

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

(A Govt. of India Enterprise)
Sourav Abasan, 2ND Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091.
Ph-(033)40169200, Fax :(033)40169267

CHAPTER – I

TENDER NOTICE

Tender Notice No.: OMDC/HO/IT/AMC/01/2018/(1)

Date:29-01-2018

Sealed Tenders are invited from interested & experienced vendors Comprehensive Annual Maintenance Contract for Computers, Printers, Networking and Peripherals at EIL,OMDC & BSLC Corporate and Head office at Sourav Abasan,AG-104,2nd Floor, Sector-II, Salt Lake City,Kolkata-700091.

NB : (Prospective bidders may visit the premise for inspection of the systems before responding the bid).

SALIENT FEATURES OF THE BID:

Sl.	Particulars	Detailed of Tender
1.	Bid Enquiry No.	OMDC/HO/IT/AMC/01/2018/(1) Dated:29-01-2018
2.	Name of the Work	Comprehensive Annual Maintenance Contract for Computers, Printers, Networking Components and Peripherals.
3.	Cost of Bid Document	Rs. 525/-. Tender document may be downloaded from Company's Website i.e. www.birdgroup.gov.in/www.birdgroup.co.in or also CPP Portal i.e. http://eprocure.gov.in/epublish/app and Demand draft of Rs. 525/- in favour of "The Orissa Minerals Development Company Limited." Payable at Kolkata should be attached along with the bid.
4.	Earnest Money Deposit	Rs.4500/- (Rupees Four Thousand Five Hundred only).
5.	Availability of Tender Documents	Office of the Manager (IT), OMDC, HO, Kolkata & from www.birdgroup.co.in & CPP portals.
6.	Date of Issue of Bid Documents	From 29/01/2017 to 16/02/2017 up to 12.00 Noon.
7.	Date of Submission of Bid Documents	Up to 16/02/2017 Time: 2.30 PM.
8.	Date of Opening of Technical Bid	On 16/02/2017 Time: 3.00 PM.
9.	Date of Opening of Price Bid	To be intimated to successful bidder later on after technical evaluation.
10.	Period of Contract	2 year from issuance of LOI/Work Order/Agreement which renew yearly basis after verification of the satisfactory performance of the agency. It may be extended for another 1 year for satisfactory performance.
11.	Validity Period of Bid	120 (One hundred twenty) calendar days.

Soft copy of the Tender documents can be obtained from office of the Manager (IT), The O.M.D.C. Limited, Sourav Abasan, AG-104,2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

Alternatively, the tender documents can also be downloaded from our website www.birdgroup.co.in & CPP Portal (<http://eprocure.gov.in/epublish/app>).

All other terms & conditions shall remain the same as stipulated in the Tender Schedule of the aforementioned Tender Notice.

Manager (IT)

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

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CHAPTER– II

SCOPE OF WORK

Sealed Tenders are invited from interested & experienced vendors for the job of “Comprehensive Annual Maintenance Contract for Computers, Printers, Networking and Peripherals at Corporate office of EIL, OMDC& BSLC at Sourav Abasan, AG-104,2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

1. **Scope of Work:** The A.M.C. will *inter alia*, cover the following –

- I. Maintenance/Replacement of Hardware items of Computers and its peripherals (Computers, switches, LAN including cabling, LAN Nodes, UPS etc.),
- II. Loading of Operating System / System & Application Software, any other utility s/w, device driver etc.
- III. Maintenance of Local Area Networking and its Components.
- IV. Redressal of complaints related to hardware, Operating System and Office Productivity Software (including formatting of hard disks after taking backup as and when required) and virus scanning and cleaning, loading of any additional s/w and device drivers.

There will be preventive as well as breakdown maintenance work as mentioned below –

A) Preventive Maintenance (Every 120 days):

- I. Maintenance of Hard Disks, Mother Boards, SMPS, Fans, Monitors, Keyboards, Mouse and other components attached to these for ensuring un-interrupted functioning of the Computers.
- II. Maintenance and lubrication of Printers and its accessories to ensure un-interrupted printing.
- III. Maintenance of UPS attached to the Computer systems.
- IV. Maintenance of Networking Connection.
- V. Checking, tightening & fitting of screws/bolts/nuts etc. of the system and its peripherals.
- VI. Cleaning of Viruses, Trojans, Malwares, etc..from the computers.
- VII. De-fragmentation of Hard Disk / Scanning of Disks as & when required.
- VIII. Cleaning of all devices for ensuring smooth operation of computers.

