.com

Memo : SSM/S-24 Pgs/MIS/678(74822)

Date : 04/03/2025

**NOTICE FOR INVITING QUOTATION**

Sealed Quotations are invited from reputed, experienced and eligible companies for the **Annual Maintenance Contract with parts** on existing workable Computers, Laptop, Scanner, Printer and Printer cum Scanner, SSM Networking with Accessories for one year of the following items located at the office of the Samagra Siksha Mission, New Administrative Building (8th floor), Alipore, Kolkata-700027. The companies /agency who have executed similar nature of work successfully in Govt. Departments, Autonomous, Semi-Government Organization, reputed Public Sector and satisfying all the terms and conditions according to tender document as stated below:

**Computers & Others Peripherals**

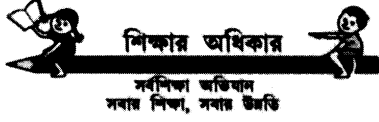
Sl. No	Item Descriptions	Number	Amount in Rs.
01	Desktop and Accessories	20	
02	Laptop	4	
03	Printers and Printer cum Scanner	15	
04	Scanners	5	
05	LAN, Switch, Cable, Patch, IO Box, Connector, installation including repairing, wiring etc	SSM Setup	
<b>Total Rs.</b>			

**Photo Copies documents must be enclosed along with the Quotation:**

- PAN of the Quotitioner,
- Professional Tax Challan.
- GST Return.
- Current Renewed Trade License.
- Income TAX Return of Assessment Year 2024-25
- Credentials in similar work.
- Earnest Money of Rs. 1600/- (Demand Draft only)

**The General scope of work:**

- Maintenance hardware, software, networking, installation of any software / removal of virus, formatting, Data retrieval, LAN etc includes replacement of each and every malfunctioning parts of Computer & other peripherals such as ups, keyboard, mouse, Speakers, Hard Disk, Mother Board, SMPS, Monitor, Printer, Scanner, networking cables, batteries (CPU), Teflon, switch, network card, Display card, Speaker old / breakage wires, Jack panels, dressing of cables, IO box etc and all the plastic parts under this AMC by the Tenderer..



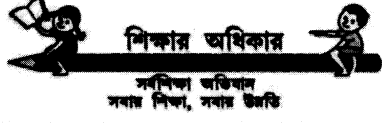
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#### Terms and conditions:

- 1) Read the terms and conditions carefully
- 2) **The District Education Officer (DEO) is not bound to accept always the lowest quotationer / offered rates and the authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**
- 3) **Price should be quoted by the Quotationers in both figures and words.**
- 4) Correction if any, in the tender should be initialed and dated by the Quotationers before submission of tender.
- 5) Quotation should be completed in all respect. Incomplete tenders and without EMD shall be treated as invalid and rejected.
- 6) **The agency / company shall have to deposit Demand Draft as Earnest Money Deposited of Rs.1600/- (Rupees One thousand Six hundred only) in the form of Demand Draft on any scheduled bank in favour of " Samagra Shiksha Mission, South 24 Parganas". (S.S.I. units & co-operatives society are not exempted) payable at Kolkata.. 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) **The successful bidder will have to pay an amount to 5% (five percent) of total tender value of items is required to be kept (interest - free) as Performance Security Deposit in the form of Demand Draft and in favour of "Samagra Shiksha Mission, South 24 Parganas"., payable at Kolkata, within 7 days after receiving the work order/agreement and which will be refunded after Completion of one year.**
- 8) The agency / company shall fail 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 agency / company shall attend twice in every month is compulsory for maintenance of each machine and other peripherals, checking LAN, switches, wire and ensure proper cleaning of machines and peripherals, if failure of any machine / peripherals during the course of function should be repaired within 48 hours positively. If it is found that any equipment/s is/are not working within 48 hours in that case you have to supply a backup machine/ peripherals/software etc so that we can continue our work uninterruptedly. In case of failure, a penalty will be charged for downtime at the rate of Rs.200/- (Rupees two hundred) per day from the time of complaint was lodged as per our register maintained by this office of the DEO,SSM. The penalty will be adjusted against payment /security deposit.**
- 10) During the course of maintenance services, the replacement of all spares of hardware/software 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 Samagra Siksha Mission, South 24 Parganas.
- 13) **Payment for AMC will be made on quarterly / half yearly basis. Following documents are to be submitted at the end of claim for making payments: (i) Bill (minimum two copies), (ii) Work order / photocopy of agreement.**
- 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.



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- 15) **Last Date & Time for submission of quotation is 18/03/2025 up to 2 pm** in the Court Chamber of Additional District receiving section, DEO, SSM, New Administrative Building (8th floor), Alipore. **The quotations will be opened on 18/03/2025 at 3 P.M.** in the Chamber of the Additional District Magistrate (General), DM Court Chamber, Alipore, South 24 Parganas.
- 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 Annual Maintenance Contract with spare shall be for a period of one year from the date of work 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/six months based on performance and subject to satisfaction of the authority.**
- 19) **The total value (Inclusive all) of all items quoted in the tender to be considered as a lowest price.**
- 20) **For any clarification, Quotationers are advised to visit the office regarding aforesaid Annual Maintenance Contact from 10/03/2025 to 17/03/2025 between 11.00 AM to 4.00 P.M in any working days.**
- 21) **The intending Quotations can be download the quotation from website: <http://s24pgseducation.org.in>.**

District Education Officer,  
SSM, South 24 Parganas

**Memo No. SSM/S-24pgs/mis/678(74822)/1(3)**  
**Copy forwarded for kind information to:**

**Date: 04/03/2025**

- 1) Additional District Magistrate (General), South 24 Parganas District.
- 2) FAO, SSM, South 24 Parganas District
- 3) The concern coordinator with a request to display Office Notice Board and upload in Office website, South 24 Parganas District.

District Education Officer,  
SSM, South 24 Parganas