

Office of Joint Director
Flood Management Improvement Support Centre
2nd Floor, Jal Sansadhan Bhawan, Anisabad, Block-A, Patna - 800002
Email Address: fmiscbihar@gmail.com
Phone No. 0612 - 2256999

Quotation No. (Short): FMISC/ 05 /2023-24

Short Notice Inviting

Quotation for 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'

Letter No.: - 828 / Patna

Date: 21/8/2023

- 1) Joint Director, Flood Management Improvement Support Centre, Patna invites sealed most competitive quotation from the intending reputed Bidder/ Supplier/ Firm/ Vendor/Service Provider for 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'. Details and the quotation documents are available on the Website: <https://fmiscwrdbihar.gov.in/fmis/> & <https://wrdbihar.gov.in/>.
- 2) The quotation document contains the following Annexures:
 - (i) Brief Description of the Goods
 - (ii) General guidelines for Quotation
 - (iii) Technical Specification
 - (iv) Information Sheet of Bidder
 - (v) Undertaking by the Bidder
 - (vi) The Financial Bid

Important Dates

Last Date and Time of Submission -	<i>Date: 08/09/2023, Time 15:00 Hrs</i> <i>(Accepted only through speed post/registered post/courier/ Physical delivery)</i>
Cost of Quotation Document -	<i>Not Applicable</i>
Bid Security/ Earnest Money Deposit -	<i>₹ 18,500/- (Rupees Eighteen Thousand five hundred Only)</i>
Date & Time of Opening of Technical Bid -	<i>Date: 08/09/2023, Time 15:30 Hrs.</i>
Date & Time of Opening of Financial Bid -	<i>Date: 08/09/2023, Time 16:00 Hrs.</i>


Joint Director

Flood Management Improvement Support centre,
Patna

Letter No: 828 / Patna

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Copy to : Public Relation Officer, Water Resources Department, Sinchai Bhawan, Patna for information and Publication in daily Newspapers.

Enclosure:-Soft copy



Joint Director

Flood Management Improvement Support centre,
Patna

Annexure (i) - Brief Description

#	Brief Description of the Goods	Quantity	Specification/ Installation Requirements
1.	DeLL Workstation Precision Tower 7910 with Display (2 nos. each) DeLL U2717D Type - A	2 Nos.	As given in Annexure (iii)
2.	DELL Workstation Precision Tower 5810 with Display DELL U2717D TYPE - B	14 Nos.	


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Annexure (ii) – General Guidelines for Quotation

- 1) The Bidder must unconditionally accept all of the terms and conditions of this quotation document. Without such a certificate, the 'quotation' will be rejected. On this matter, no correspondence from the Bidder will be accepted.
- 2) On all pages, the individual signing the Quotation or other documents must include his full name below his signature.
- 3) Eligibility of the Bidder – To avoid rejection or disqualification of the Quotation, the Bidder should verify its eligibility conditions as indicated below before submitting it and enclosing the required papers in the order listed below.
 - (i) The Bidder should have an office/a service base in Patna, Bihar. In this regard, the Bidder shall produce supporting evidence in the form of a certificate of incorporation mentioning the address/ rent or lease agreements of the premises.
 - (ii) The Service Provider should have an average annual turnover of at least ₹ 20 Lakh (Rupees twenty lakhs Only) during the last three financial years (2019-20, 2020-21, 2021-22 or 2022-23) or The Startup/MSME should be incorporated as a private limited company or registered as a partnership firm or a limited liability partnership. In this regard, the Bidder shall produce Audited Balance Sheet and Profit & Loss Statement by a statutory auditor/Chartered Accountant.
 - (iii) The Suppliers/ Firms/ Vendors /Service Providers that have been blacklisted /debarred in participating in any procurement activities by any State or Central Government or other government organizations in India are not allowed to bid. In this regard, the Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU.
 - (iv) The Suppliers/ Firms/ Vendors /Service Providers should have similar experience in Govt. Ministry or Department/Public sector/Govt. Autonomous Body.
- 4) **Cost of quotation documents:** The quotation documents cost is not applicable. The quotation documents can be downloaded from the website: <https://fmiscwrdbihar.gov.in/fmis/> & <https://wrd.fmiscwrdbihar.gov.in/>.
- 5) The AMC Quotation must be submitted in two parts :(A) Technical bid & (B) Financial bid. The two bids must be submitted in two separate sealed envelopes marking the Bid's name and must be put in the single outer cover subscribing as '**Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations**' and also the quotation number.


