

Government of India  
Ministry of Statistics & Programme Implementation  
Central Statistics Office (Industrial Statistics Wing)  
1, Council House Street, Kolkata – 700 001.

Phone No.2248-4504/5  
Fax No.2248-3501

No.1/3/2015-Admn.III

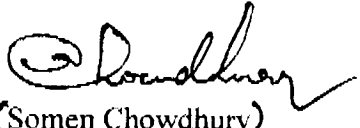
Date: 08 .03.2016

**NOTICE INVITING QUOTATION**

Central Statistics Office, (Industrial Statistics Wing), 1, Council House Street, Kolkata-700 001 invites sealed quotations from reputed firms under two bid system [(a) Technical Bid and (b) Financial Bid], both to be provided in separate envelopes, for Comprehensive Annual Maintenance Contract (AMC) of Desktop Computers, Laptops, Printers and Scanners operating in this office (Details given in Annexure-I). The detailed terms & conditions and eligibility criteria are given in Annexure-II (A) & (B). The firm should submit documentary evidence in its bid to show that it is meeting the eligibility criteria. Interested parties may download the tender documents from the website [www.mospi.nic.in](http://www.mospi.nic.in). The tender documents can also be obtained from the Section Officer, Central Statistics Office (Industrial Statistics Wing), 1, Council House Street, Kolkata – 700 001 on weekdays between from 1200 hours to 1500 hours till 01.04.2016.

2. Interested parties may send their bids in two separate sealed envelopes for maintenance of computers, laptops, printers and scanners duly superscribed "Technical Bid for comprehensive AMC for Desktop Computers, Laptops, Printers and Scanners" & "Financial Bid for comprehensive AMC for Desktop Computers, Laptops, Printers and Scanners" and both should be submitted in Single Cover which should also be sealed and may be forwarded to The Under Secretary, Ministry of Statistics & P.I., Central Statistics Office (I.S. Wing), 1, Council House Street, Kolkata – 700 001 so as to reach the same by 2.00 PM on 05.04.2016. Quotations received after stipulated date & time shall not be entertained. The Technical Bid will be opened on the same date at 4.00 PM in Room No.416B, 3<sup>rd</sup> Floor of CSO (I.S. Wing), at 1, Council House Street, Kolkata-700 001 in presence of the tenderers or their authorised representatives who may like to be present. Tenderers should note that if the date of opening of tender is declared as holiday by the Govt. or the opening of tender is cancelled owing to any emergent official business, the tender shall be opened on the next working day. The Financial Bids will be opened on subsequent date & time to be intimated later in respect of only those Tenderers who will fulfil the conditions of Technical Bids.

3. Incomplete or conditional tenders will not be entertained. The tenders must accompany the earnest money of Rs.2,000/- through demand draft in favour of Pay & Accounts Officer, Ministry of Statistics & P.I., Kolkata, failing which the said tender document will not be considered. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. In the event of a tender being accepted, the concerned firm has to submit performance security of 5% of the total annual cost of AMC from a nationalized bank in the format to be provided by this office. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendors. Earnest money would be refunded as per rules.
4. The firm should also furnish the details of Government Departments where they have completed the AMC in the Proforma given in Annexure-III.
5. The Technical Bid should contain all aspects other than the price quoted (as per Annexure-III) and Financial Bid should contain the price quoted against each item separately (as per Annexure-IV). The AMC rates mentioned in this contract will be valid from the date of awarding the contract. Either party may terminate the contract at any time by giving one month's notice, in writing.
6. For the firms meeting the eligibility criteria as mentioned at Annexure-II (B), the tender will be finalised on the basis of the total lowest bid amount of all the items and not the item-wise lowest rates quoted by the bidders.
7. The firm has to accept all terms and conditions as per Annexure-V attached with this tender.

