

F.NHIDCL/BO Agt./ Estt./ 1(4)/2016-17/2077

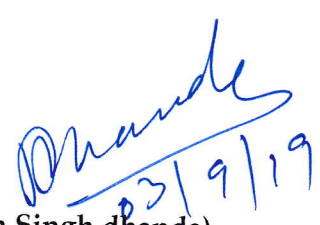
Date:-03 -09-2019

Name of Work:- Providing Annual Service/Maintenance Contract of Desktop Computer/Laptop Computer/Intercom System/Photocopier Machines/Inverter/Printer etc. for the financial year 2018-19.

Notice inviting Quotation No. F. NHIDCL/BO Agt/F.Y./2018-19/19

Time Period- 1 (One Year)

Sealed quotations are invited from interested established, experienced and reputed individual/firms/ organization and other agencies having adequate experience in above mentioned works. The **Schedule of work (Annexure-I)** along with **Terms & conditions(Annexure-II)** for the above work may be obtained from the office of the undersigned at the address mentioned above on any working day from 05.09.2019 to 16.09.2019. The duly filled quotation can be submitted in the office of the undersigned up to 12.00 Noon on dated 16.09.2019 and quotation will be opened on the same day at 3:00 Pm. in the presence of intending quotations.



03/9/19
(Dilbagh Singh dhanda)
General Manager (Project)

Schedule of Work

Name of Work:-Providing Annual Service/ maintenance Contract of Desktop/ Laptop Computer/ Intercom System/ Photocopier Machines/ Inverter/ Printer etc. for the financial year 2019-20.

Sl No.	Description of Items	Quantity	Unit	Rate to be quoted by the quotationers in figure as well in work in Indian Rupees.
1	2	3	4	5
1	Providing annual service/ maintenance of 7 nos. Desktop Computer (HCL Company/ Dell/ hp Company) & 1 no. Laptop Computer (HP Company) sets (Frontech/ Zebronic) includes Monitor (HCL/DELL/HP), CPU Computer, Key board, mouse parts of a computer including internet & other related system in non -comprehensive manner i.e. without providing required spares in AMC period.	7 (seven)	Set	@ Rs. / each set (Rupees)
2.	Providing annual service/ maintenance of 8(eight) sets (beetel) intercom system in non-comprehensive manner i.e. providing required spares in AMC period	1 (one) Job	Job	@ Rs. / job (Rupees)
3.	Providing annual service/ maintenance of 1 set Photocopier Machine (RICOH MP 23001L model) in non-comprehensive manner i.e. with providing required spares in AMC period	1 (one) Job	Job	@ Rs. / job (Rupees)
4.	Providing annual service/ maintenance of 1 set Inverter (Model Exide UPS 850 VA) Battery (EXIDE Company Tubolor IT 500 with 1 (one) UPS Numeric made) etc. system including providing distilled Water in battery at least every 2 (two) months interval etc. complete in all respect.	1 (one) Job	Job	@ Rs. / job (Rupees)
5.	Supply and re-filling of best quality and approved company ink in			
	a. RICOH SP 200 model Printers (Black & White)	3 Jobs	Job	@ Rs. / job (Rupees)
6.	Supply of new cartridge for			
	a. RICOH SP 200 model Printers (Black & White)	1 Job	Job	@ Rs. / job (Rupees)
7.	Supply of original Ink in RICOH MP2001L model Photocopier Machine (Black & White)	6 Jobs	Job	@ Rs. / job (Rupees)
8.	Supply of compatible best quality and approved company ink in for HP Laser Pro P1108 printer (Black & White)	30 Jobs	Job	@ Rs. / job (Rupees)

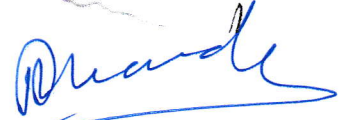
9.	Supply & Installation of cartridge for HP colour laser Jet printer MFP 177			
	a)Black colour	6 Nos	Job	@ Rs. / job (Rupees)
	b)Cyan colour	4 Nos	Job	@ Rs. / job (Rupees)
	c)Magenta colour	4 Nos	Job	@ Rs. / job (Rupees)
	d)Yellow colour	4 Nos.	Job	@ Rs. / job (Rupees)
10..	Supply and installation of Quick heal brand Anti-virus with total security in Desktop & Laptop Computers.			
	a) Single License	1 (one)	Single License	@ Rs. / Single license (Rupees)
	b) Triple License	2 (two)	Triple License	@ Rs. / Triple license (Rupees)
11.	Supply and installation of intercom Set Beitel made with necessary wire, Box and Card etc. complete in all respect.	1 Job	Job	@ Rs. / job (Rupees)


General Manager (Project)
NHIDCL, Agartala Branch

TERMS AND CONDITIONS

1. The scope of work will cover mentioned Machine(s) in scheduled of work in any kind of damage of any part of the machine(s) / system including damages due to over voltage, short circuit, system failure/ disruption etc. in a non-comprehensive manner. The AMC will cover regular preventive precautionary measure as well as corrective service in respect of both in hardware as well as in software.
2. The AMC Service Provider will inspect and undertake required all preventive maintenance of all machines AT LEAST ONCE IN A WEEK for smooth operation of all machines and application software.
3. This Establishment in an important office of NHIDCL, Govt. of India undertaken situated in this State, hence the service provider shall need to send his authorized qualified Technicians/ Engineers to attend any call received from this office end within 45 minutes & undertake required repairing work (s) within a period not exceeding 24 hours of reporting time of call.
4. In case the time taken for repairing work exceeding 48 hours after attending call than penalty is to be imposed at the rate of Rs. 500/- per day beyond permissible time if valid reasons for delay are not intimated within the prescribed time frame The penalty shall be adjusted against dues admissible.
5. The firm shall deploy only qualified and certified competent enough technicians/ Engineers for attending the calls and to undertake repairing works with identity card of the firm/ agency.
6. It shall be the liability of the AMC Service Provider to carry out all maintenance work at site. If any machine is required to be taken out of this office premises then a written permission, should be obtained mentioning the reasons for shifting the machine to the Firm's / Agency's Laboratory/ Workshop for repairing.
7. The Service Provider shall report/ status of all the machines and peripherals service/ repaired on monthly basis with supporting papers / maintenance slips etc. which is to be duly certified by the Officer-In-Charge of computers of this office.
8. Payment will be made based on the satisfactory completion of the work quarterly based on submission of bill (in triplicate) along with documents

- giving details of Preventive Maintenance, Reports/ Service Call Reports, (along with call slips).
9. Any tax payable shall be adjusted from payment due as per relevant rules.
 10. The General Manager (Project), NHIDCL, Agartala Branch shall have the right to add and exclude any machines in this AMC period at the commencement of each quarter under intimation to the service provider.
 11. The quantity of different items may vary as per requirement. Payment will be made as per actual used quantity & as per quoted prize.
 12. In the event of the AMC Service Provider fail to comply with the terms and conditions and provide poor service/ performance in this AMC period then the authority has reserves the right to cancel this AMC contracts with serving notice after 7 (seven) days and to take any further action as deemed necessary as per law.
 13. In AMC period if any spares require to be replace due to damage of original spares of any reason then the agency will instantly arrange to provide and installed the said spares after prior written order of the authority mentioning the name of the approved company of spares. In this case payment will be made separately by this office on production of bill in triplicate based on said company's price list.



(D.S. Dhanda)
General Manager (Project)