



GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMER'S WELFARE
PRINCIPAL ACCOUNTS OFFICE
16-A, AKBAR ROAD HUTMENTS, ANNEXE
NEW DELHI-110011

F.No. Pr.AO/System Gr./Estt./2017-18/339

Dated: 19.05.2017

Notice Inviting Quotations

Sub:- Notice Inviting Quotation for Providing Comprehensive AMC of computers and peripherals in CA (Sectt.), Pr.AO, IAW and PAO (Sectt-II) at 16-A, Akbar Road and CCA/CA (Sectt.) & PAO(Sectt-I) at Krishi Bhawan, New Delhi – reg.

Sealed Quotation, on behalf of the Chief Controller of Accounts, is invited from reputed firms/Agencies for providing Comprehensive AMC with details of the hardware to be put under AMC given in table as per terms and conditions attached:-

Office	Computer	Server	Printer	UPS	Online UPS	Fax	Total
CCA/CA Sectt. (Krishi Bhawan)	05	--	05	03	--	02	15
CA Sectt. (Akbar Road)	03	--	03	01	--	01	08
Pr.AO (HQ)+IAW	24	--	16	10	04	02	56
Pr.AO (A/Cs)	20	--	16	--	--	--	36
PAO (Sectt.II)	11	02	05	--	--	--	18
PAO (Sectt.I)	14	02	05	--	--	--	21
Total Hardwares							154

In addition to that the AMC providing firm shall have to maintain the networking, LAN, internet connectivity, technical assistance in e-payment and solving the problems in various software installed in Pr.AO/PAOs.

The services of one (01) resident engineer shall be required to look after the AMC work in office hours (09:00 AM to 05:30 PM). The engineers shall be stationed at the Pr. Accounts Office at Akbar Road to attend the calls. Salary/Wages bear by Company. Office of CCA is not responsible for violence of wages act.

You are therefore, requested to quote your price for the AMC of above hardware and software, The preference shall be given to those firms who have work experience of at least one year in Pay & Accounts Offices and Pr. Accounts Officers of various ministries who are working on COMPACT, e-lekha and PFMS.

Contd...

- Schedule:

I.	Last date and Time for receipt of Quotations:	30.05.2017 at 3:00PM
II.	Date & Time for opening Bids:	30.05.2017 at 04:00PM
III.	Place of opening the Tender:	Room No. 135, Pr.AO (Admn.), 16-A, Akbar Road, New Delhi

- Interested Agency may put the Quotation document complete in all respect by 30.05.2017 up to 3:00 PM in the Tender Box kept in Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road New Delhi-110011. The Quotations shall not be entertained after the deadline under any circumstances, whatsoever.
- CCA of this office reserves the right to amend or withdraw any of the terms and conditions contained in the Quotations Document or to reject any or all Quotations without giving any notice or assigning any reason. The decision of the Head of Department of this office in this regard shall be final and binding on all.

Principal Accounts Officer (Admn.)

Inquiry Circulated to:

1. Notice Board
2. Upload on official website www.ccaagri@nic.in

Terms and Conditions

1. The firm should have experience of AMC with any PAO/Pr.AO for at least 01 year. The experience certificate should be enclosed.
2. The firm shall provide on resident Engineer permanently stationed at Pr. AO, 16-A, Akbar Road, for the monitoring and maintenance of hardware, software, Networking and other technical solutions as and when required.
3. The firm shall provide the services to CA(Sectt.), Pr.AO, IAW and PAO (Sectt-II) at 16-A, Akbar Road and CCA/CA (Sectt.) & PAO(Sectt-I) at Krishi Bhawan
4. No TA will be give to the firm for the movement of the service Engineer.
5. There is no provision for Advance Payment.
6. The firm will attend all calls on the very same day from the PAOs.
7. The Agency shall raise the bill in triplicate, duly pre-receipted on Revenue Stamp of Rs. 1/-
8. Resident engineer of the firm shall be placed under Pr.AO (Admn). Logbook for all the calls and services provided by the firm will be maintained by the resident engineer.
9. Resident engineer will attend all the services in PAOs, under intimation to Principal AO (Admn.).
- 10.The timing of resident engineer would be 9.00 AM to 5.30 PM on working days.
- 11.The Contract shall be comprehensive in nature, i.e. the rates quoted will cover the maintenance of operating system, software installation virus checking/elimination configuration of interval/e-mail on computers, configuration of file tracker and cost of all spare parts except consumable, plastic parts, printer bands, fuser assemblies, roller of printer, printer head, scanner tube, hdd media and battery.
- 12.If any hardware is not repaired within 12 hrs from the date of complaint, the firm will provide a standby for the same, so that the work may not suffer.
- 13.Quarterly cleaning and maintenance of all the PCs, Servers, Faxes UPS and Printer will be done by the firm.
- 14.Payment will be made on monthly basis after satisfactory certificate provided by the Pr.AO (Admn.)
- 15.TDS and Education Cess as applicable shall be deducted as per the provisions of Income Tax Department.
- 16.The payment will be made as per the approval rate+ service tax extra.

