

(A Govt. of India Enterprise)

P.O. Thakurani, via- Barbil-758035. Dist- Keonjhar (Orissa)

Regd.Office: AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700 091.

TENDER NOTICE

Tender Notice No. : OMD/23 /2011-12

Date: 21/11/2011

**Sub. : ANNUAL MAINTENANCE & RATE CONTRACT FOR COMPUTER
AND ITS PERIPHARALS.**

Sealed offers are invited for Annual Maintenance Contract for Computer and its Peripherals OMDC, Thakurani from reputed vendors having valid latest sales tax Clearance certificate, Service tax and minimum experience of similar type of work.

Tender documents can be downloaded from our website i.e. www.birdgroup.gov.in and the same after being properly filled up, must be submitted in a sealed envelope along with a Demand Draft of Rs.100/- drawn on any nationalized bank in favour of The O.M.D.C. Ltd. Thakurani; towards cost of tender document.

The Tender document shall be submitted to the Sr. Manager (Material), The O.M.D. Co. Ltd. Thakurani on or before 3.00 PM dated 15/12/2011 and the Tenders will be opened at 3:30 PM on the same day. The other terms & conditions shall be as per the Tender Schedule of the aforementioned Tender Notice.

Sd/-
BUSINESS HEAD



THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

(A Govt. of India Enterprises)

P.O. Thakurani, via- Barbil-758035. Dist- Keonjhar (Orissa)

Tel. No. : 06767-275530, 275218, 276131

Regd. Office: AG-104, Sourav Abasan, Sector-II, Salt Lake City, Kolkata-700106.

TENDER DOCUMENT

FOR

ANNUAL MAINTENANCE AND RATE CONTRACT *FOR* COMPUTERS AND ITS PERIPHARALS

(Tender Notice No. OMD/23/2011-12 dated 21/11/2011)

Name of the Tenderer:

Address of the Tenderer :.....

.....

Money Receipt No.

Dated:

Signature of the Issuing Officer

Signature of the Purchaser

Price of the Tender Document Rs. 100.00 (Rupees One hundred only)

TERMS AND CONDITIONS

1. Scope of work.

- 0.1 The non-transferable Tender documents can be obtained from the office of the “ Manager (Finance), The Orissa Minerals Dev. Co. Ltd., Thakurani, via- Barbil-758035, Dist – Keonjhar (Orissa)” on payment of Rs.100/- (Rupees One hundred only) on any working day on or before 12.00 Noon dated 15.12.2011 during business hour.
- 0.2 Tenders in the prescribed format complete in all respect should reach the office of the Manager (Finance), OMDCL, Thakurani on or before 3:00 P.M. of 15.12.2011.
- 0.3 The tender shall be submitted in parts i.e. **Part-I** (Techno-Commercial bid) & **Part-II** (Price bid) in separate covers super scribing for which the tender is submitted, name and address of the tenderer. Both of the above covers shall be put in another cover super scribing the job for which the tender is submitted along with the address of the tenderer.
- 0.4 The Technical bid (**Part-1**) shall be opened on 15.12.2011 at 3.30 P.M. at the office of the Manager (Finance), The Orissa Minerals Dev. Co. Ltd. P.O. Thakurani, Via-Barbil, Dist – Keonjhar (Orissa) in the presence of the tenderers or their accredited representatives. The Price bid (**Part-II**) of AMC & ARC of Spare Parts shall be opened on 15.12.2011 at 4.00 PM whose Techno-commercial bids shall be found acceptable.
- 0.5 The tendered should submit full information supported with documentary evidence regarding experience of annual maintenance in Part-I (Techno-Commercial bid) so as to satisfy his/their ability to under take the work of AMC as specified.
- 0.6 Award of AMC shall be made at the absolute discretion of OMDCL. The company reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the tenderer shall not be entitled to claim any cost, charge, expenses incidental to or incurred by him through or in connection with the preparation and submission of Tender without assigning any reason whatsoever.
- 0.7 OMDCL reserves the right not to accept the lowest offer and also reserves the right to award the job more than one party.
- 0.8 OMDCL shall not be liable for any delay in submission of the tender document by the tenderers due to postal delay and no extension of the date of tender submission & opening shall be given for this reason.
- 0.9 The tender Part-I (Techno-Commercial bid) shall be submitted along with the detailed specification& schedule of maintenance.
- 0.10 The tenderer shall carefully study the tender documents and shall satisfy himself of the suitability of the equipment, and shall take full responsibility for the efficient operation of the equipment offered.
- 0.11 **The Services shall include minimum one preventive maintenance of each system and its peripherals in each Month (every 30 days) besides attending to any breakdown as & when occurred.**

