

**OFFICE OF THE  
COLLECTOR & DISTRICT MAGISTRATE  
GANJAM, CHATRAPUR  
(NIZARAT SECTION)**



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L.No. 630 / (Niz)

Date: 20/12/2024

**TENDER DATE EXTENSION NOTICE**

Tender Call Notice on Annual Maintenance Contract (AMC) was invited for submission of last date on or before 19.12.2024 by 5.00 P.M and the sealed tender was fixed for open on 20.12.2024 at 11.00 A.M in the office chamber of ADM (General), Ganjam. Till now two bidders have been filled tender papers. Collector, Ganjam has been pleased to extended another 15 days (submission of last date on or before 04.01.2025 at 5.00 PM and sealed tender will open on 06.01.2025 at 11.00 AM) for getting more tender papers. The bidder may obtain the details of computer hardware and its peripherals under tender section of Collectorate, Ganjam website (<https://ganjam.odisha.gov.in>)

D  
20/12/24  
**Addl. District Magistrate,  
Ganjam, Chatrapur**

Memo No. 631 /Niz.

Dated. 20/12/2024

Copy to DIO, NIC, Ganjam Collectorate, Chatrapur for information and necessary action. He is requested to hoist the above tender call notice in the Collectorate, Ganjam website for wider circulation.

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

Copy to CDO-Cum-EO, ZP, Ganjam / All Sub-Collectors/ All Tahasildars for information with a request to affix the tender call notice in their respective office Notice Board for wide publication.

D  
20/12/24  
**Addl. District Magistrate,  
Ganjam, Chatrapur**

Memo No. 632 /Niz.

Dated. 20/12/2024

Copy to concerned committee members for information. They are requested to attend the opening of tender meeting on 06.01.2025 at 11.00 A.M in the office chamber of ADM(General), Ganjam.

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

D  
20/12/24  
**Addl. District Magistrate,  
Ganjam, Chatrapur**

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L.No. 633 / ( Niz )

Date: 20/12/2024

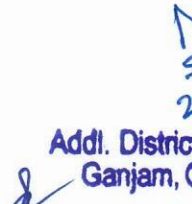
**TENDER DOCUMENT**

Annual Maintenance Contract for Computers/ Peripherals etc. Installed in the different Sections of Collectorate, Ganjam by reputed Firms.

|                                                       |                        |
|-------------------------------------------------------|------------------------|
| Date of issue of Tender Document                      | 20.12.2024             |
| Last Date & Time of submission of Tender Document     | 04.01.2025 at 5.00 PM  |
| <b>Date &amp; Time for opening of Tender Document</b> |                        |
| Technical Bids                                        | 06.01.2025 at 11.00 AM |
| Financial Bids of eligible Tenders                    | 06.01.2025 at 11.00 AM |

**CONTENTS OF TENDER DOCUMENT**

| <b>Sl. No.</b> | <b>Description of Contents</b>                                                                | <b>Annexure</b> |
|----------------|-----------------------------------------------------------------------------------------------|-----------------|
| 1              | Tender Call Notice                                                                            |                 |
| 2              | Eligibility Criteria/Scope o work and General Instruction/Terms and Conditions on the Tenders | ANNEXURE-I      |
| 3              | Proforma for Technical Bid                                                                    | ANNEXURE-II     |
| 4              | Proforma for Financial Bid                                                                    | ANNEXURE-III    |
| 5              | Tender Acceptance Letter                                                                      | ANNEXURE-IV     |
| 6              | Call Attendance Sheet for Collectorate, Ganjam                                                | ANNEXURE-V      |

  
20/12/24  
Addl. District Magistrate  
Ganjam, Chatrapur

**ELIGIBILITY CRITERIA**

The firm must be registered with respective authorities like Company of Register, GST, etc., as per rules. Valid copies of such registration certificates must be submitted. Copy of Income Tax Return for the last three years also to be submitted.

- i. The firm should in existence for over 5 year in the trade with the maintenance business of Computers/ Peripherals, etc. Last 3 Years balance sheet, profit & loss A/C) must be attached.
- ii. The firm should delivery immediate quick service.

**SCOPE OF WORKS/SERVICES**

The firm should agree to provide the following services under the contract to keep the system (as at Annexure-II) in good working condition. For this the selected firm has to carry out the following AMC works:-

- I. Scheduled preventive maintenance of all the components at least once in a quarter by furnishing a report unit-wise, reporting format as would be prescribed by the Collectorate, Ganjam.
- II. Immediate service should be provided by service engineers in the different Section of Collectorate, Ganjam on all working days.
- III. In case of necessity, the firm must be able to provide a machine in lieu of the machine/printer to be taken up for repair.
- IV. Immediate on-call corrective and remedial maintenance to be provided by the firm for making the system functional. This includes replacement of unserviceable parts as well as repair of the non – functional/mal-functional system. The replaced part will either be a new part/parts or equivalent in performance to new part/parts.
- V. In a situation where the selected firm suggest for replacing/repairing any defective components/items, necessary decision on this matter is the sole discretion of Collectorate, Ganjam.
- VI. The system to be maintained by the selected firm includes personal computers, Laser Jet Printers/ Multifunction Printers, Scanners, Servers, Laptops and UPS. The rate quoted should also cover the maintenance of operating systems, software installation, data recovery, pre-emptive actions against virus spread, detection/removal of virus, configuration of internet, configuration of application and connections of computers to projector for presentation.

