

Sr. No.:



Cost of Tender Form : Rs.150/-
(Non-refundable)

Maharashtra State Seeds Corporation Limited

Ref.No.: MSSC/EDP-MIS/2022/

February 16, 2022

Tender Paper for Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner installed in our Head Office, Akola

Part-A

General Terms & Conditions :

1. Invitation of offer:

Sealed tenders (in two-bid system) are invited for Comprehensive Annual Maintenance Contract (C-AMC) for Computers-88, Printers-38 & Scanner-17 installed in our Head Office, Akola as per details given in **Annexure-I**.

Maharashtra State Seed Corporation Limited, Akola is invited for **Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner**. Therefore, the interested **Party having service Centre's/Point** at akola requested to submit their Tender Paper for the same. Tender should be submitted in two bid system in sealed envelope super scribing "Tender for C-AMC of Computers and other equipment" on or before 02 March 2022 up to **18.00 hrs.** in the office of the Company Secretary & In-charge Computerization , MSSC Limited, "Mahabeej Bhavan", Krishi Nagar, Akola – 444 104 (India). If possible all received tender paper (envelop No.1) in sealed envelope will be opened on 03.03.2022 in front of MSSCL Committee.

2. Two bid system:

Two independent sealed envelopes should be prepared as detailed below :

[A] Envelop No.1 (sealed)

This envelop should be marked as "ENVELOP NO.1 – TECHNICAL & COMMERCIAL BID" and should contain following:

- a. "Part-A" of this tender paper duly signed on each page.
- b. Earnest money deposit (EMD) of Rs. 5,000/- in the form of Demand Draft of any nationalized or scheduled bank drawn in favour of "**Maharashtra State Seeds Corporation Limited, Akola**" payable at Akola.



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EMD of un-successful tenderers will be returned, without any interest, by RTGS within 30 days of finalisation of order.



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c. Declaration:

The following declaration should be typed/written on tenderer's letterhead and duly signed:

1. We have read all the terms and conditions specified in the tender paper (PART-1) and all the terms and conditions are acceptable to us.
2. Rates quoted will be valid for the contract period of one year commencing from the date of execution of the contract and applicable to order placed before 30th June, 2022.
3. Detail strength of the firm:
 - 3.1 Designation, qualification & experience of technical staff.
 - 3.2 Details of authorised service centre, dealership of well-known brands of Computers, Printers & other peripherals (enclose documentary proof).
 - 3.3 List of existing clients whose Computer/Printer are at present under your maintenance contract (indicate comprehensive or non-comprehensive), details of make and model.
- d. GST number with certification copy.
- e. Service tax registration number with certification copy.

[B] Envelop No.2 (sealed):

This envelope should be marked as “**Envelope No.2 – PRICE BID (RATE SCHEDULE)**” and should contain “**PART-B**” of this tender paper duly filled.

Both the envelopes should be enclosed in one big sealed envelope super scribing “**TENDER FOR C-AMC of Computers and other equipment**”

3. Tender opening:

a) Opening of envelopment No.1 i.e. Technical & Commercial Bid:

On the day of tender opening the envelope No.1 i.e. Technical & Commercial Bid will be opened. The tender analysis shall be done in due course of time and technically and commercially eligible parties i.e. who full fills the conditions



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required by MSSCL will only be eligible for opening of envelope No.2 i.e. Price Bid and they shall be informed accordingly after the analysis.

b) Rejection of tender:

The tender of any party not fulfilling the conditions of technical and commercial bid (envelop No.1) shall be out rightly rejected.

c) Opening of envelop No.2 and finalisation of order for the contract:

The envelop No.2 i.e. price bid of all selected parties will be opened on suitable date.

Detail analysis of technical and commercial offer shall be carried out in due course of time and the party found suitable in term of technical suitability and price offer shall be awarded contract.

4. Rate Offer:

Rate should be quoted in total lump sum figure for C-AMC of all the Computers and other equipment for the period of one year from the date of contract. Rate should be inclusive of all taxes, GST, duties and any other charges to provide service at the actual place of Computer and other equipment.

