



## DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JHARSUGUDA

[At. Collectorate Campus, Jharsuguda. Po. OMP Line, Dist. Jharsuguda, Pin. 768204]  
Phone No. 06645-274468 (O), E-mail: dpcjharsussa.opepa@nic.in



No. 2249/mis/21

Dtd. 17.12.21

### Notice for Expression of Interest (EOI) towards Execution of Annul Maintenance Contract

Sealed quotations are invited in prescribed format from the intending OCAC Empanelled firms for Annual maintenance contract (AMC) of IT equipments installed at DPO, SS Jharsuguda and five numbers of Block Education Offices as per list enclosed.

The interested OCAC Empanelled Firms/ Agency/Organization having valid documents may submit their quotation on or before **28.12.2021 by 5.00 P.M** positively through registered/speed post only. The sealed quotations will be opened on **29.12.2021 at 11.00 A.M.** in presence of the bidders or their authorized representatives. The interested bidders may download the details of Annexure-"A", other terms and conditions from District website i.e. <http://Jharsuguda.nic.in> of Jharsuguda District.

The incomplete Quotation document / non submission of any documents as asked in the quotation / Postal delay regarding late receipt of forms etc. shall not be entertained and such Quotation paper shall be rejected.

Encl: As above

*Din*  
*17.12.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No. 2250/mis/21 .....Dtd. 17.12.21.....

Copy submitted to the District Informatics Officer, NIC, Jharsuguda for kind information and requested to publish the Quotation Call Notice in the District website.

*Din*  
*17.12.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

Memo No. 2251/mis/21 .....Dtd. 17.12.21.....

Copy to notice board of Collector, Jharsuguda/District Education Office/Block Education Offices/DRDA/DPO for kind information wide circulation.

*Din*  
*17.12.2021*

District Education Officer-cum-DPC,  
SS, Jharsuguda

**INVITATION OF EOI FOR ANNUAL MAINTENANCE CONTRACT OF IT EQUIPMENTS INSTALLED AT DPO, SS, AND 5NOS. OF BLOCK EDUCATION OFFICES OF THE DISTRICT.**

1. Sealed quotations are invited for Annual maintenance contract of IT equipments installed at DPO, SS Jharsuguda and five numbers of Block Education Offices. The interested OCAC Empanelled Firms Agencies/Organizations having valid documents may submit their quotation on or before **28.12.2021 by 5.00 P.M** positively through registered/speed post only. The sealed quotations will be opened **on 29.12.2021 at 11 .00 A.M.** in presence of the bidders or their authorized representatives. The interested bidders may download the details of Annexure-"A", other terms and conditions from District website i.e. <http://Jharsuguda.nic.in> of Jharsuguda District.

The incomplete Quotation document / non submission of any documents as asked in the quotation/ Postal delay regarding late receipt of forms etc. shall not be entertained and such Quotation paper shall be rejected.

**TERMS & CONDITIONS OF THE TENDER:**

**2. Bid Price**

- a) The intending bidders shall quote the price against each item as in the format at **Annexure- A**
- b) The Prices should be quoted in Indian Rupees only.
- c) Rates mentioned in the quotation if accepted, will not be allowed to enhanced during the contract term

**3.1. Eligibility Criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder's eligibility. Absence of the following items will be out rightly rejected and same will be treated as non-responsive bid.

- a) Self Attested photocopy of Firm / Agency/Organization
- b) Self Attested photocopy of PAN Number
- c) GST Registration Certificate.
- d) Price Bid in the prescribed format (Annexure-"A") duly signed
- e) Affidavit (in Original)
- f) Valid OCAC Authorization Certificate
- g) Experience Certificate regarding performance of AMC in Govt. Sector
- h) Having Branch Office at Locality (With Address)

**3.2.** Quotation received late and incomplete will not be considered. The bidder should Sign and stamp each page of the tender document.

**3.3.** The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this organization will not be responsible. **The offer Submitted through Fax/Email shall not be considered and no correspondence will be entertained in this matter.**

**3.4.** Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.

**3.5.** No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

- 3.6. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- 3.7. Lowest Price shall be determined for each category separately and the decision of the Procurement committee is final. However, becoming L1 will not be the criteria for awarding of work order unless the rates are reasonable & justified.

