भा.क.नि.
CCI

THE COTTON CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)

Constantia Building, 3rd Floor, 11, Dr. U.N. Brahmachari Street,
KOLKATA- 700 017

☎ **2281-2208,2281-2953, 2281-1358 FAX : 2281-2953 GRAM :COTCORPIND**
E-mail : kolkata@cotcorp.com , Website : www.cotcorp.gov.in
Mins. of Textile Website : www.texmin.nic.in
CIN : U51490MH1970GOI014733

Ref.No. CCI/KOL/AMC/IT-ACCTS/29/2018/ December 3, 2018

TENDER FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS & RELATED EQUIPMENTS

The Corporation invites quotation in Two Bid systems for providing maintenance services for its following computers and related equipments at above address :

SL. NO.	QNTY./ NOS.	DRESCRIPTION OF THE ITEMS
P.C.s		
01.	06	INTEL I5-2400, 3.1 GHz OR BETTER, 6 MB CACHE, INTEL Q 67 OR BETTER ON OEM MOTHERBOARD, 2 GB DDR3 RAM, 320 GB HDD HIGHER, 8x OR BETTER DVD ROM, 18.5" TET/LED DIGITAL COLOR MONITOR, 104 KEY BOARD, OPTICAL MOUSE, (ACER M200 – O67)
02.	01	INTEL PENTIUM IV, 3GHz, 9.45 G CHIPSET, 2 GB DDR, 667 MHz RAM, 80 GB SATA HDD@ 5400 RPM, 1.44 MB FDD, COLOUR MONITOR, MOUSE, KEAYBOARD (LENEVO THINK CENTRE A52)
03.	02	INTEL PENTIUM IV, 3GHz, 2 GB DDR, 80 GB IDE HDD (7200 R.P.M), 52X CD ROM DRIVE, 1.44 MB FDD, 32 BIT ETHERNET CARD, COLOR MONITOR, MOUSE, KEYBOARD (WSG-WIV4865G-I.P.0019)
04.	02	INTEL PENTIUM CORE 2 DUO, 2.4 GHz, L2 CACHE, INTEL G31 EXPRESS CHIPSET, DVD ROM, 104 KEYBOARED, OPTICAL MOUSE, ON BOARD NETWORK CARD 10/100/1000, LCD MONITOR 15.6". (CHIRAG U25-BN)
PRINTERS		
01.	04	EPSON LQ-1150 II, 24 PIN, 136 COL. DOT MATRIX PRINTER
02.	01	HP LASERJET P1505
03.	01	HP LASERJET M1136 MFP
04.	02	HP LASERJET PRO MFP M128fn
SCANNER		
01	01	HP SCANJET G4010
02	01	HP SCANJET 200
U P S		
01	02	5 KVA ONLINE UPS SYSTEM 1Ph INPUT – 1Ph OUPUT WITH 1 HOUR BACKUP
TOTAL :		**11 NOS. OF P.Cs, 08 NOS. OF PRINTERS, 2 NOS. OF SCANNER, & 2 NOS. OF UPS**

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BASIC REQUIREMENTS : Interested parties must posses the following :

01. They should have atleast 5 (five) years working experience in a well established organisation in this field. A list of their clientele to whom they rendered services duly self attested must be submitted alongwith the Technical Bid.
02. Interested parties must have Trade Licence, PAN No., and should be registered with Goods and Service (GST) authority. Xerox copy of all the certificates duly self attested must be submitted alongwith the Technical Bid.
03. Interested parties must have approval of branded & reputed Computer Manufacturer. Xerox copy of certificates duly self attested must be submitted alongwith the Technical Bid.
04. Interested parties must have their office at Kolkata with Telephone at office & residence.
05. **Before participating in tender interested bidders' may make a pre inspection of the computers and other related items for their efficient bidding.**

TERMS AND CONDITIONS :

01. Interested party shall render maintenance service during 10 a.m. to 5 p.m from Monday to Friday and if required on Saturday also as and when called.
02. Interested party shall provide effective/efficient attendance to service call within 24 hours on receipt of complaint and in case problem being not rectified, a standby unit shall have to be provided within 48 hours, free of cost to the Corporation.
03. Preventive and corrective maintenance of equipments shall be done quarterly by the party.
04. On being appointed the party must carry out necessary repairs and replacement of parts, wherever applicable.
05. The maintenance contract shall remain in force for a period of 12 months from the date of commencement within which time no escalation in rates would be allowed on any account whatsoever. However, the Corporation at it's discretion may extend the contracted period for further period of three months at the proportionate rate on giving prior notice.
06. The Corporation will deduct Income Tax wherever applicable on the payment to be made to them.
07. Party can charge GST at the applicable rate .
08. The Corporation reserves its right to reject whole or any of the quotations so received in the tender . However the tenderer may seek reasons of rejection in writing from the Corporation.
09. Any quotation, if found incomplete or not fulfilling any of the above requirements will not be considered and will be rejected outrightly.
10. Rates to be quoted comprehensively for all above jobs including spare parts.
11. Rate to be quoted for individual items shown above.
12. **Interested party must submit EMD of Rs. 5000/- by way of Pay Order/ Demand Draft/ Banker's Cheque drawn in favour of The Cotton Corporation of India Ltd. payable at Kolkata**. The EMD amount will be returned to unsuccessful bidders while the same for successful bidder shall be retained as Security Deposit. No interest shall be accrued on such security deposit.
13. In case the party after being appointed fails to render satisfactory services, the tenure of their service period will be terminated and the Security Deposit shall be forfeited.