- 0.12 The maintenance job should be carried out under the supervision of Dy. Manager (EDP).
- 0.13 The agency shall be capable of timely supplying of spare parts required to set right the breakdown
- 0.14 The AMC and ARC(to be covered under AMC) rate accepted shall remain firm and fixed for 01 (One) year with effect from date of issue of Work Order and no escalation of rate shall be allowed during the contract period.
- 0.15 Transportation cost of manpower and materials shall have to borne by the agency.
- 0.16 The Cost of spares replaced will be paid on submission of bill after duly certified by concerned officer in-charge & Dy. Manager (EDP)
- 0.17 The defective computer, printer, UPS and other items will be repaired in the OMDC premises. If it is not possible to repair at our site then the party may take it to his workshop/ any other place by providing standby for the same.**
- 0.18 In case of any damage to any equipment during the servicing, the same will have to be rectified and put into operation at the risk and cost of the agency.
- 0.19 Old/damaged materials and spares, after replacement, shall have to be returned to Central Store with the knowledge of Dy. Manager (EDP)
- 0.20 In case of non-performance / poor service during the period of execution of the job, the company reserves the right to terminate the contract at any point of time after serving a notice of one month in advance.**
- 0.21 The work of AMC shall be awarded to the agency on overall lowest based on price bid.
- 0.22 THE OVERALL LOWEST [L-1] FIRM, BASED ON AMC PRICE BID WILL HAVE TO ACCEPT THE LOWEST COST OF SPARE PARTS(Annexure-II) (ARC PRICE BID) QUOTED BY ALL THE TENDERERS.**
- 0.23 The Bidder must have knowledge of LAN and wireless LAN
- 0.24 You will have to provide Service Card for each and every system and the Service Engineer / Technician will attend to complaint which will be maintained in the Log Book kept at computer room. The concern user/officer in-charge will sign the service card after satisfactory completion of service.
- 0.25 The call should be attended within 24 hours from the received of intimation from the company otherwise penalty should be charged. (See Sl. No-07)
- 0.26 Adequate infrastructures to satisfactorily execute the AMC Contract
- 0.27 Safeguarding the Users' data before performing any operation on the Computer.
- 0.28 The agency must have workshop at Barbil/Joda.

Scope Specification And Quantity Of Equipment For Maintenance

The Computers are present in various locations of OMDCo.ltd. i.e. Roida Office, Roida Weighbridge, Belkundi Weighbridge, Sponge iron Plant, Thakurani Weighbridge, Thakurani office. The successful tenderer must go to the different location to do the maintenance job.

List of Items for AMC

SL NO	ITEM	QUANTITY
01	COMPUTER	41 Sets
02.	PRINTER (DMP, Inkjet, Laser Printer)	38 Nos
03.	600 VA/ 1 KVA UPS	41 Nos

AMC will cover

- I. Maintenance of Hardware items of computers and its peripherals and
- II. Maintenance of Operating system / Application Software.
- III. Maintenance of Local Area Networking.

A) Breakdown Maintenance

- I. Repair/replacement of Hard Disk
- II. Repair/replacement of accessories [keyboards, mouse, UPS, USB Slots,etc]
- III. Maintenance of Operating system
- IV. Clearing of Virus.
- V. Repair/replacement of Monitors
- VI. Repair/replacement of logic card of printers
- VII. Repair/replacement of SMPS of printers & systems
- VIII. Repair/replacement of Gear, Gear Assy, Knob, Head connectors etc of the printers
- IX. Repair / replacement of any defective UPS
- X. Any other breakdown jobs, as and when occurs and as asked for by the Authority.
- XI. Repair/Replacement of Networking Switch & LAN Connectivity.

