THE COTTON CORPORATION OF INDIA LTD
(A Govt. of India Undertaking)
KAPAS BHAVAN, 4/2ASHOK NAGAR,. P.B NO: 227
GUNTUR-522002
PH.NO:0863-2233472, FAX: 0863-2357472
EMAIL: *guntur@cotcorp.com,*

Ref: CCI/GNT/IT/AMC/2022-23/ Date:01.07.2022

TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE) OF DESKTOP COMPUTERS, PRINTERS ALONG WITH ITS PERIPHERALS FOR THE PERIOD OF ONE YEAR

Sealed tenders are invited in two bid system (Technical & Financial bids) for providing "ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE) OF DESKTOP COMPUTERS, PRINTERS ALONG WITH ITS PERIPHERALS installed at our branch office for the period of one year. The tenderers may obtain the tender documents from our office on all working days during working hours up to **12.00 pm on 15.07.2022**. The tenderers can also download thedetailed tender document from our website www.cotcorp.org.in and govt website www.eprocure.gov.in. Interested parties may submit their sealed tenders in the prescribed format along with **EMD of Rs.5.000/-** (Rupees Five thousand only) by way of Demand Draft / Pay Order drawn in favour of "The Cotton Corporation of IndiaLtd.", payable at "Guntur" or e-payment can be done through NEFT / RTGS to our Corporation's account by any nationalized bank in which UTR Number to be providedand super scribing the envelope **"PROVIDING AMC SERVICE (NON-COMPREHENSIVE)"** addressed to The Branch Manager at the above mentioned address to reach latest by**15.07.2022 upto 03.00 pm** and tender will beopened on the same day **at 03.30 pm** in presence of the tenderers who wish to remain present. Tenderers having valid MSME certificate along with UAM number are exempted from payment of EMD subject to production of valid certificate along with technical bid.

Branch Manager

BID – I
(TECHNICAL BID)

THE COTTON CORPORATION OF INDIA LTD, GUNTUR

ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE) OF DESKTOPCOMPUTERS, PRINTERS ALONG WITH ITS PERIPHERALS FOR THE PERIODOF ONE YEAR

1	Whether the Vendor has a functional office in Guntur with help desk facility. Please mention "Yes" or "No" (Only those who are having functional office in Guntur city limits should apply)	
2	Name of the Organization / Firm	
3	Date of Establishment	
4	Contact person with Designation	
5	Address of the Registered Office	
6	Complete address of Functional Office located in Guntur city limits along with Telephone no's. / Mobile No / Fax No. and Email ID	
7	Whether Proprietorship, Partnership Firm, or Company (Please attach proof of documents with duly self-attested such as Certificate of Incorporation, Partnership deed etc.)	

<table>
<tr><td>8</td><td>Experience if any:
(Preference will be given to the firms who have given such AMC service in any Central / State Government Organizations / PSU. The details may be provided in format given below).
(Copy of work orders / satisfactory certificates should be attached with technical bid duly self-attested. Additional sheets required may be attached separately)
<table>
<tr><th>Sl.No.</th><th>Name of the State/Central Govt. Organization / PSU which the AMC service has given</th><th>Period of Contract</th><th>Remarks if any</th></tr>
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<tr><td>9</td><td>Details of Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only) by way of DD / Pay order or e-payment through NEFT / RTGS by any nationalized bank to our Corporation’s account as mentioned below:
The Cotton Corporation of India Ltd.
A/c. No: 409001010531341
IFSC Code: UBIN0540901
Union Bank of India, Laxmipuram Branch, Guntur
<table>
<tr><th>DD No. & Date or e-payment date</th><th>Name of the Bank / UTR No.</th><th>Amount (in Rs.)</th></tr>
<tr><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>10</td><td>Whether your firm has registered with MSE / MSME authorities. If yes, copy of valid certificate should be enclosed with technical bid after duly self-attested</td><td></td></tr>
<tr><td>11</td><td>Applicable only for MSME firms:
Whether your firm has registered in TReDS portal to ensure onboarding vendor of MSE’s (please enclose a copy with technical bid if registered)</td><td></td></tr>
<tr><td>12</td><td>PAN No
(Attach self-attested copy)</td><td></td></tr>
<tr><td>13</td><td>GST Registration Number
(Attach self-attested copy)</td><td></td></tr>
</table>

Signature of the Tenderer:

Name of the Tenderer:

Address Stamp:

Telephone / Mobile No.:

TERMS & CONDITIONS OF TENDER FOR ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE) OF DESKTOP COMPUTERS, PRINTERS ALONG WITH ITS PERIPHERALS FOR THE PERIOD OF ONEYEAR

1. Tenderers may submit the tender document to THE BRANCH MANAGER, THE COTTON CORPORATION OF INDIA LTD., 4/2, Ashoknagar Guntur – 522 002 on or before the due date and time, as under:
   - Envelope A : Sealed Envelope "A" marked as "Bid – I (Technical BId)" on the envelope which should contain Technical Bid, Signed copy of Terms & Conditions, EMD of Rs.5,000/- by way of DD / Pay order or details of e-payment made through NEFT / RTGS and other necessary documents if any.
   - Envelope B : Sealed Envelope "B" marked as "Bid-II (Financial Bid)" on the envelope should contain only Financial Bid (Price Quotation).
   - Envelope C : Sealed Envelope "C" should contain Envelope "A" and Envelope "B" duly superscribing "PROVIDING AMC SERVICE (NON-COMPREHENSIVE)".