#### **4. Evaluation of Quoted Price**

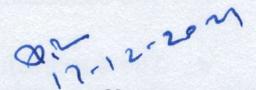
The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which

- (a) Are properly signed and sealed;
- (b) Confirm to the terms and conditions.
- (c) Submitted as per the prescribed format

#### **5. General Terms & Conditions**

- a. The period of AMC will be initially for one year from the date of execution of order and agreement, whichever is later, and can be extended if required in future by the authority.
- b. The intending bidder may make an inspection of the items to be covered under AMC before submitting quotation for the purpose at each user location during office hours.
- c. The successful bidder shall cover the AMC on each location wise of the IT equipments.
- d. The successful bidders shall have to obtain a certificate from each users/ locations within one month of the date of the order confirmation of works regarding functionality of all IT equipments and shall have to submit functional certificates from all the users after completion of AMC period and should be submitted along with the Bill for payment. At each time of trouble shooting a triplicate service report to be obtained from the user ( 1 to be given to the user, 1 to be submitted along with the Bill the undersigned).
- e. The payments shall be made Quarterly to the successful firm basing upon the Functionality report and only after proper technical verification by BEOs and Block MISPCs and the decision of the Technical Team shall be treated as final in all cases, the decision of the authority will be final in all respects.
- f. Within 07 days of award of the contract, the successful bidder has to deposit the Performance Bank Guaranty of 10% of order value.
- g. None operational Machines will not cover under AMC.
- h. All Functional Equipments are only come under AMC
- i. The successful bidder shall troubleshoot the complains within a period of 24 hours form receipt of complaints else penalty of 2 % per day shall be charged till completion of works. The trouble shooting of works shall not exceed more than1 month.
- j. The successful bidder shall cover AMC / replace or repair the works at the location and may receive/ deliver the items their own cost without any extra charges.
- k. Sub-contracting of AMC is not allowed.
- l. Maintenance includes Hardware and Software of the computers, Internet Connectivity, networking etc.

- m. Cartridges, Tonner, batteries and fault or damage cause due to natural calamities/ electrical high voltages/ lightening/ rodent/ physical damages shall not be covered under AMC.
- n. The successful bidders shall have to provide the contact number, email and WhatsApp number of the service engineers to the undersigned.
- o. No T.A/D.A, local conveyance will be paid to the AMC firm.
- p. The Bidder should have a branch office in the locality. So that quick service can be delivered at a short notice.
- q. The authority reserves the right to terminate the contract if the performance of the bidder is not found satisfactory at any time / violation of terms and conditions and in these cases no payment shall be released.
- r. The intending bidder shall have to furnish an undertaking that his/ her firm has not been black listed by any Govt. / Private organizations along with the bid documents.
- s. The bidder shall have to submit the filled bid documents, failing which the bids shall be rejected without assigning any reason thereof.
- t. Notwithstanding the above, the Undersigned reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
- u. Any legal disputes arising out of this are subject to jurisdiction of Jharsuguda only

  
District Education Officer-cum-DPC,  
SS, Jharsuguda

## DETAIL'S OF THE BIDDER

1	Name of the Firms/ Agency/Organization	
2	Full address for communication Telephone no : Fax no : E-mail address : (Self-Attested copy of Valid Address Proof.)	
3	Are you a OCAC Empanelled Firm(Documentary Evidence to attached)	
4	Self Attested copy of GST Registration of Odisha and Clearance Certificate(Latest GST Return file ARN paper)	
5	Self Attested copy of PAN Card	
6-	AFFIDAVITE (in Original)	
7-	Having Branch Office at Locality( With Address )	
8-	Experience Certificate regarding performance of AMC in Govt. Sector	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

**Annexure-"A"**  
**RATE QUOTATED PROFORMA**

SL No.	Particulars	Total Hardware Status	Purchase Cost	Present Location	AMC COST IN (%)	Annual AMC cost to the Office (Per Unit) including Taxes	Total Value including Taxes
1	KIOSKS	1	80,000	DPO,SS			
2	CORE i7 LAPTOPS	3	60000	DPO,SS			
3	CORE 2 DUO DESKTOP	14	20000	DPO,SS			
5	CORE i3 LAPTOPS	5	37000	5 nos. of Blocks			
6	WORKSTATION	2	1,00000	Jharsuguda & Lakhanpur Block			
7	1KVA ONLINE UPS	2	19400	Jharsuguda & Lakhanpur Block			
8	5KVA ONLINE UPS	1	90,000	DPO,SS			
9	3KVA ONLINE UPS	1	18,000	DPO,SS			
10	Line Interactive UPS 650VA	9	1800	DPO,SS			
12	Multimedia Projector	1	50,000	DPO,SS			

**Full Signature of the Bidder:**

**Date:**

**Seal**

## DECLARATION

(AFFIDAVITE (in Original) TO BE ATTACHED WITH THE DOCUMENTS.)

1. I,..... son / daughter / wife of Sri .....  
.....Tenderer do hereby sign this declaration and execute this quotation document.
2. I have carefully read and understood all the terms and conditions of the quotations and undertake to abide by them.
3. I/My firm have not been blacklisted from any Government organizations.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Date:**

**Place:**

**Signature of Quotationer.**

**Full Name:**

**Seal:**

**Telephone No.**

**Mobile No.:**

**E-mail id:**