



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

No.197PSC/Sty-8/2010-2011(VOL.-IV)

Dated – Ghy the 2nd May/2023

TENDER NOTICE FOR AMC OF COMPUTERS, PRINTERS, SCANNERS & PERIPHERALS

Sealed tenders affixing court fee stamp of Rs.8.25 only are invited from experienced firms/ authorized dealer/ company for non-comprehensive Annual maintenance contract of Computers, Printers, scanners and peripherals in the office of the **Assam Public Service Commission, Jawaharnagar, Khanapara, Guwahati- 781022** for a period of one year with provision for extension depending on quality of service.

The last date for the submission of tender is **24/05/2023 up to 3.00 PM.**

The details of the tender may be downloaded from the Commission's website www.apsc.nic.in and www.sppp.assam.gov.in

Sd/-
Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Memo No. 197PSC/Sty-8/2010-2011(VOL.-IV) A

Dated – Ghy the 2nd May /2023

Copy to :

1. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6 with a request to publish the NIT in one widely-circulated English dailies and one widely-circulated Assamese local dailies each.
2. F.A.O., APSC for information.
3. Programmer, APSC to upload in the website.
4. Notice Board.
5. Order file.

Sd/-
Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Website: www.apsc.nic.in E-mail: apsc-asm@nic.in

TERMS & CONDITIONS and related documents to be furnished with the Tender-

- (i) The Tender documents must be accompanied with **GST Registration Certificate, Pan Card and a valid trade license.**
- (ii) The firm must have executed AMC of at least one Government organizations (Government Departments, Commissions and PSUs etc). (**Experience certificate must be enclosed**)
- (iii) The firm must be willing to provide onsite support for PCs, Printers, Scanner of different make and models.
- (iv) The firm should submit the complete list of the Hardware/Software engineers on the rolls of the firm with qualifications & experience as well as list of engineers whom they will be able to provide to this office in case they are selected in the tender.
- (v) The firm should have a workshop/office preferably **within greater Guwahati.**
- (vi) Only the firms meeting the above technical terms & conditions should submit their quotations/tenders in sealed cover.
- (vii) The rates may be quoted on non comprehensive basis for the computers, laptops, printers in the proforma placed at Annexure-B in sealed cover.
- (viii) The amount of AMC should be inclusive of GST and any other charges.

GENERAL TERMS AND CONDITIONS

Scope of work:

1. The scope of work covers Non comprehensive annual maintenance of Hardware (such as Computers, Printers, Scanners etc. of Different make & model/brands and various Software installed in this office.
2. To provide regular on-site Preventive maintenance immediately as and when required by this office.

Deployment of Engineers:

1. The vendor will provide service from 9.30 AM to 6.30 PM on all working days and if necessary the engineer will have to remain present on any holiday(including second and fourth)Saturday every month.
2. The engineers should be qualified Diploma Engineer with an experience of not less than four years in Computer Hardware as well as Software maintenance. The Firm is required to provide evidence in dealing/maintenance in respect of qualification and experience, which would be checked by this Office to verify the suitability/competency of the service engineer.

3. The services of the engineer of the contractor may be required on non- working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasions also the personnel are deputed with no extra cost.
4. The Contractor shall ensure that full particulars of the engineers equipped with mobile phones to be furnished to Nazarat Section before their deployment for the purpose of entry passes.

Service Assurance:

1. The Firm would put a set number on each of the system being maintained by them. These should correspond to the number/s of equipments to be maintained in a separate register along with details of rooms/place where they are placed / located. If there is shifting of the equipment/s under this AMC, the firm will have to make changes in record accordingly. Nazarat Section would assist the firm in this task and ensure this to be done under the supervision of the Nazir. Preventive maintenance will be carried out on quarterly basis and special cleaning of the Monitor, printer, key board, mouse etc, from outside with liquid cleaner should be done once in a month. A preventive Maintenance Report (quarterly) and monthly cleaning reports of all the items installed at different locations would be submitted along with the quarterly bill of Non CAMC in the name of **“Secretary, APSC, Jawaharnagar, Khanapara”**, failing which an appropriate penalty would be imposed. The final payment will be made strictly on the basis of satisfactory report of the user.
2. The schedule of preventive maintenance shall be as follows:-
 - (a) Cleaning of all equipment using vacuum air, brush and soft muslin clothes.
 - (b) Checking of power supply source for proper grounding and safety of equipment.
 - (c) Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
 - (d) Scanning of all types of virus and elimination of the same by antivirus.
 - (e) Shifting of equipment within the building as and when required.
3. The service engineers would take up any reported fault within 24 hours. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by for the same. Also stand-by inventory of Monitor, CPU, Laser Printer, HDD, RAM and Mouse should be kept in the Commission. The firm will also provide maintenance and repair services on holidays in case of emergency. In case of non-availability of drivers of the machine (branded one like HP, HCL, IBM, Dell etc.) they will be required to arrange themselves from their sources.
4. The equipment to be taken out to the workshop for repair with proper permission of the competent officer would be at the company’s own risk and expenses.
5. Where the items/parts/components need replacement, the same shall be replaced with the same make, specification and brand of item/component/part. In case the requisite parts are not available, the same should be replaced with the parts of higher level compatible with the system. The rate charged for such replacement should not be more

than the price of the manufacturer and submit the invoice of the manufacturer in support of price charged.

