

**OFFICE OF THE
DISTRICT & SESSIONS JUDGE
KHOWAI JUDICIAL DISTRICT:: KHOWAI**

No.F.16(1)-DJ/KH/Server/23/7314-316

Dated, Khowai The
14th July, 2023

NOTICE INVITING TENDER

Subject: - Annual maintenance Contract (AMC) of Computers & its peripherals etc. for Khowai Judicial District for the year 2023-24.

Sealed tenders/quotations are invited from the recognized service provider for the Annual Maintenance Contract for computers & its peripherals along with LAN items installed in the Khowai Court Complex falling under the Jurisdiction of Khowai Judicial District of Khowai as per terms & conditions and specification mentioned below:

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

TOTAL UNITS TO BE COVERED UNDER AMC: [CONSOLIDATED]

Sl. No.	Items	Units
COMPUTERS / PRINTERS/ SCANNER/ PROJECTOR etc.		
1.	Desktop computers with Keyboard(USB/PC2) and mouse(USB/PS2)(HCL make)	03
2.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell OptiPlex 3050)	03
3.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell OptiPlex 3020)	04
4.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell Vostro 3250)	12
5.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell Optiplex 5040)	04
6.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell Vostro 3671, Core i3)	07
7.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell Vostro 3671, Core i5)	02
8.	Desktop computers with Keyboard(USB) and mouse(USB)(Dell 790)	01
9.	Thin Client with keyboard (USB) and mouse (USB) (Dell WYSE 3040)	05
10.	VGA Splitter with Extra monitor	05
11.	Dell 24" LED Monitor (Outside Display)	04
12.	PANASONIC TV (43") with remote	05
13.	Logitech Camera (BCC950 Conference Cam) with remote	06
14.	HP ProliProliant ML110 Gen10 Server	01
15.	HCL Server with keyboard(USB) and mouse (USB)	02

Sl. No.	Items	Units
Printers		
16.	HP Laser Jet 1566	03
17.	Samsung ProXpress M3370fd	04
18.	Samsung Xpress M2830 Dw	04
19.	HP LaserJet M202dw	02
20.	HP LaserJet MFP227fdn	02
21.	Samsung ML-2161	06
22.	HP LaserJet Printer 1108	03
23.	HP LaserJet Printer 1602 plus	01
24.	HP LaserJet 1606	01
25.	HP LaserJet 1020 Plus	03
26.	HP LaserJet 1022	01
UPS		
27.	Better Power 1 KVA Online with battery	07
28.	Better Power 650 VA with battery	20
29.	Better Power 600 VA Online with battery	04
30.	Better Power 2KVA with battery	01
Kiosk, Projector & USB External HDD		
31.	Epson Projector (EB-W06) and Projector Screen	01
32.	WD Hard Disk 500 GB (USB External)	01
33.	Forbes Kiosk	01
Networking Items		
34.	24 port Network Switch	11
35.	SC-SM Fiber Patch Cord	08
36.	Joiner Box	02
37.	CAT6 Cable (Laid inside PVC Pipe)	2565 mtr.
38.	04 Core -Optical Fiber Cable (OFC)	2000 mtr.

*****END*****

The acceptance of the quotation will be subjected to the following terms and conditions:-

