



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
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No. C.AMC Services/2145/IT/2014/NIOH/

15.11.2018

Sub: Invitation of Quotations for Comprehensive Maintenance Contract for the following items like Desktop Computers, Servers, Laptops, Printers, Scanners Internet & LAN and Network Devices installed at Institute and suppliers are requested to submit their quotation under two bid systems (**Technical and financial bids**) separately.

Sealed Quotations/proposals are invited from reputed agencies having relevant experience for providing Comprehensive Annual Maintenance Contract of all types of computer related Hardware and Networking (LAN & Internet) in the existing system of the Institute as per General Terms & Conditions and Scope of work.

The interested parties/agencies shall visit the site to inspection/to assess the works in details at before submit the quotation. The Tender documents can be collected from I.T Section of this Institute against DD of Rs.500/- (non-refundable) on or before **04.12.2018** up to 3.00 p.m.

The filled tender Application and Price Bid (Annexure-1 & 2) along with all credentials/relevant documents shall be placed in sealed cover super scribed "**Tender for Comprehensive Maintenance Contract (CMC) services of all Hardware & Network System**" and the same shall be reached on or before **05.12.2018** up to 4.00 p.m

The authority of the Institute reserves the right to accept or reject any or all the quotations/proposals without assigning any reason what so ever.

Copy for information and necessary action to:

- 1 Accounts Officer: NILD. Kolkata
2. P.A to Director. NILD, Kolkata - to upload in the Institute's Website
3. I/C I.T, I.T Section, NILD, Kolkata
4. Notice Board, NILD. Kolkata
5. Notice Board, ISI, NSSO, CTTC, Kolkata.
6. Notice Board of AYJNIIHH/NIMH/NIVH (ERCs). Kolkata
7. Office Copy

Dy. Director (Offg.)
N.I.L.D

GENERAL TERMS & CONDITIONS

Eligibility:

1. The Agency/Firm are requested to quote the rate for all the items. L-1 will be considered on the consolidated rate quoted by the Agency/Firm. If the Agency/Firm will not quote for all the items, their quotation will not be considered.
2. The Agency/Firm should have minimum 05 (Five) years relevant experience to provide Computer Hardware and Network (LAN & Internet) Maintenance services in Central Govt./ State Govt./Autonomous bodies and other reputed institute.
3. The agency/firm should have at least 03 (three) CCNA or equivalent qualified technician/expert in their organization's payroll, in between 1 (one) CCNA or equivalent qualified technician/expert shall be made available on regular basis (from 8.30 AM to 5.30 PM in all working days) for carrying out the preventive maintenance works and sort out day to day problems. The firm/agency must provide the Technician/Expert on any special circumstances in holidays and beyond the office hours.
4. The Agency/Firm should have a credentials of at least one single contract bearing value of Rs. 5,00,000.00 or above in similar work from a Central Govt./ State Govt./Autonomous bodies.
5. The agency/firm should submit self attested photocopy of PAN Card and Trade License registration for such work.
6. The agency/firm should submit self attested photocopy of registrations of Professional/I.T/S.Tax, etc.
7. The firm has to submit a signed copy of the specified tender document as unconditional acknowledgement of acceptance of all the terms & conditions of this tender document.
8. Any condition given by bidder will not be accepted and binding to the institute.
9. Price bid to be submitted in the specified format only.
10. Decision of the Director, NILD, Kolkata will be the final in case of any dispute.
11. The institute reserves the rights to impose penalty case in case of any unsatisfactory service, even after repeated warning twice. Penalty may be decided by Competent Authority.
12. Any loss/damage caused by the agency/manpower will have to be replaced with new/fresh item on approval of the I.T. Section.
13. The firm/agency shall submit the performance Security Deposit as EMD amount 6,000/- in the form of Draft (from any Nationalized/Scheduled Bank) in favour of "National Institute for the Orthopaedically Handicapped" payable at Kolkata along with Tender document.
14. **Without EMD & Tender cost, the tender documents will be summarily rejected**
15.
 - i. **The Hardware Engineer shall be the employees of the Agency / Firm and all the statutory liabilities will be paid by the Agency / Firm such as ESI, PF, Workmen's Compensation Act etc.**
 - ii. **The Agency / Firm shall abide by the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contractual Labour (Regulation & Abolition) Act, 1970, ESI, PF etc. with regard to the Hardware Engineer engaged by him as high skilled labour.**

- iii. As far as PF is concerned, it shall be the duty of the Agency / Firm to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employers amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employee engaged for Hardware & Lan Maintenance work, is required to be submitted to the Institute. In any eventuality, if the Agency / Firm fail to contribute the employee/employee's contribution towards PF subscription etc. within the stipulated time, National Institute for Locomotor Disabilities (Divyangjan), Kolkata is entitled to recover the equal amount from any money due or accrue to the Agency / Firm under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnish particular of personnel engaged for the Institute.**
- iv. For claiming the bill for first month the Agency / Firm need to furnish the registration details of ESI and EPF of each of the housekeeping and landscaping personnel and from the second month onwards the Agency / Firm shall furnish the challans of the remittances made towards ESI, EPF of each of the housekeeping and landscaping personnel and challans of the Service Tax paid and copies of Form 26 AS of the Income Tax paid.**
- v. Agency / Firm shall not claim any benefit / compensation / absorption / regularization of service from / in this office under the provision of Industrial Dispute Act, 1947 or Contractual Labour (Regulation & Abolition) Act, 1970. Undertaking from the personnel to this effect shall be submitted by the Agency / Firm to this office.**