     Note: Each envelope should contain the name and address of the Vendor.

2. The tenderer should have functional office with adequate supporting staff at Guntur and ready to support for onsite Maintenance of Computers, Printers, System Software's, OS, ERP, LAN, Virus problems, Modem, Net connectivity and other hardware & software problems etc. installed at our office. The party will have to provide all the necessary services to be required for loading or unloading of software / addition provision for internet as per our requirement. The service provider should have 5% of minimum materials which has to be replaced on chargeable basis, if necessary.

3. The valid GST Registration number (if registered) & PAN card required to be submitted with technical bid duly self attested.

4. The tenderer also have to support the computers / printers newly installed or under warranty period. The quantity of computers and printers may be increased or decreased during the AMC period as per the requirement of the Corporation.

5. The tenderer should have minimum three years of experience in such allied works. (Copy of work order / satisfactory certificate to be attached).

6. Maintenance contract shall consist of quarterly preventive maintenance plus any no. of breakdown calls as per complaint lodged. The concerned resident engineer have to attend the calls on same the day at our office premises within four hours of complaint lodged. Also, the problem has to be resolved immediately for which complaints have been lodged and the office work should not be hampered. The calls may be attended on same day if complaints lodged earlier or otherwise it should be attended subsequent day without fail. The services are found unsatisfactory during the AMC period, Corporation reservesits right to get it done from other party at the vendor's cost who have been awarded the contract or cancel the contract at any time without any prior notice.

7. An EMD of Rs.5,000/- (Rupees Five thousand only) by way of DD or Pay order in favor of “The Cotton Corporation of India Ltd.,” Payable at “Guntur” or details of e-payment done through NEFT / RTGS by any nationalized bank is to be submitted along with Technical Bid. Tenders received without E.M.D. shall be summarily rejected. Tenderers having valid MSME certificate along with UAM number are exempted from payment of EMD subject to production of valid certificate along with technical bid.

8. The EMD of unsuccessful tenderers shall be repaid after finalization of tender. The EMD of selected party shall be refunded after one year on satisfactory completion of AMC period.

9. In case the selected party fails to comply with the terms & conditions of the tender, their E.M.D. shall be forfeited and they will be blacklisted.

10. The quoted AMC rates should be inclusive of all applicable taxes and levies except GST. The payment shall be made on half yearly (06 months) basis after successful completion of the period and on receipt of the bill after deduction of TDS applicable as per the prevailing guidelines.

11. To determine the L-1 party, the rates quoted for all the items shall be taken into account. The Corporation reserves its full right to decide L-1 if a party has offered lowest rates for most of the items. Negotiation will be done with such party to determine L-1 if required. The decision of the Corporation will be final in this regard.

12. Contract will be awarded for a period of one year from the date of work order. If the AMC service is found satisfactory, it can be extended for further one year with same rates and terms & conditions as per the requirement of the corporation. If the Corporation extends the period of contract, the party have to execute the agreement for accepting the same rates and terms & conditions.

13. Service of Printers must be done at least twice in a month even if there is no complaint. Preventive maintenance (Blowing work etc.,) must be done in computers, printers and router box / network switch on need basis.

14. Interested parties may visit our Branch Office to observe the installed computers, printers / LAN set up before submitting the tender. If the party does not visit our office, it shall be presumed that party has visited the site and ready to provide the AMC services for all software / hardware / network installed in our office premises.

15. The AMC can be cancelled at any time without any prior notice during the AMC period, if the services are found unsatisfactory and no charges / payment shall be paid for such cancellation.

16. The price quotation i.e. Financial Bid shall be opened in respect of those tenderers who qualified in Technical Bid for the specifications and other requirements.

17. The selected party shall have to enter into an agreement in prescribed format on Rs.100/- Non-judicial stamp paper with The CCI Ltd., Guntur for AMC contract.

18. Tenders containing false / incomplete / over writing / conditional bidding and inadequate information are liable to be rejected.

19. Corporation's decision shall be final & binding to all. The Corporation reserves its right to accept or reject any tender or all the tenders without assigning any reason thereof.

I / We do hereby agree to abide by the above Terms & Conditions of the Tender.

Signature of the Tenderer :

Name of the Tenderer :

Address Stamp:

(TO BE SUBMITTED IN THE LETTER HEAD OF THE FIRM)

TENDER FOR ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE) OF DESKTOP COMPUTERS, PRINTERS ALONG WITH ITS PERIPHERALS FOR THE PERIOD OF ONE YEAR

BID – II
(FINANCIAL BID)

Sl. No.	Description of the Items	Qty.	Rate per unit (Non-Comprehensive)	Total Amount (in Rs.)
1	Computers	30 no's.		
2	Printers	16 no's.		
3	HP Laptops	36 no's.		
4	Epson M-200 Inkjet printers	36 no's.		
5	HPSJ 5590 Scanner	1 no.		
6	Maintenance of Network connection / Internet Switch / Router	01 no.		
			Total Charges	

Total charges - Rupees in words_____

Note: The quoted AMC rates should be including all levies and all applicable taxes except GST only.

Signature of the Tenderer:

Name of the Tenderer:

Address Stamp: