OFFICE OF THE
DISTRICT & SESSIONS JUDGE
UNAKOTI DISTRICT::KAILASHAHAR

F.25(4)-CJM/U/KLS/2025/ 12427-429

Dated, Kailashahar
The 18th December, 2025

NOTICE INVITING TENDER

Subject: Notice Inviting Tender for AMC of Servers, laptops, Computers and its Peripherals for Unakoti Judicial District for the year 2025-26.

Sealed tenders/quotations are invited from the recognized service provider for the Annual Maintenance Contract for servers, laptops, computers & its peripherals installed in Kailashahar Court Complexes as per terms & conditions and specification mentioned below:

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

Sl. No.	Items	Units
1	Monitor	65
2	CPU Dell Optiplex i5	8
3	CPU Dell Vostro i3	24
4	CPU Dell Optiplex 3020	7
5	CPU Dell (KIOSK)	2
6	CPU Dell Thin Client	8
7	HCL Desktop	3
8	DELL AIO	3
9	ACER AIO	5
10	Printer Samsung Duplex	9
11	Printer Samsung MFP	8
12	Printer HP Laserjet 1022	4
13	Printer HP Laserjet 1108	2
14	Scanner Canon	2
15	Projector EPSON	2
16	Visual Presenter	1
17	Logitec Camera	7
18	PLC Camera	2
19	LAN Ports (with I/O Box)	60
20	6U Wall Mount Rack	7
21	24 Port Patch Panel	7
22	08 Port Patch Panel	2
23	LIU DAX	2

24	Optical Fibre Cable (200 mts)	1
25	Optical Fibre Joiner	2
26	Optical Fibre to LAN Converter	4
27	Network Switch (24 Ports)	10
28	Network Switch (24 Ports)	2
29	External Hard Disk	2
30	Desktop PC Assembled	5

**********END**********

Annual Maintenance Contract (AMC) Terms and Conditions:

Contract Duration and Agreement:

- **Duration**: The contract is valid for one (1) year from the date of vendor acceptance. The agreement will be signed following official procedures and administrative approval.
- **Physical Verification:** Vendors are mandatorily required to visit the Kailashahar Court Complex to physically verify the operational status of each machine. They must submit their verification report to the Computer Section before submitting their quotations.
- **Final Quantity Confirmation Clause:** The quantity of items may vary during physical verification and at the time of signing quotations. However, the exact quantity of items at the time of signing the agreement will be considered final.

Quotation, Pricing, and Taxes:

- **Quotation Requirements**: Quotations must be provided for specified items, with rates quoted for each item. The District Court generally accepts the quotation offering the lowest total rates, reserving the right to reject any quotation without providing reasons.
- **Price Inclusivity**: Quoted prices should include all taxes, duties, cesses, and transportation costs that may become payable under existing or future laws during the contract execution.
- **Yearly Turnover:** The quationer should submit proper documents by mentioning yearly turnover of the company and the yearly turnover should be minimum 10 (Ten) Lakhs.

Authorization, Compliance, and Documentation:

- **Authorization**: The vendor must submit a copy of the company's authorization letter as an authorized AMC service provider along with the quotation.
- **Compliance**: Bids from vendors blacklisted by governmental bodies or with pending criminal cases against them or their agents will not be considered. A self-declaration on company letterhead confirming compliance is mandatory.
- **Documents Required:** The following documents should accompany the quotation: (a) PAN card, (b) Trade License, (c) GST, (d) an Undertaking Certificate regarding acceptance of terms and conditions.

Payment Terms and Submission Guidelines:

- **Payment Procedures**: Payments will be processed through the State Treasury's e-Payment system based on fund availability. Payment towards AMC services will be made quarterly, contingent upon satisfactory service certification from the System Officer/System Assistant.
- **Submission Requirements**: Quotations must be submitted in person by the specified deadline. Submissions via email or fax will not be accepted. Incomplete submissions will be summarily rejected.

Service and Maintenance:

- **Preventive Maintenance**: The vendor is responsible for conducting monthly preventive maintenance on all specified equipment.
- **Emergency Support**: Maintenance services are available beyond regular office hours and holidays in case of emergencies, subject to prior arrangement and communication with the District & Sessions Judge office.

Technical Support/Service Engineer and Staff Deployment:

- **Staffing Requirement**: The vendor must deploy at least one(1) service engineer or technical/support staff member for a minimum of four(4) working days per week. The staff must be available onsite during specified office hours.
- **Location Requirement**: The vendor must maintain either their own office or have a service engineer or technical/support staff member stationed in Kailashahar, supported by appropriate certification.

Response and Repair Time:

- **Service Level Agreements**: The vendor must respond to reported issues promptly, with corrective measures initiated within 48 hours. Minor issues should be resolved on the same day of reporting. Penalties apply for delays, as outlined below:

Response Time	Penalty
Above 24 & below 48 hours	Warning but no penalty
Above 48 & below 96 hours	2% of the contract amount per system
Above 96 hours	5% of the contract amount per system

Equipment, Spare Parts, and Quality Assurance:

- **Spare Parts Management**: The vendor must maintain a minimum stock of essential spare parts and equipment at the District & Sessions Judge's premises. Costs associated with transportation of faulty or standby equipment will be borne by the vendor.
- **Quality Standards**: Only authentic and original components should be used. In cases of hardware breakdown or obsolete technology, replacements must meet or exceed the original specifications.

Responsibilities, Termination, and Extension:

- **Vendor Liability**: The vendor bears full responsibility for any damage caused to personnel or equipment due to faulty workmanship during the contract period.
- **Contract Termination**: The District & Sessions Judge office reserves the right to terminate the contract if the vendor's performance is deemed unsatisfactory, with the decision being final and binding.

- **Contract Extension**: Subject to satisfactory performance evaluation, the contract may be extended for additional periods under mutually agreed terms.

Dispute Resolution and Agreement Execution:

- **Dispute Handling**: Any disputes arising from the contract will be resolved under the jurisdiction of the District & Sessions Judge, Kailashahar with their decision being final.
- **Tender Acceptance**: The District & Sessions Judge retains the discretion to reject any or all tenders (*including the lowest rate*) without providing any reason.
- **Agreement Execution**: Upon successful tender acceptance, the vendor must execute an agreement with the District & Sessions Judge's office, adhering to specified terms and conditions.

Tenders Submission and Opening:

- **Submission:** All quotations must reach this office by 03:00 pm on 7th January 2026 (Wednesday).
- **Opening:** The Tenders received shall be opened in the chamber of Ld. District & Sessions Judge, Unakoti, Kailashahar.

(**Jumili Debbarma**)
Nodal Officer,
Chief Judicial Magistrate-
cum-Civil Judge, Sr. Div.,
Unakoti District, Kailashahar.

Copy to:

1. Official Website.
2. Notice Board.
3. Office Copy.

18.12.2025

Nodal Officer,
Chief Judicial Magistrate-
cum-Civil Judge, Sr. Div.,
Unakoti District, Kailashahar.