Terms & Conditions:

1. The engagement will be provided for 2years initially, which may be extended for further period of another 1 year on satisfactory performance under same rates, terms & conditions.
2. The maintenance work is for Comprehensive Maintenance Contract of all the Desktop Computers, Servers, Laptop, Printers, Scanners and other peripherals etc. and Local Area Network, Network Devices and UPSs installed at NILD. The agencies/firms are required to visit and examine the whole system and satisfy themselves before submitting their Tenders/quotations.
3. The rates shall be exclusive of GST. Even if, there is any variation of these during the contract period, the rate shall remain unchanged and no additional payment can be made in this regard.
4. The Technician/Expert should be very polite while providing services with Institute officials and should have knowledge to writing & submit of all maintenance related reports/estimations as & when asked.
5. Besides the regular visits, In case of any emergency/breakdown condition the service engineer shall attend the complaints within 24 hrs from the time of call/fax/email conveyed (Excepting Sunday/Public Holidays).
6. All spare parts/consumable shall be of same make and type as installed as far as possible. If the same are not available, permission for alternative make must be taken from the authority of the Institute and dismantled parts should be handed over to the HOD of the concerned dept.
7. The agency / firm shall provide tools and equipment required for the maintenance purposes.
8. In case, your technician/Expert is found, not up to the mark and not able to work properly, he will have to be replaced as per the instruction of the Institute. There will be sufficient penalty. If found any delay/fault of services as per scope of work and terms & conditions.
9. The Institute will have the liberty to discontinue the contract at any time by giving one month's notice without assigning any reasons. The agency / firm have to hand over the whole in good condition after expiry of the contract.
10. In case of any problem with the Computer hardware or LAN System, the agency's / firm's Representative/Technician/Expert shall keep informed to authorized person of the Institute.
11. In case the Agency/Firm want backing out during the contract period without any explicit consent of the Institute, he will be liable to forfeiture of security deposit

SCOPE OF WORK

Scope of work shall be as defined hereunder:-

1. The agency/firm has to provide maintenance services of all Desktop Computers, Laptops, Printers, Scanners, Servers, LAN system, Network devices (UTP cable, Fiber, LAN switches, I/O devises etc.), UPS and related equipment installed at NILD Campus.
2. The parts for which services could not be provided shall be replaced by agency / firm. The parts that are to be replaced should either new parts of reputed brand or equivalent in performance & capacity. The defective parts removed shall become the property of NILD, if replaced from the existing hardware's. Defective parts shall be registered and mentioned in the stock register.
3. The agency / firm shall provide all spares (Hardware) which cover under the contract as well as any other need or service without any extra charges. Maintenance of Computer hardware and Network system will be responsibility of the agency / firm.
4. Servicing of each main item like computer, printer, LAN switches etc. must be done once in a month and a report will be submitted by the agency/firm regarding this.
5. The Technician/Expert will note the complaint received on phone with the name of complainant, details and date of complaint and allot a complaint no. to complainant who will be indicated in the call report or Log Book.
6. In case of any complaint, the Technician/Expert shall attend to the fault with immediately and rectify the problem within 24 hours.
7. All troubles in Computer hardware & its peripherals and LAN system should be rectified totally. Troubles in the systems should not be repetitive in nature. If same problem occurs more than three times and it is not rectified then it will be presumed that it could not be diagnosed by the agency/firm or the defective part connected with this problem is not replaced. In this case the maintenance amount for that system will not be payable.