  
(Somen Chowdhury)  
Under Secretary

**LIST OF ITEMS:-**

<b>DESKTOP</b>		
Make	Specification	Quantity (In no.)
HP Compaq Desktop with CRT monitor, Model No.D330UT	HP d330uT, Intel (R), Pentium (R) 4 CPU, 2.80 GHz, 2.79 GHz, 1.11 GB of RAM, Keyboards, 15" Color Monitors, Mouse, etc.	11
HP Compaq Desktop with CRT monitor, Model No.DX6100MT	HP dx6100 MT, Intel (R), Pentium (R) 4 CPU, 3.00 GHz, 2.99 GHz, 1.11 GB of RAM, Keyboards, 15" Color Monitors, Mouse, etc.	11
HP Compaq Desktop Model No.dx2280MT	HP dx2280 Intel (R) Pentium (R) D, CPU 2.80 GHz, 2.79 GHz, 760 MB RAM, Keyboards, 15" TFT Color Monitors, Mouse etc.	06
HCL with TFT monitor Model No. INFINITI TRU BL 1300	Intel (R) Core (TM) 2 Due CPU, 320GB 7200 RPM SATA/300, E8400 @ 3.00 GHz, 2 GB RAM, OS-Windows 7 Professional -32 bit, 104 Keyboards, Scroll Optical USB mouse, 47CM (18.5) WIDE LCD Color Monitors, Mouse, etc.	55
Total		83
<b>LAPTOP</b>		
HCL Infosystems Ltd., Model No. INFINITI POWERLITE 9100E	Intel (R) Core (TM) 2 Due CPU, P8700 @ 2.53 GHz, 320 GB, 5400 RPM SATA/300 8MB, 2 GB RAM, OS-Windows Vista -32 bit.	03
Dell Inspiron 3521	Intel Core i5 (3317) 4 GB RAM, 500 GB HDD, 1 GB AMD Readeon G.C, 15.6" Screen, Windows 8, DVD Writer.	01
Total		04
<b>PRINTER</b>		
HP Laserjet 1022	-	01
HP Laserjet 1020	-	02
HP Laserjet 1108	-	06
HP Deskjet D2568	-	03
HP Deskjet 5160	-	01
Total		13
<b>SCANNER</b>		
HP Scanjet 5000 Sheet Feed	-	01
HP Scanjet G-2410	-	02
HP Scanjet 200	-	01
Total		04

**Terms and conditions:**

- a) The contractors shall provide comprehensive service/maintenance of hardware and operating system of computers, laptops, printers & scanners and peripherals (both preventive as well as corrective) for one year from the date of signing of contract.
- b) All the defective spare parts are to be replaced by original parts during repair, if required.
- c) They will provide Operating Software to the systems. They will also provide basic software support, if required. The firm shall have the required drivers (CDs etc.) for maintaining the PCs/Laptops/Printers/Scanners and peripherals for configuring the machines.
- d) The contractor shall have to depute one well qualified engineer in the field of hardware maintenance with sufficient knowledge of software also, at the client site on full time basis for the service of the systems. The engineer will follow the rules, regulations, timings as per the client.
- e) The equipments covered under AMC should not have downtime for more than one working day. All efforts should be made to make any down equipment working on the same working day. If, in any case, down time extends to next working day, the service provider has to provide alternate equipment of same configuration by next working day. In case of failure, proportionate deduction from AMC charges payable shall be made for the down time.
- f) Whenever the system cannot be repaired on-site within the specified time limits, the firm will have the option to take the equipment to their work-shop premises, with prior approval and provide the alternate equipment having matching specifications. The office's equipment, in any case, will have to be repaired/set right within 3-4 days and installed in the office.
- g) Payment will be released on quarterly basis on production of satisfactory performance certificate. The firm will submit quarterly bill within 10 days of completion of the quarter to the office and efforts shall be made to make the payments at the earliest on receipt of a clear & correct bill.
- h) The firm shall not further sublet the AMC under any circumstances to a third party/sub-contractor for the maintenance.
- i) The AMC will be valid for one year but it may be extended for further period of one year on mutual agreement.
- j) A copy of the terms and conditions duly signed by the tenderer in token of having understood and agree to the same should be attached along with the tender.