IMPORTANT

Rate should be written in PART-B (rate schedule) only. Rates if written in PART-A such a tender shall be rejected.

Commercial terms & conditions

5. Security Deposit:

Successful tenderer should have to deposit 5% amount of the total value of the order as Security Deposit (SD) within 10 days from the date of order along with acceptance of order otherwise order issued shall be treated as cancelled and MSSCL will be free to contract with any other tenderer and EMD shall be forfeited. The SD shall be returned without any interest after execution of Contract Agreement and submission of Bank Guarantee.

6. Bank Guarantee:

After issue of order the selected tenderer should submit Performance Bank Guarantee (BG) of any nationalized or scheduled bank equivalent to **20%** of the order value. The BG should be valid for the period of contract. The BG should be submitted within 30 days from the receipt of the order otherwise order issued shall be treated as cancelled and MSSCL will be free to contract any other tenderer and EMD, SD shall be



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forfeited. Bank Guarantee shall be released after the expiry of the contract subject to satisfactory service of the party.

7. Conditional Offer:

Conditional offer will not be accepted. Printed terms and conditions on letterhead or bill/invoice of the tenderer will not be binding in this tender.

8. Right for Acceptance or Rejection of Tender:

The Managing Director, MSSC Limited, Akola reserves the right to accept or reject any or all tenders and split the order between more than one parties without assigning any reason thereof.

9. Agreement:

Successful party will have to execute Contract Agreement on Rs.100/- bond paper.

10. Scope of the Contract:

10.1 Duration of the contract shall be one year from the date of execution of the contract. Contractor shall bear all the expenses required to maintain the Computers and other equipment in good working condition including all services and spare parts except consumable & external wire connection from the Computer and other equipment.

10.2 If the contract is not renewed before the expiry of current contract, inspection and repair charges for a pending issue, if any, for making the machine/item operational will qualify to be under contract.

10.3 The machine/item should be repaired on site only and in any case should not be taken out of the premises. In case the repairing is not possible on site due to technical reason, only the faulty part may be taken out and replacement should be provided immediately for the time being before taking out the part so that work of MSSCL would not suffer and the original part should have to be placed after due repairs. Both old faulty and newly replaced parts would become property of MSSCL.

10.4 Environmental condition should be checked and reported for any necessary action so as to prevent the equipment from any deteriorating condition.

10.5 In case any spare parts needs replacement, the contractor should provide the new part with equivalent quality and in no case should use spare part with sub-standard quality.



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11. After every service given, the service report for every Machine should be prepared which shall include;

- 11.1 MSSCL Sr.No. of the machine and its location
- 11.2 Type of service (Preventive or break-down)
- 11.3 Date & time of problem reported by Customer
- 11.4 Date and time of service
- 11.5 Nature of complaint
- 11.6 Fault observed
- 11.7 Action taken (preventive and other)
- 11.8 Status of the machine/item after the action taken.
- 11.9 Date and time when machine/item brought to service
- 11.10 Part replaced if any and its serial number and make
- 11.11 Remark, signature and name of MSSCL in-charge with seal.

12. **Payment Terms:**

The cost of C-AMC for **1 Year** shall be inclusive of all taxes, GST, and any other charges. Payment of the C-AMC will be made quarterly by RTGS after the end of the quarter period (i.e. three months) subject to;

- 12.1 Submission of bill along with preventive maintenance service reports for the quarter period of all the items under C-AMC in the prescribed format duly signed by our respective office,
- 12.2 Submission of all parts that were found faulty and replaced by new one.

