

I/24665/2020



samagra shiksha mission, SOUTH 24 PARGANAS

SOUTH 24 PARGANAS

Memo No. S-12013/1/2015-SSM/35778

Date 27/02/2020

NOTICE FOR INVITING TENDER

SSM, Alipore, South24 Parganas invites sealed Tenders from reputed Agency / Firms / Companies for the Annual Maintenance Contract with spare for Computers/Laotop / Scanner / Printers / Networking and other related peripherals installed in various Cells of the DEO, SSM, Alipore, South 24 Parganas.

Annexure-I : Computers & Others Perpheralas

Sl.No	Item Descriptions	Number	Amount in Rs. (inclusive all)
01	Desktop and Peripherals : - 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 (MIS cell-6; DPO cell-2; Civil cell;2, Gender & DEO1-2; Receiving-1; Accounts-4; ADPO cell-1; CM,Pedagogy,IED-3; Research, DPC,DPC1, DPC2, Planning, LDC-6)	27	
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. (MIS cell-2;DPO-1)	3	
03	On Line UPS 5.0 KVA (APC) (MIS cell)	1	
04	Server : -Dell Server (MIS cell)	1	
05	Printers : - HP P1007/P1008/others Laser Jet printer. (MIS cell, DEO1, Gender, Receiving, IED, CM, Pedagogy, Research, Planning)	9	
	HP Laserjet P 3005 PCL 6 (duplex) printer, HP Laserjet 500 color M551 PCL6 printer (duplex), HP Laserjet Pro M 203dn (duplex) (MIS cell)	3	
	HP P1506 (Accounts) HP 1020 & Sumsung ML 1640 (Civil)	3	



samagra shiksha mission, SOUTH 24 PARGANAS

SOUTH 24 PARGANAS

Scanner : -			
06	Canon – LiDE 120 (MIS cell)	1	
	HP Scanjet G2410 (DEO1,Cash,DPC2)	3	
	HP Scanjet 200 (IED, Gender)	2	
	HP Scanjet G4010 (Civil)	1	
	HP Scanjet 3000 (Receiving)	1	
	Canon – LiDE 300 (Pedagogy)	1	
07	Structure Networking :- (including, switch, cable, Patch Cord, I O Box, Rack, Router, Connector with installation etc)	DPO,SSM	
	Total Amount in Rs.		

The General scope of work:

- a) 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, CD/DVD drive, Writer, 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. If corrupted, Support for users and troubleshooting of commercial software (Licensed) packages mentioned above scope of work of AMC also includes

Terms and conditions:

- 1) Read the terms and conditions carefully
- 2) The District Education Officer (DEO) is not bound to accept always the lowest tender / 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 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 should be completed in all respect. Incomplete tenders and without EMD shall be treated as invalid and rejected.
- 6) The agency / company / Firm shall have to deposit as Earnest Money Deposited of Rs.3000/- (Rupees three 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) The successful bidder will have to pay an amount to 5% (five percent) of the contract value is required to be kept (interest – free) as Performance Security Deposit in the form of Demand Draft and in favour of "Sarba Siksha Abhijan, South 24 Parganas" within 7 days after receiving the work order/agreement and which will be released to the firm / company on successful completion of the contract.
- 8) The agency / company / Firm 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



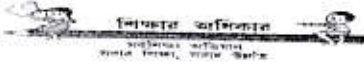
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SOUTH 24 PARGANAS

- 9) The agency / company shall depute an adequate number of qualified engineer(s) who can maintain the equipment listed in **Annexure-I** properly having minimum one year degree/diploma in Computer hardware, Networking and related field. Engineer(s) should have a 1 year of experience and should be specialist in repairing and maintaining Computer/UPS / Laser Printer / Scanner / Network etc.
- 10) The agency / company / Firm shall attend once in every month is mandatory for maintenance of each machine and other peripherals, checking LAN, switches, wire and preventive maintenance with virus detection and special cleaning of the Monitor, CPU, Printer, Key Board, Mouse, Scanner etc. from outside with liquid cleaner and inside will be carried out, failing of any machine / peripheral 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. In case of failure, **penalty would be imposed for downtime at the rate of Rs.200/- (Rupees two hundred) per day from the time of complaint was lodged as per register maintained by this office of the DEO, SSM. The penalty will be adjusted against payment /security deposit.**
- 11) During the course of maintenance services, the replacement of all spares of hardware/software/networking 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.
- 12) The agency / company / Firm shall provide the warranty for minimum 6 months that items supplied/replaced shall be new and free from all defects and faults in material. The engineer(s) will work under the instructions of the concern Coordinator / Cell in-charge or any person authorized by the Authority of Samagra Siksha Mission, Alipore, 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 / agreement copy xerox (iii) Call details.**
- 14) The quarterly / half yearly payment will strictly be made on the basis of satisfactory report from the user.
- 15) No advance payment in any case would be made.
- 16) 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.
- 17) **Last date & time for submission of tender is 26/03/2020 upto 3 pm. The tenders will be opened at 4 p.m. on the same day in the Chamber of the Additional District Magistrate (SSM), DM Court Chamber (1st floor), Alipore.**
- 18) **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.**
- 19) **The 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.**
- 20) **The AMC shall be extended for another period of one year/six months / three months based on performance and subject to satisfaction of the authority.**
- 21) **The total value (inclusive all) of all item rates in the tender to be considered as a lowest price.**
- 22) **List of Engineer(s) to be deployed in this office showing their details qualification, experience and mobile number**
- 23) **The companies /agency / Firm who have executed similar nature of work successfully in Govt. Departments, Autonomous, Semi-Government Organization, reputed Public Sector.**
- 24) **For any clarification, Tenders are advised to visit the office to see the computers (software / hardware) & other peripheral from 17.03.2020 to 25.03.2020 upto 4.00 P.M.**

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SOUTH 24 PARGANAS

- 25) The equipment will have to be repaired in-house. In rare cases when it is very essential to take out the equipment for repairs outside the SSM office. It is mandatory to have a valid pass / challan for such equipment to take outside the SSM office.
- 26) The Company / Agency / firm should be in existence for over 3 years in the trade with annual maintenance contracts on computers / laptop and others peripherals.
- 27) **The Tender will be dropped in the tender box along with following documents with self attested.**
(i) PAN Card (ii) Professional Tax Clearance certificate (iii) Trade License (iv) Income Tax Return A.Y 2019-20 (v) GST monthly / Quarterly Return (v) Current work order copies in similar works.
Note: All the photo copy documents must be legible; otherwise the Quotation notice is likely to be rejected.


District Education Officer,
SSM, South 24 Parganas

Memo No.

Date

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 Education Officer, SSM, Alipore, South 24 Parganas.
- 4) Websites : (a) <http://s24pgs.gov.in> (b) www.s24pgseducation.org.in.


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SSM, South 24 Parganas