B) 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. Cleaning of Virus, Trojans, Malwares, etc. from the computers..
- 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. This includes-
 - a) Management of Switches, Hubs, I/O Ports/Boxes and cabling.
 - b) Ensure complete connectivity of the computers with respective networks.
 - c) Activity related to trouble shooting of connectivity related problem.
 - d) Identified and trouble-shooting physical (NIC, UTP etc.) connectivity problems at the desktop (user) as well as at the Hubs/Switches i.e. giving point-to-point network connectivity solution, even crimping, Wi-Fi access points etc.

- 1.1 The AMC shall include at least 2 (two) preventive maintenance for each system and its peripherals in a calendar year, besides attending to any breakdown as & when occurred.
- 1.2 The vendor will be required to deploy full time technical personnel sufficiently qualified to handle and resolve complaints of IT hardware and will report to this office on every **Monday to Friday 10 AM to 12:00 Noon** and resolve the call reported. In case of emergency, the vendor may give support on Saturday & Sunday & Holiday also.
- 1.3 It would be the responsibility of the vendor to ensure timely resolution of complaints through its deployed personnel/manpower. The maintenance job should be carried out under the supervision of IT Deptt. of OMDC or any authorized person of the company.
- 1.4 Vendor shall maintain a call/logbook for fault booking and clearance. Call attended and services render should be recorded and signature of user with date should be obtained as acknowledgement of having resolved the issue. Faults booked will be treated as rectified if and only concerned user's signature is obtained. The log book(s) should be produced before IT Deptt. or any other official for inspection if demanded.
- 1.5 The agency shall be capable of supplying of spare parts in time required to set right the breakdown.
- 1.6 The spares will be replaced at by Bidder's own cost.
- 1.7 The defective computer, printer, UPS and other items will be repaired in the EIL, OMDC & BSLC 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 necessary standby for the same so as to facilitate continuous functioning of EIL, OMDC & BSLC's work.
- 1.8 Safeguarding the Users' data is a must before performing any operation on any Computer. Hence, 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.

- 1.9 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.
- 1.10 The scope of AMC covers maintenance of personal computers, laptops, printers and the peripherals like; monitors, motherboard, RAM, logic card, hard disk drives, floppy disk drives, Ethernet LAN cards, LAN Switch, UTP cables, connectors, routers, power cords, hubs, power supply adapter for hubs, DAT drives, printer spares, etc.
- 1.11 The agency shall provide necessary parts/replacements free of cost. The replacement of all defective parts with good quality and Original Equipment Manufacturer (OEM) branded parts will be done by the service provider without any extra cost. Used/ repaired of any other brand from any other source are not acceptable. The defective parts after replacement will be the property of the agency.
- 1.12 The scope of the AMC does not include replacement of consumables like CDs/DVDs, printer ribbons, UPS Battery, Printer head, printer toners & ink cartridges, TFT/LED Panel, CRT and Scanner Lamp. Any spare parts of Laptop are not included in the AMC. However, the agency may supply original spares of the above items on payment basis.
- 1.13 The successful bidder 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 bidder to rectify the defect and restore the machine to operation.
- 1.14 Computer Systems have to be maintained during the entire period of contract in perfect working conditions with regular preventive maintenance and servicing of computer hardware including power chords, plugs, cables, converter, power adaptor, etc. Also removal/rectification of faults on call, including functional disorder of the computer system.
- 1.15 During the contract period if some component is upgraded the vendor should be ready to give the service for the remaining period with same terms & conditions and same price.
- 1.16 The AMC will be for a period of one year. However, the contract period can be extended for maximum another year at same T&C with the consent of the vendor.
- 1.17 During the contract period if some component is added the vendor should be ready to give the service for the remaining period with same terms & conditions and price will be calculated on prorata basis.

2. Earnest Money Deposit (EMD): EMD of Rs. **4,500/-** only in shape of Demand Draft drawn on any **Nationalised Bank** favouring **'The Orissa Minerals Development Co. Ltd.'**, payable at Kolkata should be deposited along with the Bid. Cheques, Bonds, Guarantee Bonds and Govt. Securities Stock Certificates, Bearer Bonds, Promissory notes and cash certificates) will not be accepted towards the earnest money and no interest will be paid on EMD.

Or

Micro and Small Enterprises (MSEs) Units registered with the National Small Industries Corporation (NSIC) under their Single Point Registration Scheme for the stores/works are exempted from furnishing the Bid Security deposit. They should furnish a Notarized copy of the valid registration certificate issued by NSIC in their favour, for the stores/works covered under this Bid document. No other bidders are exempted from furnishing EMD as mentioned above.

Earnest Money shall be refunded to the unsuccessful bidders immediate after final evaluation of the tender.

EMD of successful bidder will be converted to security deposit and shall be refunded after awarding Order to the L-1 Bidder.

3. Security Deposit(SD): 10% of the Order Value to be deposited towards Security Deposit shall be refunded to the agency within 30 days from the date of completion/termination of contract on production of certificate from Head of Personnel /Finance/Materials Department that the agency has satisfactorily performed his obligation, whatsoever under this contract. The SD amount will be comprises of EMD as initial Security and balance to be deposited after awarding the order but before entering into agreement.

