



INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA
3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing
DF Block, Salt Lake, Sector – 1, Kolkata – 700 064.



No. RTI/Kol/EDP/AMC/2021-22/164

Dated : 07-07-2021

NOTICE INVITING TENDER

This office intends to engage a reputed firm for the maintenance of Server, Desktop, Laptop, Deskjet/Laser Jet Printers, LAN Switches, Hubs (as detailed in Annexure-A). The AMC would be comprehensive in nature. Intended bidders are requested to quote their rates for the said job, subject to the adherence of the terms and conditions given below :

Terms and Conditions :

1. The participant bidders should have adequate experience of providing AMC services in Government office (Central/State/Undertaking, etc.). The bidder should have enough expertise and capability in this aspect. Relevant document, in this regard, should have to be attached.
2. The bidders should have valid GST Registration, PAN Card. Supporting photocopies should be attached.
3. All the intending vendors have to deposit 2% of bid value in the form of DEMAND Draft drawn in favour of PAO (A), O/o the Principal Accountant General (A&E), West Bengal, Kolkata-700001 as Earnest Money Deposit (EMD).
4. The maintenance service will consist of preventive and corrective maintenance of computers and will include supply and replacement of all parts and components of hardware except printer consumables. The AMC rates once furnished and accepted by this office, can be changed in no way during the contract period.
5. Payment will be made in four equal instalments (i.e. quarterly basis) after performing satisfactory services.
6. The contact details for lodging maintenance/break down calls has to be provided for lodging calls during 10:00am to 6:30pm from Monday to Saturday. RTI, Kolkata works on Saturdays.

7. All connectivity related (Internet connectivity/LAN/Network Server/Switch, etc) maintenance/break down calls (except force majeure) shall have to be attended within 2 hours, if not attended in 2 hours, a penalty amounting to 1% of the total contractual value of the contract for every 2 hours of delay will be deducted from the bills.
8. All other break down calls (except force majeure) shall have to be attended within 24 hours. Otherwise as a penalty, an amount of @ 1% of the contractual value of the machine for every day of delay will be deducted from the bills.
9. For immediately attending maintenance/break down calls during the conduct of International trainings/All India (National) trainings, an engineer/technician should be physically present onsite on all days, during the time period, when such International trainings/National trainings will be conducted. (In a year, the total days of such International trainings/National trainings is not expected to be more than 30 working days.)
10. Conditional quotation will not be accepted. The quotation should be neatly typed. No erasure or overwriting will be permissible/allowed.
11. The vendor will not be allowed to sublet any service work (partially or entirely) to any other vendor without permission of this office.
12. The successful bidder will have to deposit security money @ 5% of bid value in the form of Bank Guarantee for minimum period of one year plus 30 days thereafter with any nationalized bank. The same may be forfeited in case of breach of contract, if any.
13. This office reserves the right to accept/reject any or all quotations at its discretion without assigning any reason thereof.
14. A bidder having different identical interest with different companies or proprietorship/partnership firm can participate as one agency in one tender only. Violation of this rule in multiple occasion may lead to penal action against the firm.

All the interested bidders may download tender paper from website of RTI, Kolkata (<https://cag.gov.in/rti/kolkata/en>). Last date of submission of quotation is 10-08-2021 upto 14.00 hrs. All received quotations will be opened at 1530 hrs. on 10-08-2021 in this office in presence of the participating bidders, if any. Interested

firms are required to submit their quotations in the prescribed proforma enclosed in Annexure 'B' The bidders must submit their bid documents for providing AMC services in respect of Computer Hardware and Printers in a sealed envelope superscripting quotation for AMC of Computer hardware/Software, LAN & Printers alongwith EMD either in person or through post addressing to :

The Sr. Audit Officer/ Admn.,
Regional Training Institute,
Indian Audit & Accounts Department,
3rd MSO Building, CGO Complex,
5th Floor, 'A' Wing,
DF Block, Salt Lake, Sector – I,
Kolkata-700064.