The scope of software maintenance covers:

- i. Maintenance of all softwares already installed in the personal computers and peripherals and the softwares to be installed at later stages.
- ii. The number of items viz. PCs, Printers, UPS etc. may increase or decrease during the contract period and the chargeable amount payable to vendor will be calculated/adjusted accordingly on the basis of per unit price.

VII. Any reported fault would be taken up by the service engineers within one hour. As far as possible, the repairs would be carried out onsite itself. A logbook shall be maintained in which the resident engineers shall record all the complaints made. All the complaints received shall be attended by them in following manner:-

- i. Minor faults (i.e except in case of major faults) should be repaired immediately.
- ii. Major faults like Hard Drive Failure, Hardware related issue etc. within 48 hours by replacement method, with the available spares and replacement of spares where required.
- iii. The firm shall be responsible for taking backup data and programme available on PCs before attending the fault and shall be also responsible for reloading the same.
- iv. The backup copies are to be returned to the users, under acknowledgment.
- v. If the equipment is required to be transported to the firm's/ manufacturer's service workshop for repairs, the same shall be undertaken at the risk and cost of the firm and with required acknowledgment.
- vi. Repair and servicing of equipment can be carried out onsite or at the firm's workshop after attending the complaint by replacement method and the same shall be done within 7 days of the receipt of the complaints in case of major fault.
- vii. Each Section of the Collectorate, Ganjam will keep record of machine failure including the nature of failure, date and time of booking the complaints, when the machine was made off and the total down time before calling the form, the computer etc need to be verified by DIO and recorded for repairs by the firm if required. This record would be signed by the firm's service engineer and users of different section of Collectorate, Ganjam not below the rank of Sr. Section Assistant as per the Schedule-II format as to be determined later on by the Collectorate, Ganjam for keeping this record as per the Annexure-IV. After the complaint has been redressed by the AMC firm, the same shall be countersigned by the Section Officer (IT Section) of Collectorate, Ganjam.
- viii. The firms shall also be responsible for deployment of necessary staff for cleaning of all hardwares using suitable cleaning material and equipment. Each equipment has to be cleaned once in every quarter. A register shall be maintained showing cleaning of each equipment, and after cleaning of the same the user must certify it and after that it will be duly countersigned by Section Officer (IT).

- ix. Systems maintenance charges shall not include the cost of consumable and supply items such as ribbons, media like magnetic tapes, cartridges, printer bands, print heads, tractors, gears, sockets, covers of DMP, fuser assembly, Teflon sheet, power adaptors, encoder strips, pinch roller of laser printers, lamps and paper pickup, roller of scanner and any kind of plastic parts and computer stationary etc.
- x. Any damages caused by lightning/ rodents (like rat cuts) will not be covered under the scope of the AMC. In these cases the damaged accessories will be replaced by the firm on payment of cost by the Collectorate.
- xi. The firm/ company shall carry out preventive maintenance regularly and shall plan the activities, as per schedule of quantities, in such a manner that maintenance is carried out for each equipment at least once in months. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment and got signed by Branch Officer(IT) at the end of every month.

The quarterly schedule of preventive maintenance shall be as follows:

- a. Cleaning of all equipment using dry vacuum air, brushing with soft muslin clothes.
- b. Running of test programmes to ensure quality print/data reliability.
- c. Checking of power supply source for proper grounding and safety of equipment.
- d. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
- e. Shifting of equipment as and when required.
- f. Running of diagnostic software for system performance.

#### **GENERAL INSTRUCTIONS/TERMS AND CONDITIONS**

- I. Annual Maintenance Contract (AMC) required for computer/ peripherals, installed etc. in the different Section of Collectorate, Ganjam.

The contract shall be initially for a period of one year from the date of awarding the contract. However, the contract may be extended for further period of two years (one year on each occasion) on mutual consent/agreement and on same unit price, terms, conditions and if services of the selected firm are found to be satisfactory during the contract period. Renewal should be proposed by either of the interested parties at least one month in advance prior to the expiry to the agreement. The Collectorate, Ganjam can terminate the contract with the selected firm at any point of time by giving one month advance notice in writing and mentioning the reason thereof.

