

**NOTICE INVITING TENDER**

**Subject - Comprehensive Annual Maintenance Contract (CAMC) of Computers/printers/laptops/network for the period from 01.04.2025 to 31.03.2026**

Sealed quotations are invited for the Comprehensive Annual Maintenance Contract for computers, printers, scanners, laptops, etc., including hardware and accessories installed in the Office of the Principal Accountant General (A&E), Andhra Pradesh, D. No. 27-37-158, 6<sup>th</sup>& 7<sup>th</sup> floors, M. G. Road, Governor Pet, Vijayawada. The AMC services in general are needed to be rendered for the Office located in Vijayawada. The vendors who offer services at Vijayawada need to apply.

**1. The general scope of work includes:**

The contract would be comprehensive i.e., including repairs and replacement of parts of Original Equipment Manufacturer (OEM) except replacement of cartridges for printers. AMC shall cover each and every part including plastic body and parts, replacement of any part necessary for keeping the equipment active and free from any defects/disturbance. The replacement of all defective parts with good quality and OEM branded parts shall be done by the service provider without any extra charge. Used/Repaired/Refurbished parts are not acceptable. If any part is removed for up-gradation and item is provided by this Office for replacement, such item will be treated as asset of this Office and should be returned to this Office. If defective parts are replaced by the AMC provider, the defective parts will be returned to the providers only after a certificate is issued by the C-EDP of this Office.

**The following should be taken into consideration:**

- I. **Hardware:** This would include the actual components /assemblies/sub-assemblies of the PC i.e., the hard disk, mother board, SMPS, Network Interface Card, RAM, monitor, mouse, keyboard, DVD/CD – ROM, CMOS batteries, other accessories, connectors/cords, and any other physical appliances required for running the equipment.

II. **Peripherals:** This would include printer (LaserJet, Desk jet/Inkjet and Dot matrix) including Teflon sheets, pressure rollers, pick-up rollers etc. DVD/CD-writer, Network Interface Card, scanners, Speakers, printer knobs, printer heads, fuse, adapters, networking cables and any other unspecified but existing item in the computer system and all other components of hardware shall be included in the AMC.

III. **Software:** This would include all the software related to Operating Systems, System Software, Antivirus, and any other unspecified software required to run the components / peripherals/applications etc. This would also include the application software installed in the computers.

IV. **Services:** This would include back-up and file recovery solution, cleaning of the computer systems and peripherals, disaster recovery solution, general antivirus checks and regular maintenance like

- a) Running diagnostic tests to ensure if all the components are working fine/efficiently.
- b) Upkeep, Cleaning, and maintenance of the hardware installed.
- c) To provide and maintain the required drivers, additional peripherals, and hardware for maintaining the equipment.
- d) Repair to be carried out at the location of the equipment.
- e) Standby arrangement to be made in case the equipment is to be taken to workshop for repairs or repair cannot be completed within 24 hours (non-critical items) / 4 hours (critical items). List of critical items mentioned in annexure IV.
- f) Support for users and troubleshooting of commercial software packages, network trouble shooting and removal of virus and re-installation of software, if corrupted. (Necessary anti-virus will be provided by this office), bringing the system into the domain of the network and Mac-binding of IP address.
- g) Coordination with OEMs for troubleshooting of the computer and other peripherals under warranty.
- h) Maintenance of network, replacement of component/s in case of failure. Any other maintenance work to be undertaken related to the computer/peripherals.

2. Interested firms are hereby requested to furnish their proposals/rates through two bid systems i.e., Technical Bid (Annexure-I) along with Downtime Statement (Annexure-III) and Financial Bid (Annexure-II) with details of computer hardware by 12.03.2025, 05.00PM. Two days, from 04.03.2025 to 05.03.2025 have been allotted to the bidders to inspect the hardware and peripheral items intended to be brought under AMC.

3. The total no. of computers, printers, laptops, network hardware etc. covered under AMC are as detailed in Annexure-V. However, new equipment purchased from time to time, after the expiry of warranty/guarantee period, will also have to be serviced/ maintained at the same rates/ terms and conditions for these new equipment's. PAG (A&E) reserves the right to add/remove any item from AMC during the contract period, prices will be calculated on pro-rata basis.

**4. The Technical and Financial terms and conditions of AMC shall be as follows:**

- (i) The firm/company must be registered as a firm or as a company with the Registrar of Companies and should be based in Vijayawada.
- (ii) The firm/company must have expertise in on-site maintenance and repair of all the hardware items mentioned in Annexure-V and their accessories.
- (iii) The firm/company also must have expertise and experience in network troubleshooting.
- (iv) The firm/company applying for this tender should produce Tax returns of previous three financial years certifying the payment of service tax, income tax, and any other taxes applicable.
- (v) The replacement of any part of the computer/peripherals, whenever required, must be carried out by the vendor with genuine OEM part of same specification, same brand, model, and period of warranty. If the same model is unavailable, replacement should be done with next higher quality/model of the same brand.
- (vi) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement. Until and unless written orders of the PAG (A&E) are conveyed, the original specifications/characteristics/ features shall not be changed. All equipment and its parts provided, when the equipment was purchased shall be under AMC, like printer adapters etc.
- (vii) The firm/company should produce the self-attested photocopies of documents such as registration numbers of PAN and GST etc.,
- (viii) List of hardware and network engineers on the rolls of the firm with qualification and experience (in years) should be given.

**5. The other terms and conditions for awarding the AMC shall be as under:**

- (i) The vendor shall provide two qualified service engineers, with experience of at least three years in PC based operating system, drivers, hardware, and networking equipment. The service engineers should be present on all the working days from 9.00 AM to 6.00 PM for attending and redressal of complaints. The engineer shall also be available on holidays and beyond working hours as per requirement of this Office, if needed. Service engineer shall be equipped with mobile phone to ensure their availability. Penalty will be levied as per 5(xii) & 5(xiii) for the absence of service engineers.

- (ii) The initial period of contract will be for one-year i.e, from 01.04.2025 to 31.03.2026. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on their part. The contractor will be required to keep virus-free computer environment in accordance with the guidelines prescribed by this Office. The AMC can be extended, if so desired by the PAG (A&E), AP based on the performance of the service provider.
- (iii) The Resident Service Engineers provided by the firm shall not be changed without prior permission of this Office. However, if found incompetent by the PAG(A&E), the Resident Engineers shall be changed by the firm immediately.
- (iv) Additional Engineer/s may be deputed in addition to two resident Engineers whenever there is more workload/complaints/emergency to rectify the equipment within stipulated time. No extra charges will be paid for deputing additional service engineer/s.
- (v) Payment for any inclusion/deletion of computers, laptops and printers during the AMC period will be calculated on pro-rata basis. No advance payment would be made in any case. All payments are done on quarterly basis after submitting bill and certificate of satisfactory completion of work from all EDPs.

This is only a tentative schedule of payment and does not confer any legal or other right on the firm to proceed against the office in the event of payment gets delayed due to any reason. The payment will be made after proper deduction of TDS as per existing / applicable rates, rules and penalty, if any.

- (vi) The machines are normally required to be repaired in PAG Office premises only. In exceptional cases, when the machine cannot be repaired in the office premises and required to be taken to the workshop, PAG office will not make any payment towards cartage and the expenses for to and fro transportation of the machines will be borne by the firm concerned. The equipment being taken to the workshop for repair would be at company's own risk and expenses. Any damage or loss caused to the equipment or their part due to negligence and mishandling shall be made good by the company either by a new one of the same make & specifications or by payment in cash as per the prevailing market price of those items. If same model is unavailable in the market, the next higher model will be considered.
- (vii) The firm/company shall be responsible for taking backup data and programme(s) available in PC before attending to the fault and shall also be responsible for restoring the same. The backup copies to be returned to the users, under acknowledgement. In case, system is to be formatted, complete backup of the system should be taken, and it should be attended

with the permission of the user. A certificate of completion of task to the satisfaction of the user to be taken from the user.

- (viii)** It shall be the responsibility of the firm/company to make all the computers, laptops and printers work satisfactorily throughout the contract period and hand over the systems in good working condition to the office after the expiry of the contract. In case any damage is found, the firm/company is liable to rectify it even after contract period.
- (ix)** The firm/company shall prepare logbooks for each of the machines to be taken under the AMC. Preventive maintenance with virus scanning, virus removal and special cleaning of the monitor, printer, keyboard, and mouse etc. with liquid cleaner externally and with vacuum cleaner internally shall be carried out on monthly basis. A Preventive Maintenance Report would be submitted to Central EDP on monthly basis failing which an amount of Rs. 10,000/- (Rupees Ten Thousand Only) as a penalty would be imposed.
- (x)** The firm/company shall prepare and submit a group-wise monthly statement mentioning repairs/replacements taken up during the month with the description of fault and corrective actions taken by the firm/company failing which an amount of Rs. 10,000/- (Rupees Ten Thousand Only) per month would be imposed as penalty.
- (xi)** Lodging of hardware complaints by users, closing of the complaint by AMC service engineer, Generation of reports in respect of complaint status, monitoring the performance of the AMC service engineer etc., shall be monitored through in-house package only.
- (xii)** If the firm fails to carry out repairs within 24 hours (non-critical) and 4 hours (critical) to the satisfaction of the user, a penalty of Rs.200/- (Rupees Two hundred only) per day per PC/accessories or part thereof will be charged for delay beyond 24 hours/4 hours, respectively, till such time the PC/accessories are repaired. A call sheet duly signed by user should be submitted to the CEDP section concerned after successfully attending the call.
- (xiii)** Penalty shall also be levied for the absence of the resident engineer at the rate of Rs.100/- per hour for each hour of absence till 4 hours, and at the rate of Rs.200/- per hour for more than 4 hours.
- (xiv)** Standby inventory (5% of total inventory) of monitors, CPU's, Deskjet/LaserJet printers, HDD, RAM, mouse, keyboard, CMOS batteries etc., should be kept in the office.
- (xv)** After the contract period starts, no equipment shall be declared obsolete/unrepairable by the vendor.
- (xvi)** The schedule of preventive maintenance shall be as follows:

The below mentioned points of (a) to (e) should be carried out **monthly**.

- a. Cleaning of all equipment including Network Racks and Switches by using dry vacuum air, brush and soft muslin clothes.
- b. Running the test programme to ensure quality print/data reliability.
- c. Checking of power supply source for proper grounding and safety of equipment.
- d. Ensuring the covers, screws, switches etc. are firmly fastened in respect of each equipment.
- e. Scanning of all types of virus, elimination and De-Infection of the same.
- f. Shifting of equipment within the building as and when required.

(xvii) The firm would follow asset number put on each of the system being maintained by them.

(xviii) The successful tenderer shall submit the agreement on Rs100/- stamp paper.

(xix) It may also be noted that in case of contractor backing out in mid-terms without any explicit consent of the PAG (A&E), the firm/company shall be liable to recovery at higher rate vis-à-vis, those contracted with it, which may have to be incurred by the PAG (A&E) on maintenance of machines for the balance period of contract through alternative means.

(xx) The above act of backing out would automatically debar the firm from any further dealing with this Office and performance guarantee amount would also be forfeited. Firm will be recommended for blacklisting from any contract under Govt. of India.

(xxi) The contractor's Call Escalation Matrix shall be mentioned in the quote along with the Landline Telephone, Mobile and e-mail addresses. A simple Toll-free number will not serve the purpose.

6. In case the firm fails to cope with the workload or does not render satisfactory services, the contract awarded to them shall be cancelled forthwith and the security deposit and the payments due to them shall be forfeited. The contract can be terminated summarily by this office at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the currency of this contract. In this connection, the decision of the PAG(A&E) shall be final and binding on the firm.
7. The tender is not transferable.
8. PAG reserves the right to accept or reject any or all tenders without assigning any reason. PAG reserves the right to award the contract on the basis of quotations for each item of work separately or collectively like computers, laptops, printers, etc.,
9. It will not be open for the contractor to refuse maintenance of any equipment which on the date of entering in contract is in working condition.
10. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment.

11. Jurisdiction: In case of any dispute, the settlement will be made in the courts of Vijayawada.
12. **The following Performance parameters should be followed for the critical equipment.**
- i. Performance Parameters for the critical equipment mentioned in Annexure-IV should be followed scrupulously failing which attracts penalty as mentioned in clauses above.
  - ii. The *response time* for service of printers, systems should be one hour for **the critical equipment (annexure - IV)** and the *downtime* of the **critical equipment should not be more than four hours.**
  - iii. The downtime of the network complaints should not be more than two hours.
13. The quote should be inclusive of the taxes (GST) applicable and should be quoted separately.
14. **Termination of the contract:**
- i. The contract stands terminated, if the AMC provider has been imposed penalty for a period of 3 months continuously.
  - ii. The contract can be terminated by PAG by giving one month written notice or by AMC vendor by giving 3 months' prior written notice.
  - iii. If the company fails to repair/replace the system for one week, the system may be got repaired from other company/firm and made functional and the expenditure incurred thereon shall be recovered from the AMC vendor, apart from the penalty levied as stated in the preceding para. This may even entail termination of the contract and forfeiture of security deposit.

**Date: 28.02.2025**

**Sd/-  
Data Manager**

**ANNEXURE-I**

**TECHNICAL BID**

**Tender No. PAG (A&E) AP/CEDP/AMC/2024-25/1**

**Dated:28.02.2025**

SL.NO	Particulars	Page No of the document		
1	Name of firm			
2	Address of Firm			
3	Registration No.			
4	PAN			
5	GST Registration No.			
6	Name of the authorized signatory			
7	Specimen Signature of the Authorized signatory.			
8	Telephone Number of the authorized signatory and other Telephone Number of the firm.			
9	Whether the firm had enclosed EMD. If “Yes: then DD/Pay Order No., date, amount, and Bank.			
10	Documents showing turn over during the last 3 years for each year (IT Returns, Balance Sheet to be enclosed)	Year	Enclosed	
			Yes/No	
		2022-23		



		2023-24		
		2024-25		
11	List of employees with their qualification and experience			

12	Details of the Government Ministries/ Department/ Organization/ PSUs etc. in which the firm is engaged in AMC of computer hardware & peripherals activities during the last 3 years. Copies of work orders in which they have been given AMC of at least 400 computer systems / Printers/Scanners/Laptops in one single order in any Govt./ Min./ Dept./ PSUs may be enclosed.	Year	Enclosed Yes/No	
		2022-23		
		2023-24		
		2024-25		
13	Call Escalation Matrix			
14	Whether proof/copies of work order on the above items enclosed (Yes/No)			
15	List of copies of documents enclosed			

Certified that the above information is correct to the best of my knowledge. Further, my firm and I have not been blacklisted/disqualified/debarred by any of the Government/Semi Government department or any other agency.

Place:  
Date:

Signature of the owner

Name of the Owner  
with Seal of firm

**ANNEXURE-II**

**FINANCIAL BID**

**Tender No. PAG (A&E) AP/CEDP/AMC/2024-25/1**

**Dated: 28.02.2025**

1	Name of firm	
2	Address of firm	
3	Name of authorized Signatory	
4	Specimen Signature of the Authorized signatory	
5	Telephone Number of the authorized signatory and other Telephone Numbers of the firm	

Place:

Signature of the owner

Date:

Name of the Owner  
with Seal of firm

**ANNEXURE-III**

**Tender No. PAG (A&E) AP/CEDP/AMC/2024-25/1**

**Dated:28.02.2025.**

**Self-Declaration of Downtime statement for computer hardware maintained in Govt. offices/PSUs.**

Sl.No	Dept./ Institution with Address	Year	No. of equipment under AMC	Average downtime considering all systems/printers under AMC	Maximum downtime considering all systems/printers under AMC	Remarks
1.						
2.						
3.						
4.						

**II. Self-Declaration of Downtime statement for network switches / points maintained in Govt. offices/PSUs.**

Sl.No.	Dept/Institution with Address	Year	No. of equipment under AMC	Average downtime of network switches / points under AMC	Maximum downtime of network switches / points under AMC	Remarks
1.						
2.						
3.						
4.						

Place:

Signature of the owner with seal of the firm

Date:

**ANNEXURE – IV**

**Tender No. PAG (A&E) AP/CEDP/AMC/2024-25/1**

**Dated: 28.02.2025**

**Details of Critical Equipment:**

Sl. No.	Details of the Hardware	Location	Quantity (Nos)
1	Computer Systems	Admn, Bills, Inward, Central EDP, Pension EDP, PM, VLC & A/cs EDP, TM, Main A/cs, Books and Funds EDP, FM and All Peshi's	50
2	Laser jet Printers	Admn, Bills, FM, PM, TM, Book	5
3	Dot matrix Printers	Admn, Pension, VLC & A/cs, and Funds	3

**Sd/-  
Data Manager**

**ANNEXURE-V**

**Tender No. PAG (A&E) AP/CEDP/AMC/2024-25/1**

**Dated:28.02.2025**

**Details of computer hardware proposed under AMC**

Sl.no	Hardware items	Quantity under AMC	Charges per unit Rs. (Incl. GST)	Total price Rs. (Incl. GST)
1	I3 Systems	52		
2	I5 systems	91		
3	I7 systems	4		
4	Laptops/Tabs	14		
5	Dot Matrix printers	3		
6	Laser jet/Desk jet printers	40		
7	Ink Tank Printers	8		
8	Scanners	13		

Signature of the owner:

Place:

Date:

Name of the owner with seal of firm:

**In addition to the above Hardware Assets, the following assets require only Network support.**

S. No	Hardware Items	Quantity	Charges per unit Rs. (Incl. GST)	Total price Rs. (Incl. GST)
1	Desktops (I3)	148		
2	Desktops (I5)	35		
3	Laptops	80		

**Sd/-  
Data Manager**