

# Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003



Phone : Siliguri : (0353) 2512922, 2515647

: Jalpaiguri : (03561) 230874

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Memo No.:

2213/VIII/Adm/Plg/14/75/P-VII  
/SJDA

Date: 21/12/2017

## NOTICE INVITING QUOTATION

No. 28/17-18/Plg/SJDA (2<sup>nd</sup> call) dated 21.12.2017

Sealed quotations are invited by the undersigned from reputed Computer Hardware & Accessories, Dealers & others having experience in annual maintenance of computer, its peripherals and LAN for carrying out Annual Maintenances of the following items

Sl No.	Item	Quantity (in nos.)
1.	Server	2
2.	Computer Desktop with UPS	55
3.	Laptop	06
4.	Printer (DMP, Inkjet, Laserjet Printer)	34
5.	Printer (Deskjet Printer)	04

\* Quantity may vary.

### Terms and Conditions:

1. AMC will cover Maintenance of Hardware items of computers and its peripherals; LAN and maintenance of Operating system / application Software, Repair/replacement work of Hard Disk, Floppy Drives, accessories keyboards, mouse, DVD writer, UPS, etc], Monitors, logic card of printers SMPS of printers & systems, Gear, Knob, Head connectors etc of the printers, any defect in UPS, any other breakdown jobs, as and when occurs and as asked for by the Authority, Cleaning of Viruses, periodic (monthly) dust Cleaning / maintenance of Mother Boards and its components, Hard Disk, Floppy Drives for continuous working condition, as required, SMPS, FAN computer accordingly (as mentioned above) etc. for continuous working condition, as, enquired, checking, tightening and fitting of screws/bolts/nuts etc of the System and its peripherals, Monitors for continuous working condition, as required, Keyboards and its accessories for continuous working, condition, as required., lubrication of printers and its accessories for continuous working condition, as required, Checking viruses by providing Anti Virus Tool Kit, Scanning of viruses etc. De-fragmentation of Hard Disk / Scanning of Disks, as & when required. Cleaning of all devices for smooth operation jobs as & when required as per the direction of authority. Also maintenance of entire LAN system is included in the scope of work. Maintenance of IT asset registers in soft copy.
2. Agency must have knowledge of LAN and wireless LAN and video conferencing.
3. In case of non-performance / poor service during the period of execution of the job, SJDA reserves the right to terminate the contract at any point of time after serving a notice of one month in advance.
4. 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.
5. Transportation cost of man power and materials shall have to borne by the agency.
6. Network maintenance: Video conferencing, LAN and Wireless Networking along with all network equipment and accessories, such as hubs, switches, access point, ABSL Modems, routers etc.
7. Award of AMC shall be made at the absolute discretion of SJDA. SJDA reserves the right to reject any part or whole of the NIQ without assigning any reason whatsoever.
8. The job of maintenance of equipments at the SJDA (Siliguri and Jalpaiguri) will start within 5 days from the date of placement of order.
9. All calls must be attended within 2 hours from the telephonic calls and call register to be maintained in approved format.
10. **Payment schedule:**
  - A) On successful completion on annual maintenance of computers and peripherals including hardware, software and networking systems for six months, 50% the total order value will be released.
  - B) On successful completion on annual maintenance of computers and peripherals including hardware, software and networking systems for one year from the date of starting of job, balance 50% the total order value will be released.
11. The contract shall remain valid for a period of one year from the work order date/dated of commence of work.

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## 12. Submission of Quotations:

**A) Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgye Road, Pradhan Nagar, Siliguri – 734003.

**B) Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification

- i) Trade License.
- ii) Income Tax (I.T.) PAN.
- iii) Professional Tax (P.T.) Registration Certificate.
- iv) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017"/in terms of 4374 F (Y).
- v) Details of similar type of works.

**13. Receiving of Quotations:** Quotation will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgye Road, Pradhan Nagar, Siliguri.

**14. Last date & time of Submission:** 27.12.2017 up to 3.00 PM.

**15. Opening of Quotations:** Quotation will be opened on 27.12.2017 at 4.00 PM.

**16.** The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

**17.** The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

**18.** Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.

**19.** SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.

**20.** The lowest quotationer will have to enter into an agreement in SJDA's format within 7 (Seven) Days else the same will be treated as cancelled.

*Sd/-*

Chief Executive officer,

Siliguri Jalpaiguri Development Authority

Date: 21.12.2017

Memo No. 2213 / 1 (14) /SJDA

## Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Additional District Magistrate, Siliguri.
4. Principal, North Bengal Medical College & Hospital, Siliguri.
5. Sub Divisional Officer, Siliguri.
6. Commissioner, Municipal Corporation, Siliguri.
7. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
8. Sr. Area Manager, N. F Railway, NJP.
9. Post Master, Head Post Office, Siliguri.
10. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
11. Accounts Officer, SJDA.
12. A.P., SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.

*[Signature]*  
21/12/17

Chief Executive Officer,

Siliguri Jalpaiguri Development Authority