

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)- I
MADHYA PRADESH, GWALIOR**

No./VLC/AMC/HW/NIQ/F-134/2022-23/D-116

Date: 24.02.2022

Notice Inviting Quotation

Sealed covered quotations are invited for Annual Maintenance Contract of 160 Desktop Computers, 07 Laptops, 51 printers (out of which 04 Printers from 13.01.2023), 10 network switches, 06 Scanners (out of which 02 Scanners from 02.02.2023), 01 60inch LED Display and 01 Conference camera with speaker cum microphone as are detailed in the Annexure-I enclosed along with this letter. The quotations shall be submitted in the drop-box placed in The Sr. Dy. Accountant General (Admn.) Secretariat, Block-A, 1st Floor, Office of the Principal Accountant General (A&E)- I, Madhya Pradesh, Lekha Bhavan, Jhansi Road, Gwalior, on or before 2:00 P.M. of 22.03.2022 as is mentioned below. In the event of the specified date for the submission of quotations being declared a holiday, the offers will be received upto the appointed time on the next working day.

Sl. No.	Bid Events	Date
1	Bid Publication	24.02.2022
2	Documents Download	24.02.2022
3	Clarification Seeking Start	24.02.2022
4	Clarification Seeking Ending	14.03.2022
5	Bid Submission Start	25.02.2022
6	Bid Submission Closing	22.03.2022
7	Bid Opening	23.03.2022

The quotations submitted will be opened by committee at 3:00 P.M. on the working day following the last day of submission of quotations. The envelope should be super-scripted in bold letters with **"QUOTATION FOR AMC OF COMPUTER HARDWARE AND PERIPHERALS"**.

Terms and conditions for AMC will be as mentioned below:

1. The rates should be quoted without any conditions and should be inclusive of all actual taxes (for one year). The rates must be filled in completely, without any error, erasers or alterations.
2. Vendor shall maintain the sufficient spares for maintaining required uptime guarantee.
3. The selected bidder shall indicate the authorized signatories who can discuss and correspond with this office, with regard to the obligations under the contract.
4. To assist in the scrutiny, evaluation and comparison of offer, this office may, at its discretion, ask some or all of the bidders for clarification of their offer. In

such cases, original copy of the document describing the clarification must be sent to this office by means of courier/ in person.

5. The contract will be awarded to the bidder whose offer has been determined to be the lowest evaluated offer. The scrutiny for evaluation of the bid will be based on the Grand Total of rates for all items indicated in the Annexure. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be awarded even if, only one bidder qualifies the offer. However, this office reserves the right to take appropriate decision in such a case and it shall not be binding on this office to award the contract. This office shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
6. This office reserves the right to increase or reduce the number of items offered for maintenance contract during the currency of AMC. The proportionate amount of the contract will be increased or decreased accordingly.
7. This office reserves the right to make any changes in the terms and conditions of this Notice inviting Quotation and will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
8. Security deposit equal to 10% of the total contract value in the form of Bank Guarantee/T.D.R. drawn in favour of the "Pay and Accounts Officer, Office of the Principal Accountant General (A&E)- I, Madhya Pradesh, Jhansi Road, Gwalior" shall be submitted within fifteen days from the acceptance of the work order. The validity period of the aforesaid instrument shall be 12 months plus one-month claim period.
9. The contract period shall initially be for a period from 1st April 2022 or the date of execution of an agreement, to 31st March, 2022. The contract may be renewed for a further one year, at the discretion of this office and based on satisfactory services provided by the firm. The agreement should necessarily be executed within one week from the date of acceptance of the work order. The contract is liable to be terminated at any time by giving notice of one month in advance by this office.
10. After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, this office reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same.
11. This office reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.
12. This office shall be entitled and it shall be lawful on its part to forfeit the amount of security deposit in whole or in part in the event of any default, failure or neglect on the part of the contractor in fulfilment or performance of the contract under reference in all respects satisfaction of this office. This office shall be entitled to deduct from the amount of security deposit any loss or damage which this office may suffer or be put by any reason of or due to any act or other default recoverable by this office from the contract.
13. Systems average uptime should not be less than 98%. Maximum allowable time of any system is 3 hours in case of minor problems and 24 hours for major problems.