



Bid Number/बोली क्रमांक (बिड संख्या)<sup>:</sup> GEM/2024/B/4627079 Dated/दिनांक : 16-02-2024

#### Bid Document/ बिड दस्तावेज़

| Bid Details/बिङ विवरण   |   |  |
|---|---|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय   | 04-03-2024 15:00:00   |  |
| Bid Opening Date/Time/बिड खुलने की<br>तारीख/समय   | 04-03-2024 15:30:00   |  |
| Bid Offer Validity (From End Date)/बिड पेशकश<br>वैधता (बंद होने की तारीख से)  | 90 (Days)   |  |
| Ministry/State Name/मंत्रालय/राज्य का नाम   | Ministry Of Rural Development   |  |
| Department Name/विभाग का नाम  | Department Of Rural Development (drd)   |  |
| Organisation Name/संगठन का नाम  | National Institute Of Rural Development (nird)  |  |
| Office Name/कार्यालय का नाम   | North Eastern Regional Centre Guwahati Assam  |  |
| ltem Category/मद केटेगरी  | Annual Maintenance Service - Desktops, Laptops and<br>Peripherals - Desktop PC; hp , Annual Maintenance Service -<br>Desktops, Laptops and Peripherals - Desktop PC; Lenovo ,<br>Annual Maintenance Service - Desktops, Laptops and<br>Peripherals - Laptop; hp , Annual Maintenance Service -<br>Desktops, Laptops and Peripherals - Printer (Monochrome ,<br>Laser , Composite Cartridge ); hp , Annual Maintenance<br>Service - Desktops, Laptops and Peripherals - Multifunction<br>Printer (Monochrome , Laser , Composite Cartridge, Mid<br>range); hp , Annual Maintenance Service - Desktops,<br>Laptops and Peripherals - Printer ( Ink Jet , Mono and Colour,<br>Mid Range ); Epson |  |
| Contract Period/अनुबंध अवधि   | 2 Year(s)   |  |
| Minimum Average Annual Turnover of the<br>bidder (For 3 Years)/बिडर का न्यूनतम औसत<br>वार्षिक टर्नओवर (3 वर्षों का)     | 20 Lakh (s)   |  |
| Years of Past Experience Required for<br>same/similar service/उर्न्ही/समान सेवाओं के लिए<br>अपेक्षित विगत अनुभव के वर्ष | 3 Year (s)  |  |
| Past Experience of Similar Services<br>required/इसी तरह की सेवाओं का पिछला आवश्यक<br>अनुभव है                           | Yes   |  |
| MSE Exemption for Turnover/टर्नओवर के लिए<br>एमएसई को छ्ट प्राप्त है  | Yes   |  |
| Startup Exemption for Turnover/ टर्नओवर के<br>लिए स्टार्टअप को छूट प्राप्त है   | Yes   |  |

| Bid Details/बिड विवरण  |  |  |
|--|--|--|
| Document required from seller/विक्रेता से मांगे<br>गए दस्तावेज़  | Experience Criteria,Bidder Turnover,Certificate (Requested<br>in ATC)<br>*In case any bidder is seeking exemption from Experience /<br>Turnover Criteria, the supporting documents to prove his<br>eligibility for exemption must be uploaded for evaluation by<br>the buyer |  |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No   |  |
| Type of Bid/बिड का प्रकार  | Two Packet Bid   |  |
| Time allowed for Technical Clarifications<br>during technical evaluation/तकनीकी मूल्यांकन के<br>दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days   |  |
| Estimated Bid Value/अनुमानित बिड मूल्य   | 808650   |  |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation  |  |
| Financial Document Indicating Price<br>Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज<br>ब्रेकअप आवश्यक है                       | Yes  |  |

#### EMD Detail/ईएमडी विवरण

| Advisory Bank/एडवाईजरी बैंक | PUNJAB NATIONAL BANK |
|-----------------------------|----------------------|
| EMD Amount/ईएमडी राशि       | 24260                |