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14. In case of any act/negligence of the provider cause damage to our computer(s), the party will be held responsible for such damages/losses and all costs and consequences will be on their account.

15. L-1 will be decided on the totality of the rates received after working out average cost of the total service contract.

16. Tender should be submitted by the interested parties in two bid system – **Technical Bid** in **ANNEXURE – I** dully filled in and signed with seal alongwith all required documents as above while **Financial Bid** is to be submitted on the letterhead of the Company as per proforma of **ANNEXURE - II**.

17. Tenderer should submit their tender in a sealed cover duly marked "**TENDER FOR AMC OF COMPUTERS**" addressed to the Branch Manager, The Cotton Corporation of India Ltd. at the above address in the following manner :

    a) Envelop 'A' – Technical Bid in Annexure –I alongwith EMD of Rs. 5000/- and all desired self attested documents as mentioned above.
    b) Envelop 'B' – Financial Bid in the form of Annexure – II duly typed on the party's letterhead.
    c) Envelop 'C' – Should contain envelopes 'A' & 'B' marked as stated above..

    NOTE : **State clearly on each envelop 'A', 'B' and 'C' and name & address of the Tenderer**.

18. Tenderer should submit tender in the above manner in the Tender Box kept in the Office addressed as above by **2.30 P.M.** of **19.12.2018** . Tender sent in any other form/manner and/or also received late shall not be accepted under any circumstances.

19. The quotation so received shall be opened on the same day **i.e. on 19.12.2018 at 3.00 P.M.** in presence of the Tenderers when not more than one representative who shall carry proper authority letter shall remain present.

20. Financial Bid for the tenderers who only qualify Technical Bid will be opened immediately after evaluation of the Technical Bid.

21. Quotation so received shall be kept valid till 30.12.2018 within which acceptance/rejection shall be conveyed. No quotation can be withdrawn by this time.

for **THE COTTON CORPORATION OF INDIA LTD**.

BRANCH MANAGER

PLACE : KOLKATA
DATE : 03.12.2018

ANNEXURE - I
TECHNICAL BID

THE COTTON CORPORATION OF INDIA LTD., B.O. KOLKATA

01	Name & Address of the Firm/ Individual	M/s. _____ _____ Office Address : _____ _____ _____ City : _____ Pin Code: _____ Tel. No. (Off.) : _____ Mobile No. : _____ E-mail ID : _____
02	Location of Kolkata Service Centre	Office Address : _____ _____ _____ City : _____ Pin Code: _____ Name of contract person: _____ _____ Tel. No. (Off.) : _____ Mobile No. : _____ Tel. No. (Resi.): _____
03	EMD for an amount of Rs. 5,000/- be enclosed with the Technical Bid.	DD/PO No. _____Dated _____ Name of The Bank & Branch _____ _____ Amount Rs. 5,000/-
04	Registration of various authorities and their Nos. a. PAN with Income Tax authority (Govt. of India)	PAN No. _____ Ward / Circle _____ Range _____
	b. GST Regn. details	GST Regn No. _____ Office / Area _____
	c. Trade Licence	Name of authority _____ Valid upto _____
NOTE : SELF ATTESTED COPY OF ALL ABOVE SHALL BE ENCLOSED.		

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05	Working experience with list of clientele. **Note** : Self attested copies of clientele shall be enclosed.	Years _____ List enclosed.
06	Approval of branded & reputed computer manufacturer. **Note** : Self attested copy of the approval letter of the company shall be enclosed.	Name of the Co. _____ _____ _____
07	Authorisation letter authorizing the person for representing the party. **Note** : Authority letter on the letterhead of Firm/Co. should be attached.	

NOTE : THE TECHNICAL BID SHALL BE EVALUATED AS PER ABOVE CRITERIA.

We confirm having read, understood and accepted all the terms and conditions of the Tender.

Name of the Tenderer :

Name of the Signatory :

Signature with Seal :

Place :

Date :

ANNEXURE – II
FINANCIAL BID

(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM / COMPANY)

To
The Cotton Corporation of India Ltd.,
"Constantia", 3rd Floor,
11, Dr. U.N.Brahmachari Street,
Kolkata – 700 017.

Dear Sir,

Sub : **Tender for AMC of Computers and related equipments.**

With reference to the Tender Notice dated _____ on the above subject we hereby quote our Financial Bid as under :

SL. NO.	QNTY./ NOS.	DRESCRIPTION OF THE ITEMS
P.C.s		
01.	06	INTEL I5-2400, 3.1 GHz OR BETTER, 6 MB CACHE, INTEL Q 67 OR BETTER ON OEM MOTHERBOARD, 2 GB DDR3 RAM, 320 GB HDD HIGHER, 8x OR BETTER DVD ROM, 18.5" TET/LED DIGITAL COLOR MONITOR, 104 KEY BOARD, OPTICAL MOUSE, (ACER M200 – O67)
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TOTAL :		**11 NOS. OF P.Cs, 08 NOS. OF PRINTERS, 2 NOS. OF SCANNER, & 2 NOS. OF UPS**

Note : Service Tax at the applicable rate will be charged extra over and above.

Signature & Seal of the Tenderer:

Name :

Place :

Date :