



F.N.43089/2020-21/ITI MKP/Computer

Dated: 12.06.2019

**Subject :** **“Invitation for sealed Quotations for repair and maintenance for various brands of Computers, Printers, Scanner, UPS, LAN and purchase of computer peripherals.”**

**Sir/Madam,**

The Kendriya Vidyalaya ITI Mankapur is situated in the campus of ITI Limited Mankapur, governed under Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

**2.** You are invited to submit your most competitive quotation for following works as per Schedule 1 of the Model Maintenance Agreement attached with this letter.

- I. Maintenance of Hardware, Software and of about 10 computers connected in LAN, 3 printers of different make and 10 UPS of different make.
- II. Maintenance of LAN including revival of non functional nodes, addition and / or deletion of fresh nodes on need basis and relaying of LAN on need basis.

**3. Bid Price:**

- a. The AMC shall be for various brands of Computers, Printers, UPS, installed in KV ITI Mankapur, as described in Schedule I of the Model Maintenance Agreement. The bidder may quote rate for items in the format of quotation attached Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. The Bid price however shall include cost of all the items indicated in para 2.
- b. The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation:
- c. The prices should be quoted in Indian Rupees only;
- d. Each bidder shall submit only one quotation;
- e. Telex or Facsimile quotations are not acceptable

#### **4. Validity of quotations:**

The quotation shall remain valid for a period not less than 60 days after the deadline specified for submission of quotations.

#### **5. Earnest Money:**

An amount of Rs. NIL (Rupees NIL only) shall be deposited as "Earnest Money" along with the quotation. ~~The UBI Demand Draft shall be drawn on "VVN A/c KENDRIYA VIDYALAYA, ITI Mankapur" branch code 68920 and IFSC Code UBIN0568929 payable at Mankapur. Quotation without the earnest money shall be rejected. The earnest money shall be retainable for a maximum period of three months after the opening of quotation after which it will be returned for unsuccessful bidder/s. No interest shall be paid thereon.~~

#### **6. Evaluation of quotations:**

This office will evaluate and compare the quotations determined to be substantially responsive i.e., which are;

- a) properly signed, and
- b) confirm to the terms and conditions and specifications.

The evaluation would be done for all the items put together as well as separately also. The bidder who has quoted for partial quantity / value of any one or more item(s) would be treated as non-responsive. The office will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

#### **7. Experience:**

The agency desirous of submitting quotation must have an experience of carrying out similar / related work in at least three government / autonomous bodies / PSUs in the last five years. The addresses and the telephone numbers of the client organization shall be submitted along the quotation.

#### **8. Award of contract:**

The Competent Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

- (a) The bidders whose bid is accepted will be notified of the award of the contract by the Office prior to expiry of the quotation validity period:

(b) *Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.*

**9.** *You may visit the office to see the hardware from 08.00 a.m. to 2.00 p.m. during working hours from the date of publication of the tender notice up to 21 days.*

**10. Last date and time of receipt of quotations:**

*You are requested to submit the sealed quotations in the office super scribed on the envelope as “Quotations for Maintenance of Computer” for various brands of Computers, Printers, UPS: maintenance of LAN;, up to 04:00 PM of 02.07.2020 from the date of publication of this notice. The quotations will be opened at on 03.07.202 at 01:00 PM. You or your representative may be present.*

*We look forward to receiving your quotation and thank you for your interest in the KVS*

*Yours faithfully,*

*Signature :*

*Name : (Mewalal)*

*Designation : Principal*

*For & on behalf of Kendriya Vidyalaya ITI Mankapur*

**FORMATION OF QUOTATION**

<i>Sl No</i>	<i>Description of equipment along with specification or Maintenance of LAN or Deployment of Engineer</i>	<i>Machine Sl. No #</i>	<i>Unit Rate (Rs.) in Figures</i>	<i>Unit Rate (Rs.) in words</i>	<i>Taxes if any</i>	<i>Total amount without tax</i>	<i>Total Amount with taxes</i>
1	Computer sets - 10						
2	<u>Printer</u> a) Laser - 3(hp) b) Lexmark - 2						
3	UPS - 10						
4	LAN switch -05						

Gross Total Cost Rs.....(in figures)(Rs..... (in words)

We agree to have Maintenance of the above items in accordance with the technical specifications and Model Maintenance Agreement for a total contract price of Rs.....(in figure (Rs.....(in words) for the period specified in the Invitation for Quotations.

(Bidder)

Name :.....

Signature :.....

Date :.....

**KENDRIYA VIDYALAYA ITI MANKAPUR COMPUTER ITEMS 2020-21**

<b>S. No.</b>	<b>NAME OF ITEM</b>	<b>UNIT PRICE Including GST</b>
1	REFILLING FOR HP/SAMSUNG/CANON LASER PRINTER BEST QUALITY	
2	DRUM CHANGE FOR LASER PRINTERS BEST QUALITY	
3	CATRIGE 21/22 COMPBO PACK HP ORIGINAL	
4	TONER SAMPUNG 1610 LASER PRINTER SAMSUNG ORIGINAL	
5	TONER SAMPUNG 1610 LASER PRINTER COMPATIBLE	
6	TONER 12-A FOR HP LASER PRINTER HP ORIGINAL	
7	TONER 12-A FOR HP LASERJET PRINTER COMPATIBLE	
8	TONER FOR SAMSUNG 1640 LASER POINTER ORIGINAL	
9	TONER FOR SAMSUNG 1640 LASER POINTER COMPATIBLE	
10	TONER FOR CANON D520 LASER PRINTER ORIGINAL	
11	TONER FOR CANON D520 LASER PRINTER COMPATIBLE	
12	EPSON L100 INK BANK (ALL COLOURS) ORIGINAL	
13	BLANK CD 50 CD CAKE SONY/MOSERBEAR	
14	BLANK CD 100 CD CAKE SONY/MOSERBEAR	
15	BLANK DVD 50 DVD CAKE SONY/MOSERBEAR	
16	BLANK DVD 100 DVD CAKE SONY/MOSERBEAR	
17	HARD DISK 500 GB SATA SEAGATE/WD	
18	HARD DISK 1 TB SATA SEAGATE/WD	
19	EXTERNAL USB HARD DISK- 500 GB SEGATE	
20	EXTERNAL USB HARD DISK- 1000 GB SEGATE	
21	WIRLELESS ROUTER DLINK/NETGEAR 300 MBPS	
22	OUTDOOR WIRLELESS ROUTER 150 MBPS	
23	RAM-(DDR-1)-512 MB	
24	RAM-(DDR-1)-1GB	
25	RAM-(DDR III)-2GB	
26	RAM-(DDR III)-4GB	
27	RAM-DDR-2 -1 GB	
28	RAM-DDR-2 -2 GB	
29	LAN CARD PCI	
30	LAN CARD PCI EXPRESS	
31	C-MOS BATTERY-(LITHIUM BATTERY)	
32	RJ-45 CONNECTER (D LINK)	
33	SPIKE BUSTER-(5 POINT) METAL 3 MTR	
34	SPIKE BUSTER-(5 POINT) 5 MTR	
35	DVD R/W-SATA LG/SONY/ASUS/SAMSUNG	
36	DVD R/W LG/SONY/ASUS/SAMSUNG External USB	
37	CAT 5 LAN CABLE - DLINK per mtr.	
38	CAT 6 LAN CABLE - D LINK per mtr	
39	8 PORT LAN SWITCH - D LINK	

40	16 PORT LAN SWITCH - D LINK	
41	24 PORT LAN SWITCH - D LINK	
42	PEN DRIVE 8 GB KINGSTON/HP/SANDISK	
43	PEN DRIVE 16 GB KINGSTON/HP/SANDISK	
44	SPEAKER IBALL TARANG BOX 2.1	
45	INTEX SPEAKER WITH CORDLESS MIC IT 10800 FM SD/USB	
46	*WEB CAMERA HD Webcam C270h Logitech	
47	CONFERENCE CAMERA LOGITECH BCCD950	
48	WEB CAMERA HD Webcam C170 Logitech	
49	12 V BATTERY FOR UPS EXIDE	
50	UPS 600 VA NUMERIC 20 MIN BACKUP	
51	UPS 1 KVA NUMERIC 45 MIN BACKUP	
52	POWER CABLE FOR DESTOP PC	
53	USB PRINTER CABLE/EXTENSION CABLE 3 MTR	
54	GLOSSY PAPER PACKET (20 SHEET) 140GSM	
55	SMPS POWER SUPPLY 400W INTEX	
56	LED MONITOR 18.5" LG/SAMSUNG	
57	PRESENTER IBALL/ LOGITECH	
58	DUST COVER FOR DESKTOP	
59	DATA CARD 7.2 MBPS	
60	CPU FAN FOR 775 PIN CPU	
61	KEYBOARD LOGITECH	
62	MOUSE LOGITECH	
63	WIRELESS MOUSE LOGITECH	
64	HEADPHONE MIC SET LOGITECH	
65	4 PORT USB HUB IBALL	
66	MOTHER BOARD HCL/DELL/COMPAQ	

*Any other item no mentioned above:*

## **MODEL MAINTENANCE AGREEMENT**

*This Maintenance Agreement is made at KV, ITI, MANKAPUR on ----- of 2020 (Two Thousand Twenty) for the period of one year from----- to ----- between the -----*

*----- (Name of the office and address) on behalf of the KENDRIYA VIDYALAYA, ITI, MANKAPUR, hereinafter referred to as "First Party" which expression, shall unless excluded by or repugnant to the context, be deemed to include his / her successor in office and assigns on the one party and M/s ----- Vendor Name acting through authorized representative Sh----- only authorized by the company/Firm vide resolution number ----- dated ----- (copy annexed to this maintenance agreement) with its registered office at ----- which expression shall unless excluded by or repugnant to the context shall include its representative administrator, executives and assign on the second party.*

*Whereas ----- has Computer Equipment and Peripherals shown in this Agreement hereof and is now desirous of availing the Maintenance Services for its Computer equipment and Peripherals installed at the KENDRIYA VIDYALAYA, ITI, MANKAPUR, And whereas M/s ----- has agreed to perform the said maintenance services of the Computers and Peripherals and UPS as mentioned in this agreement and limited to the Computers and Peripherals and UPS covered by this agreement.*

*Now therefore, it is hereby mutually agreed as follows:*

### **1.0 SCHEDULES TO THE AGREEMENT:**

*The following schedules form an integral part of this agreement: Schedule-I Details of Computers and Peripherals and UPS*

*1.1 However during the currency of the agreement, the department is at liberty to add to or delete from this schedule any numbers of desktops, printers and UPS, if required. The expansion of LAN by adding more nodes or relaying of LAN may also be ordered by the Department which shall be done by the second party. In case of addition of work, services will be performed the same will be done on already agreed and settled-rates for the main contract of maintenance.*

### **2.0 TERMS & CONDITIONS OF THE MAINTENANCE CONTRACT**

*2.1 The second party, shall truly and faithfully carry on the said job as mentioned in schedule – I to the full extent and satisfaction of the first party for the whole year i.e. from ----- to -----*

*2.2 The maintenance includes preventive maintenance, quarterly regular services of the Computers and Peripherals and UPS and / or replacement of any items necessary for keeping the Desktops. Printers and UPS active and free from any defects or disturbance*

*and also on any unscheduled call for corrective and maintenance services, taking appropriate measures / steps on time to set right the malfunctioning of the Desktops Printers and UPS.*

*2.3 The replacement of all the spares (excluding printer heads, UPS batteries, and printer ribbon and toner cartridges) if required, the payment for these spares will be made separately by the Principal, KENDRIYA VIDYALAYA, ITI, MANKAPUR.*

*2.4 The maintenance shall be carried out primarily at the premises of the KENDRIYA VIDYALAYA, ITI, MANKAPUR, during office hours. In case, the second party feels that the equipment cannot be repaired on site, they will carry the defective equipment with the consent of the Principal of KENDRIYA VIDYALAYA, ITI, MANKAPUR, after giving due receipt of the equipment and deliver back the repaired equipment at their own cost and risk to get it repaired promptly and for this purpose all the latest technical aspects concerning maintenance shall be followed.*

*2.5 The Operating environment condition in which the equipment is presently installed is quite satisfactory and the second party shall not raise any objection with regard to the working environments for the equipment covered under the Maintenance Contract.*

*2.6 The second party or person deployed by the second party shall be the representative of the second party for the entire maintenance work. The Second party or the person deployed by the second party should have sufficient infrastructure with him to attend complaints which shall be given by the second party.*

*2.7 The system down time should not exceed 24 hours from the time at which the complaint was made. If the down time is more than 24 hours, the second party will provide a stand by system. In case the system is not repaired or an alternative system not supplied within the period of 24 hours from the time of failure report then the first party may choose to get the same repaired by or replaced from any other agency and the cost and expenditure incurred therein shall be recoverable from the second party from the subsequent payments or else from the Bank Guarantee if all the payments have been released.*

*2.8 The Second party will ensure 95% uptime for Desktops and other items of equipments failing which liquidated damages of Rs.250/- per day per item subject to a maximum of 10% of the total contract value will be recovered from the Bank Guarantee or the Payment due to the Service Provider. However, before imposing liquidated charges, the First party will issue a show cause notice in which the details of down time will be mentioned. It will also include the liquidated damages proposed, to be imposed on the second party.*