13. **Preventive Maintenance Service:**

Contractor shall provide preventive maintenance service to each Computer/Printers etc. during normal working hours of MSSCL, once in every quarter period and there shall be no limit for number of break down services. **Preventive maintenance shall include supply and replacement of all defective parts, components of computer equipments including Mouse, Hard Disk, Keyboard, Mother Board, RAM, SMPS and Processor free of cost and all types of drive functions checking, dust cleaning, virus checking, de-fragmentation of hard disk and all functions of the computers, Laptops, Printers and Scanners.** Number of days between any two preventive maintenance should not be more than 125 days. The difference more than this shall be penalized at the rate of Rs.100/- per day per machine.



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14. Penalty for Delayed Service:

A break down call lodged should be attended within 48 hours during normal working hours of MSSCL. The delay to visit beyond this time shall be penalized @ Rs.100/- per day per machine. Similarly, Preventive Maintenance Service if provided beyond its period shall be penalised @ Rs.100/- per day per machine of delay beyond such limit. The applicable penalty amount shall be deducted from subsequent payments. However, total penalty amount for the contract period would not exceed 20% of the total contract value.

15. In case any existing Computer or Printer needs to be removed from C-AMC or any new Computer or Printer need to be added in the C-AMC, the cost of C-AMC shall be decreased or increased respectively on the basis of pro-rata rate of per Computer/Printer per month of service to be rendered.

16. The maintenance service does not include following:

16.1 Electrical work external to the machine/items or other devices not covered under the agreement.

16.2 Repair or damage resulting from accidents, transportation, neglect or misuse.

17. As per the exigencies of MSSCL, Computer or Printer may be shifted from our one office to another under the supervision of the C-AMC contractor and services should be provided at the new place of installation.

18. Termination of Contract:

It shall be open to either party to terminate the agreement at any time by giving one month notice to the other party in writing. The C-AMC amount shall then be adjusted proportionate as per the period of service provided up to the termination letter. However calls/machines pending for repairs shall be repaired from any other party in open market and all the charges incurred for such repairs to bring machines in service shall be deducted from the payment and Bank Guarantee.

19. In the event of any dispute or difference arising, such dispute or difference shall be referred to a single Arbitrator. The Managing Director of MSSCL shall be the arbitrator for all the disputes and his decision shall be final.



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20. Settlement of Dispute:

If any dispute arises and if for any reason the matter has to be referred to the Court of Law, Akola Court alone shall have the jurisdiction in the matter, irrespective of place of contractor's business.

21. Declaration:

I, the undersigned accept all the clauses, terms & conditions mentioned herein and are binding on me.

Place : _____

Signature: _____

Date : _____

Name & Address of Supplier: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Check list of documents enclosed:

<input type="checkbox"/>	EMD DD No. _____ Date _____ Amount _____
<input type="checkbox"/>	GST Certificate
<input type="checkbox"/>	Declaration on Letter Head
<input type="checkbox"/>	Authority letter for dealership/service centre
<input type="checkbox"/>	Part-2 of tender document



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ANNEXURE-I

LIST OF MACHINES/ITEMS INSTALLED AT VARIOUS DEPARTMENTS OF MSSCL WHICH IS COVERED UNDER THIS CAMC (1-4-2022 – 31-3-2023)