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- 6) Bid Security/Earnest Money Deposit (EMD) of ₹ 18,500.00 (Eighteen thousand five hundred only) will be paid in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest.
- 7) Submission of Quotation and Other Documents Required -
- (i) The quotation documents must be filled in completely and signed by the authorized signatory of the Bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document.
 - (ii) The completed document must reach to "Office of Joint Director, Flood Management Improvement Support Centre, 2nd Floor, Block-A, Jal Sansadhan Bhawan, Anisabad, Patna - 800002 by the last date of submission under a sealed cover by *speed post/registered post/courier/Physical delivery*. The quotations received after the due date & time are liable to be rejected. The Quotation by FAX/ e-mail or any other media will not be entertained.
 - (iii) The envelope containing the Quotation must be super-scribed as 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations' and the quotation number with the due date & time of submission.
 - (iv) The **Office of Joint Director** is not responsible for delay, loss or non-receipt of quotation documents sent by the posts.

The Quotation should contain the following documents.

A. Technical Bid containing -

- (i) Self-attested copy of PAN, GST registration and incorporation issued by appropriate government authority for the required services.
- (ii) The technical proposal as per quotation.
- (iii) As applicable, detailed literature and the make, model, data sheets, pamphlets, and performance curves shall be attached to the technical offer.
- (iv) The Applicant must be a Company registered under Indian Company Act, 1956. Registered with the Service Tax, Income Tax, and Sales Tax, Provident Fund authorities in India
- (v) The firms having blacklisted/ debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid.
- (vi) Any other documents in support of the eligibility of the Bidder.
- (vii) Copy of similar experience in Govt. Ministry or Department/Public sector/Govt. Autonomous Body.


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- B. Financial Bid containing -
- (i) Cost for 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations' in the prescribed format (Annexure v).
- 8) The Quotation is liable to be cancelled, and the Bid Security/ EMD shall be forfeited in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation document or in the event of Bidder withdrawing his offer before the expiry of the bid. A bid without the required Bid Security/ EMD amount will be summarily rejected.
- 9) The **Office of Joint Director** reserves the right at the time of award of the order to increase or decrease the quantity of the Goods specified in the Financial Bid without any change in the unit price of the items.
- 10) The quotation document is not transferable. The quotations submitted by the bidder in a proforma other than those mentioned in the quotation document shall not be accepted. While filling up the forms / offering any other information, it shall be done using typewriting/printing.
- 11) Bid Price and its **Validity** -
- (i) The contract shall be for the full quantity as described. The bidder shall quote the rate per unit item.
- (ii) The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- (iii) All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price. The cost of service, installation, commissioning, and demonstration shall also be at the Supplier.
- (iv) The bidder shall also indicate the applicable prevailing GST.
- (v) The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (vi) Quotation shall remain valid for not less than 90 days after the deadline date specified for submission.
- (vii) The bidder shall have ISO 9001:2015 certification
- 12) **Evaluation and Award of Contract** -
- (i) The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which -
- are properly signed; and
 - Conform to the terms and conditions and specifications.
- (ii) On all the matters relating to this quotation call document, the decision of the **Office of Joint Director** shall be final and binding, and the same cannot be referred to the court of law. The **Office of Joint Director** reserves the right to reject any or all of the quotations without assigning any reason whatsoever.


