

**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR**  
SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS, WEST BENGAL

Memo No. S-12013/1/2015-SSM/51002

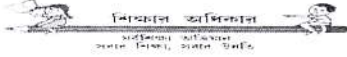
Date 18/04/2022

**NOTICE FOR INVITING TENDER**

Sealed tenders are invited from reputed, experienced and eligible companies for the **Annual Maintenance Contract with parts** on existing workable Computers, Laptop, Scanner, Printer, Networking and other peripherals for one year of the following items located at the office of the Samagra Siksha Mission, New Administrative Building (8th floor), Alipore, Kolkata-700027. The companies /agency who have executed similar nature of work successfully in Govt. Departments, Autonomous, Semi-Government Organization, reputed Public Sector and satisfying all the terms and conditions in this tender document as state below:

**Computers & Others Peripherals**

Sl.No	Item Descriptions	Number
01	<b>Desktop and Peripherals</b> : - HP Intel® Core™2 Quad processor Q8200, 4 GB RAM, 500/ 600 GB Hard Disk / HP Intel Core i3 2 GB RAM.including Monitor (TFT/CRT), Keyboard, Mouse (Cord less / with Cord) , CD / DVD Drive / DVD Writer, UPS of each machine (MIS cell-9; DPO cell-1; Civil cell;3, Gender & DEO1-2; Receiving-1; Accounts-4; ADPO cell-1; CM, Pedagogy, IED, DPC,DPC1,DPC2,LDC-7)	28
02	<b>Laptop</b> : -HP Laptop Intel (R) Core (TM) i7 CPU 2GB RAM, Including Keyboard, Mouse etc.HP Laptop Intel (R) Core (TM) i7 CPU 4GB RAM, Including Keyboard, Mouse etc. (MIS cell-2;DPO-1, Accounts-1)	4
03	<b>On Line UPS 5.0 KVA (APC)</b> (MIS cell)	1
04	<b>Server</b> : -Dell Server (MIS cell)	1
05	<b>Printers</b> : - HP P1007/P1008/ and Laser Jet Pro M 203dn printer (duplex)/ HP Laserjet P 3005 PCL 6 (duplex) printer, HP Laserjet 500 color M551 PCL6 printer (duplex), HP Laserjet P1108, HPLasejet 1020Plus, HP Laserjet P1606dn, Epson L5190, Others Ink Jet Printers etc. (MIS cell-4, DEO1 & Gender=2, Receiving-1, IED, Pedagogy, DPC-3 Civil-1, Accounts-1)	12
06	<b>Scanner</b> : - Canon LiDE 120 (MIS cell), Epson DS	2
	HP Scanjet G2410 (DEO1,Cash,DPC2)	3
	HP Scanjet 200 (IED, Gender)	2
	HP Scanjet G4010 (Civil)	1
	HP Laser MFP138 fnw (Receiving)	1
	Cannon LiDE 300 (Pedagogy)	1
07	<b>Structure Networking</b> :- (including, switch, cable, Patch Cord, I O Box, Connector with installation etc )-SSM setup	1set



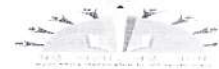
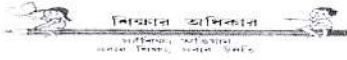
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**The General scope of work:**

- a) Maintenance hardware, software, networking, installation of any software / removal of virus, formatting, Data retrieval, LAN etc includes replacement of each and every malfunctioning parts of Computer & other peripherals such as ups, keyboard, mouse, Speakers, CD/DVD drive, Writer, Hard Disk, Mother Board, SMPS, Monitor, Printer, Scanner, networking cables, batteries (CPU), Teflon, switch, network card, Display card, Speaker old / breakage wires, Jack panels, dressing of cables, IO box etc and all the plastic parts under this AMC by the Tenderer..