- II. Subcontracting of AMC is strictly prohibited.
- III. The interested firm has to submit the tender papers addressing to the Collector, Ganjam (Nizarat Section) either by Speed post/ Regd.Post.
- IV. Any pre-bid query on the matter may be submitted over mail [nizaratseccollectorategm@gmail.com](mailto:nizaratseccollectorategm@gmail.com) by Dated. 30.11.2024 and its necessary reply shall be given to the respective e-mail by dated. 02.12.2024 by the Office positively.
- V. No change in AMC cost is allowed during contract period.
- VI. The firms shall be liable for failure to perform any of its obligations under or arising out of this contract, if such failure results from any force majeure, act of God, fire, storm, natural disasters, earthquake, water damage, neglect, improper use, strikes, lightning or electrical disturbances, damage during transportation etc.
- VII. The equipment which is under repair by the firm will be handed over back to Collectorate, Ganjam after maintenance and repair immediately. Security deposit shall not be returned to the selected firm in the event of noncompliance to the tender terms and conditions.
- VIII. All entries in the tender form should be legible and filled in clearly. No underwriting/overwriting is allowed. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized person may be submitted.
- IX. The financial bid of only those tenderers will be opened who qualify in the technical bid.
- X. No bidding firm will be allowed to withdraw its bids after technical bids have been opened.
- XI. The successful Tenderer has to provide service in different Sections of Collectorate, Ganjam.
- XII. Rates mentioned on the tender if accepted will not be allowed to be enhanced during the contract period.
- XIII. Collector, Ganjam reserves the right to accept or reject any tender without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned.
- XIV. In case the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, the EMD and security deposit of the selected firm shall be forfeited. In such event the department will award such contract to the L2 firm and so on.
- XV. Any blacklisted firm/agency shall not be allowed to participate in the tender.
- XVI. Any legal dispute is subject to the Civil Courts, Chatrapur only.
- XVII. Minimum two technical staff in the office of Collectorate, Ganjam from 10.00 to 18.00 hrs. On all working days must be available and if required, they should also be available on Saturdays and Sundays and also after 18.00 hrs on all working days. The minimum experience of the technical staff should not be less than 3 years.

- XVIII. The interested firm has to submit EMD of Rs.5,000/- in shape of DD/ Banker's Cheque.
- XIX. The selected firm has to deposit the performance Security Deposit of Rs.50,000/- (in case of firms not registered under MSME registration certificate of AMC category) and 25% of the security deposit in shape of DD/Banker's Cheque in case of firms registered under MSME registration certificate under AMC category.
- XX. Any interested firm seeking relaxation of EMD/Security Deposit, must have to furnish necessary MSME registration certificate under AMC category.
- XXI. Within seven days of award of the contract/ acceptance of work order, the selected firm has to deposit the PBG (Performance Bank Guaranty) in lieu of security deposit.
- XXII. The interested Bidder has to submit the technical bid and financial bid separately in a single master envelope. The financial bid should contain the EMD.

#### **PAYMENT CLAUSE**

- I. No advance payment will be made to the firm/ company in any case.
- II. Payment shall be made quarterly on pro-rata basis at the end of each quarter after submission of quarterly maintenance log book and its due certificate by the Section Officer (IT) with countersignature of the same by Deputy Collector of this Section.
- III. Payment towards any additional AMC for any new Computer/ Printers/ Scanner etc. during the AMC period will be calculated on pro-rata basis.

#### **SERVICE ASSURANCE**

Maximum acceptance down time will be one working day excluding the days which the calls is reported and completed and the intervening holidays, if any. However, the maximum delay in all rectifications averaged over one month for all the machines installed in centre should not exceed half working day. Further more, it is binding on the part of the firm to attend the service calls in off hours (i.e outside the normal office hours and even on holidays) during the period of supplementary and Annual Budget processing and in case of emergency (as notified by Odisha Relief Code and/or come under the purview of Disaster Management. These period will be duly intimated by the Collectorate, Ganjam from time to time. The maintenance services under the contract are to be rendered at the following address: Collectorate, Ganjam, Chatrapur.

#### **PENALTY**

- I. Whenever a terminal or other installations as per Annexure-II except CPU can't be repaired, the firm has the options to replace it by an equivalent, Terminal Penalty clause will apply till replacement is made.

- II. For down-time calculation, the day on which call is closed will not be taken as part of down time.
- III. Penalty shall be deducted from the running payments.

**IV. DOWNTIME PENALTY**

Penalty for non-completion/non-attendance/poor response of the call after the time limit as indicated in service assurance will be as follows.