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- (iii) The **Office of Joint Director** reserves the right to call the bidders and to conduct negotiations, if necessary and can select more than one bidder for one or more items at its discretion.
 - (iv) Any deviation in technical specifications shall not be entertained.
 - (v) The **Office of Joint Director** may reject the bid even if accepted, but the successful bidder fails to execute any guidelines, terms and conditions mentioned in this quotation document or misrepresent or conceals any fact that may otherwise affect the quotation. In that case, Bid Security/ EMD amount will be forfeited.
 - (vi) The Client/Purchaser will award the contract to the Bidder whose Quotation has been substantially responsive and offered the lowest evaluated quotation price.
 - (vii) Notwithstanding the above, the Client/Purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.
 - (viii) The Bidder whose Bid is accepted will be notified by contract/ Purchase Order/ Work Order award by the Client/ Purchaser before the quotation validity period expires. The terms of the accepted offer shall be incorporated into the contract/ Purchase Order/ Work Order award.
- 13) **Delivery Period -**
- (i) All the Desktop workstation are located at FMISC, 2nd Floor, Jal Sansadhan Bhawan, Block-A, Anisabad, Patna as mentioned in Annexure (i). In case the supplier/ Vendor/ fails to provide the services as per the service level agreement, the **Office of Joint Director** reserves the right to cancel the purchase/award order and to place orders with other firms without assigning any reason thereof.
- 14) **Services and Payment -**
- (i) Intending Vendor are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. The vendor should be ready to service all parts with no exclusion except physical damage arising due to natural disaster, fire, short circuit.
 - (ii) Vendor will have to conduct quarterly onsite preventive maintenance (PM) to ensure that the device is functioning without defect. No call for PM activity will be logged by FMISC. Updated upgrades and patches by the vendor shall be applied as required.
 - (iii) In case of software/hardware issue, vendor shall reinstall or install the software and hardware and reconfigure the device.


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- (iv) Hardware: Vendor will provide replacement of defective spares for all the hardware's covered under Comprehensive AMC.
 - (v) No interest on any deferred claim arising out of this procurement shall be payable in any case whatsoever. No payment for Goods rejected at the site will be made during installation and commissioning.
 - (vi) In case of repair of parts/whole item, the parts being used shall be in original supplied by the OEM without interruption in the service. Normally, repair work shall be done at the FMISC location and in case repair is to be carried out in Service Centre/OEM, carry the equipment with prior permission of Joint Director, FMISC during the period, uninterrupted service shall be ensured by replacing with the equivalent item without any extra cost to FMISC.
 - (vii) No advance payment will be admissible.
 - (viii) The payment shall be made by Client/Purchaser, after the commencement of the service and at the end of each Quarter.
 - (ix) Penalty Terms: After 8 working hours of downtime, a penalty of 1.0 % of contract value per day with a maximum of 10 % of contract value will be deducted from the quarterly bill. Taxes extra as applicable.
 - (x) The sum of two consecutive quarterly deductions of more than 18% of the applicable fees (i.e., Actual Quarterly fees for two Quarters) in two quarters on account of any reasons will be deemed to be an event of default and Termination.
- 15) **Other terms and conditions -**
- (i) The **Office of Joint Director** reserves the right to cancel the purchase order if the Service fail to meet the terms and conditions of this quotation document. The **Office of Joint Director** shall not be held responsible for any loss or damage suffered by the bidder due to the cancellation of the purchase order.
 - (ii) Any dispute arising from the deal shall be subjected to the court's jurisdiction at Patna within the State of Bihar.
 - (iii) Each Bidder shall submit only one Quotation.
- 16) **Billing Address - Office of Joint Director, Flood Management Improvement Support Centre, 2nd Floor, Jal Sansadhan Bhawan, Anisabad, Block-A, Patna - 800002**

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Annexure (iii) -Technical Details