#### ePBG Detail/ईपीबीजी विवरण

| Advisory Bank/एडवाइजरी बैंक   | PUNJAB NATIONAL BANK |
|---|----------------------|
| ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)                                  | 2.00                 |
| Duration of ePBG required (Months)/ईपीबीजी की<br>अपेक्षित अवधि (महीने). | 26                   |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए बिनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Director NIRD-NERC, Khanapara, Guwahati-781022 (Nird-nerc)

#### Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

#### MII Compliance/एमआईआई अनुपालन

| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|
|                               |     |

Yes

#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of guality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of auality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria. the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer. 3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. 4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year. 5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have guoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. 6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

#### Asset Details and its Distribution across the consignee /user locations: 1707821479.pdf

#### Annual Maintenance Service - Desktops, Laptops And Peripherals - Desktop PC; Hp ( 97 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification   | Values                           |  |  |
|---|----------------------------------|--|--|
| Core  |                                  |  |  |
| Type of Asset   | Desktop PC                       |  |  |
| Make/Brand of Assets  | hp                               |  |  |
| Status of Annual Maintenance Service Provider   | Neither OEM nor ASP              |  |  |
| Periodicity of Preventive Maintenance Services  | Quarterly                        |  |  |
| Onsite Service Engineers Requirement  | As Indicated in Bid<br>Document. |  |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive                        |  |  |
| Addon(s)/एडऑन   |                                  |  |  |
| Requirement of Resident Engineer  | Yes                              |  |  |
| Requirement of Technicians  | No                               |  |  |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र.<br>सं. | Consignee<br>Reporting/Officer/<br>परेषिती/रिपोर्टिंग<br>अधिकारी | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|-------------------|--|---|------------------------------------|--|
| 1                 | Dipak Dewri  | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 97                                 | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

#### Annual Maintenance Service - Desktops, Laptops And Peripherals - Desktop PC; Lenovo (1)

#### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification   | Values                           |  |  |  |
|---|----------------------------------|--|--|--|
| Core  |                                  |  |  |  |
| Type of Asset   | Desktop PC                       |  |  |  |
| Make/Brand of Assets  | Lenovo                           |  |  |  |
| Status of Annual Maintenance Service Provider   | Neither OEM nor ASP              |  |  |  |
| Periodicity of Preventive Maintenance Services  | Quarterly                        |  |  |  |
| Onsite Service Engineers Requirement  | As Indicated in Bid<br>Document. |  |  |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive                        |  |  |  |
| Addon(s)/एडऑन   |                                  |  |  |  |
| Requirement of Resident Engineer  | Yes                              |  |  |  |
| Requirement of Technicians  | No                               |  |  |  |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| Consignee<br>S.No./क्र.<br>सं.<br>परेषिती/रिपोर्टिंग<br>अधिकारी |             | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|---|-------------|---|------------------------------------|--|
| 1   | Dipak Dewri | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 1                                  | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

#### Annual Maintenance Service - Desktops, Laptops And Peripherals - Laptop; Hp (4)

| Specification | Values |
|---------------|--------|
| Core          |        |

| Specification   | Values                           |  |
|---|----------------------------------|--|
| Type of Asset   | Laptop                           |  |
| Make/Brand of Assets  | hp                               |  |
| Status of Annual Maintenance Service Provider   | Neither OEM nor ASP              |  |
| Periodicity of Preventive Maintenance Services  | Quarterly                        |  |
| Onsite Service Engineers Requirement  | As Indicated in Bid<br>Document. |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive                        |  |
| Addon(s)/एडऑन   |                                  |  |
| Requirement of Resident Engineer  | Yes                              |  |
| Requirement of Technicians  | No                               |  |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र.<br>सं. | Consignee<br>Reporting/Officer/<br>परेषिती/रिपोर्टिंग<br>अधिकारी | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|-------------------|--|---|------------------------------------|--|
| 1                 | Dipak Dewri  | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 4                                  | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

#### Annual Maintenance Service - Desktops, Laptops And Peripherals - Printer (Monochrome , Laser , Composite Cartridge ); Hp ( 22 )

| Specification                                 | Values   |  |  |
|---|--|--|--|
| Core  |  |  |  |
| Type of Asset                                 | Printer (Monochrome , Laser ,<br>Composite Cartridge ) |  |  |
| Make/Brand of Assets                          | hp   |  |  |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP                                    |  |  |

| Specification   | Values                        |  |  |
|---|-------------------------------|--|--|
| Periodicity of Preventive Maintenance Services  | Quarterly                     |  |  |
| Onsite Service Engineers Requirement  | As Indicated in Bid Document. |  |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive                     |  |  |
| Addon(s)/एडऑन   |                               |  |  |
| Requirement of Resident Engineer  | Yes                           |  |  |
| Requirement of Technicians  | No                            |  |  |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र.<br>सं. | Consignee<br>Reporting/Officer/<br>परेषिती/रिपोर्टिंग<br>अधिकारी | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|-------------------|--|---|------------------------------------|--|
| 1                 | Dipak Dewri  | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 22                                 | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

#### Annual Maintenance Service - Desktops, Laptops And Peripherals - Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid Range); Hp (10)

|  | 7  |  |  |  |  |
|--|--|--|--|--|--|
| Specification  | Values   |  |  |  |  |
| Core   |  |  |  |  |  |
| Type of Asset  | Multifunction Printer (Monochrome , Laser ,<br>Composite Cartridge, Mid range) |  |  |  |  |
| Make/Brand of Assets   | hp   |  |  |  |  |
| Status of Annual Maintenance Service Provider  | Neither OEM nor ASP  |  |  |  |  |
| Periodicity of Preventive Maintenance Services   | Quarterly  |  |  |  |  |
| Onsite Service Engineers Requirement   | As Indicated in Bid Document.  |  |  |  |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and<br>Patch update on client compute machines | Inclusive  |  |  |  |  |

| Specification                    | Values |  |
|----------------------------------|--------|--|
| Addon(s)/एडऑन                    |        |  |
| Requirement of Resident Engineer | Yes    |  |
| Requirement of Technicians       | No     |  |
|                                  |        |  |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| <b>S.No</b><br>सं. |             | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|--------------------|-------------|---|------------------------------------|--|
| 1                  | Dipak Dewri | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 10                                 | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

## Annual Maintenance Service - Desktops, Laptops And Peripherals - Printer ( Ink Jet , Mono And Colour, Mid Range ); Epson ( 1 )

| Specification   | Values  |  |  |  |
|---|---|--|--|--|
| Core  |   |  |  |  |
| Type of Asset   | Printer ( Ink Jet , Mono and Colour,<br>Mid Range ) |  |  |  |
| Make/Brand of Assets  | Epson   |  |  |  |
| Status of Annual Maintenance Service Provider   | Neither OEM nor ASP                                 |  |  |  |
| Periodicity of Preventive Maintenance Services  | Quarterly   |  |  |  |
| Onsite Service Engineers Requirement  | As Indicated in Bid Document.                       |  |  |  |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive   |  |  |  |
| Addon(s)/एडऑन   |   |  |  |  |
| Requirement of Resident Engineer  | Yes   |  |  |  |
| Requirement of Technicians  | No  |  |  |  |

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र.<br>सं. | Consignee<br>Reporting/Officer/<br>परेषिती/रिपोर्टिंग<br>अधिकारी | Address/पता   | Number of<br>each Asset<br>for AMC | Additional<br>Requirement/अतिरिक्त<br>आवश्यकता   |
|-------------------|--|---|------------------------------------|--|
| 1                 | Dipak Dewri  | 781022,National Institute of<br>Rural Development and<br>Panchayati Raj, North Eastern<br>Regional Centre, Jawaharnagar<br>Khanapara, 781022, Assam,<br>India | 1                                  | <ul> <li>Number of month<br/>for resident<br/>engineers : 24</li> <li>Number of<br/>Resident engineers<br/>: 1</li> <li>Number of<br/>technicians : 0</li> </ul> |

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

#### 1. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

#### 2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

NIRD-NERC Account No. 190701010000373 IFSC Code PUNB0465200 Bank Name PUNJAB NATIONAL BANK Branch address SIX MILE . Successful Bidder to inc

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

#### 3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### 4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

#### 5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

#### 6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### **GENERAL TERMS AND CONDITIONS**

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**1.** Bids shall be submitted online only at GeM **website:** <u>https://gem.</u> <u>gov.in</u>

# 2. The contract will be <u>valid for a period of (02) two years</u> an d further extendable as per Institute's requirement.

