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No: SSGK/ TRG /COMP/ AMC/ 2021-22

Date _____

Cost of the form Rs. 500 /- paid vide SSGK MR No. / DD No. _____ dated _____

Earnest Money Rs 5000 /- paid vide DD No. _____ Dt _____

**TENDER FORM FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS
PRINTERS, AND N COMPUTING SYSTEM (From 05 Jan 2021 TO 31 Dec 2021)
(Any alteration / addition made in the tender form will make it null and void)**

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 30 Dec 2020, for Annual Maintenance contract of computers and N computing system from 05 Jan 2021 to 31 Dec 2021

2. Tender forms would be available from school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (CODE NO. 1352)**, up to 12:00 hrs on 30 Dec 2020. Earnest money of **Rs 5000/-** is to be paid by Demand Draft, (refundable) on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is down loaded from the Internet, received by post, or by any other means, it shall accompany **two separate demand drafts** for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 5000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **12:30 hrs on 30 Dec 2020** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders at any time without assigning reasons there of.**

3. TERMS AND CONDITIONS

(a) Monthly rates payable by the school towards annual maintenance of computer and N computing system related items as specified, inclusive of all charges, including GST for free visit at the school site on stipulated dates & time and for,

(b) The contract shall be for the period from 05 Jan 2021 to 31 Dec 2021. However, it will come in to effect from the date of actual issue of orders. No services would be required by the contractor both towards maintenance of computers and N computing system.

(c) The firm must enclose copy pan card/ GST registration numbers/service registration as applicable and attach along with the tender for documentary proof. If the firm does not enclosed the copies of the documents alongwith the tender. The tender will be rejected at the time of opening of tender.

(d) The bidder is to note that once contract is finalised, after due negotiations of rates, **has to deposit security amount @ 5% of total cost in the form of DD**, before the order for AMC is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.

(e) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school. Agency having full setup /experience in computer maintenance and training from the head office will be given preference.

(f) Maintenance services will be provided as per the indent with in stipulated time mentioned in the Work order / as per telephonic information. Collection of work order from the school is the responsibility of the service provider.

(g) Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

(h) Payment will be made by crossed cheque only, once in a month on submission of the corrected bill, with in a month from the date of the receipt of the corrected bill. Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking solutions. **1.5 %** of deduction from each payment will be made, where applicable, towards Income Tax. No advance payment is permissible.

(i) In the event of irregular or failure of adherence to service schedule on the stipulated date and time , or rejection of the supplied items, and if no satisfactory remedial action is accomplished with in seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider by way of redemption of monthly bill or from the security deposit. In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School, Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.

(j) During the period of contract, the approved list of peripherals will be handed over to the firm for servicing of the machines, repairing/ replacing of all spares including hard disk and it shall be the responsibility of the contractor, after completion of the contract he will handover all the machines back to the school or to the next approved service provider, in serviceable condition, as per the specifications mentioned in the tender conforming to fulfillment of all conditions.

(k) The contractor will depute a hardware engineer to visit Computer Laboratory and other offices of Sainik School Ghorakhal, at least twice a month to ensure smooth and uninterrupted running of the machines. However repairs / breakdown of computers need to be repaired within 48 hours from the date and time of report. Any breakdown beyond 07 days will lead to 1% deduction for each additional day beyond the acceptable downtime.

(l) All supplies will be subject to approval by the Principal, Sainik School, Ghorakhal or by a representative appointed by him before they are finally accepted / or any payment made. Supply will be delivered at school premises at the cost of the contractor and when needed and where applicable, will be compared with the brand / sample already obtained, and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

(m) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, with out any prejudice.

(n) The contractor will put up a monthly statement of Details of repairs, replacement, maintenance of machines / equipments carried out by him.

- (o) The Principal, Sainik School Ghorakhal reserves the right to or not to demand any item / service, given in the tender.
- (p) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.
- (t) Rates should be quoted in figure as well in words.
- (u) After the tendering procedure if any contractor would like to withdraw his tender, shown his inability to take up the contract after negotiation or in any reason not able to sign the agreement bond, the EMD deposited by the contractor will stand forfeited and he will have no further claim for the contract and forfeited amount.
- (v) **Total number of computer systems with monitor and UPS for AMC will be decided after Annual Stock Taking Board on dated 30 April 2020 finalised by school.**
- (w) The sealed envelope of the tender paper of item/services will be stipulated with the category for which the tender is submitted i.e. '**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS AND N COMPUTING SYSTEM**' for **2021-2022**

An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contractor before placement of order.

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4. **ANNUAL MAINTENANCE OF COMPUTERS , PRINTERS AND N COMPUTING SYSTEM – 2021-2022** (Rates to be quoted by the agency / firm)

Sl.No	Particular	Apprx qunty No	Monthly Unit price
1	Laser Jet printer 1108	07	
2	TVS printer dot-matrix	01	
3	Richo digital MFP printer (Photostat machine)	02	
4	Brother Ink jet T 500	01	
5	Epson Ink jet	01	
6	Server Lenovo	03	
7	N computing device with monitor and Networking	121	
8	UPS 3 KVA online	02	
9	UPS 5 KVA Online	01	
10	HP Server	01	
11	* Computer system with monitor and UPS	29	

5. The above mentioned details, terms and conditions from Sl. No 1 to 3 (v) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tender Form

Tel : _____

E-mail (if any) : _____

Name of Account Holder _____

Branch of Bank & Place _____

A/c Number: _____

IFSC CODE No _____

MICR NO. _____

Enclosed cancel cheque/Photo copy of Pass Book

Enclosed Demand Draft for (a)Rs.500/- towards cost , and / or

(b) for Rs.5000/- as EMD along with this

(Tick / Strike out as applicable)

**ADM OFFICER
SAINIK SCHOOL GHORAKHAL**

Note: All pages are to be signed before dropping in tender box.