6. The firm shall be responsible for taking back up data and programme available in PC before attending the fault and shall also be responsible for reloading the same. The back up copies is to be returned to the users, under acknowledgement from the user. In case data is lost, the firm shall be responsible for recovering the same at their cost.
7. The contract will be valid for a period of **ONE YEAR** and the period of AMC will be informed after finalization of the contract. The contract may be renewed depending on the quality of service and overall performance of the firm. The rates quoted will remain in force for the full period of the contract. No demands for revision of rate on any account shall be entertained during the contract period.
8. The vendor shall check all the computers / Printers/ Scanners within 3 days of signing the contract and submit report to this office. In case no report is submitted within stipulated time, it will be assumed that all the machines are in running conditions.
9. The systems those are not serviceable by the agency due to obsolescence of technology or non-availability of parts/assemblies/components, will be withdrawn from the maintenance contract. The decision of competent authority regarding non-availability and obsolescence of technology and withdrawal of these items from the main contract will be final. Withdrawal of such systems shall be communicated to the agency and equivalent maintenance charges shall be deducted accordingly.
10. At the end of the AMC – contract period, both the user and AMC holder shall certify separately that the computer systems/electronic device are in satisfactory working condition and that no fault or complaints are pending.
11. It may also be noted that in case of contractor backing out in midstream without any explicit consent of the Commission, he/she will be liable to recovery at higher rates, vis-à-vis those contracted with, which may have to be incurred by this Commission on maintenance of machines for the balance period of contract by alternative means.
12. The above act of backing out would automatically debar the firm from any further dealing with this Commission.
13. This office shall have the right to inspect company's site to assess infrastructure before awarding the Non Comprehensive AMC and it may reject contract in the event of Commission's dissatisfaction about company's infrastructure or otherwise.
14. The contract can be terminated by the Commission at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the period of this contract. In this connection decision of the competent authority of this office shall be final and binding on the firm.
15. This tender is not transferable and under no circumstances the successful bidder shall be allowed to sub-contract with any other person/party.
16. At the time of expiry of contract all the equipments under maintenance shall be handed over in working condition so that handing over of AMC to next contractor takes place in a smoother manner. The vendor shall provide services for at least 15 working days from the date of expiry of the contract for smooth transfer of the AMC to the new contractor without any extra cost. In this connection, any equipment which is noted as in non-working condition till the last hour of the AMC contract period should be rectified by the outgoing AMC Contractor without any extra cost to the Commission.

Penalty

1. If the company does not attend the complaint and rectify/solve the faults within

24 hours from the time of complaint registered to the resident engineer deployed by the company the penalty of Rs. 500/- per day shall be levied w.e.f. time and date of complaint registered.

2. If the company fails to repair/replace the system for one week, the system may be got repaired from the other company/Firm & made functional and the expenditure incurred there on shall be covered from the AMC holder company, apart from the penalty levied as stated in the preceding para. This may even entail termination of the contract.
3. If the company fails to clean the equipments under AMC on monthly basis, a penalty of Rs.1,000/- each month shall be levied.
4. Penalty shall be deducted from the running payments.

Payment

1. No advance payment would be made in any case. Payment would be made after successful completion of the agreement period.
2. The company will not have any legal right to proceed against the Commission in the event of late payment due to unforeseen reason.
3. The interested firms should submit their tenders in a sealed cover duly super scribed with **“Tender for Non Comprehensive AMC of Computer, Printers, Scanners and peripherals”** for Assam Public Service Commission, Jawaharnagar, Guwahati.
4. Quotation received without sealed cover or without quoting rates in the specified proforma will not be accepted. The undersigned reserves the right to reduce or increase the number of items offered for maintenance contract during the period of AMC. In case contract is given for higher number of equipment than number as per the Annexure, than proportionate amount of contract will be increased, if number is reduced proportionate amount will be reduced. This office does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason whatsoever.

We agree to the all above terms and conditions.

Signature with Date

Name of the Firm

Seal


Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Annexure-A

Details of the Firm

(To be filled by the authorized signatory of the firm & this is to be put in sealed envelope super scribed with Tender for Non Comprehensive AMC of Computer, Printer, Scanner & peripherals)

1.	Name of the Organisation/Firm	
2.	Name(s) of the Proprietors/Partners/director	
3.	Registered Address and Mobile No.	
4.	GST registration Number of the firm.	
5.	Permanent Account Number of the firm. Copy of Pan Card to be attached	
6.	Total Engineer working under this firm.	
7.	Name(s) of the Public Sector/Govt. Organisation to whom similar services have been provided by the firm (Please attach the experience Certificate from Govt. Office/Public Sector)	
8.	Name of the website, email ID etc, if available	

Signature of authorized signatory with date:

Name:

Designation:

Name of firm:

Address:

Annexure-B

Details of items with rate:

Name of item	Number of items	AMC rate per item (Rs)	Total rate (Rs)
Computers	48		
Printers	35		
Scanners	16		
	Grand Total (Rs.) with GST & other charges if any		

Signature of authorized signatory with date:

Name:

Designation:

Name of firm:

Address:

