

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

No.7/1/2011-Admn.III

Dated: 27.2.2013

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) Pre-Qualification Bid and (b) Financial Bid], both to be provided in separate envelopes, for Comprehensive Annual Maintenance Contract (AMC) of 55 nos. HCL make Desktop Computers & 03 nos. HCL make Laptop 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.

2. Interested parties may send their bids in two separate sealed envelopes for maintenance of computers and laptops duly superscribed "Pre-Qualification Bid for comprehensive AMC for Desktop Computers & Laptops" & "Financial Bid for comprehensive AMC for Desktop Computers & Laptops" which 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 2.30 PM on 14.03.2013. Quotations received after stipulated date & time shall not be entertained. The Pre-Qualification Bid will be opened on the same date at 3.30 PM in Room No.416, 3rd Floor of CSO (I.S.Wing), at 1, Council House Street, Kolkata – 700001 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 Pre-Qualification Bids.

3. Incomplete or conditional tenders will not be entertained. The tenders must accompany the earnest money of Rs.1,000/- 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. 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 commercial 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 below:

Sl. No.	Name and address of the Govt. Deptt. with telephone number	Details of equipment and number under contract	Period of contract	Annual contract value (Rs.)

5. The Pre-qualification 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-II (A) attached with this tender.


(P. P. Saha)
Under Secretary

List of Items:-

DESKTOP		
Make	Specification ^c	Quantity
HCL Infosystems Ltd. Model No. INFINITI TRU BL 1300	Intel (R) Core(TM) 2 Duo CPU, 320GB 7200RPM SATA/300, E8400 @ 3.00 GHz 3.00 GHz, 2 GB RAM, OS - Windows 7 Professional -32 bit, 104 Keyboards, Scroll Optical USB mouse, 47CM (18.5) WIDE LCD.	55 nos.
LAPTOP		
HCL Infosystems Ltd. Model No. INFINITI POWERLITE 9100EL	Intel (R) Core(TM) 2 Duo CPU, P8700 @ 2.53 GHz, 320 GB 5400RPM SATA/300 8MB, 2 GB RAM, OS - Windows Vista - 32 bit.	03 nos.

Annexure-II

(A) Terms and conditions:

- a) The contractors shall provide comprehensive service/maintenance of hardware and operating system of computers & laptops (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 also provide basic software support, if required. The firm shall have the required drivers (CDs and Floppies etc.) for maintaining the PCs/Laptops and peripherals for configuring the machines.
- d) The contractor shall have to depute one well qualified engineer in the field of hardware maintenance on full time basis for the service of the systems.
- 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) A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the tender.

(B) Eligibility Criteria

- a) The firms should be registered with Registrar of Company, having office in Kolkata with proper Sales Tax and Service Tax numbers 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 a minimum turnover of at least one crore in the last one year and also have Govt. order for execution value of at least 10 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 computer systems etc.

PARTICULARS OF PRE-QUALIFICATION BID OF THE TENDERER

1. Name of Organisation/Firm:
2. Name(s) of the proprietor/partners:
3. Address of the Firm:
(with Telephone & 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. Details of Earnest Money Deposited

Bank Draft No:

Amount:

Date:

Name of the drawer of the bank:

9. Details of Govt. Departments for the last one year:

Sl. No.	Name and address of the Govt. Deptt. with telephone number	Details of equipment and number under contract	Period of contract	Annual contract value (Rs.)

- Satisfactory Performance certificates from clients must also be attached.

Signature with date _____

Name of the Firm _____

Annexure-IV

PARTICULARS OF FINANCIAL BIDS OF THE TENDERER:

Sl. No.	Item Name	Make/ Model	Quantity	Rate per unit for a year without Service Tax (Rs.)	Applicable service Tax (Rs.)	Total cost (RS.)

Signature with date _____

Address of the Firm _____