Dell Workstation Type - A

Dell Workstation Details						
Name	CPU Model	CPU Service Tag	Monitor Model	Monitor Service Tag	Ship Date	Expiration Date
Type_A_1	PT-7910	BT8YPM2	U2717D	1TV9572	08/01/2018	12/01/2023
			U2717D	BJ9RBC2	08/01/2018	12/01/2023
Type_A_2	PT-7910	BT90QM2	U2717D	HSV9572	08/01/2018	12/01/2023
			U2717D	JH9RBC2	08/01/2018	12/01/2023

Dell Workstation Type - B

Dell Workstation Details						
Name	CPU Model	CPU Service Tag	Monitor Model	Monitor Service Tag	Ship Date	Expiration Date
Type_B_1	PT-5810	8BKNQM2	U2717D	7SV9572	11/01/2018	15/01/2023
Type_B_2	PT-5810	8BNMQM2	U2719D	DM2CRS2	11/01/2018	15/01/2023
Type_B_3	PT-5810	8BFMQM2	U2717D	BRV9572	11/01/2018	15/01/2023
Type_B_4	PT-5810	8BSLQM2	U2717D	7TV9572	11/01/2018	15/01/2023
Type_B_5	PT-5810	8BGSQM2	U2717B	CSV9572	11/01/2018	15/01/2023
Type_B_6	PT-5810	8BQM2M2	U2717D	FWV9572	11/01/2018	15/01/2023
Type_B_7	PT-5810	8BMNQM2	U2717D	FSV9572	11/01/2018	15/01/2023
Type_B_8	PT-5810	8BDLQM2	U2717D	5SV9572	11/01/2018	15/01/2023
Type_B_9	PT-5810	8BCQ2M2	U2717D	9WV9572	11/01/2018	15/01/2023
Type_B_10	PT-5810	8BRLQM2	U2717D	9SV9572	11/01/2018	15/01/2023
Type_B_11	PT-5810	8BJRQM2	U2717D	7WV9572	11/01/2018	15/01/2023
Type_B_12	PT-5810	8BTRQM2	U2717D	1SV9572	11/01/2018	15/01/2023
Type_B_13	PT-5810	8BPNQM2	U2717D	8TV9572	11/01/2018	15/01/2023
Type_B_14	PT-5810	8BHRQM2	U2717D	CWV9572	11/01/2018	15/01/2023

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(Vikram Kumar) 21/08/23

Annexure (iv) - Information Sheet of Bidder

#	Description	To be filled by the Supplier/ Vendor/Service Provider, as applicable
1.	Name of the Supplier/ Vendor/Service Provider, as applicable	
2.	Address with phone No./FAX/ e-Mail	
3.	Contact Person(s) Phone No./Mobile No.	
4.	Details of Bank Draft towards the cost of quotation documents	
5.	Details of Bank Draft towards EMD	
6.	GST registration details	
7.	PAN Details	
8.	Similar Experience Details (with proof of orders from the organization to which service provided earlier)	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that if any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

(Signature of the Authorized signatory of the Bidding Organization) Name :

Designation :

Date :

Seal :

Business Address:

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Annexure (v)

Annexure (v) - The Financial Bid

FORMAT OF QUOTATION

#	Name of Comprehensive Annual Maintenance Contract (CAMC) of Workstations', as applicable of Goods/ Equipment/ Hardware/ Software/ Services, as applicable	Unit	Qty.	Unit Price	Total Amount	GST%	Total Amount with GST
			(A)	(B)	(C=A*B)	(D)	(E=C+(C*D))
1.	DELL WORKSTATION PRECISION TOWER 7910 WITH DISPLAY (2 NOS. EACH) DELL U2717D TYPE - A	2					
2.	DELL Workstation Precision Tower 5810 with Display DELL U2717D TYPE - B	14					
Total Amount:					-		-

Gross Total Cost: ₹.....

We agree to **Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'** accordance with the quotation document for a total contract price of ₹..... (Amount in figures) (₹ amount in words) within the period specified in the Invitation for Quotations.

Sd/-
21/8/23
M. Kumar
21/8/23

Signature of Supplier/
Vendor/Service Provider, as
applicable

Vikas Kumar
21/08/23
(Vikas Kumar)