B) Preventive Maintenance [periodical] (every 30 days)

- I. Cleaning / maintenance of Mother Boards and its components
- II. Cleaning / maintenance of Hard Disk
- III. Cleaning / maintenance of SMPS, FAN etc. for continuous working condition, as required.
- IV. Checking, tightening and fitting of screws/bolts/nuts etc of the System and its peripherals
- V. Cleaning/ maintenance of Monitors for continuous working condition, as required.
- VI. Cleaning/ maintenance of Keyboards and its accessories for continuous working condition, as required.
- VII. Cleaning/ maintenance/lubrication of printers and its accessories for continuous working condition, as required.
- VIII. Checking/Maintenance of Networking Connection.
- IX. Checking viruses by providing Anti Virus Tool Kit, Scanning of viruses etc.
- X. De-fragmentation of Hard Disk / Scanning of Disks, as & when required.
- XI. Cleaning of all devices for smooth operation jobs, as & when required as per the direction of authority.

3. Time Schedule for maintenance.

Maintenance of equipments at the OMDCL (Thakurani, Roida, Belkundi, Sponge, Weigh bridge) should be continue within 5 days from the date of placement of Work order.

4. Price:

Prices shall be indicated separately for each category of items broadly grouped under 'Equipment along with specification.

5. Terms of Payment:

25 % of the total order value shall be paid against completion of each quarter against submission of quarterly Maintenance bill. Quarterly maintenance bill shall be paid through RTGS/NEFT as per the company's RTGS/NEFT format.

6. Taxes:

Service Taxes shall be shown separately if applicable.

7. Liquidated Damages not by way of penalty for delay in maintenance/ completion:

If the agency fails to repair the machines within the stipulated time, OMDC will deduct liquidated damages from the bills of the agency in the following manner.

- | | | |
|----|--|--|
| 01 | For 1 st Week | @Rs 200/- per day for the delayed period |
| 02 | For 2 nd Week | @Rs 400/- per day for the delayed period |
| 03 | Delay in excess of 2 weeks will be sufficient to cause for termination of contract/order. In that case, the EMD/Security Deposit of the bidder shall be forfeited. | |

The decision of Business Head, OMDC shall be final and binding in respect of any dispute relating to imposition of penalty.

8. Guarantee of Maintenance

The successful tenderer shall be responsible for the performance of the complete machine & equipments maintenance. If any downtime of machine is suspected due to any defect in component / assembly in the time of maintenance, it shall be the sole responsibility of the successful tenderer to rectify the defect and restore the machine to operation.

9. Validity of Tender:

The tender and the prices quoted shall remain valid for a period of one year from the order date.

10. Exclusions and Deviations:

Exclusions / Deviations in the offer if any, shall be clearly stated under separate heading 'EXCLUSIONS / DEVIATION' quoting the respective clause with justification. Such deviation shall be subject to OMDC's approval.

11. The company reserves the right to make any modification / alternation in the condition as mentioned in the Tender by signing the agreement with the successful bidder / bidders.

12. Earnest Money Deposit:

Each Tender must be accompanied with the non interest bearing pre-bid Earnest Money Deposit of Rs 5,000/- (Rupees Five Thousand only) in shape of crossed Demand draft/Pay order drawn on any Schedule/ Nationalised Bank in favour of "The Orissa Minerals Development Co. Ltd." payable at Barbil. Name of the remitter shall have to be mentioned in the back side of DD/PO. Tender without prescribed earnest money shall be rejected. The earnest money of the successful bidder shall be converted into security deposit which bears no interest.

Note:- Earnest money of the unsuccessful bidder will be refunded after finalization of the contract.

13. Arbitration:

Any dispute or difference under or arising out of or in respect of the Agreement/Accepted contract may be referred to the sole arbitration of a person appointed by the Chairman cum Managing Director, The Orissa Minerals Development Company Limited, AG-104, Sourav Abasan, Sector-II, Salt Lake City, Kolkata – 700016 and his decision in this matter will be final and binding on the supplier and the company. The arbitration shall be carried out as per the Arbitration Act, 1996 and Rules made there under as amended from time to time.