4. Eligibility Criteria:

In order to qualify in the Techno-Commercial Bid, the bidder must submit the documentary evidences in support of the followings Certificate/Documents/Information:-

- I. The bidder should be having a valid Trade License for sale & maintenance of computer Hardware & peripherals.
- II. Experience of minimum 3 (three) year in carrying out the A.M.C. of computers / peripherals / networking at least **40** Computers in one location in reputed companies/Govt. Organization and submit the proof of satisfactory completion of the said work. (Copy of Documentary evidence should be produced.)

The above experience in the name of partners of the firm or that of the Director of the Company will be considered as experience of the firm/company participating in the tender.
- III. Company Turnover should be of minimum 1(one)Crore in each of the last 3(three) financial years – CA/CS Certificate should be provided on their Letter Head only. This letter should be submitted along with Technical bid.
- IV. The bidder should have at least one valid accreditations/certifications like ISO 9001, ISO 20000, ISO/IEC 27001 and ISO/IEC 27000. The certificate/s should be valid as on the last date of submission of bid. (Copy should be attached).
- V. The Bidder must have executed the maintenance of laptops, desktop computers and peripherals such as printers, scanners, UPSs and switches/Networking Components, etc, under comprehensive AMC, for at least three Govt. Organization/Nationalised Bank/PSU/Autonomous/Statutory bodies in the last five years. The bidding firm must have in their payroll at least 20(Twenty) technically qualified personnel.
- VI. Earnest Money Deposit (EMD) of **Rs. 4,500/- (Rupees Four Thousand Five Hundred)** only in shape of Demand Draft drawn on **any Nationalised Bank** favouring '**The Orissa Minerals Development Co. Ltd.**', payable at Kolkata.
- VII. Undertaking in the agency's letter head to the effect that the agency has not been blacklisted / debarred by any PSU or EIL, OMDC&BSLC at any point of time as per **Annexure-II**. Declaration of **Signing Authority Letter** as per the **Annexure-III**.
- VIII. Declaration to the effect that the bidder has carefully read the all terms & conditions of the Tender Document and he is fully satisfied and accepted all the terms & condition of the Tender as per **Annexure-I**.
- IX. The bidder has also to submit the following documents in support of his credentials -
 - i. Copy of PAN card.
 - ii. Copy of GST Registration Certificate.
 - iii. RTGS details i.e. Bank A/c No., Branch, IFSC code, etc.

- X. The Agency must have one well equipped workshop in the locality of Kolkata & surrounding Kolkata.
- XI. **OEM Certificate:** In case the Bidder is not the OEM, the agreement certificate with the OEM for sourcing the spares is mandatory.

Note: Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and the cost of the agency, if awarded and bidder shall be liable to be debarred from tender & will be black listed.

5. Evaluation:

- a. Technical Bid evaluation: As per the criteria laid down in CHAPTER-II Clause No.-4(Eligibility Criteria).
- b. Price Bid Evaluation: Date of opening of the Price bid of the technically qualified bidder(s) will be intimated separately. The L-1 offer will be evaluated on the basis of the above quoted Grand Total Value as per the price bid format.
- c. The bidders are required to quote the rates as per the "Price Bid" format. Service Tax has to be mentioned separately. **Price Bid not in proper format as mentioned in Part-II will not be considered for evaluation and will be rejected.**

Tenders containing overwriting, correction or erasing, without authentication with full signature on the page(s) of "Price Bid" and amount / quantity not shown in figures and words will be liable for rejection. If the rate varies in between words and figures, the amount written in words will be final.

6. Work Schedule & Maintenance of Records/Log-Books:

- i. Work Schedule: The successful bidder will draw a work schedule of each activity indicating AMC to be carried out along with the time schedule. The work schedule is to be drawn in consultation with the OMDC nominated officer and approved by the Departmental Head of Materials/Technical/IT.
- ii. Maintenance of Records/Log-Books: The successful bidder will maintain the records of the works performed by each Computer/Printer/Network through a log-book. These log-books are to be verified and signed by the concerned user/nominated officer. Further, these log-books shall also be inspected and signed by their charge of IT Deptt. on monthly basis. In case of any irregularity/defect noticed, action shall be taken as per applicable rule.
- iii. The call should be attended & rectified within 24 hours from the time of intimation from EIL/OMDC/BSLC; failing which necessary penalty will be charged.

7. Payment Terms: 25% of the total contract value shall be released through RTGS on quarterly basis on submission of quarterly maintenance bill. The agency needs to submit the details of Bank A/c, Branch, IFSC code, etc for enabling EIL, OMDC & BSLC to release the payment through RTGS.

