

**OFFICE OF THE
DISTRICT & SESSIONS JUDGE
GOMATI JUDICIAL DISTRICT :: UDAIPUR**

No.F.23(1)-DJ/G/UDP/E-COURT/2024/ 7345-46

The 23rd July, 2024

NOTICE INVITING TENDER

Subject :- Annual maintenance Contract (AMC) for Video Conferencing System for the year 2024-25.


Sealed tenders / quotations are invited from the recognized service provider for the Annual maintenance Contract (AMC) for Video conferencing System installed in the Court Complex of District & Sessions Judge, Gomati Judicial District, Udaipur as per terms & conditions and specification mentioned below:

The dates for the schedule of the key events of this tender is given as under:

Sl. No	Events	Date and Time	Venue
1	Submission of Tender-starting date	23.07.2024	Office of the District & Sessions Judge, Gomati Judicial District, Udaipur
2	Last date of submission of Bids	07.08.2024	
3	Date and Time of opening of the Technical Bids	08.08.2024	Chamber of the District & Sessions Judge, Gomati Judicial District, Udaipur
4	Date and Time of opening of the Financial Bids	12.08.2024	Chamber of the District & Sessions Judge, Gomati Judicial District, Udaipur

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

Sl. No.	Item	Qty.	Specification
1	Dell Optiplex 3050 CPU (along with Keyboard mouse)	07 nos.	Intel Core i3 6100 CPU @ 3.70 GHz, 4 GB, 500 HDD
2	VC system TV Monitor (Including HDMI cable)	08 nos.	Panasonic LH-43RM1DX (43")
3	VC system Camera along with remote control	07 nos.	Logitech BCC-950


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4	HP 280 G4 MT Business CPU (along with Keyboard mouse)	08 nos.	Intel Core i5-8500 CPU @ 3.00 GHz, 4 GB, 1TB HDD
5	TV Monitor Samsung (including HDMI cable)	08 nos.	Samsung TV Size 24''

- 1) The contract will be for 01(one) year from the date of acceptance of the agreement of the contract by the vendor and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.
- 2) Amount quoted in AMC for each item shall be inclusive of all taxes.
- 3) **Tender Fees:** The interested eligible bidder has to submit the tender fees of ₹500/- (Rupees Three Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank favor of the District and Sessions Judge, Gomati Judicial District, Udaipur payable at Udaipur at the time of submission of bids. The tender fees will be non-refundable. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.
- 4) **Bid Security/Earnest Money Deposit:**
 - A. Bidder has to submit an interest free Bid Security/Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the District and Sessions Judge, Gomati Judicial District, Udaipur payable at Udaipur at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.
 - B. The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.
 - C. The E.M.D. may be forfeited due to following reasons:
 - a) If the Bidder withdraws bid during the period of bid validity.
 - b) If the Bidder, having been notified of the acceptance of its bid by the District and Sessions Judge, Gomati Judicial District, Udaipur payable at Udaipur during the period of bid validity.
 - i. Fails or refuses to execute the Contract Form, if required;

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D. Unsuccessful bidder's EMD shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.

E. The Bid Security of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period.

- 5) Along with the quotation the Quotationer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.
- 6) As soon as the problem is reported, the corrective measures shall be taken immediately and not later than 24 hours by the vendor.
- 7) Vendor service support is required during office hours (10:00 AM to 05:30 PM) on working days. The vendor support staff is required to attend location of the complained computer in court complex of the District & Sessions Judge, Gomati Judicial District, Udaipur.
- 8) Problem, if not major, should be certified within the same day of reporting. The reporting will be made through e-mail/fax/over phones on urgent need.
- 9) 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.
- 10) 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. The decision in this regard taken by this office shall be final and binding on the AMC vendor.
- 11) 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 or end of life, the same will be replaced with and equivalent or higher of replacing hardware.
- 12) Taxes (at source) will be deducted as per applicable rules
- 13) The quotationer should submit proper documents by mentioning yearly turnover of the company and the yearly turnover should be minimum 20 Lakhs.