1) Computer/Laptop

Sr. No.	Location	Com No.		Sr.No	Location	Com No.	Part
1	HO-MD	MSSC/Com-429	Lenovo Idea Centre A-300	48	HO-PROC	MSSC/Com-284	Dell Inspiron (Laptop)
2	HO-MD	MSSC/Com-643	MacBook Air I3 (Laptop)	49	HO-PROC	MSSC/Com-360	Dell Inspiron 560s
3	MD Office	MSSC/Com-399	HP-Desktop 3330	50	HO-PROC	MSSC/Com-318	Dell Inspiron 560s
4	PA To MD	MSSC/Com-554	Inspiron Desk 3268	51	HO-PROC	MSSC/Com-332	Dell Inspiron 560s
5	HO-MD RESI	MSSC/Com-431	Lenovo Idea Centre A-300	52	HO-PROC	MSSC/Com-231	Compas Dual Core 5240
6	HO-EDP	MSSC/Com-430	Lenovo Idea Centre A-300	53	HO-PROC	MSSC/Com-423	HP-455001 IN
7	HO-EDP	MSSC/Com-593	Lenovo Thinkpad (Laptop)	54	HO-PROC	MSSC/Com-317	Dell Inspiron 560s
8	HO-EDP (VC)	MSSC/Com-591	Lenovo Thinkpad (Laptop)	55	HO-PROC	MSSC/Com-384	HP-3330
9	HO-EDP (Server)	MSSC/Com-555	Inspiron Desk 3268	56	HO-PROC	MSSC/Com-480	
10	HO-EDP	MSSC/Com-255	HP-Pavilion P6140in	57	HO-PROC	MSSC/Com-498	HP DESKTOP 280 G2
11	HO-EDP	MSSC/Server (401)	HP-Desktop 3330	58	HO-PROC	MSSC/Com-499	HP DESKTOP 280 G2
12	HO-CS	MSSC/com-406	HP-Desktop 3330	59	HO-MKTG	MSSC/Com-432	Lenovo Idea Centre A-300
13	HO-CS	MSSC/Com-327	Dell Inspiron560s	60	HO-MKTG	MSSC/Com-590	Lenovo Thinkpad L14Gen (Laptop)
14	HO-CS	MSSC/Com-435	Lenovo Idea Centre A-300	61	HO-MKTG	MSSC/Com-281	Compas 3150
15	HO-CS	MSSC/com-494	HP DESKTOP 280 G2	62	HO-MKTG	MSSC/Com-253	HP-Preson 6140
16	HO-CS	MSSC/Com-227	compas Dual core	63	HO-MKTG	MSSC/Com-488	HP DESKTOP 280 G2
17	HO-CS	MSSC/Com-165		64	HO-MKTG	MSSC/Com-276	Compas 3150
18	HO-CS	MSSC/Com-493	HP DESKTOP 280 G2	65	HO-MKTG	MSSC/Com-373	HP-Desktop 3330
19	HO-CS	MSSC/Com-543	HP LAPTOP 240	66	HO-MKTG	MSSC/Com-343	Dell Inspiron 560s
20	HO-CS (Software)	MSSC/Com-608	Acer Desktop	67	HO-MKTG	MSSC/Com-397	HP-Desktop 3330
21	HO-CS	MSSC/Com-617	Lenovo V50s	68	HO-MKTG	MSSC/Com-489	HP DESKTOP 280 G2
22	HO-LEGAL	MSSC/Com-424	HP-455001 IN	69	HO-PROD	MSSC/Com-434	Lenovo Idea Centre A-300
23	HO-LEGAL	MSSC/Com-408	HP-Desktop 3330	70	HO-PROD	MSSC/Com-594	Lenovo Thinkpad L14Gen (Laptop)
24	HO-FIN	MSSC/Com-437	Lenovo Idea Centre A-300	71	HO-PROD	MSSC/Com-398	HP-Desktop 3330
25	HO-FIN	MSSC/Com-236	Compas 3530	72	HO-PROD	MSSC/Com-374	HP-Desktop 3330
26	HO-FIN	MSSC/Com-368	HP-P2-1334	73	HO-PROD	MSSC/Com-495	HP DESKTOP 280 G2
27	HO-FIN	MSSC/Com-616	LENOVO V50S-13/11 GEN	74	HO-PROD	MSSC/Com-496	HP DESKTOP 280 G2
28	HO-FIN	MSSC/Com-372	HP-Desktop 3330	75	HO-PROD	MSSC/Com-323	Dell Inspiron 560s
29	HO-FIN	MSSC/Com-244	HP-Desktop 3530	76	HO-PROD	MSSC/Com-322	Dell Inspiron 560s
30	HO-FIN	MSSC/Com-365	HP-P2-1334	77	HO-PROD	MSSC/Com-376	HP-Desktop 3330
31	HO-FIN	MSSC/Com-361	Dell Inspiron 560s	78	HO-PROD	MSSC/Com-292	Compaq 3350
32	HO-FIN	MSSC/Com-610	DELL VOSTRO 35001 (Laptop)	79	HO-PMW	MSSC/Com-375	HP-Desktop 3330
33	HO-FIN	MSSC/Com-502	HP DESKTOP 280 G2	80	HO-PMW	MSSC/Com-342	Dell Laptop
34	HO-FIN	MSSC/Com-500	HP DESKTOP 280 G2	81	HO-PMW	MSSC/Com-237	Compaq 3530
35	HO-FIN	MSSC/Com-422	HP-455001 IN	82	HO-QC	MSSC/Com-436	Lenovo Idea Centre A-300
36	HO-ADMIN	MSSC/Com-433	Lenovo Idea Centre A-300	83	HO-QC	MSSC/Com-324	Dell Inspiron 560s