3. Bids will be opened online as per date and time as mentioned in the **GeM Bid document**.

4. The tender shall be submitted online in two parts, viz., Technical Bid and Financial Bid through GeM biding system.

5. The bidder should have a turnover of at **least Rs. 20 lakhs an nually** for last three years

6. Bidders must submit all relevant documentary evidence require d to demonstrate their eligibility for the proposed tender.

7. The bidder must be from a reputed Firm / Organization having p roven track record providing Comprehensive Annual Maintenance Con tract (CAMC) for Desktop PCs, Laptops, Printers and other IT Periphera ls.

8. An office of the Service Provider must be located in the C ity/ State of the consignee. Documentary evidence to be submitted

9. The biding firm must have at **least 3 years' experience** in Co mprehensive Annual Maintenance Contract (CAMC) for Desktop PCs, L aptops, Printers and other IT Peripherals in training institutions / educ ational institutions/ universities and government organizations. Copies of orders in respect of providing at least three similar AMC services sh owing total of (03) three years should be enclosed.

## 10. AMC service bidders should provide (01) one onsite experie

<u>nced service engineers</u> for attending buyer office on daily basi s from 9.00 am to 5.30 pm to look after Desktop laptop PC, Pri nters and IT peripherals on continuous basis.

- 11. The deputed onsite service engineer should have minimum (03) three years' experience in hardware/software maintenanc e and capable to troubleshoot independently all day to day sof tware and hardware issues pertaining to desktop, laptop and printers and other related technical issues.
- 12. It will be the <u>sole responsibility of the contractor</u> to pay wa ges to the onsite service engineer deputed by them. The cont ractor should pay at least minimum wages (skilled) to the serv ice engineer as prescribed by the central labour commission f or skilled workers.
- 13. <u>The AMC shall be Comprehensive nature</u> which shall cover r epair and replacement all hardware parts/ components of all s ystems (desktop/ Laptop/ Printers) under CAMC including Pow er and data cable, Laptop Adapter, CMOS batteries, motherbo ard, Monitor, hard drives, SMPS, keyboard, mouse and <u>all par</u> <u>ts of printers</u>. Only consumable item like laptop battery and pr inter cartridge shall be excluded.
- 14. Only the genuine and OEM spares should be used for replac ement.
- 15. To ensure uninterrupted services, preventive maintenance shall be done once in every quarter. Preventive maintenance s hould include internal dust cleaning, updating software, cleaning unnecessary files, taking backup, disk defragmentati on etc.
- 16. The details of technical manpower/ service engineers must be enclosed.
- 17. If the downtime of the systems remains beyond 48 hours, t he faulty system should be replaced by a functional system of similar configuration until the faulty system is rectified. In cas e no substitute system with equal configuration is provided, t he AMC amount will be deducted for entire systems for that p eriod.
- 18. In case, the onsite engineer unable to address a particular

problem/ issue, the same should be addressed by the other te chnical support engineer as per the Escalation Matrix.

- **19.** Bidder/OEM must provide Escalation Matrix with mobile nu mbers for Service Support.
- 20. Interested bidders may physically inspect all systems propo sed under CAMC before uploading and submission of the bid o n GeM portal.

## **1. Documents Requirement**

The following scanned documents are to be uploaded by the bidder along with duly filled-in Technical Bid as per the tender document:

- i) Valid registration certificate
- ii) Experience certificates (merged as single document)
- iii) PAN Card
- iv) GST Registration certificate
- v) Income-tax returns for the last three financial years 2019-20, 2020-21 and 2021-22.
- vi) Audited statement of account by Chartered Accountant for th e financial years of 2019-20, 2020-21 and 2021-22.
- vii) Escalation Matrix with mobile numbers for Service Support
- viii) Proof of having the bidder office at the city/ state of the consigne e

Administrative Officer

#### 7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document <u>Click here to view the file</u>.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process.
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the <u>General Terms and Conditions/सामान्य नियम और शर्त</u>, conditons stipulated in Bid and <u>Service Level Agreement</u> specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्ते is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---