- a. Rs.1000/- per working day-per server main computer system.
- b. Rs.50/- per working day-per each terminals/client system.
- c. Rs.25/- per working day-per each Dot Matrix Printer and Desk Jet Printer.
- d. Rs.100/- per working day-per each hard disk attached to the main server system. Maximum penalty per day will be limited to that of the system penalty (Rs.1000/- per working day), if the system and peripherals are down at the same time. Whenever the system/ terminals/ printers cannot be repaired on the installation site within the specification limits, the vendor will have the option to provide an alternate equipment of matching specification, which will be replaced within the period of maximum 60 days with the equipment of same make/model. But in case of computer system, the original CPU should be restored. Failing to provide this replacement, penalty clause will apply.

**V. Penalty in case of failure of P.M (Preventive Maintenance):**

Penalty on failure of scheduled P.M should be as follow.

Rs.175/- per P.M for Client System, Rs.425/- per P.M for server system.

**VI. Penalty in case of failure of schedule Maintenance:**

**ANNEXURE-II**  
**TECHNICAL BID**

| Sl. No. | DESCRIPTION                                             |                         |
|---------|---------------------------------------------------------|-------------------------|
| 1.      | Name of the Firm/Company/Agency                         |                         |
| 2.      | Complete address & Telephone No.                        |                         |
| 3.      | Name of the Proprietor/Partners of the Agency/Firm      |                         |
| 4.      | Last 3 years balance sheet/ profit & loss A/C           | DOCUMENT TO BE ATTACHED |
| 5.      | Copy of Income Tax Return and PAN Number with proof     | -DO-                    |
| 6.      | Copy of registration of Company of Registrar, GST, etc. | -DO-                    |

Note: All documentary proofs have to be attached for above items.

I hereby agree to abide by all the terms and condition of the tender document.

**Name & Signature of the  
Authorized Signatory of the Firm  
(With Seal of the Agency affixed)  
Date:**

**ANNEXURE-III**  
**FINANCIAL BID**

| Sl. No. | Name of the Item         | List of Computers and peripherals to be covered under AMC                                                                                                                                                                                                                                                                                                                                              | Per unit annual service charge price including GST @ 18% (Rs.) to be quoted by the Bidder | Total Price | Remarks |
|---------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|---------|
| 1       | Computer and Accessories | i.Dell-5<br>ii.HP-45<br>iii.Assemble-5<br>iv.ACER-8<br>v.Lenovo-5<br>vi.Zebster-1                                                                                                                                                                                                                                                                                                                      |                                                                                           |             |         |
| 2       | Printer                  | i.HP Leserjet Pro m454 dw(multiprinter)-2<br>ii.HP Leser jetP-1007-2<br>iii.HPLaserjet P-1108-9<br>iv.HP Laser jet M 1005 MFP-1<br>v.Konica Minolta Bizhub 165 EN-1<br>vi.HP Laser jet 1020 Plus-3<br>vii.Canon LBP-2900-1<br>viii.Cannon Image Runner-2004-1<br>ix.HP Laserjet 108w-2<br>x.HP Laserjet MFP-126a-1<br>xi. HP Laserjet MFP-226dn-1<br>xii.Epson MFP-1<br>xiii.HP Laser jet M-1136 MFP-1 |                                                                                           |             |         |
| 3       | UPS                      | i.Fingers-4<br>ii.Emercion-1<br>iii.Microtek-34<br>iv.iBall-1<br>v.APC-3<br>vi.Frontek-5<br>vii.Foxin-1<br>viii.Numeric-1<br>ix.Legend-7<br>x.Intex-3<br>xi.SestoDx600vGuard-2                                                                                                                                                                                                                         |                                                                                           |             |         |
| 4       | Scanner                  | i.HP Scanjet 200-1<br>ii.Scanjet pro n400 snw1-1<br>iii.ScanjetPro 3000 S3-1<br>iv.HP Scanjet G3110-1<br>v.HP Scanjet Pro-4000 snw1-1                                                                                                                                                                                                                                                                  |                                                                                           |             |         |
| 5       | Copier(Xerox) Machine    | i.Sharp AR 6031M-3<br>ii.Sharp AR 6020v-1<br>iii.Sharp AR 5618s-1<br>iv.M.SAMSUNG SCX4521 FS-1<br>v.Konica Minolta Bizhub 165N-1                                                                                                                                                                                                                                                                       |                                                                                           |             |         |

Yours faithfully,  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**ANNEXURE-IV**  
**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To

**The Collector, Ganjam.**

Sub: Acceptance of Terms & Conditions of Tender.

Ref: Tender Ref No.                      Dated.

Sir,

1. I/ We have downloaded/ obtained the tender (s) for the above mentioned Tender Work from the website.
2. I/ We hereby certify that I/ We have read the entire terms and conditions of the tender documents which form part of the contract agreement and I/We shall abide hereby the terms/ conditions/ clauses contained therein.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/ corrigendum (s) entirely/ in its totality.
4. In case any provisions of this tender are found violated, then your Department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

**(Signature of Bidder, with Official Seal)**