

GOVERNMENT OF TRIPURA
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR.
KHOWAI DISTRICT: TRIPURA.

No. 7182-83 /F.VI (30)-DM/KH/NAZ/AMC/13

Dated the Khowai ^{30th May} ~~30th June~~ 2014.

"NOTICE INVITING TENDER".

On behalf of the Governor of Tripura, Sealed Tenders are invited from bonafide Agency(s)/Firm(s) with suitable experience for **Annual Maintenance Contract (AMC)** of Computers, Printers, UPSs and Scanners, in the office of the District Magistrate & Collector, Khowai, Tripura and different offices under Khowai District Administration. Preference shall be given **Original Equipment Manufacturer**, if certificate to that effect is provided.

The details of notice with Terms & Condition and Format of tender will be available during office hours in Nazareth Section, Office of the DM & Collector, Khowai, within the period from **29th May' to 16th June'2014**. A tender box will be kept in the Office Chamber of Sr. Deputy Magistrate, DDO, DM's Office, Khowai, Tripura.

The tender may either be dropped in tender box or sent by registered post so as to reach this office positively by 12.00 hours of **16th June'2014**. Tender will be opened, if possible, at 3.00 PM on the same day.


(S. KARMAKAR)

District Magistrate & Collector,
Khowai District Tripura.

To:-

i) The Director, ICA, Govt. of Tripura, Agartala for information and he is requested to publish the same in 2(two) daily local Newspapers occupying the minimum limited space of newspapers.

Copy also to:-

All Head of Office of the _____, Khowai District with a request to display the same in their Notice boards.

The specifications of the equipments and terms & conditions for the maintenance work to be adhered which are given in **Annexure-I**. The bidders should comply with the following instructions.

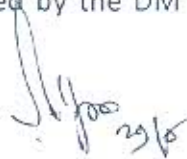
- i) Tender should be accompanied by a deposit at call issued by a nationalized bank in favour of the undersigned for an amount of ₹ 20,000/- (Rupees twenty thousand) only as earnest money.
- ii) The tender should have at least 2(two) AMCs either in force or executed in the past for different establishment under Govt. of Tripura with good servicing experience and produce necessary document of AMC contract along with authentic documents regarding registration of the Firm, income tax & professional tax clearance, related experience in the field.
- iii) All pages of the tenderer and corrections, if any, should be signed by the tenderer. Incomplete tender will be rejected summarily.
- iv) The tenderer shall quote his/her price strictly as per the prescribed format as detailed in **Annexure-II**. The tenderer may also attach duly signed extra sheets, if felt necessary. Any unsigned sheet in the bid will be summarily ignored.
- v) The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.


(S. KARMAKAR)

District Magistrate & Collector,
Khowai District Tripura.

TERMS & CONDITIONS:-

- 1 The tender shall ensure availability of service engineer at the district head quarter, i, e. at Khowai the components which are physically installed over the 2(two) Sub-Divisions/6 (six) Blocks/01 (one) EE of RD office & 107 (one zero seven) Gram Panchayat offices of the District are to be provided services at the customer premises. **The hang down calls shall be attended within 24 hours in the District Headquarter and 48 hours in the Sub-Divisional Headquarters and other offices.**
- 2 The tenderer shall have to take the overall responsibility for the maintenance of the stated Components and for the specified period contract is entered into, taking into consideration facts like non-availability of spares or technical obsolesce. No alternative options would be allowed.
- 3 The location-wise list of equipments for servicing is given in **Annexure-II**. If location of the equipment changes, the service will have to be provided in new location.
- 4 The tender has to take the responsibility of replacing the spares and related items, as and when required, and of the same configuration or higher as the original, even in case of non-availability or technical obsolesce.
- 5 If the tender fails to provide maintenance support as indicated above **5% of the AMC charges** against that equipment will be deducted per day, subjected to the maximum deduction of the entire AMC amount for each & everyday, delayed after the scheduled date of rectifying the call. **This clause will be referred to as Downtime penalty in the contract.**
- 6 The maintenance contract, which this office may enter into with the successful tender, may be terminated due to non fulfilment of conditions giving a minimum notice of 1(one) month.
- 7 Payment of the maintenance bill could be made to the successful tender in 4(four) equal instalments (for 3 months each), based on successful support being given for the period and related Downtime penalty.
- 8 Successful tender shall have to deposit 3.5% of the total of the yearly maintenance value Security Deposit either in the form of bank draft of bank guarantee, in favour of the undersigned, within 15(fifteen) days of the receipt of the Work Order. This office shall retain the deposit for the period of the maintenance contract signed with the successful tender, and will be released in the event of the expiry of the contract or termination from either side.
- 9 Successful tender will be provided scope for undertaking 1st time maintenance of the computers and peripheral gone out of order or required for maintenance within a limited cost of estimate likely to be fixed by the DM & Collector, Khowai Tripura and