- 17.CCA Ministry of Agriculture & Farmers' Welfare reserves the rights to terminate the AMC without assigning any reason after giving fifteen days notice to the firm.
- 18.If there are more number of calls to be attended on a particular day, the firm should depute additional engineer for the same.
- 19.The work of Repair/Maintenance of Networking will be done free of cost by the firm.
- 20.Tender documents must be accompanied by a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only issued by any nationalized bank draft in favour of Pay & Accounts Officer (Sectt-II), Ministry of Agriculture, New Delhi. The unsuccessful tenders will get this money refunded without any interest.
- 21.The bid should be submitted in three envelop as below:-
- Envelop 1 - To enclosed Technical Bid & write envelop as "Technical Bid Competitive bidding for providing AMC for Computers & Peripherals"
- Should be Sealed.
- Envelop 2 – To enclosed Financial Quotation & write envelop as "Financial Quotation Competitive bidding for providing AMC for Computers & Peripherals"
- Should be Sealed
- Envelop 3 – To place envelop 1 & 2 envelop in it.
- Should be Sealed.
- Written outside as :- NIQ for AMC of Computer and peripherals for two bid system (Technical Bid & Financial Quotation).
- Should be submitted to Pr.AO, Ministry of Agriculture & Farmers' Welfare , Room No. 135, 16-A, Akbar Road, New Delhi by 30.05.2017 (03:00 PM).

Principal Accounts Officer (Admn.)

Envelop-I (Technical Bid Competitive bidding for providing AMC for Computers & Peripherals.)

Technical Bid Format

The information is to be filled in by the bidder in the following pages will be used for purpose of evaluating the Technical Part of the bid

1. Organization information

- 1.1 Name of the Organization :
- 1.2 Certificate of Registration along with Registration No. :
- 1.3 Place of business :
- 1.4 Contact details (Telephone/Mobile) :
- 1.5 e-mail ID of the Company/form/Organisation :

- 1.6 TAN/Service Tax No. (Attach copy)

2. Details of Work performed for similar nature of work in any of PAO/Pr.AO along with attached copies in support of their claim.

Name of Organization	Description of work	Contract No.	Value in Lakhs for the contract	Date of issue of work (from-to)
----------------------	---------------------	--------------	---------------------------------	---------------------------------

3. Demand Draft No. _____ dt. _____ (for Rs. 10000/-) in favour of Pay & Accounts Officer (Sectt-II), Ministry of Agriculture & Farmer's Welfare, New Delhi.

Please enclosed Demand Draft with Technical Bid.

4. This is to certify that I/We before signing this tender (No..... dt.) of O/o CCA (Pr.AO), M/o Agriculture & F.W. have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Seal and Signature (Firm)

Annexure-II

Envelope -II: (Financial Quotation Competitive bidding for providing AMC for Computers & Peripherals.)

FORMAT FOR SCHEDULE OF QUOTATION/RATES

Sl. No.	Name of the item	Quantity	Unit Rate (RS.)	Total Amount without tax	Taxes if any	Total amount with taxes
1.	Computer	77				
2.	Printer Laser Jet	50				
3.	Server	04				
4.	UPS	14				
5.	Online UPS	04				
6.	Fax	05				
Total		154				

Note:- The firm/bidder will depute one Engineer for full time experienced and qualified Resident Engineer in office to rectify the faults instantly.

Name:.....

Signature:.....

Date.....

Firm's Seal:

List of hardwares for AMC in 2017-18 in O/o CCA, M/o Agriculture & F.W.

Office	Computer	Server	Printer	UPS	Online UPS	Fax	Total
CCA/CA Sectt. (Krishi Bhawan)	05	--	05	03	--	02	15
CA Sectt. (Akbar Road)	03	--	03	01	--	01	08
Pr.AO (HQ)+IAW	24	--	16	10	04	02	56
Pr.AO (A/Cs)	20	--	16	--	--	--	36
PAO (Sectt.II)	11	02	05	--	--	--	18
PAO (Sectt.I)	14	02	05	--	--	--	21
Total	77	04	50	14	04	05	154