Regd. Office : "Mahabeej Bhavan", Krishi Nagar, Akola 444 104 (India)

Phone Off.:2258161, 2258480, 2259116 Gram : MAHABEEJ, E-Mail : edp@mahabeej.com Mobile No- 7588607734



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37	HO-ADMIN	MSSC/Com-234	P-IV PC	84	HO-QC	MSSC/Com-497	HP DESKTOP 280 G2
38	HO-ADMIN	MSSC/Com-567	Dell Desktop vostro 3470	85	HO-QC	MSSC/Com-503	HP DESKTOP 280 G2
39	HO-ADMIN	MSSC/Com-427	HP-455001 IN	86	HO-QC	MSSC/Com-282	Dell Inspiron (Laptop)
40	HO-ADMIN	MSSC/Com-404	HP-Desktop 3330	87	HO-QC	MSSC/Com-582	Lenovo Desktop i3
41	HO-ADMIN	MSSC/Com-291	Compaq CQ-3350 TFT	88	Ho-TV Room (VC)	MSSC/Com-622	LENOVO V50S-I3/11 GEN
42	HO-ADMIN	MSSC/Com-400	HP-Desktop 3330				
43	HO-ADMIN	MSSC/Com-319	Dell Inspiron 560s				
44	HO-ADMIN	MSSC/Com-607	ACER DESCTOP COMPUTER				
45	HO-ADMIN	MSSC/Com-320	Dell Inspiron 560s				
46	HO-ADMIN	MSSC/Com-428					
47	HO-PROC	MSSC/Com-438	Lenovo Idea Centre A-300				

