

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
SEPAHIJALA JUDICIAL DISTRICT, SONAMURA**

No.F.19(4)-DJ/SPJ/Estt./2021/ 4486-87

Dated, Sonamura,
The 18th of September, 2021

NOTICE INVITING TENDER

Subject :- Annual maintenance Contract (AMC) of Computers & its peripherals procured under Phase II of eCourts at Court Complex of Addl. District & Sessions Judge, Sepahijala Judicial District, Bishalgarh for a period of 1 year.

Sealed tenders / quotations are invited from the recognized service provider for the Annual Maintenance Contract for Computers & its Peripherals installed in the Court Complex of Addl. District & Sessions Judge, Sepahijala Judicial District, Bishalgarh for a period of 1 (one) Year as per terms & conditions and specification mentioned below:

**LIST OF ITEMS TO BE COVERED UNDER AMC CONTRACT
ALONG WITH THEIR SPECIFICATIONS:**

Sl. No.	Item	Qty.	Specification
Computer & its peripherals (under Phase – II)			
1	Desktop CPU with all Accessories	6	DELL Vostro i3 6 th Gen, 4GB RAM, 500Gb HDD
2	Desktop CPU with all Accessories	2	DELL Optiplex i5 6 th Gen, 8GB Ram, 500Gb HDD
3	Desktop CPU with all Accessories	1	DELL Vostro i3 4 th Gen, 4GB RAM, 500Gb HDD
3	Dell LED Monitor	9	DELL

- i. **The quotations should reach this office positively by 15:00 hours of 4th October, 2021.** Tenders / quotations will be opened, if possible, at 16:00 hours on the same day where tenderer or his authorized representative may remain present.
- ii. Amount quoted in quotation for AMC for each item shall be inclusive of all taxes.
- iii. The interested bidder should deposit earnest money of Rs. 2,000/- (Rupees Two thousand only) through DD in the name of DDO, Office of the District and Sessions Judge, Sepahijala Judicial District, Sonamura.
- iv. Performance security money of 3% of total value of the tender amount shall be deposited by the successful tenderer through DD at the time of signing of the agreement.
- v. Required following document should be accompanied with tender: **(a) Technical Bid (Annexure A) (b) Financial Bid (Annexure B) (c) PAN card (d) VAT clearance (e) Trade License (f) CST, TST, GST (g) Yearly turnover certificate (h) Undertaking in company letter head regarding acceptance of terms and conditions. (i) Address of the Company Main Office and Local Office (if any) – along with email Address, Phone Number and Whatsapp Number.**
- vi. The tenderer should submit proper documents by mentioning yearly turnover of the company.
- vii. Along with the quotation the tenderer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.
- viii. Incomplete tender will be rejected summarily.
- ix. Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.
- x. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
- xi. The successful tenderer shall have to execute an Agreement with the department on certain terms & conditions as and when required.

- xii. The contract will be for 01(one) year from the date of acceptance of the agreement of the contract by the vendor and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.
- xiii. **During the contract period, the vendor should deploy 1(one) technical staff for at least twice in every 2 (two) weeks and the staff should remain present in the office for minimum 4 hrs. (Submit supporting documents).**
- xiv. **List of technical staff posted at Bishalgarh from time to time should be sent to this office (submit supporting documents).**
- xv. Vendor service support is required during office hours (10:00 AM to 04:30 PM) on working days. The vendor support staff is required to attend location of the complained computer in court complex of the Addl. District and Sessions Judge, Sepahijala Judicial District, Bishalgarh
- xvi. As soon as the problem is reported, the corrective measures shall be taken immediately and not later than 48 hours by the vendor.
- xvii. Problem, if not major, should be certified within the same day of reporting. The reporting will be made through e-mail/fax/over phones on urgent need.
- xxviii. In case of major problem, the vendor should make alternative / standby arrangement immediately failing which AMC charge for the machine for each day of delay in correction will be deducted from the amount payable.
- xix. If the problem is not rectified within reasonable time, this office shall have the right to get rectified the problem from other vendors and expenditure incurred thereon shall be borne by the AMC vendor. The decision in this regard taken by this office shall be final and binding on the AMC vendor.
- xx. The component /parts used by the vendor should be authentic and original. In case of hardware breakdown and if in case any part/equipment is beyond repairs and the same is not available/technology is obsolete or end of life, the same will be replaced with and equivalent or higher of replacing hardware.
- xxi. Any increase/decrease in quantity will be ON PRO-RATA BASIS. However, office of the District & Sessions Judge shall place the order for required additional quantity as and when required by giving a written request to the vendor.
- xxii. After each quarter of designated AMC period, the vendor shall submit bill in triplicate.
- xxiii. Quarterly Payment towards AMC shall only be done after obtaining certificate from the System Officer of this office that service of the vendor during previous quarter was satisfactory.
- xxiv. Taxes (at source) will be deducted as per applicable rules.
- xxv. AMC will be terminated at any point of time by the office if service provided by the vendor is not satisfactory. The decision taken by the office in this regard shall be final and conclusive.
- xxvi. Detailed information, if any required, may be obtained from the office of the under signed in this regard.

S. B. Datta
18/09/21

District & Sessions Judge,
Sepahijala Judicial District, Sonamura

Copy to:-

1. NOTICE BOARD.
2. OFFICIAL WEBSITE.

Sd/-

District & Sessions Judge,
Sepahijala Judicial District, Sonamura

PROFORMA FOR TECHNICAL BID

SL. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
2	Details of EMD	
	Amount:	
	Draft:	
	Date:	
	Issuing Bank :	
3	Details Of Agency :	
4	Details of Official Address of Agency (if any) :	
5	Agency Registration No. (Copy of Registration should be enclosed) :	
6	GST Registration No. (Copy to be enclosed):	
7	Whether agency is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partner anywhere in India:	
8	Length of Experience in field :	
9	Experience in dealing with Government Department : (Indicate names of Departments and attach copies of contracts placed with agency.)	
10	Whether a copy of terms and conditions (duly signed), in token of acceptance of same is attached :	
11	List of Documents Submitted with tender:	
 Signature with Company Seal	

ANNEXURE B

PROFORMA FOR FINANCIAL BID

Sl. No.	Items	Specification	Qty.	Rate	Total	Tax	Total
1.							
2.							
Total Amount in Words :					Grand Total :		

..... Signature with Company Seal.