8. If there is any type of problem in a system which could not be rectified within 24 hours, the clear reason, solution & time for the rectification of the problem should be mentioned by the agency/firm engineer on the call report/Log Book.
9. No system / part will be taken to workshop by the agency/firm unless it is very essential. Only defective parts may be taken to workshop by the agency/firm. In case, the agency / firm want to take any part to the workshop for its repair, they has to provide standby part in advance so that the work may be continued.
10. If agency/firm provides standby system for any part which is out of order, it will be the responsibility of the agency/firm that before expiring the contract agreement it should be repair/replace the defective system and only then he could take its standby system back otherwise the Institute may deduct/recover from the security and payable amount equal to the cost of the system.
11. No system/ LAN points should be remained down on the basis that the part equivalent to defective part is not available. The agency/firm has to install the latest parts in the system so that the work may be continued.
12. It will be the responsibility of the agency/firm to keep all the Computer hardware and LAN system in active and working condition. If the agency /firm fail to do so or could not provide satisfactory services for the network & peripherals, the services for those networks may be discontinued by the Institute by giving a notice to the agency/firm & full amount for the maintenance of those networks may be recovered by the Institute from the agency / Firm
13. The agency/firm shall provide the all services on site including all spares and replacement of defective parts. The agency must have a service base in Kolkata with required and enough spares. The agency should always be in a position to replace defective parts of all brands of PCs, Servers, and Printers, Printer-cum-fax machine, Scanner, External CD Writer and LAN switches without any delay. This should be specifically confirmed in the offer.
14. Any person from the agency/firm will neither open any system nor replace any spare without prior permission of authority of the Institute otherwise the agency/firm will be responsible for the same and the Institute may take necessary action accordingly.
15. The agency shall get the maintenance of the system, including the cleaning thereof, done by his maintenance staff solely at his own risk. The NILD shall not, in any way, be liable to make any payment, incur any expenditure or face any law suit in any court of law for any injury or death suffered by the Contractor's maintenance staff during the course of maintenance under the AMC.
16. The agency/firm must have expertise in corrective and preventive onsite maintenance and repair of server, computers, laptops, printers, Laser printers, Desk Jet /dot matrix printers, projectors and peripherals and other hardware parts and accessories. Check the battery fluid gravity by hydrometer, battery water level and checks all controls.
17. Allotment of I.P address and its monitoring including recording. I.P address cannot be changed without the permission of competent authority. If misused or abused report will be submitted immediately to the competent authority.
18. Installation of operating systems (Windows 10,7 & 8, Windows Vista, Windows XP, Windows 2000, window Server 2003, Microsoft ISA Server), antivirus packages, mail server configuration and other application tools as desired by users with prior permission of the authority.
19. Update of the software/drivers required for the networking components during the work period and maintains the systems inventory details in proper manner and Resolving anti-virus issues as and when required.
20. The Technician/Expert by the agency shall contact with other service agencies such as BSNL, Printer Refilling, and Antivirus supplied agency to get done the works as & when required basis. Virus scanning fort nightly

21. List of individual user name/site/No. & use of Internet by them shall be provided as & when asked; to fix up responsibility of any type of misuse/deviation can be imposed on him/her.
22. Monitoring and support of Hardware in server & clients. Hardware & Network support to all Departments in this Institute. All Printers setting, sharing through LAN, Installation & configuration in various departments.
23. Configuring E-Mail accounts of various intranet users & configuration of Microsoft exchange server. Taking back up of E-mail accounts as & when needed. Synchronizing the E-mail accounts with MS-Outlook.
24. The agency/firm should be maintained 'Complaint Log Book' which would contain entries made by officers/users of NILD pertaining to any computer Hardware related problems. The engineer shall attend to these problems in the order of their entry and record in the register after the problem is solved.
25. If any computer/hardware needs to be taken out of the Institute premises for repairs, then the engineer would write a request in the 'Complaint Log Book' after which an 'Gate Pass' would be given by an officer of NILD to permit the engineer to take the PC/Hardware Part for repairs/replacement (as the case may be).
26. The agency is to maintain the Hardware Parts/Computers/UPSs/Printers details as well as the old peripherals Register with status/certify, that may submit to the concerned as & when required.
27. The agency/firm shall be maintain and manage of network software, proxy and firewall.
28. Monitoring and support of projectors to all Departments in this Institute.

Application Format

Sl No.	Particulars	
01	Name of the Agency/firm and address with Phone number	
02	Name of the owner/Proprietor with Address, phone number and email id	
03	Details of Trade license(Photocopy must be enclosed)	
04	Details of PAN Card(Photocopy must be enclosed)	
05	Details of Professional/income/sales taxes(Photocopy must be enclosed)	
06	No of single contract bearing value of Rs. 5,00,000.00 or above in similar work	
07	Details of Experience in given format	Format indicated below

Name of the Organization (Proof to be enclosed)	Dates of services provided during the period		Years/Months	Value of contract
	From	To		

Signature of Tenderer with Seal

Price Bid

Comprehensive Annual Maintenance Contract of Desktop Computers, Servers, Laptops, Printers, Scanners, UPSs, Network Devices and other peripherals including charge for manpower support.

(This part should be photocopied and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed)

Sl. No.	Items	Qty. (Tentative)	Unit Charge in ` (Per Annum)	Total Charges in ` (Per Annum)
1.	Desktops	105		
2.	Laptops	12		
3.	Thin Clients	02		
4.	Printers	41		
5.	Scanners	06		
6.	IBM Servers	02		
7.	UPSs	15		
8.	Media Converters	10		
9.	LAN Switches (8-Ports, 16-Ports)	31		
10.	HCL-24TM-L3 Managed Switch	02		
11.	Wi-Fi access point	12		
12.	Projector	17		
13.	Resident Engineer/Technician/Expert (Man Power) per Annum			
Total				
Taxes @				
Grand Total including of taxes				

Note:- L-1 rate will be consider on the consolidated rate quoted by the firm/agency.