Further, the agency has to submit the quarterly bill in triplicate duly certified by the concerned department / Controlling officer along with the log-book. The log-book shall also contain the initials of the concerned user and/or officer.

Then the bills will be verified by IT Deptt. after necessary verification & certification, s/he shall forward the same to Finance Department for consideration of payment.

8. Schedule of Payment: Within 30 days from the date of submission of bill.

9. Tax Deduction: Income Tax and other taxes as applicable shall be deducted at source at the rate prescribed in the Income tax Act and / or any other relevant Act from the gross value of each quarterly bill.

10. Penalty: If the agency fails to repair the machines within the stipulated time as would be decided by EIL, OMDC & BSLC then necessary penalty will be recovered from the bills of the agency in the following manner –

- For 1st Week @Rs 200/- per day for the delayed period.
- For 2nd Week @Rs 400/- per day for the delayed period.

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 EIL, OMDC & BSLC shall be final and binding in respect of any dispute relating to imposition of penalty.

SIGNATURE OF THE BIDDER WITH SEAL& DATE

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CHAPTER– III

GENERAL CONDITIONS

1. Tender Opening Date & Time:

- a) For Technical Bid : 16/02/2018 at 3 PM.
- b) For Price Bid: The opening date and time of price bid to be intimated to the technically successful bidder.

2. Period of Validity: The Price quoted by the bidder shall remain valid for a minimum period of 120 days from the last date of submission.

3. Tender Submission :The bidder shall submit the Tender in 2 (two) parts consisting of Part – I (Techno-Commercial) and Part-II (Price Bid) each in separate envelopes duly sealed and super scribed with the Tender Notice Number.

Earnest Money shall be deposited in the shape of Demand Draft in favour of “**The Orissa Minerals Development Co. Ltd.**”, payable at **Kolkata** & drawn on any **Nationalised Bank** and the same is to be put in a separate envelope duly sealed and super scribed with the word “Earnest Money Deposit”.

All the 3 (three) envelopes containing Part - I, Part – II & Earnest Money shall be put in a 4th (fourth) envelope duly sealed, super scribed with Tender Notice No., Name of the job, date of opening of Technical Bid and addressed to Manager (Materials), The Orissa Minerals Development Company Ltd., Sourav Abasan, AG-104,2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

Tender not submitted with EMD, Part - I and Part - II in separate covers properly sealed as prescribed above shall be considered as invalid and will be rejected.

Tenders can be submitted either by post, courier service or deposited in the Tender box in this office. Postal or any kind of delay will not be considered after expiry of date & time of submission.

Tenders not received in prescribed form will be liable to be summarily rejected.

Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected.

Tenders will be received up to 2.30 P.M. on 16/02/2018 and will be opened on the same day at 3.00 P.M. in the presence of bidders or their authorized representatives. Tender received after scheduled date & time will be rejected.

The Technically qualified bidders will be intimated about the date & time of the price bid opening in advance through Letter/Fax/Telephone.

Bidders should indicate their Bank A/c details for making payments through RTGS/NEFT.

OMDC reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

The tender document shall have to be signed by the bidder in each page and the terms & conditions must not be altered; failing which, the tender will be rejected.

4. The bidder may visit the site and ascertain the condition and all other factors likely to affect the rate to be quoted by him. He will be deemed to have quoted for the incidence of extra cost, if any due to such site conditions and other factors. Employer is not liable for any damages whatsoever if conditions differ during the operation of the contract and for which no complain shall be entertained.
5. The Earnest Money Deposit (EMD) of the successful bidder shall be forfeited if the bidder fails to take up the job within 15 days from date of issue of LOI (Letter of Intent).
6. The rates in the Tender shall cover all statutory duties / taxes / levies, as applicable on date of opening of the Tender, excluding Service Tax.
7. Any request from the bidder in respect of additions, alternations, modifications, corrections etc. in either terms & conditions or rates of his Tender after opening of the Tenders, shall not be entertained under any circumstances. If the bidder withdraws his Tender after opening of the Tender, but before the expiry of the validity period of the Tender, the Earnest Money shall be forfeited.
8. By submitting a Tender for the work the bidder will be deemed to have satisfied himself that the rates quoted by him in the Tender will be adequate to complete such work according to the specification and conditions attached hereto and he has taken into account all conditions and difficulties that may be encountered during its progress / execution. Any complaints in this regard after submission of offers shall not be entertained.
9. Conditionals bids not adhering to Tendered terms & condition are liable to be rejected.
10. The bidder will have to seal and sign all the pages of Tender documents as token of its acceptance.
11. The AMC rate accepted shall remain firm and fixed for 02(Two) year with effect from date of issue of Work Order and no escalation of rate shall be allowed during the contract period.
12. Transportation cost of manpower and materials shall have to borne by the agency.
13. Non-disclosure of Contract documents: Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
13. Statutory and other Obligation on the part of the Contract:
 - a. During the period of the Contract, if any, Govt. dues or other dues under whatsoever Act/Attachment/Notice related to the Agency may be received by the Company, the same shall be realised from the Agency's bill.
 - b. Taxes, duties, levies etc. including local taxes if imposed by the Local Government bodies on or before the date of the Tender shall be borne by and paid by the Agency and these should be included in his rates. Any statutory taxes / duties / levies which are levied after the date of the Tender; shall be reimbursed to the successful bidder on production of such documentary evidence as per applicability.
 - c. Regarding service tax, the bidders need to exclude the same while submitting their offers. Service tax thereon if applicable shall be paid on the actual as per applicability.
14. Work order may be placed by EIL, OMDC & BSLC on one party or more one than party on basis of L-1 quotation. The bidders may be required to explain / justify the basis of their quoted price as and when asked for. In case, any bidder fails to justify his quoted price or refuses to co-operate in this

