

JAWAHAR NAVODAYA VIAYALAYA, AMBA-PARTUR, DIST. JALNA (M.S.)

Price : Rs.500/-

Date : _____

Tender Form for the Supply of **AMC for Computer Systems**

PART- I

INSTRUCTIONS FOR TENDERER

1. Jawahar Navodaya Vidyalayas are fully residential Co-educational, Senior Secondary School run by Navodaya Vidyalaya Samiti, Ministry of HRD, govt. of India, New Delhi.
2. Samiti intends to buy materials for the use of students/Vidyalayas.
3. Distributors/Whole sellers/authorize dealers/Stockiest/manufacturers/
Central/State Govt. agencies having sound financial position may only submit the tender form.
4. The detailed specifications of materials proposed to be purchased for the JNV are provided in Financial Bid. The tenderer should quote for all the items mentioned in Financial Bid neatly and correctly.
5. The tender should be submitted along with Earnest Money Deposit (EMD) Deposit Slip of **Rs.5,000/-** (Rupees Five Thousand only) by depositing it in the Vidyalaya Bank A/c No.**11607407392** in State Bank of India (SBI), Partur in favor of Principal, Jawahar Navodaya Vidyalaya, Partur, failing which the tender will be summarily rejected.
6. If the tender is not accepted by the JNV, the EMD will be refunded without any interest within 15 days by cheque on the basis of submission of written demand application for the same by the party.
7. The tenderer should enter into an agreement in the stamp paper of Rs.100/- indicating their adherences to all the terms and conditions of tender as mentioned in the tender form.
8. The documents should be enclosed in the envelop Technical Bid, for e.g.
I. Certificate of GST/VAT No. issued by Govt. Authority.
II. Registration Certificate of business firm issued by competent authority. e.t.c.
9. Tender forms duly filled in along with documents under the letter head of the firm should be submitted in Two different envelops (**Envelop 1 is for Technical Bid (Containing all relevant Documents and EMD) as well as Envelop 2 is Financial Bid (Rate list of Tender Form only) sealed envelops** either by hand or by post latest by **04.07.2018** by **05.00 p.m.** Vidyalaya will not be responsible for delayed tender. Tender Forms will be sold from **28/06/2018** to **04/07/2018** up to **05.00** p.m.

10. Tender of those firms who have purchased the tender documents in their own name, on payment of the specified charges will only be accepted. Tender submitted on photocopy of tender form will not be accepted.
11. The sealed tenders complete in all respects must reach to the office of The Principal Jawahar Navodaya vidyalaya, Amba-Partur, Dist. Jalna latest by **04.07.2018 by 5.00 p.m.**
12. Technical and Financial Bid envelops will be open in the office of the Principal, Jawahar Navodaya Vidyalaya, Amba-Partur.
13. Financial Bid Form envelops will open only of those firms who fulfill all the requirement of documents submitted along with the Technical Bid Forms. Tenders will be opened in presence of tenders/their authorized representative.
14. Rates of the successful bidder will be valid up to **30.06.2019** from the date of acceptance of his tender.
15. Terms and conditions other than those mentioned herein after will not be accepted.

TERMS & CONDITIONS (A) :

1. The vendor should be a company registered in India.
2. The vendor should have good reputation in the market and their clientele should preferably include Schools, Colleges, Banks, Universities, Government Undertakings and other reputed concerns.
3. Only those contractors who have minimum 3 years of experience in the field of maintenance of computer hardware and peripherals and have executed two or more similar works individually will be eligible to tender for the work.
4. The Vidyalaya shall obtain reports on past performance of the tenderer from his clients. The Vidyalaya shall evaluate the said reports before opening of the tenders. If any tenderer is not found to possess the required eligible for participating in the tendering process at any point of time and/or his performance reports received from his clients are found unsatisfactory, the Vidyalaya reserves the right to reject his offer even after opening of the tender and his EMD shall be returned back to him as it is. The Vidyalaya is not bound to assign any reason for doing to.
5. The vendor should be a systems integrator and should have minimum experience of 03 years in the field of maintenance of Computer Hardware and peripherals.
6. The vendor should have executed at least two orders for AMC for maintenance of computer hardware and peripherals during the last three years. These work orders must be supplemented by satisfactory certificates issued by the concerned agency.

7. The vendor should have the capabilities to handle AMC for all brands and makes of computer systems and peripherals.
8. The Vidyalaya is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Vidyalaya also reserves the right to reject all the tenders without assigning any reasons thereof.

TERMS & CONDITIONS (B):

1. The AMC shall be effective and valid for the period **05.07.2018** to **30.06.2019** it may be renewed by written mutual consent of both parties.
2. The scope of coverage of the AMC will be for the computer hardware and peripherals for all the items listed in the tender documents.
3. The vendor shall provide Non-comprehensive maintenance service which shall cover both preventive as well as corrective maintenance for all assets covered under AMC.
4. The company shall load/reload and configure operating systems and / or any other specific system software as the case may be in the equipment covered under AMC at no extra cost to the Vidyalaya whenever the need arises.
5. Necessary technical assistance and advice shall be extended by the vendor to resolve problems that may be encountered with regard to hardware operating system. System software and any problems accessing the various application software on the computer systems, Xerox Machine etc. covered under AMC.
6. The vendor shall extend necessary assistance in shifting and reinstallation of equipment covered under the AMC whenever the need arises.
7. The vendor shall repair / replace parts at all the Departments of the Vidyalaya. If the fault is of serious nature and requires the support of the Repair Centre of the vendor, thereby necessitating shifting of the equipment, the vendor shall attend to shifting / transportation, installation, re-installation, loading of the software packages (both the system software and application software, if any) at no additional cost to the Vidyalaya.
8. The vendor shall be responsible for recovery of data, fee of cost in case of Hard Disk crash of any computer systems under its AMC.
9. As security for due fulfillment of the terms and conditions and obligations of the service contract, the vendor shall furnish an EMD of the value of Rs.5000/-.
10. In the event of addition of any more machines under the scope of the AMC, the maintenance will be carried out by the vendor for which the vendor may be eligible for an additional consideration. In the event of welding out of older machines in the office, the same shall be removed from the contract and the rates reduced accordingly on a pro rate basis.

11. The vendor shall certify that the repair and maintenance services/products sold do not violate or infringe upon any patent, copyright, trade secret or other person or other entity. The vendor shall indemnify the Vidyalaya from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of this warranty.
12. The Vidyalaya reserves the right to claim as damages from the vendor to the extent of the loss suffered by it, if it is found that due to any commission or omission of the vendor, damage has been caused to equipment covered by the AMC or to any property of the Vidyalaya even if it is not covered by the AMC.
13. The Vidyalaya reserves the right to terminate the agreement, if the vendor fails to carry out any of its obligations / duties in terms of the agreement.
14. The Vidyalaya shall not consider any request in change of rates of AMC due to any reasons whatsoever, during currency period of the contract.
15. The complaints should be attended to on the same day they are reported.
16. Penalty will be charged for downtime more than 24 hours. In cases of an additional day of downtime a suitable penalty may be deducted.
17. The services of the engineers of the contractor may be required on non-working days or beyond office hours on working days on some occasion to meet emergency situation. The contractor shall ensure that on such occasion also the personnel are deputed.

Principal
Jawahar Navodaya Vidyalaya

All the above conditions are accepted by me/us.

Signature of the Tenderer
With seal of the Firm

Date:

Station:

Name:

Address:

Signature of the Witness

Address:

P.S.: MEMORANDUM OF AGREEMENT IS TO BE SIGNED BY THE SUCCESSFUL BIDDER AND THE PRINCIPAL OF CONDERENED JNV FOR ACCEPTANCE OF ABOVE TERMS & CONDITIONS BY THE SUPPLIERS.

TENDER - FORM - (TECHNICAL BID)

JAWAHAR NAVODAYA VIDYALAYA

DIST. JALNA - (M. S.)

Annexure – IC

Subject:- Technical bid for supply of AMC for Computer Systems of each as per enclosed specification & list.

PART – 'A' (To be filled by the JNV)

1. Tender Notification Number : 5-14/JNV JALNA/Tender 2018-19/208 dated 27/06/2018.
2. Tender form No. :
3. Issued to : M/s. : _____

4. Date of Issue :
5. Date of opening of tender tentatively on: 05/07/2018 at 11.00 a.m.
6. Tender fee Rs.500/- (Transaction Number _____ dated _____)

PART B (To be filled by the Tenderer)

I/We hereby submit Technical bid for supply of AMC for Computer Systems as per terms, conditions and specifications of the above mentioned notification of JNV, Amba-Partur, Dist. Jalna which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any, of the items mentioned below is not found meeting the requirement of the tender notice, the bid will not be accepted.

1.	Earnest Money	(a) Bank _____ (b) Draft No. _____ dated _____ (c) Amount Rs. _____				
2.	Submitting of samples of <u>AMC for Computer Systems</u> as per list & specifications mentioned in Annexure - IIC.	Yes / No				
3.	Income Tax Registration details	Income Tax PAN No. _____ Copy enclosed : Yes/No				
4.	Financial capacity of the tenderer	Audited Balance Sheet for the year 2017-18 Annexed : _____ Yes/No <table border="1"><thead><tr><th>Financial Year</th><th>Turnover</th></tr></thead><tbody><tr><td>2017-18</td><td></td></tr></tbody></table>	Financial Year	Turnover	2017-18	
Financial Year	Turnover					
2017-18						

