

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /AMC-COMP/2021-22

Date _____

Cost of the form Rs.500 /- paid vide DD No. _____ dated _____

Earnest Money Rs 2000 /- paid vide DD No. _____ dated _____

**TENDER FORM FOR AMC OF COMPUTER & LAN
FOR THE PERIOD FROM 01 MAY 2021 TO 30 APR 2022**

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by **1700 hrs on 06 April 2021**, for award of AMC for Computer & LAN from **01 May 2021 to 30 Apr 2022**.

2. Tenderer should have at least three years experience of maintenance of computers and LAN in any reputed institution (testimonials to be attached). Contractor should also be able to configure and maintain Router.

3. Tender forms are available at school office on payment of **Rs 500/-** (non-refundable) through **PNB/SBI/CANARA DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA**, payable at Sujapur Tira, up to **1700 hrs on 06 April 2021**. Earnest money of **Rs 2000/-** in the form of Demand Draft, refundable on finalization of tender, in favour of Principal Sainik School Sujapur Tira, as mentioned above, is to be remitted along with filled-in tender form. Photocopy of Money Receipt issued by the School, vide which the tender form was purchased, shall also be attached with the filled in Tender Form for verification. In case the tender form is down loaded from the School website, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs.500/-** (non-refundable amount towards the cost of the form) and **Rs.2,000/-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1000 hrs on 08 April 2021** in presence of the bidders/authorized agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons thereof.**

4. **TERMS AND CONDITIONS FOR AWARD OF AMC COMPUTER & LAN**

1. **TERMS AND CONDITIONS**

The contractor should provide the following services to keep the equipments in good working condition:

(a) Scheduled preventive maintenance to be determined mutually. The contractor will make minimum of **eight** visits per month in this regard for servicing/preventive maintenance. If there is any problem related to the Hardware/Software, the contractor may be called by the school any time. Failing to make any scheduled visit will empower this school to deduct Rs. 500/- per visit or the contract will be extended by a period of one week for each lesser visit/absentee.

(b) Unscheduled, on-call corrective and remedial maintenance services to set right the malfunctioning of the system/ this may include the replacement of unserviceable parts such as power cable, hard disk, cables, computer/printer components, monitor transfer and minor parts costing up to Rs. 1000/-.

- (c) The system maintenance does not include the cost of the consumable items like printer heads, ribbons, magnetic tapes, cartridges, magnetic section of hard disk, battery real time clock and batteries of UPS.
- (d) Attendance of Service Engineer is mandatory on a/m working days except prior permission for excuse/absence (in writing) is taken from Head Master/Registrar, Sainik School Sujanpur Tira. Non compliance will attract a penalty of Rs. 200/- per day. The amount accumulated from the total period of absence will be recovered from last payment due to the firm.
- (e) The contractor shall not sub contract or permit any third party to perform any work, service without the prior written consent of the School.
- (f) For any Computer/Printer/UPS/Scanner required to be taken to workshop for more than 01 week, a replacement has to be provided by the firm. Firm has also to provide standby system and monitor, if the rectification period exceeds 48 hrs.
- (g) The firm should detail one dedicated service engineer for Sainik School Sujanpur Tira who would act as Computer Cell of the school during two working days i.e. Tuesday and Friday (from 0900 hrs to 1700 hrs) and attend to the repair, check the serviceability of systems and maintain documents relating to AMC repairs. They are also required to sign on a register held with Computer cell, Sainik School Sujanpur Tira.
- (h) The firms are required to submit their Income Tax clearance Certificate, previous Experience Certificate and Sales Tax Registration Certificate along with the quotation.
- (j) Payment will be made as 25% of the total cost of AMC in every quarter from the date of signing of agreement.
- (k) No change in the rate quoted will be entertained during the contract period.
- (l) **Obligation of the School**
The school pay maintenance charges @ Rs. _____ at the end of each quarter. Unsatisfactory services will empower the Principal to cancel the contract without any notice.
- (m) Whenever any part of the computer is to be taken to the workshop, parts will be returned after repair within 06 days or reason for delaying in written should be provided to the School.
- (n) The contractor will not open any of the computers in the School without the permission of the School.
- (o) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e.' **TENDER FOR AMC OF COMPUTERS & LAN** ' for **2021-2022**.
- (p) An agreement bond is to be executed on a non-judicial paper of Rs.50/- value by the approved supplier/ contractor before placement of order.

5. **SPECIFICATIONS OF ANNUAL MAINTENANCE OF AMC COMPUTERS – 2021-2022** (Rates to be quoted by the agency / firm)

<u>S. No</u>	<u>Item</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Computers:(35+3)				
(a)	COMPUTERS	35		
(b)	Laptops	03		
Printers:(10)				
(c)	Printer HP Laser jet (P-2015)	1		
(d)	HP 1566/Samsung ML 2010	2		
(e)	Deskjet-2035 DN	1		
(f)	HP Laserjet pro 550 All in one	1		
(g)	Deskjet All in one	1		
(h)	HP Laserjet Printer 2055 dn Network Duplex	1		
(i)	HP office jet printer HP 5025 Print/Scanner/copy	1		
(j)	HP Laserjet printer M 1005 MFP	1		
(k)	Epson 360L Printer	1		
UPS:30				
(l)	6KVA	01		
(m)	600 VA	07		
(n)	1 KVA	22		
PROJECTORS				
(o)	BENQ MS-5068/MS 535P	06		
Total Amount:				Rs.

6. The above mentioned details with terms and conditions from Sl. No 1 to 3 (o) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

Enclosed Demand Draft for

(a) Rs.500/- towards cost, and / or

(b) for Rs. 2000/- as EMD along with this Tender Form.

(Tick / Strike out as applicable)

To

The Principal,
Sainik School,
Sujanpur Tira-176110
Distt. Hamirpur (HP)