**Eligibility Criteria**

- a) The firms should be registered with Registrar of Company, having office in Kolkata with proper Service Tax number and they should possess valid Income-Tax PAN No. (Copies of relevant documents duly self attested to be attached).
- b) They must have prior experience of providing such services to Govt. offices for at least 3 years. Copies of orders in support of this should be enclosed.
- c) The firm should have annual turnover of at least 25 lakhs in the last three years and also have Govt. order for execution value of at least 5 lakhs during the last one year.
- d) The firm must have sufficient computer engineers and should be capable to diagnose & provide quick solutions. The documentary proof of such experience to be attached.
- e) The firm should have its own arrangement for repairing/replacement of components of Computers, Laptops, Printers and Scanners.

**PROFORMA FOR TECHNICAL EVALUATION**

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information.

Sl. No.	Description of Company/Firm	Detailed to be filled up	Page Number of this tender document where copy/certificate is attached.
1	Name of the Organisation/Firm:		
2	Name(s) of the proprietor/partners:		
3	Address of the Firm: (With Telephone and FAX No./e-mail/mobile no.)		
4	Registration No. under Sales Tax Act, Service Tax Act: (Copies of supporting documents to be enclosed)		
5	Permanent Account No. of the Firm: (Copy of PAN Card to be attached)		
6	Name of the Branch/Associated Office, if any:		

7	Total No. Engineers working under this Firm:						
8	The annual turnover of the bidder for the last three years should not be less than Rs.25 lakhs per annum and also have Govt. order for execution value of at least 5 lakhs during the last one year. Proof of the same should be submitted in the form of Audited Balance Sheet/Details of net profit and loss duly certified by CA						
		2012-2013					
		2013-2014					
		2014-2015					
9	Proof of net profit in last three years						
10	ITR of Company for the last 3 years						
11	Details of Govt. Departments where they have completed the AMC for at least 3 years:  Satisfactory Performance Certificates from clients must also be attached.	Sl. No.	Name and address of the Govt. Deptt. with telephone number	Details of equipments and number under contract	Period of contract	Annual Contract Value (Rs.)	
12	Details of Earnest Money Deposited	Bank Draft No.:					
		Amount:					
		Date:					
		Name of the drawer of the bank:					

**Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. CSO(IS Wing), Kolkata may demand original documents for verification.**

Authorized Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**FINANCIAL BID:**

Sl. No.	Name of Items	Total Quantity to Be put under AMC	Unit rates per annum in rupees	Taxes, if any	Total amount per annum in rupees (including all taxes)
<b>DESKTOPS</b>					
	HP Compaq Desktop with CRT monitor, Model No.D330UT	11			
	HP Compaq Desktop with CRT monitor, Model No.DX6100MT	11			
	HP Compaq Desktop Model No.dx2280MT	06			
	HCL with TFT monitor Model No. INFINITI TRU BL 1300	55			
<b>LAPTOPS</b>					
	HCL Infosystems Ltd., Model No. INFINITI POWERLITE 9100E	03			
	Dell Inspiron 3521	01			
<b>PRINTERS</b>					
	HP Laserjet 1022	01			
	HP Laserjet 1020	02			
	HP Laserjet 1108	06			
	HP Deskjet D2568	03			
	HP Deskjet 5160	01			
<b>SCANNERS</b>					
	HP Scanjet 5000 Sheet Feed	01			
	HP Scanjet G-2410	02			
	HP Scanjet 200	01			
<b>Total Annual Cost towards Comprehensive Maintenance</b>					

(Authorised Signatory)



To  
The Under Secretary  
Central Statistics Office  
(Industrial Statistics Wing)  
1, Council House Street,  
Kolkata – 700 001.

Dear Sir,

Having examined the terms & conditions including all other related documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work for Comprehensive Annual Maintenance Contract (AMC) of Desktop Computers, Laptops, Printers and Scanners in conformity with conditions of contract.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

We agree to abide by this bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and, may be accepted at any time before the expiry of the period.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this ..... day of .....2016

Signature of bidder/Authorised signatory in the Capacity of

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Witness.....

Address.....

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