5.	Registered Address & Location of the manufacturing unit(s)/Suppliers	(a) Registered Address (b) _____ _____ Complete address of the manufacturing unit : _____
6.	Local representative, if any in	(a) Name : _____ _____ (b) Address & Phone No. : _____ _____ Authority Letter Annexed : Yes/No
7.	Registration Certificate for the manufacturing item/Supplied items (Certified copies of registration certificates must be enclosed)	(a) SSI Registration Certificate : Yes/No (b) NSIC Registration Certificate/DGS&D : Yes/No (c) Valid Certificate issued by any Govt. authority : Yes/No if yes, the Name of the authority _____
8.	Excise Registration Certificate	Number and date of certificate (a) Certificate No. _____ Dt. _____ (b) Designation of certificate issuing officer : _____ (c) Attested copy of the certificate Annexed : Yes/No
9.	Copy of ISO : 9001:2000 Certificate	Number and date of certificate (a) Certificate No. _____ Dt. _____ (b) Name of the issuing authority : _____ (c) Valid up to _____ (d) Attested copy of the certificate Annexed : Yes/No

10. The details of **AMC for Computer Systems** in the financial year **2017-18**.

Sl.	ITEM	YEAR
		2017-2018
1.	AMC for Computer Systems Items (in Lakhs)	
2.	Amount in Lakhs (Rs.)	

Please enclose the supporting documents for S. No. **10**, otherwise bid will not be accepted.

11. Description of the registered trademark.

हा फॉर्म टेंडर फॉर्म सोबत लावणे आवश्यक आहे

- १) ज्या निविदा स्वीकारण्यात येतील अशा निविदा धारकास/व्यवती किंवा संस्था यांना इन्कम टॅक्स वलीयरंस सर्टिफिकेट/सेल टॅक्स वलीयरंस सर्टिफिकेट (प्रमाणपत्र) () तसेच पॅन कार्ड सादर करणे आवश्यक राहिल अन्यथा निविदा अस्वीकृत करण्यात येईल.
- २) शॉप ॲक्ट लायसन्स आवश्यक.
- ३) GST/VAT/ TIN Registration आवश्यक.

Undertaking

- i. I/We undertake to abide by the terms & conditions of tender notice along with Annexures.
- ii. I/We undertake to make the entire supply as per delivery schedule of tender notice.
- iii. In the event of tender being accepted, we agree to furnish balance Security Deposit of Rs. _____ within 05 (Five) days of dispatch of acceptance of the tender/offer.
- iv. The proposed rates are valid up to **30.06.2019** from the date of opening of Financial bid but not later than **30.06.2019** of the Technical bid.
- v. I/we am/are not black listed or other wise debarred from tendering/supplying from any State or Central Govt. Department/agency/undertaking.

List of enclosures

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signature of the tenderer

Name : _____

Name of the Firm _____

Seal

Postal Address : _____

Phone No. : _____ Mobile No _____

TENDER FORM (FINANCIAL BID)
जवाहर नवोदय विद्यालय, अंबा परतूर जि. जालना
मानव संसाधन विकास मंत्रालय, शिक्षा विभाग नवी दिल्ली भारत सरकार
Annexure – II C

Subject :- Financial Bid for supply of AMC for Computer Systems as per list enclosed & specifications.

Part 'A' (to be filled by JNV)

1. Tender Notification Number : 5-14/JNV JALNA/Tender 2018-19/208 dated 27/06/2018.
2. Tender form No. :
3. Issued to : M/s. _____

Date of Issue :

1. Date of opening of tender tentatively on : 05/07/2018 at 11.00 a.m.
2. Tender fee Rs. _____/- (Transaction Number _____ dated _____)

Part 'B' (to be filled by Tenderer)

I/We submit Financial bid for the supply of **AMC for Computer Systems** as per terms & conditions of tender notice of JNV, Amba-Partur, Dist. Jalna which are acceptable to me/us.

RATE QUOTED ARE INCLUSIVE OF ALL (BASIC, CESS, CST/LST IF APPLICABLE FROM THE POINT OF DESPATCH, INSURANCE, FREIGHT FROM DESPATCHING POINT TO SPECIFIED DESTINATION) FOR DELIVERY AT ANY DESTINATION.

Rates for Computer AMC for the Year 2018-19

Sr. No.	Name of the items with Speciation	Quantity	Rates in Rs. For (One Computer system) (Non Comprehensive)
1.	HCL/ Zenith/HP Computer Systems	32 Nos.	Rs. _____
2.	Antivirus (NPAV)	01 No.	_____% discount of MRP
3.	Antivirus (Quick heal Total Security)	01 No.	_____% discount of MRP
4.	Printer Toner Refilling (12A / 36A)	01 No.	Rs. _____

I/We undertake to abide by the terms & conditions of tender notice along with Annexures.

SIGNATURE

NAME OF THE SUPPLIERS:

FIRM NAME

Phone /Mobile No.

(Rubber Stamp)

Members Purchase advisory subcommittee

Office Use Only

- 1) Sub Divisional Magistrate
Nominee of Chairman
VMC
- 2) District Education Officer
Zilla Parishad Jalna
Member, PAC
- 3) Principal, L.B.S. School, Partur
Additional Member VMC
- 4) Vice-Principal
JNV-Amba, Partur
Member, PAC
- 5) Principal,
JNV-Amba, Partur
Chairman, PAC