TECHNO-COMMERCIAL BID

(Tender Notice No. OMD/23/2011-12 dated 21/11/11)

The Firms should submit their credentials along with the Technical Bid consisting of the following documents, failing which the tender will be summarily rejected:

The following are to be clearly indicated / confirmed as per tender terms and conditions in this part:

1. Name, address & Phone no. of the Party
2. The firm should furnish the details of their Establishment strength in the terms of Technical manpower having details of their know-how and expertise in the job to provide adequate and satisfactory service
3. The Firm shall have to submit a copy of Deed of Partnership or Proprietorship.
4. Details of machinery and equipment and services offered:
5. Experience in annual maintenance of Computer, Printer and UPS. (Documentary evidence to be enclosed)
6. Photocopy of Income Tax PAN No. to be enclosed.
7. TIN No of the party to be mentioned.
8. Bank A/c No and Name of the bank should be mentioned by the tenderers.

Note : The Company reserves the right to cancel the contract at any point of time in the event of work order copy/Experience certificate copy being found to be fake and false even after award of work.

**Signature of the tenderer
With seal**

PRICE BID FOR AMC

(ANNEXURE -I)

(Tender Notice No. OMD/23/2011-12 dated 21/11/11)

SL NO	ITEM	QUANTITY	ALL INCLUSIVE RATE (Rs.) FOR MAINTENANCE	
			Unit Price (Rs.)	Total Price (Rs.)
01	COMPUTER	41 Sets		
02	PRINTER (DMP, LASER, INKJET & All-in One)	38 Nos		
03	UPS	41 Nos		
	TOTAL PRICE			

THE OVERALL LOWEST [L-1] FIRM, BASED ON AMC PRICE BID (Annexure-I) WILL HAVE TO ACCEPT THE LOWEST COST OF CONSUMABLES / SPARE PARTS (ARC PRICE BID-Annexure-II) QUOTED BY ALL THE TENDERERS.

The rate quoted above shall be firm & fixed during the tenure of the contract.

**Signature of the Tenderer
With seal**

PRICE BID FOR ANNUAL RATE CONTRACT

SUB : ANNUAL MAINTENANCE CONTRACT FOR COMPUTER AND ITS PERIPHERALS FOR 2011-12

TENDER NOTICE NO. OMD/23/11-12 Dated 21/11/2011

Sl. No	PARTICUALRS	-	-	
A)	DESKTOP COMPUTER SPARE PARTS			
1	VGA CARD			
2	USB CARD			
3	SOUND CARD			
4	LAN CARD			
5	CPU FAN			
6	CMOS BATTERY			
7	POWER CABLE			
B)	PRINTER [WIPRO LQ-1050+]			
1	CONTROL PANEL			
2	GEAR ASSY			
3	PULLEY SET			
4	TIMING BELT			
5	STEPPER GEAR			
6	KNOB			
7	ROLLER			
8	WHEEL			
9	PAPER FRONT STAND			
10	SMPS			
11	PAPER CENSOR			
12	PAPER FONT CENSOR			
13	SOCKET			
14	ROLLER GEAR			
15	HEAD CABLE			
16	HEAD MASK			
17	HEAD BASED UNIT			
C)	PRINTER WIPRO EX-5400/ LQ DSI 5235			
1	CONTROL PANEL			
2	GEAR ASSY			
3	PULLEY SET			
4	TIMING BELT			
5	STEPPER GEAR			
6	KNOB			

7	ROLLER			
8	WHEEL			
9	PAPER FRONT STAND			
10	SMPS			
11	PAPER SENSOR			
12	PAPER FONT SENSOR			
13	SOCKET			
14	ROLLER GEAR			
15	HEAD CABLE			
16	HEAD MASK			
17	HEAD BASED UNIT			
D)	CATRIDGE DRUM & TEFLON			
1	TONER CATRIDGE DRUM			
2	TONER CATRIDGE PCR			
3	TEFLON FOR LASER PRINTER			
E)	REFILLING OF LASER CATRIDGES			
1	RIFILLING OF TONER CATRIDGE			
2	REFILLING & CHIP CHANGE OF TONER CATRIDGE			
3	REFILLING & CHIP CHANGE OF HP 36A LASER CATRIDGE			
F)	UPS			
1	MAIN CARD			
2	AVC			
3	SWITCH			
4	FUSE			
5	TRANSISTOR			
6	SOCKET			

The Details of Items/make/manufacture must be defined clearly of above items.

Signature of the tenderer with seal