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- 14) The quotationer should deploy his 1(one) technical staff for 4 days in a week and he should remain present in the office for around 5 hrs. (Submit supporting documents).
- 15) List of Engineers posted at Udaipur from time to time should be sent to this office (submit supporting documents).
- 16) 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.
- 17) Quarterly Payment towards AMC shall be made only after obtaining certificate from the System Officer of this office that service of the vendor during previous quarter was satisfactory and also on the basis of availability of fund.
- 18) 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 regard shall be final and conclusive.
- 19) The quotations should reach this office positively by 16:00 hours of 07.08.2024.
- 20) Tenders / quotations will be opened, if possible, at 15:30 hours on 08.08.2024 where tenderer or his authorized representative may remain present.
- 21) **BID EVALUATION PROCESS:**
 - A. Technical Bids of only those bidders will be opened whose Earnest Money Deposit (EMD) /Bid Security and Tender Fees is received by the Office of the District and Sessions Judge, Gomati District, Udaipur before the last date & time of submission indicated above.
 - B. Each document comprising Technical Bid as mentioned in the NIT must be submitted with signature at all pages. The submitted documents must prove bidder's eligibility as specified in the NIT.
 - C. The Bidder will be disqualified in technical bid in case of absence of any one of the required documents fulfilling eligibility criteria as mentioned in the NIT.
 - D. Financial bid of only those bidders will be opened who qualifies in Technical Bid.
 - E. Financial bid in the same format as mentioned in the tender must be submitted with signature at all pages to be produced by the bidder.

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- F. Arithmetic Error, if any, in the price breakup will be rectified on the following basis: a) If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected.
- G. The **L1 bidder** will be arrived at on the basis of the grand total. Ranking of the Bidders will be ascertained according to the total amount of price quoted for all the items. Bidder who has quoted the lowest rate in grand total will be ranked first and so on.
- 22) The Bids have to be submitted sealed in two cover Bid System, in the proforma prescribed for the **“Technical Bid” (Annexure A)** and the **“Financial Bid” (Annexure B)**. Bids not submitted in the prescribed proforma or Bids which are incomplete are liable to be summarily rejected.
- 23) Required following document should be accompanied with tender: **(a)** Technical Bid (Annexure A) **(b)** Financial Bid (Annexure B) **(c)** PAN card **(e)** Trade License **(f)** GST Registration Certificate **(g)** Yearly turnover certificate (last 1 year) **(h)** Undertaking in company letter head regarding acceptance of terms and conditions. **(i)** Address of the Company Main Office and Local Office (if any) – along with email Address, Phone Number and Whatsapp Number. **(j)** Income tax Clearance Certificate. The tenderer should submit **self-attested copies** of the documents mentioned.
- 24) Incomplete tender will be rejected summarily.
- 25) Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.
- 26) The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
- 27) The successful tenderer shall have to execute an Agreement with the department on certain terms & condition as and when required.
- 28) Detail's information, if any required, may be obtained from the office of the under signed in this regard.

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- N.B:-
1. *The Service Provider/firm/Supplier/ Contractor may physically verify the Hardware as mentioned above before the submission of the tender, if desired by the bidders after taking necessary permission from the Authority.*
 2. *The bidders may verify/ check all the equipment during 03.00 P.M to 05.00 P.M between 29/07/2024 to 31/07/2024 on all working days.*

27/23/07/2024
(S.L. Dutta)

District & Sessions Judge,
Gomati Judicial District, Udaipur

Copy to:-

1. NOTICE BOARD.
2. OFFICIAL WEBSITE.

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District & Sessions Judge,
Gomati Judicial District, Udaipur

ANNEXURE-A

OFFICE OF THE DISTRICT AND SESSIONS JUDGE
GOMATI JUDICIAL DISTRICT:: UDIAPUR

Tender Notice No. _____

PROFORMA FOR TECHNICAL BID

SL. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
3	Details of Agency :	
	3a. Year of establishment/incorporation	
	3b. Whether proprietorship/partnership/ limited company etc.	
	3c. Name(s) of the Proprietor/Partner/ Managing Director etc.	
4	Details of Official Address of Agency:	
	Phone Number(s):	
	Email Address:	
5	Whether the Bidder has any office Or branch in Gomati District, Tripura. If so, give details with complete address, Contact person & contact number(s).	
5	Agency Registration No. (Copy of Registration should be enclosed):	
6	GST Registration No. (Copy to be enclosed):	
7	PAN Card (Copy to be enclosed):	

8	Income Tax returns of the preceding Financial Year.	
9	Bankers' Name and address	
10	Bank Account No. and IFSC Code of Firm	
11	Whether agency is blacklisted by any Government Department or any criminal case is registered against the firm or its owner /partner anywhere in India:	
12	Length of Experience in field:	
13	Experience in dealing with Government Department : (Indicate names of Departments and attach copies of contracts placed with agency.)	
14	Whether a copy of terms and conditions(duly signed), in token of acceptance of same is attached :	
15	List of Documents Submitted with tender:	

Signature with Company Seal

ANNEXURE-B

PROFORMA FOR FINANCIAL BID

Sl. No.	Items (a)	Specification (b)	Qty. (c)	Rate (d)	Total (e=cx d)	Tax (f)	Total (g=e+f)
Items included in Udaipur Court Complex							
1.							
2.							
3.							
4.							
Total Amount in Words					Total		

Signature with Company Seal.