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DIO, NIC, West and subsequently, the AMC of those individual machines/peripherals will come into effect from the date of 1st maintenance completed in all respect AMC amount effective for the balance period will adjusted proportionately.

- 10 The maintenance contract which this office may enter into with the successful tenderer will be reviewed after a span of one year.
- 11 The office in which maintenance works are done, the AMC party should obtain signature of authorized person with designation. For this purpose a format will be devised mentioning all details of maintenance and a copy of which be submitted while claiming sanctioning of bill.
- 12 Details specification may be collected from this office.


(S. KARMAKAR)

District Magistrate & Collector,
Khowai District Tripura.

FORMAT.

To
The District Magistrate & Collector,
Khowai District: Tripura.

Ref. Quotation No. _____ Dated _____

Sir,

With reference to the above, I/we would like to inform you that I/we acknowledge your above Tender/Quotation. I/we intend to participate the Tender for AMC of all offices under District Administration of DM & Collector, Khowai as mentioned in the tender.

If my/our Quotation/Offer is accepted, I/we do hereby undertake the all works as per ANNEXURE-II Format.

I/we also declare that accept all the instructions, Terms & Condition of the Tender.

Yours faithfully,

Dated the _____ day _____ 2013.

Signature with Seal.

ANNEXTURE-IIList of DM's office, Khowai.

SL No.	Specification of Computers/CPU/Printers/Scanners/ UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=20 nos. DELL=12 nos.	32 nos.			
2.	Laptop: DELL=02 nos.	02 nos.			
3.	Printer: Hp LJ-P1007=19 nos.	19 nos.			
4.	Scanner: Hp scan jet=02 nos.	02 nos.			

List of SDM, Khowai

SL No.	Specification of Computers/CPU/Printers/Scanners/ UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=11 nos. DELL=03 nos. WIPRO=02 nos. HP=01 no.	18 nos.			
2.	Printer: HP=01 nos. Canon=03 nos	10 nos.			
3.	Scanner: Brother MFC=01 no. HP=01 nos. Canon=01 no.	03 nos.			
4.	UPS: Nunat 1 KVA=03 nos. Aconon 2 KVA=02 nos. Aced 3 KVA=01 no. Wip 500VA=02 nos. Fru 500VA=01 no.	09 nos.			

List of SDM, Teliamura.

No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=11 nos. DELL=05 nos. HP=04 nos.	20nos.			
2.	Laptop: DELL=01 no. HCL (ME)=01 no.	02 nos.			
3.	Printer : Canon=04 nos. HP=09 nos. Samsung=01 no.	14 nos.			
4.	Scanner : Pixma=01no. Canon=03 nos. LID-25=02 nos.	06 nos.			
5.	UPS : Numeric-5 KVA=01 no.	01no.			

List of EE, RD Div.III, Teliamura.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=04 nos. DELL=04 nos.	08 nos			
2.	Laptop: DELL=01 no.	01 no.			
4.	Printer: Canon=02 nos	02 nos.			
5.	Xerox machine: Canon=01 no.	01 no.			

List of Mungiakami RD Block, Mungiakami.

No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=30 nos.	30 nos.			
2.	Printer : HP UP=15 nos.	15 nos.			
3.	Scanner : HP scanjet=15 nos.	15 nos.			
4.	UPS : Accenta 3KVA=02 nos. Accenta 1KVA=10 nos.	12 nos.			