*2.9 The second party shall ensure 99% uptime for LAN. The uptime shall be calculated as mentioned below. All complaints regarding faults in cable or cable connectivity problems must be attended within 2 hours of being reported. Relaying of cable shall be completed within 72 hours. All network component level complaints are to be rectified / replaced within 6 hours of the complaint.*



*Uptime = No. of LAN available hours in a month / No. of working hours in a month.*

### **3 SECURITY DEPOSIT:**

**3.1** *The second party shall deposit 2% of the AMC AMOUNT AS performance security in the form of Bank Guarantee (in the format prescribed) from a Nationalized Bank with the first party at the time of signing the agreement. This amount shall be refunded to the second party by the first party upon termination or expiration of; this agreement after adjusting such dues or claims or both as may remain unpaid by the-second party to the first party at the time of termination or expiration of this agreement.*

**3.2** *The second party shall have to send the person or self in case of emergency regarding the complaints immediately and no extra charges will be paid.*

**3.4** *The second party should have made the arrangement to visit and check Computer and computer equipments at KENDRIYA VIDYALAYA, ITI, MANKAPUR, on the first, third and fourth Saturday of every month.*

**3.5** *A separate maintenance register will be maintained by the second party or the person deputed by him and each visit and work performed must be written in the register and verified by the department In-charge. After the completion of each quarter the Department in-charge will give a certificate of work performed during the quarter. Without the certificate of satisfactorily work done, the payment shall not be made.*

### **4.0 PAYMENT TERMS:**

**4.1** *The total maintenance charges for one year are Rupees..... the maintenance charges shall be payable to the second party in arrears on quarterly basis. For this purpose, the Second party will have in arrears on quarterly basis. The this purpose, the Second party will have to submit bill in the name of First party and payment shall be made by it within 30 days from the receipt of; the bill.*

**4.2** *Enhancement or decrease of taxes, duties or prices of components, etc., will not affect the AMC rates during the entire period of AMC, no difference shall be paid or claimed as a result of the above.*

**4.3** *In the event of non-satisfactory performance of maintenance services by the second party, first party shall have the right and discretion to terminate this agreement by giving one-month notice and to forfeit the proportionate amount from the security deposited by the second party.*

### **5.0 FORCE MAJEURE:**

**5.1** *The..... or the second party, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the*

*control of any part including was (whether declared or not), civil was or state of insurrection shall give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.*

**5.2**

**6.0 SYSTEM AVAILABILITY:**

**6.1** *In the event of any dispute as to whether the system downtime is due to damage caused by mishandling or system malfunctioning the issue will be referred to the Principal, KENDRIYA VIDYALAYA, ITI, MANKAPUR, for decision. The decision of the Principal will be final and binding upon both the parties.*

**7.0 ASSIGNMENT:**

**7.1** *The second party shall not assign this agreement or any part, thereof or any benefit there under without the written consent of PRINCIPAL to any other party.*

**8.0 ARBITRATION:**

**8.1** *In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of; these provisions of this agreement, such disputes of differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration.*

**8.2** *The parties shall continue to perform their obligations under this agreement during arbitration proceedings. The cost of Arbitration (including the fees and expenses of the Arbitration) shall be shared equally by the parties unless the Award specifies otherwise.*

**8.3** *The venue for arbitration will be GONDA Only.*

**9.0 THE AGREEMENT:**

**9.1** *This document with Schedule 1 hereto signed by both the parties shall constitute the entire agreement binding on both the parties.*

**9.2** *This agreement has been executed in the English language in two originals and each party has retained one original. In witness whereof each of the parties hereto has caused this agreement to be executed as on the day, month, and the year first above written.*

*First Party*

*Second Party*

*For and on behalf of*

*for and on behalf of*

*Kendriya Vidyalaya Sangathan*

*M/s.....*

*Name*

*Name*

*Designation*

*Designation*

*(Rubber Seal)*

*(Rubber Seal)*

*In presence of*

*In presence of*

*Witness – I*

*Witness – I*

*Name :*

*Name :*

*Address :*

*Address :*

*Witness – II*

*Witness – II*

*Name :*

*Name :*

*Address :*

*Address :*

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To  
The.....

*WHEREAS*.....  
.....(Name and address of the supplier (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated..... to supply (description of goods and services) (herein after called "the contract").

*AND WHEREAS* it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

*AND WHEREAS* we have agreed to give the supplier such a bank guarantee:

*NOW THEREFORE* we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up of a total of.....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of .....20..

.....  
(Signature of the authorized officer of the Bank)

.....  
Named and designation of the officer  
.....  
.....

Seal, Name & address of the Bank and address of the Branch