2) Printer

3) Scanner

Sr. No. .	Location	Printer No	Part	Sr. No. .	Location	Scanner No.	Part
1	HO-MD	MSSC/PRN-473	HP LASER 1020 PLUS	1	HO-EDP	Scan-89	P-251 II
2	PA To MD	MSSC/PRN-551	HP LASER 1020 PLUS	2	HO-CS	Scan-48	Canon Lide-120
3	HO-MD RESI	MSSC/PRN-372	Samsung 1666	3	HO-CS	Scan-58	Canon Image DR-130
4	HO-MD RESI	MSSC/PRN-575	EPSON L6460	4	HO-LEGAL	Scan-13	HP Scanjet-200
5	HO-EDP	MSSC/PRN-543	HP LASER 1020 PLUS	5	HO-FIN	Scan-12	HP Scanjet-200
6	HO-CS	MSSC/PRN-485	HP LASER 1020 PLUS	6	HO-ADMIN	Scan-06	Canon-110
7	HO-CS	MSSC/PRN-448	HP LASER 1020 PLUS	7	HO-ADMIN	Scan-46	Canon Lide-120
8	HO-CS	MSSC/PRN-535	HP LASER 1020 PLUS	8	HO-ADMIN	Scan-93	HP Scanjet-7500
9	HO-CS	MSSC/PRN-564	TVS Printer	9	HO-PROC	Scan-49	Canon Lide-120
10	HO-LEGAL	MSSC/PRN-405	HP LASER 1020 PLUS	10	HO-PROC	Scan-77	Canon Lide-120
11	HO-FIN	MSSC/PRN-475	HP LASER 1020 PLUS	11	HO-MKTG	Scan-05	Canon-110
12	HO-FIN	MSSC/PRN-466	EPSON FX-2175	12	HO-MKTG	Scan-43	Canon Lide-120
13	HO-FIN	MSSC/PRN-425	HP LASER 1020 PLUS	13	HO-MKTG	Scan-81	Canon Lide-120
14	HO-FIN	MSSC/PRN-544	HP LASER 1020 PLUS	14	HO-MKTG	Scan-92	Epson V39
15	HO-FIN	MSSC/PRN-370	Samsung 1666	15	HO-PROD	Scan-47	Canon Lide-120
16	HO-FIN	MSSC/PRN-457	HP LASER 1020 PLUS	16	HO-PMW	Scan-51	Canon Lide-120
17	HO-ADMIN	MSSC/PRN-481	HP LASER 1020 PLUS	17	HO-QC	Scan-52	Canon Lide-120
18	HO-ADMIN	MSSC/PRN-484	HP LASER 1020 PLUS				
19	HO-ADMIN	MSSC/PRN-573	HP NEVERSTOP LASER 1000A				
20	HO-PROC	MSSC/PRN-465	HP LASER 1020 PLUS				
21	HO-PROC	MSSC/PRN-459	HP LASER 1020 PLUS				
22	HO-PROC	MSSC/PRN-531	HP LASER 1020 PLUS				
23	HO-PROC	MSSC/PRN-532	HP LASER 1020 PLUS				
24	HO-PROC	MSSC/PRN-	Canon LBP 2900B				
25	HO-MKTG	MSSC/PRN-371	Samsung 1666				
26	HO-MKTG	MSSC/PRN-486	HP LASER 1020 PLUS				
27	HO-MKTG	MSSC/PRN-545	HP LASER 1020 PLUS				
28	HO-MKTG	MSSC/PRN-408	HP LASER 1020 PLUS				

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29	HO-PROD	MSSC/PRN-496	Pro M202 DW					
30	HO-PROD	MSSC/PRN-458	HP LASER 1020 PLUS					
31	HO-PROD	MSSC/PRN-534	HP LASER 1020 PLUS					
32	HO-PROD	MSSC/PRN-369	Samsung 1666					
33	HO-PROD	MSSC/PRN-402	HP LASER 1020 PLUS					
34	HO-PMW	MSSC/PRN-487	HP LASER 1020 PLUS					
35	HO-QC	MSSC/PRN-533	HP LASER 1020 PLUS					
36	HO-QC	MSSC/PRN-277	HP LASERJET 1018					
37	HO-QC	MSSC/PRN-563	HP LASER 1020 PLUS					
38	Stock	MSSC/PRN-455	HP LASERJET PRO 200					



Maharashtra State Seeds Corporation Limited

Tender Paper for Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner installed in our Head Office, Akola

Part-B [Rate Schedule]

Sr. No.:

Date:

To,

The Company Secretary (CS)
MSSC Limited, "Mahabeej Bhavan", Krishi Nagar
Akola – 444 104 (India)

Sub: Your tender notice for C-AMC of Computers, Laptop, Printers & Scanner

Dear Sir,

With reference to above, our rate for C-AMC of Computers, Laptop, Printers & Scanner as shown in Part-A of this tender document are quoted here under:

Sr. No.	Particulars of C-AMC	C-AMC Amount (Lump sum) Rs. Including GST and any other
1	C-AMC of Computers, Laptop, Printers & Scanner	
(Rs.in words)		

Declaration:

1. We have read all the terms and conditions specified in the tender paper (Part-A) and all the terms and conditions are accepted to us.
2. Rate quoted above is inclusive of all taxes, GST and any other charges.

Place : _____

Signature: _____

Date : _____

Name & Address: _____

Phone No.: _____

Fax No.: _____

E-mail.: _____