List of BDO, Teliamura.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=16 nos Wipro=05 nos.	21 nos.			
2.	Printer: HP=08 nos. Canon=01 no.	09 nos.			
3.	Scanner: Canon=02 nos.	02 nos.			
4.	UPS: Accenta 3KVA=02 nos. Accenta=2 KVA=01 no. Numeric 5KVA=01 no.	04 nos.			

List of BDO, Kalyanpur.

No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer : HCL=16 nos. Wipro=03 nos.	19 nos.			
2.	Printer: Canon LBP3300=03 nos.	03 nos.			
3.	Scanner: Canon=04 nos.				
4.	UPS: E & C 1 & 2 KVA=02 nos. Numeric 5KVA=01 no. 3 KVA= 02 nos.	05 nos.			

List of BDO, Tulashikhar.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer:	22 nos			
2.	Printer	07 nos.			
3.	Scanner	01 no.			
4.	UPS 1KV=5 nos. 3KV=2 nos.	07 nos.			

List of BDO, Padmabil.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=19 nos.	19 nos.			
2.	Laptop: HCL=01 no.	01 no.			
3.	Printer: Canon=02 nos. Hp LJ-1007=06 nos.	08 nos.			
4.	UPS:	04 nos.			

2 KVA=02 nos. 3 KVA=02 nos.				
Scanner: Hp scan jet=01 no.	01no.			

List of BDO, Khowai.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=12 nos. Wipro=01 no.	13 nos.			
2.	Laptop: HCL=01 no.	01 no.			
3.	Printer: Canon=02 nos. Hp=03 nos.	05 nos.			
4.	UPS:	-			
5.	Scanner: Hp scan jet=01 no.	01 no.			

List of ADC/non ADC Villages under KHOWAI Block.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=37 nos.	37 nos.			
2.	Laptop: HCL=04 nos.	04 nos.			
3.	Printer: Hp =24 nos.	24 nos.			
4.	UPS: 1KVA=19 nos.	19 nos.			
5.	Scanner: Hp scan jet=24 nos.	24 nos.			

List of ADC/non ADC Villages under TULASHIKHAR Block.

No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=15 nos.	15 nos.			
2.	Laptop: HCL=02 nos.	02 nos.			
3.	Printer: Hp =17 nos.	17 nos.			
4.	UPS: 1KVA=12 nos.	12 nos.			
5.	Scanner: Hp scan jet=17 nos.	17 nos.			

List of ADC Villages under PADMABIL Block.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=11 nos.	11 nos.			
2.	Laptop: HCL=04 nos.	04 nos.			
3.	Printer: Hp LJ-P1007=15 nos.	15 nos.			
4.	UPS: 1KVA=11 nos.	11 nos.			
5.	Scanner: Hp scan jet=15 nos.	15 nos			

List of ADC Villages under KALYANPUR Block.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=22 nos.	22 nos.			
2.	Laptop:	05 nos.			

	HCL=05 nos.				
	Printer: Hp LJ-P1007=16 nos.	16 nos.			
4.	UPS: 1KVA=11 nos.	11 nos.			
5.	Scanner: Hp scan jet=16 nos.	16 nos.			

List of ADC Villages under TELIAMURA Block.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=43 nos.	43 nos.			
2.	Laptop: HCL=01 nos.	01 no.			
3.	Printer: Hp=22 nos.	22 nos.			
4.	UPS: 1KVA=20 nos.	20 nos.			
5.	Scanner: Hp=22 nos.	22 nos.			

List of ADC Villages under MUNGIKAMI Block.

SL No.	Specification of Computers/CPU/Printers/Scanners/UPSs etc.	No. of peripherals	AMC per year (in Rs)	Total (in Rs)	Remarks
1.	Computer: HCL=13 nos.	13 nos.			
2.	Laptop: HCL=02 nos.	02 nos.			
3.	Printer: Hp=13 nos.	13 nos.			
4.	UPS: 1KVA=03 nos. 3 KVA=03 nos.	06 nos.			
5.	Scanner: Hp=21 nos.	21 nos			

Synopsis of equipments of Khowai District:-

Sl. No.	Name of peripherals	Qty.	Remark's
1.	Computer sets	356 nos.	
2.	Laptops	25 nos.	
3.	Printers	213 nos.	
4.	UPSs	115 nos.	
5.	Scanners	158 nos.	