Sd/-
Senior Audit Officer/IS

ANNEXURE - A

Statement showing Server, Desktop, Laptops, LAN switches/hubs, Server Software and Printers under the purview of AMC

Sl No.	ITEM	Quantity	Purchase Cost per unit	Remarks
1	HP i5 Desktop PC INTEL CORE I5, 3.20 GHZ , INTEL HD CHIPSET MOTHER BOARD, OPTICAL MOUSE MULTIMEDIA KEY BOARD, 64bit OS, 500GB HDD, 8GB RAM, Window7, 18.5 inch LED Monitor	21	48982	AMC will commence from the date mentioned in the work order
2	HP Server TWO SOCKET TOWER INTEL XEON E5 2620(6 CORE), 2.1 GHZ, 1.5MHZ,MULTI BURNER, INTEL XEON E5 2420, 300GB HDD, 16GB RAM	2	155295	
3	HP MFP M577 Network Printer	1	151725	
4	HP 4645 All-in-one with Fax cum printer	1	10395	
5	HP Deskjet 1010	1	1565	
6	Dell i5 Desktop PC INTEL CORE I5, 3.30 GHZ, INTEL HD CHIPSET MOTHER BOARD, MOUSE ,KEY BOARD, WIN 7 64bit, 500 GB HDD, 4GB RAM, 18.5 inch LED Monitor	7	49245	
7	HP i5 Desktop PC INTEL CORE I5, 3.2GHZ, WINDOW 7 PRO 64 BIT, 18.5" LED MONITOR, KEYBOARD, MOUSE, 500GB HDD, 8GB RAM, 18.5 inch LED Monitor	14	48490	
8	HP i3 Laptop 240G4 INTEL CHIPSET BOARD, 2.0GHZ,CORE I3, 1TB HDD, 4GB RAM,DVD RW, 64BIT WIN PRO 10	3	45759	
9	HP i5 Laptop 240G5 INTEL CHIPSET BEARD, CORE I5, 2.2GHZ 500GB HDD, 4GB RAM, WIN 10 PRO 64 BIT, DVR RW	4	51124	
10	Network Switch/Hub	70 nodes and 3 switch/Hubs		
11	Server Software			

Annexure – B

Tender Format

To

The Director General
Regional Training Institute,
Indian Audit & Accounts Department,
3rd MSO Building, CGO Complex,
5th Floor, 'A' Wing, DF Block, Salt Lake, Sector – I,
Kolkata-700064.

Sir,

With reference to your tender notice No....., I am to submit my tender for 'Annual Maintenance Contract of Computer Hardware' as given below.

SI No	ITEM	Quantity	Purchase Cost per unit	Rate per unit with Tax	Total Cost
1	HP i5 Desktop PC INTEL CORE I5, 3.20 GHZ , INTEL HD CHIPSET MOTHER BOARD, OPTICAL MOUSE MULTIMEDIA KEY BOARD, 64bit OS, 500GB HDD, 8GB RAM, Window7, 18.5 inch LED Monitor	21	48982		
2	HP Server TWO SOCKET TOWER INTEL XEON E5 2620(6 CORE), 2.1 GHZ, 1.5MHZ,MULTI BURNER, INTEL XEON E5 2420, 300GB HDD, 16GB RAM	2	155295		
3	HP MFP M577 Network Printer	1	151725		
4	HP 4645 All-in-one with Fax cum printer	1	10395		
5	HP Deskjet 1010	1	1565		
6	Dell i5 Desktop PC INTEL CORE I5, 3.30 GHZ, INTEL HD CHIPSET MOTHER BOARD, MOUSE ,KEY BOARD, WIN 7 64bit, 500 GB HDD, 4GB RAM, 18.5 inch LED Monitor	7	49245		
7	HP i5 Desktop PC INTEL CORE I5, 3.2GHZ, WINDOW 7 PRO 64 BIT, 18.5" LED MONITOR, KEYBOARD, MOUSE, 500GB HDD, 8GB RAM, 18.5 inch LED Monitor	14	48490		

8	HP i3 Laptop 240G4 INTEL CHIPSET BOARD, 2.0GHZ,CORE I3, 1TB HDD, 4GB RAM,DVD RW, 64BIT WIN PRO 10	3	45759		
9	HP i5 Laptop 240G5 INTEL CHIPSET BEARD, CORE I5, 2.2GHZ 500GB HDD, 4GB RAM, WIN 10 PRO 64 BIT, DVR RW	4	51124		
10	Network Switch/Hub	70 nodes and 3 nos. switch/Hubs			
11	Server Software				

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I shall be liable for penalty and the termination of contract as mentioned in the terms and conditions.

Dated :

Yours faithfully,

Signature
Name of Tenderer

M/s

Enclo :