

WEST BENGAL STATE ELECTION COMMISSION

18, Sarojini Naidu Sarani,

(Rawdon Street)

Kolkata-700 017

Ph. No. 2280-5805; FAX – 2280-7373

No.2493-SEC/11C-2/04 (Pt.III)

Date. 22.07.2015.

Sub : QUOTATION FOR THE AMC OF COMPUTERS, PRINTERS, UPS & SCANNER.

West Bengal State Election Commission invites quotations in sealed cover for Annual Maintenance Contract (AMC) for its Computers, Printers, UPS & Scanner installed at the address mentioned above. List of items to be maintained is as follows :—

| Sl. No. | EQUIPMENTS | NUMBERS |
|---------|--|---------|
| 1. | Desktop computers | 12 |
| 2. | Laptop | 1 |
| 3. | Printers (DESKTOP & INKJET & LASERJET) | 12 |
| 4. | UPS | 9 |
| 5. | Scanner | 1 |

2. GENERAL CONDITIONS :

- i. Interested agencies are requested to submit their quotation / tender in sealed cover duly super scribed "Quotation for AMC of Computers, Printers, UPS and Scanner".
- ii. The quotations in sealed covers should be sent to this office, addressed to the Secretary, West Bengal State Election Commission, 18, Sarojini Naidu Sarani, Kolkata – 700 017.
- iii. The quotations may be sent by post or dropped in the Tender Box kept at Commission's Office.
- iv. The quotation in the sealed cover containing all necessary documents must reach this office on or before **17.8.2015 at 3 P.M.** Bids received after the due date / time shall not be entertained.
- v. The received bids shall be opened in this office on **17.8.2015 at 3.30 P.M.** The authorized representatives of the bidders may remain present at the time of opening the bids.
- vi. This Commission reserves the right to reject any or all bids without assigning any reason.
- vii. Bids not contained in a sealed envelope, incomplete, not accompanied with the required and supporting documents shall be summarily be rejected without assigning any reason and without any communication.
- viii. The validity of the quotation shall be for 3 months from the date of its receipt in this office.
- ix. The rates quoted shall be valid for one year from the date of awarding the work order.

3. TERMS AND CONDITIONS :—

- i. The successful bidder must submit Security Deposit amounting to Rs.10,000.00 (Rupees Ten thousand) only by Cheque / Demand Draft in favour of "West Bengal State Election Commission". The same will be refunded at the end/ termination of the contract without interim and after necessary deduction, if any, as per terms and conditions.
- ii. The contractor would carry out preventive maintenance of each machine once in every month, in order to forestall any major failure of the same. Contractor should also ensure proper cleaning of machines on quarterly basis. Failure to do so shall attract penalty at the rate mentioned at penalty clause.
- iii. The charges for replacement of defective parts/ components of the Computers, Printers, Scanner and UPS, if any, shall be borne by the Commission. To the extent possible, all repair and maintenance work would be carried out in this office premises only. Wherever it is not possible to conduct the repair within the office premises the contractor shall obtain prior permission of the competent authority to conduct repair outside the office premises and arrange to reinstall with a reasonable time. No transportation charge is payable for the same.
- iv. West Bengal State Election Commission, may, in its own discretion, add more computers to the AMC or withdraw some or all the equipment from AMC and the payment be made on proportionate basis.
- v. The rates once approved will not be enhanced during the contract period.
- vi. The prospective bidders may, if they so desire, may depute an authorized representative for verifying the configuration and condition of the equipment.
- vii. Wherever during the period of the contract the contractor does not rectify the fault / defects brought to his notice within a reasonable period of time, the Commission shall get the faults/ defects repaired/ rectified by engaging suitable professionals from the open market. The amount paid thereof shall be deducted from the Security Deposit of the contractor. In case the contractor's services are found to be consistently unsatisfactory, the contract shall be terminated after giving one week's notice.
- viii. At the time of expiry of the contract, the contractor would be required to hand over West Bengal State Election Commission's property in good condition.
- ix. The contractor shall be responsible for the loss of any property of the Commission owing to negligence on his or his representative's part while maintaining the machines.
- x. No advance payment will be made in any case. The payments will be released on quarterly basis after making statutory deductions like TDS, Work Contract Tax etc.

4. ELIGIBILITY / QUALIFICATION CRITERIA :

1. The bidder shall have relevant experience for 3 (three) years preferably in managing and providing support for computer hardware, Software, Laptops and peripherals similar to the existing IT hardware in this Commission.
2. The bidders who are registered/ approved by any Government department/ organization will be given preference.

3. The firm should have an experience to execute the similar work in Government / PSU or any org/ dept. The firm may enclose sufficient documents regarding execution of Government work order, etc.
4. All bidders must enclose **VAT registration and service tax registration certificate** along with the tender documents.

5. SCOPE of WORK :

- A. Maintenance & service of Desktop/ Laptop / Printers/ UPS/ Scanner/ installed at the Office of the WBSEC as and when required.
- B. The bidder should be fully responsible for functioning of Internet & LAN connectivity for computers used in the Office of the WBSEC.
- C. Installation of Antivirus in all desktops/ Laptops of all users and further updating, as and when required.

6. LIST OF ITEMS UNDER AMC FOR COMPUTER & PERIPHERALS

| Sl.No. | Particulars | Models | Nos. |
|--------|-------------|------------------------------------|-----------|
| 1. | Desktop | i) Lenovo PC | 1 |
| | | ii) Samsung PC | 1 |
| | | iii) HCL PC | 8 |
| | | iv) IBM PC | 1 |
| | | v) Compaq PC | 1 |
| | | Total | 12 |
| 2. | Laptop | HP Laptop | 1 |
| | | Total | 1 |
| 3. | Printer | i. HP Colour Printer CP 1215 | 1 |
| | | ii. Brothersoft B/W Printer | 1 |
| | | iii. HP Inkjet Printer 1000 | 1 |
| | | iv. HP Laser Printer 1002 | 1 |
| | | v. HP Colour Laser Printer CP 1025 | 1 |
| | | vi. HP Deskjet 1180C Printer | 1 |
| | | vii. HP Laser 1020 Plus Printer | 5 |
| | | Total | 11 |
| 4. | UPS | i) Smart Power UPS | 1 |
| | | ii) APC Back UPS AVR Pro | 1 |
| | | iii) HCL Power Mate 600 LE | 2 |
| | | iv) APC Back UPS 500 | 1 |
| | | v) APC Back UPS RS 600 | 1 |
| | | vi) Web Tech UPS | 1 |
| | | vii) Lumia Power line System UPS | 1 |
| | | Total | 8 |
| 5. | Scanner | HP Scanjet 3500 C | 1 |
| | | Total | 1 |

A. M. 7/15
Secretary

No.2493/1(4)-SEC/11C-2/04 (Pt.III)

Date. 22.07.2015.

Copy with the request to display in the Office Notice Board is forwarded to the: —

1. Joint Secretary, I & CA Department, Government of West Bengal.
2. Joint Secretary, I.T. Department, Government of West Bengal.
3. Joint Secretary, P.W.Department
4. National Informatics Centre.

22/7/15
Secretary

West Bengal State Election Commission

No.2493/2(2)-SEC/11C-2/04 (Pt.III)

Date. 22.07.2015.

- ✓ 1. Website of West Bengal State Election Commission.
2. Notice Board of West Bengal State Election Commission.

22/7/15
Secretary

West Bengal State Election Commission