regard, they will not be considered for participating in the re-tendering, if order / contract is not finalised from the present Tender.

15. The work shall have to be executed as per the programme and instructions of IT Deptt./Concerned officer-in-charge.
16. The successful bidder shall at his own cost provide housing accommodation to his employees/drivers. If any accommodation is made available to the agency by EIL, OMDC & BSLC then necessary rent as per existing policy will be recovered from the monthly bills. However, it will not be obligatory on the part of the company to provide accommodation to the agency's staffs/workers.
17. The bidder shall indicate their complete Postal address of their Office and Service Centre along with the name(s) of the contact person(s) and their telephonic/Fax/Mobile No.(s) and other particulars.
18. Any ambiguous quote shall render the tender liable to be rejected. Tenders not complete in all respect are liable to be rejected. Any bid received after schedule date and time will not be considered. However, EIL/OMDC/BSLC reserves the right to waive any minor infirmity/non-conformity/irregularity in any bid which does not constitute a material deviation. The EIL/OMDC/BSLC's decision in this regard will be final and binding.
- 17. Default:** The performance of agency will be considered unsatisfactory if: -
 - a) The agency does not attend the work as per contract.
 - b) The agency does not carry out the instruction of the concerned officer.
 - c) The agency is found consistently irregular in reporting to concern authorities.
 - d) The agency incurs loss to the company in any of the activities.
 - e) The agency does not maintained discipline at the work.
- 18. Modification of Contract:** 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(s).
- 19. Exit Clause:** Both the parties have right to exit from this contract/agreement by serving notice in writing of at least 30 days. However, they will continue to liable for the work done during the contract period even after contract period. In case of non observance/violation of any statutory law/guideline, if the company is held responsible by any authority, the agency will be indemnify the company ,in addition to forfeiture of Security Deposit/Earnest Money Deposit if the liabilities are not met by the agency. If OMDC terminate the contract liability will be limited to the payment of running quarter only.
- 20. Arbitration:** Any dispute or difference under or arising out of or in respect of the agreement may be referred to the sole arbitration by a person appointed by the Managing Director, The Orissa Minerals Development Company Limited, Sourav Abasan, 2nd Floor, AG – 104, Sector – II, Salt Lake City, Kolkata – 700091 and his decision in the matter will be final and binding on the agency and company. The arbitration shall be carried out as per arbitration Act, 1996 and Rules made there under amended as time to time.

Note: The Court of Kolkata& High Court, Kolkata will have the jurisdiction to address any unsettled dispute.

21. EIL, OMDC & BSLC reserves the right to accept or reject any or all tenders or distribute the work amongst different bidders without assigning any reason thereof.
22. The Company reserves the right to foreclose the contract without assigning any reason whatsoever by giving one month notice on the agency without any claim of loss by the agency.

23. Handing Over: Any equipment not made available in working condition on the last working day of the contract period shall have to be rectified/repared by the vendor within the next 7 working days failing which the equipment shall be got rectified from alternative sources and the cost thereof shall be deducted from the AMC payment.

24. Force Majeure Clauses:

- (a) If at any time during the existence of this W.O./LOI either party is unable to perform whole or in part any obligation under the Contract or delays the performance under the Contract owing to or resulting from cause or causes beyond the control of either party such as; acts of God, strikes, go-slow, Government elicits or rulings, war, blockade, revolution, civil commotion, riots, destruction of goods by firm or floods, plague, or other causes; EIL/OMDC/BSLC and/or the Agency shall be relieved of the responsibility for performance of the Contract as per para (c) of this clause to the extent to which such performance has not been achieved or has been obstructed.
- (b) In the event that such force majeure condition as specified in sub clause (a) above of this clause occurs, the party shall give prompt notice to the other party as soon as possible and then shall within 2 (Two) weeks after occurrence of such event, furnish the other party in writing with the particulars of the relevant event and documents explaining that its performance is prevented or delayed due to cause or causes as set forth in para (a) of this clause and further shall furnish at the same time or at least within 3(three) weeks after occurrence of such event the documentary evidence duly proving such force majeure condition use its best effort to resume the performance of its obligations under this Agreement with the least possible delay and such party shall always advice the other party of detailed progress of the event of force majeure and the prospect of settlement of such event and of the resumption of the performance of its obligations under the Contract.
- (c) Either party shall be relieved of the responsibility of performance of the W.O./LOI to the extent to which such performance has been obstructed and if approved by the other party, the time of delivery or performance may be postponed for the duration of the time, but no longer, in which delivery or performance is prevented by any such cause or causes herein mentioned above.
- (d) In the event that the duration of the postponement of the Contract mentioned herein exceeds 3 (three) months, the other party shall have the option to cancel the same in respect of the undelivered service or unfinished work or extend the period of contract by mutual agreement.

23. Signing of Agreement: the successful bidder is expected to appear in the EIL/OMDC/BSLC Head office to sign the contract agreement within 10 days from the date of issuance of Lol. In case the bidder declines to sign the agreement or to take up the work within stipulated time, in such eventuality he will not have any claim on the contract.

In case the successful bidder declines to take up the work, EIL/OMDC/BSLC reserves the right to terminate the contract and forfeit the earnest money/security deposit of the bidder and in such eventually, he/they will have no claim for the cost he/they might have incurred for taking the work and the cost of the work he/they might have incurred by that time.

SIGNATURE OF THE BIDDER WITH SEAL& DATE

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

(A Govt. of India Enterprise)

Sourav Abasan, 2ND Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091
Ph-(033)40169200, Fax :(033)40169267

PART-I

TECHNO-COMMERCIAL BID: CHECK LIST

Ref: TENDER NOTICE NO: OMDC/HO/IT/AMC/01/2018/ (1)

DATED:29-01-2018

1	Name of the Bidder		
2	Address of the Bidder (Registered Office, Phone no., Mobile No., Fax no, E-mail)		
3	Details about firm & Technical manpower		
Please tick (√) mark as applicable		Enclosed	Not Enclosed
4	EMD of Rs.4,500/-		
5	Experience Certificate for 3 year or more		
6	Documents as per Clause –4		
7	Bank & Branch Details		
8	Name and address of the authorized signatory/ Power of Attorney.		
9.	Name Address & Contract number for the contract person for this tender.		
10.	Annexure-I,II,III,IV in Bidder's Letter Head		

CERTIFICATE TO BE GIVEN BY THE BIDDER:

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our tender may be rejected by the company.

Further, I/we also certify that I/we have visited the site and got acquainted with local conditions. My/our price bid is based on the basis of our full understanding about the job. I/we also authorize the company to forfeit my earnest money in case I/we fail to take up the job in the event of acceptance of my/our tender by EIL, OMDC& BSLC.

SIGNATURE OF THE BIDDER

WITH SEAL & DATE

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

(A Govt. of India Enterprise)
Sourav Abasan, 2ND Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091
Ph-(033)40169200, Fax :(033)40169267

PART- II

PRICE BID

Ref: TENDER NOTICE NO: OMDC/HO/IT/AMC/01/2018/ (1)

DATED: 29-01-2018

(Amount in Rs.)

SL No.	ITEMS	QUANTITY (Nos.)	RATE FOR A.M.C. (Rs.)	
			Unit Price (Rs.)	Total Price (Rs.)
1.	COMPUTER	38		
2.	PRINTER (Laser, Inkjet& All-in-one)	37		
3.	UPS	28		
4.	Laptops	07		
5.	NETWORKING COMPONENTS WITH 60 IO POINTS (Approx.).	-		
			TOTAL	
			ADD: GST TAX @18%	
			GRAND TOTAL	
	GRAND TOTAL in Word:			

N.B:

1) The L-1 offer will be evaluated on the basis of the above quoted Grand Total Value.

SIGNATURE OF THE BIDDER
WITH SEAL & DATE

(To be printed on Client Letter Head)

DECLARATION BY THE BIDDER

To
The Manager (IT),
The Orissa Minerals Dev. Co. Ltd.
Sourav Abasan, AG-104, 2nd Floor, Sector-II, Salt Lake City.
Kolkata – 700091.

Ref: TENDER NOTICE NO: OMDC/HO/IT/AMC/01/2018/ (1)

DATED: 29-01-2018

Sub: “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS, PRINTERS, NETWORKING AND ITS PERIPHERALS AT EIL, OMDC & BSLC at HO, Kolkata.