**Terms and conditions:**


- 1) Read the terms and conditions carefully
- 2) **The District Education Officer (DEO) is not bound to accept always the lowest tender / offered rates and the authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**
- 3) **Price should be quoted by the tenders in both figures and words.**
- 4) Correction if any, in the tender should be initialed and dated by the tenderer before submission of tender.
- 5) Tender / Quotation should be completed in all respect. Incomplete tenders and without EMD shall be treated as invalid and rejected.
- 6) The agency / company shall have to deposit as Earnest Money Deposited of Rs.2400/- (Rupees Two thousand four hundred only) in the form of Demand Draft on any scheduled bank in favour of "Sarba Siksha Abhijan, South 24 Parganas". (S.S.I. units & cooperatives society are not exempted). Earnest money of unsuccessful tenderers would be refunded within a period of 15 days from the date of finalization of tender without any interest.
- 7) The successful bidder will have to pay an amount to 5% (five percent) of total tender value of items is required to be kept (interest – free) as Performance Security Deposit in the form of Demand Draft and in favour of "Sarba Siksha Abhijan, South 24 Parganas" within 7 days after receiving the work order/agreement and which will be refunded after Completion of one year.
- 8) The agency / company shall fails to render services within the time period(s) specified in the Contract or any fails to perform any other obligation(s) under Contract, subject to decision of the authority contract may be terminated, forfeiture of performance security money and black listing, will be imposed.
- 9) **The agency / company shall attend twice in every month is compulsory for maintenance of each machine and other peripherals, checking LAN, switches, wire and ensure proper cleaning of machines and peripherals, if failure of any machine / peripherals during the course of function should be repaired within 24 hours positively. If it is found that any equipment/s is/are not working within 24 hours in that case you have to supply a backup machine/peripherals/software etc so that we can continue our work uninterruptedly. In case of failure, a penalty will be charged for downtime at the rate of Rs.200/- (Rupees two hundred) per day from the time of complaint was lodged as per register maintained by this office of the DEO,SSM. The penalty will be adjusted against payment /security deposit.**
- 10) During the course of maintenance services, the replacement of all spares of hardware/software is included under the AMC. Defective parts will be replaced with same make or standard quality spares by the vendor without any extra charges of any kind.
- 11) The agency / company shall provide the warranty for minimum 6 months that items supplied/replaced shall be new and free from all defects and faults in material.
- 12) The engineer(s) will work under the instructions of the concern Coordinator / Cell or any person authorized by the Authority of Samagra Shiksha Mission, South 24 Parganas.
- 13) **Payment for AMC will be made on quarterly / half yearly basis. Following documents are to be submitted at the end of claim for making payments: (i) Bill (minimum two copies). (ii) Work order / photocopy of agreement.**



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- 14) The agency / company shall be the responsibility to make all the computers and other peripherals work satisfactorily throughout the contract period and to hand over the systems in working conditions at all the said items on expiry of the contract.
- 15) Last date & time for submission of tender is 05/05/2022 between 11 am to 2 pm in the receiving section, DEO,SSM, New Administrative Building (8<sup>th</sup> floor), Alipore. The tenders will be opened at 3 p.m. on the same day in the Chamber of the Additional District Magistrate (Education, SSM), Chamber (1<sup>st</sup> floor), Court Chamber, Alipore. Interested tenderers / authorized representatives of companies /Agency may remain present during opening of the tenders.
- 16) Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/e - mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However any delay / Late tenders on this account shall not be accepted as a reason will summarily be rejected.
- 17) The Annual Maintenance Contract with spare shall be for a period of one year from the date of acceptance of order. The contract can be terminated at any time during the period of contract after giving notice of 15 days.
- 18) The AMC shall be extended for another period of one year/six months based on performance and subject to satisfaction of the authority.
- 19) The total value( inclusive all) of all items quoted in the tender to be considered as a lowest price.
- 20) For any clarification, Tenders are advised to visit the office to see the computers & other peripheral including hardware /software from 25.04.2022 to 02.05.2022 between 11.00 AM to 4.00 P.M in any working days.
- 21) The Tender will be dropped in the tender box along with following documents with self attested.
  - (i) Professional Tax Clearance certificate / Challan
  - (ii) Trade License
  - (iii) Income Tax Return A.Y 2020-21 /2021-22
  - (iv) GST monthly / Quarterly Return / Registration certificate
  - (v) Current work order copies in similar works
  - (vi) EMD of 2400/-

**Note: All the photo copy documents must be legible; otherwise the Quotation notice is likely to be rejected.**


  
District Education Officer,  
SSM, South 24 Parganas

Memo No. S-12013/1/2015-SSM/51002(3)

Date 18/04/2022

**Copy for information with a request to display it in the office notice board to :**

- 1) The Office Notice Board, District Education Officer, SSM, Alipore, South 24 Parganas.
- 2) The Office Notice Board, Sub-Divisional Officer, Alipore, Kolkata- 700 027
- 3) Websites : (a) <http://s24pgs.gov.in> (b) [www.s24pgseducation.org.in](http://www.s24pgseducation.org.in)

  
District Education Officer,  
SSM, South 24 Parganas