1. The contract will be for 01 (one) year from the date of acceptance of the agreement of the contract by the vendor/bidder/quotationer and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.
2. The quotations shall be for items as mentioned above in the consolidated format. The rate should be quoted for each item. The quotation offering the lowest rates in total will ordinarily be accepted. However, the District Court reserves the right to reject all or any one of the quotations without assigning any reason.
3. The prices quoted should be inclusive of all taxes, duties, transportation etc. Which are or may become payable by the vendor/bidder/quotationer under existing or future laws or rules of the country of origin/supply/delivery during the course of execution of the contract.
4. No representation for enhancement of price will be considered during the tenure of the contract once accepted.
5. Any attempt on the part of the vendor/bidder/quotationer or their agents to influence the officers concerned in their favour by personal canvassing will disqualify the vendor/bidder/quotationer.
6. 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/bidder/quotationer.
7. Along with the quotation the vendor/bidder/quotationer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.
8. The Bids of Bidders blacklisted by the Central Government/State Government or instrumentalities thereof shall not be considered. The Bids of the Bidders/ their Partners/ Directors/ Agents against whom any criminal case is pending before any Court shall also not be considered. A self-declaration on the company's letter head stating that the Bidder is neither blacklisted by the Central Government/ State Government or instrumentalities thereof nor any criminal case against the Bidder/ its Partners/ Directors/ Agents is pending before any Court shall be submitted by the Bidder in the Bid.
9. In case, the successful vendor/bidder/quotationer refuses to accept the offer, the vendor/bidder/quotationer may be black listed for future business with the Khowai District Court, Khowai.

10. All payments to the vendor/bidder/quotationer will be made by the authority on the availability of fund (LOC) in due course through e- Payment system of State Treasury.
11. Vendor/bidder/quotationer is required to furnish the Bank Account details (such as, Name of the Bank with its IFSC and Bank Account Number or Beneficiary Code given by the State Treasury) to which the amount is to be credited.
12. **Payments will be made quarterly towards AMC after completion of each quarter only after obtaining certificate from the System Officer/ System Assistant of this office stating that the service provided by the quotationer / vendor/ bidder during that quarter was satisfactory.**
13. The quotations submitted via e-mail /fax will not be accepted.
14. Incomplete tender/quotation will be rejected summarily.
15. **The quotations should reach this office positively on or before 31st July, 2023 by 15:00 hours. Any bid received after the deadline for submission of bid prescribed, shall be rejected and returned in unopened condition to the bidder.**
16. **The said tenders / quotations will be opened in the chamber of Ld. District & Sessions Judge, Khowai on 1st August 2023, at 16:00 hours where tenderer or his/her authorized representative may remain present. If due date of opening of the quotation happens to be a holiday or strike etc. the quotations will be opened on the very next working day at the same time.**
17. Required following documents should be accompanied with quotation: (a) PAN card (b) Trade License (c) GST (d) undertaking Certificate regarding acceptance of terms and condition.
18. Any other details or information in this regard, if required, may be obtained from the office of the undersigned.
19. The Service Engineer of the selected vendor/bidder/quotationer will be allowed to handle the respective equipments only with the permission of the officer in-charge.
20. Periodical preventive maintenance will be made once in every month by the Vendor/Bidder/Quotationer and it is mandatory.
21. During the Annual maintenance Contract (AMC) period as soon as the problem is reported, the corrective measures shall be taken and service should be provided immediately and within 48 hours by the vendor.
22. The vendor/bidder/quotationer shall always keep minimum **20(Twenty)** numbers of each **(Keyboard, mouse), along with the sufficient number of spares, such as CPUs, Monitors,** other Spare Parts related to AMC articles like Mother Board, SMPS, Display

units in the premises with District & Sessions Judge Court, Khowai Judicial District, Khowai as standby so as to put these in systems whenever required systems/ peripherals cannot be repaired urgently. Any cost incurred towards transportation of the faulty/ repaired as well as standby equipment shall be borne by the vendor/bidder/quotationer.

- 23. The vendor/bidder/quotationer should deploy at least 01(One) technical/support staff for two working days in a week and this staff should remain present in the office from 10.00 am to 5.00 pm.**
24. Service support is required during office hours from 10:00 AM to 05:00 PM on specific two working days. The support staff is required to attend location of the complained item under the jurisdiction of District & Sessions Judge, Khowai Judicial District, Khowai.
25. The maintenance work shall normally be done during office working hours, however, in case of emergency maintenance may be done beyond office hours. In such case, prior arrangement through proper communication should be worked out by the servicing agencies.
26. Problem, if not major, should be rectified within the same day of reporting. The reporting will be made through e-mail / Whatsapp / over phones on urgent need.
27. In case of major problem, the vendor will 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.
28. 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/bidder/quotationer. The decision in this regard taken by this office shall be final and binding on the AMC vendor.
29. Normal response time for repair is 24-hours from the actual time of reporting the problem to the Vendor of AMC, **failure of which will strictly be followed** as per the Response Time Table given below:

Response Time Table

Response Time	Period	Penalty
	Above 24 Hours & up to 48 hours	Warning but no penalty.
	Above 48 Hours & up to 96 hours	A penalty of 0.5 % of the total contract amount.
	Above 96 hours	A penalty of 1 % of the total contract amount.

30. 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/end of life, the same should be replaced with an equivalent or higher standard/quality of replacing hardware.
31. Vendor/bidder/quotationer should be fully responsible for any damage to man & machine due to faulty workmanship of the vendor/bidder/ quotationer during the period of the contract.
32. **Replacement of spare parts of any items, if any should be inclusive in the AMC. All other consumable items except cartridge/toner of Printers should be included under AMC.**
33. It will be the responsibility of the service provider to ensure timely service/ maintenance/ repair etc. as indicated in the tender throughout the AMC period.
34. The vendor/bidder/quotationer shall provide services for minimum one month beyond the date of expiry of the contract without any extra cost so that all the equipment under maintenance contract is handed over to the next contractor.
35. Any equipment not made available in working condition on the last working day of the contract period shall be rectified/ repaired by the vendor/bidder/quotationer within the next 10 (ten) working days failing which the bidder/vendor need to supply the new IT hardware against the faulty hardware or the purchase cost thereof shall be deducted from the last/ final AMC payment.
36. In case an equipment/ item/ part is being taken out for repairs/ servicing to company's premises/service centre, the service provider shall provide standby equipment/ item/ part and will take prior permission of District & Sessions Judge Court, Khowai Judicial District, Khowai before taking the equipment/ item/ part out. The equipment/ item/ part being taken to the workshop for repair would be at service provider own risk and expenses.
37. Taxes (at source) will be deducted as per applicable rules.
38. **The vendor/bidder/quotationer should submit proper documents by mentioning yearly turnover of the company and the yearly turnover should be minimum 5 (Five) Lakhs.**
39. Name of technical/support staff(s) to be deployed at Khowai Court Complex from time to time by the vendor/bidder/quotationer should be sent to this office (submit supporting documents).
40. The vendor/bidder/quotationer must have its own office or must have a service agent stationed at Agartala/Khowai. The vendor/bidder/quotationer is required to furnish certificate in this behalf and, if any, Service Agent is stationed at Agartala/Khowai, then a certificate to that effect also.

41. Call Reports should be prepared / submitted after attending each call. Also, the service provider shall submit monthly reports to the District & Sessions Judge Court, Khowai Judicial District, Khowai, stating the complete list of call reported/ resolved and status of the all AMC Items.
42. 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 regards shall be final and conclusive.
43. AMC may be extended further for a period of 1 year or 2 year or more for the District & Sessions Judge Court, Khowai at same rate, terms and conditions or on mutually agreed terms subject to the satisfactory performance of the service provider during the AMC period.
44. Any dispute/problem arisen in connection with AMC the decision of the District & Sessions Judge, Khowai Judicial District, Khowai shall be final.
45. Disagreement if any, arising out of the contract shall be settled by either party in a court of law under the jurisdiction of the District & Sessions Judge Court, Khowai Judicial District, Khowai.
46. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
47. The successful tenderer shall have to execute an Agreement with the department on same terms & condition as and when required.

Sd/-

(Smt.N. Bhattacharyya)
CJM-cum-Civil Judge(Sr. Div.),
Khowai Judicial District , Khowai
(Head of Office)

Copy to :-

1. NOTICE BOARD.
2. OFFICIAL WEBSITE.

(Smt.N. Bhattacharyya)
CJM-cum-Civil Judge(Sr. Div.),
Khowai Judicial District , Khowai
(Head of Office)