In response to the tender invited by you I/we examined the general conditions and other terms and conditions of the contract. I/we agree to abide by all instruction in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice.

I/we further agree to sign and execute all agreements/bonds as may be required by EIL, OMDC & BSLC to abide by the general conditions and other conditions of the contract and to carry out all work as per specifications failing which, I/we shall have no objection for the forfeiture of the earnest money /security money deposit lodged with company.

I/we enclose herewith the required documents.

Yours faithfully,

SIGNATURE OF THE BIDDER
WITH SEAL & DATE

Encl: List of documents.

- i) Tender Schedule
- ii) Part-I Techno Commercial Bid
- iii) Part-II Price Bid.

(To be printed on Client Letter Head)

Annexure-II

UNDERTAKING

To
The Manager (IT),
The Orissa Minerals Dev. Co. Ltd.
Sourav Abasan, AG-104, 2nd Floor, Sector-II, Salt Lake City.
Kolkata – 700091.

Ref: TENDER NOTICE NO: OMDC/HO/IT/AMC/01/2018/ (1) DATED: 29-01-2018

Sub: “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS, PRINTERS, NETWORKING AND ITS PERIPHERALS AT EIL, OMDC& BSLCHO, Kolkata.

In response to the tender invited by you I/we examined the general conditions and other terms and conditions of the contract. I/we agree to abide by all instruction in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice.

I/we further agree to sign and execute all agreements/bonds as may be required by EIL, OMDC & BSLC to abide by the general conditions and other conditions of the contract and to carry out all work as per specifications failing which, I/we shall have no objection for the forfeiture of the earnest money /security money deposit lodged with company.

I/We also undertake that I/we have not been **blacklisted** by any PSU or debarred by EIL, OMDC & BSLC at any time. I/we enclose herewith the required documents.

Yours faithfully,

SIGNATURE OF THE BIDDER
WITH SEAL & DATE

Encl: List of documents.

- i) Tender Schedule
- ii) Part-I Techno Commercial Bid
- iii) Part-II Price Bid.

(To be printed on Client Letter Head)

TO WHOMSOEVER IT MAY CONCERNED

To
The Manager (IT),
The Orissa Minerals Dev. Co. Ltd.
Sourav Abasan, AG-104, 2nd Floor, Sector-II, Salt Lake City.
Kolkata – 700091.

Ref: TENDER NOTICE NO: OMDC/HO/IT/AMC/01/2018/ (1) DATED: 29-01-2018

Sub: **Signing Authority Letter.**

Sir,

This is with reference to the tender for “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS, PRINTERS, NETWORKING AND ITS PERIPHERALS AT EIL, OMDC & BSLC HO, Kolkata due on (Please specify tender due date).

We hereby authorize..... (Name of bidder's official with designation) to sign the said bid on the behalf of..... (Name of the Bidder Company).

For..... (Name of the Bidder Company)

Authorized Signatory
(Seal & Stamp)

Encl: List of documents.

- i) Tender Schedule
- ii) Part-I Techno Commercial Bid
- iii) Part-II Price Bid.

Annexure-V

SL No.	Financial/Accounting Year	Profit	Loss	Annual Turnover(from Repairs and Maintenance Services)	Total Turnover
1.	2016-17				
2.	2015-16				
3.	2014-15				

PC and Peripherals at BGC,HO		Annexure-V				
SL	Name of Depts.	PC Make /Configuration Description	Peripherals Attached	Computer	Printer	UPS
1	MD Office	HP 220-1020 All-in-One PC 4 GB RAM ,1 TB HDD	UPS:APC 1000 VA Network Printer:HP 8600 Plus AIO	1	1	1
2		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS: APC 600 VA LOCAL Printers:HP DeskJet 2060 Network Printer:HP LaserJet M1522 nf Speaker(Amar PC)	1	2	1
	Director(P & P) Office	Intel Core i5-4570, 3.2 GHz, 4 GB 1600 MHz DDR3 RAM, 500 GB 7200 RPM HDD.	APC 1 KVA Offline	1	0	1
		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:WCELL 600 VA Printer:HP OJ 3608 AIO HP 226 DN AIO	1	2	1
4	CVO Office	HP 220-1020 All-in-One PC 4 GB RAM ,1 TB HDD	UPS:APC 1000 VA Network Printer:HP 8600 Plus AIO	1	1	1
5		HCL Intel Core 2 Duo CPU E7400 2.80 GHz 1 GB RAM 280 GB HDD	UPS:Tech Comm 600 VA Printer -HP Office jet J3608 AIO HP12A	1	2	1
6		HP, Intel Core 5i-3470, 3.20 GHz,2 GB,500 GB.	HP LaserJet Printer M1005 MFP, HP DeskJet 1050J	1	2	1
7						
8	Technical	HP 8200 B4B41PA Core i5,2 GB RAM,500 GB HDD	UPS: APC 1 KVA Printer:HP 8600 Plus AIO	1	1	1
		Zenith PC Pentium Dual Core E2180 2.00 GHz 1.49 GB 80 GB HDD	UPS: Digital 500 VA Printer:HP DeskJet 1050	1	1	1
		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM		1	0	0
9	Finance	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:Digitex 600 VA Printer-HP 8600 Plus AIO	1	1	1
10		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS: Microtek 500 VA Printer:HP LaserJet1005	1	1	1

11		Intel Core2 Duo E7500 2.93 GHz 1 GB RAM 160 GB HDD	UPS APC 1100 VA Printer:HP P1008	1	1	1
12		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS: Digital 500 VA Printer:HP LaserJet P1008	1	1	1
13		Intel Core 3i,4 GB, 320 GB	500 VA	1	0	1
14	RTGS Finance,BSLC	HP i5,Intel Core 5i-3470, 3.20 GHz,2 GB, 500 GB	UPS-Digital 500 VA Printer-HP P1008	1	1	1
		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM		1	0	0
18		Lenovo Pentium Dual CPU E2180 2.80 GHz 1 GB RAM 160 GB HDD	UPS:APC 1100 VA Printer:HP LaserJet P1008 ----- HP DeskJet Ink Advantage 3835 All-in-One Multifunction Wireless Printer	1	2	1
19	Personnel	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:Digitex 600 VA Printer-HP LaserJet P1008	2	1	1
20		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM		1	0	0
21		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM		1	0	0
		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	HP LaserJet Printer M1005 MFP	1	1	0
22		HP,Intel Core 5i-3470, 3.20 GHz, 2 GB,500GB	HP LaserJet Printer M1005 MFP	1	1	0

	Law	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	HP LaserJet Pro M12a	1	1	0
23	Com Sec.,OMDC	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:APC 500 VA Local Printer :HP AIO M1536 DNF Printer	1	1	1
24	Com. Sec,BSLC/EIL	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:APC 500 VA Local Printer : HP AIO M1536 DNF Printer	1	1	1
25	Trainee Com. Sec.	Zenith PC/Pentium -4 2.00 GHz 1 GB RAM 40 GB HDD.		1	0	0
26	Trainee Com. Sec	HCL Pentium Dual CPU E2160 ,1.80 GHz ,2 GB 160 GB HDD	HP LaserJet P1008	1	1	0
27	Trainee Com. Sec.	Lenovo Pentium D 2.80 GHz 1 GB RAM 80 GB HDD	UPS:APC 500 HP DeskJet D2360	1	1	1
	Stores	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	Local Printer: HP Laser Jet P1008 UPS: APC 500 VA	1	1	1
30		HCL Intel core 2 Duo E7400 2.80 GHz 2 GB RAM 320 GB HDD	UPS:APC 500 VA HP LaserJet 1018	1	1	1
	Commercial	Fronttech P4 2.40 GHz 1 GB RAM 20 GB	UPS:500 VA APC Printer:HP LaserJet P1008 HP DeskJet F380 AIO	1	2	1
		HP Intel Dual CPU E2180 2.00GHz 1 GB HDD	UPS:APC 500 VA HP 12A	1	1	1
32		HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	UPS:APC 500 VA Printer: HP LaserJet 1018	1	1	1
33	PF					
34	IT	HP i5,Intel Core 5i-3470, 3.20 GHz,2 GB, 500 GB	HP LaserJet Printer M1005 MFP UPS APC 500 VA	1	1	1
35	EIL	HP i5,Intel Core 5i-3470, 3.20 GHz,2 GB, 500 GB	Digital 500 VA HP P1008	1	1	1

36	HP Desktop 600 G3, I-5 6500, 4 GB DDR IV RAM, 500 GB SATA HDD, DVD-RW, Keyboard and Mouse, 18.5 ", Windows 10 Pro OEM	APC 1100 VA ,HP DeskJet F380 AIO, HP P1008	1	2	1
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Total

38

37

28

**Laptop
Configuration**

SL No.	Configuration	Quantity
1	HP G42,Core i3,2.40 GHz,4 GB RAM,500 HDD	04
2	Dell ,Core i5, 2GB,320 GB HDD	02
3	HP Pro Book 440	01

Net Work Component:

SL No.	Configuration	Quantity
1.	24 Port Switch(D-Link DES-1024D)	05
2.	8 Port Switch (D-Link DES 1008 D,D- link DIR 615)	02
3.	D-Link Router ADSL 2+ Router-01,	02
4.	D-link Load Balancer	01

Log Sheet						
SL No.	Problem	Date	Concerned Employee	Deptt.	Action Taken by Party & Sig.	Sig. of the Concerned & Date