

**TENDER FORM FOR ANNUAL MAINTENANCE CONTRACT  
(COMPREHENSIVE) OF COMPUTER MACHINERY & IT'S PERIPHERALS  
FOR J.D.A.T. PUNE AND TREASURY OFFICES AT PUNE, SATARA ,SANGLI,  
SOLAPUR , KOLHAPUR AND THEIR SUBTREASURIES AT TALUKA  
PLACES**

**ANNEXURE-I**

**INSTRUCTIONS TO THE TENDERERS**

- 1) Tenderer should submit the original Quotation in Printed Tender Form to be purchased for a cost of Rs 250/- Non refundable.
- 2) Tenderer shall be accompanied by Earnest Money Deposit of Rs.5000/- by way of Demand Draft drawn in favour of Joint Director Accounts and Treasuries Pune Region Pune and drawn on any Nationalized Bank in Pune. The Earnest Money shall be forfeited if the Tenderer fails to accept the necessary agreement for the Annual Maintenance Contract(Comprehensive). Tender without Earnest Money Deposit shall be rejected. The Tenderers are advised in their interest to inspect the computer machinery at respective location at their own cost.
- 3) The Tenderer shall submit the Tender in two Envelope.
  - I) **Envelope No.1** - Technical Bid shall contain the following information documents about the Tenderer.
    - A) Documents relating to the constitution of the Firm / Company of the tenderer such as proprietary concern, Partnership Firm, Public Ltd. Companies, Pvt. Ltd. Companies
    - B) The documents and information relating to the nature of the business of the Tenderer.
    - C) Details regarding the technical staff available for maintenance with the Firm and the Capacity in which they are rendering the service (regular employee, contract personal etc.)
    - D) Demand Draft towards Earnest Money Deposit from Nationalized Bank.
    - E) List of organization where similar Annual Maintenance Contract (Comprehensive) has been done.
    - F) Details regarding participation in the tender enquires of this department in the past, if any.
    - G) Service Tax Registration certificate
    - H) Signed terms and conditions at Annexure-II.
    - I) The sealed envelope should bear the name and address of the Firm, Number and Date of the Tender Notice and time of opening of the tender & be marked as "Technical bid" in bold letters
  - II) **Envelope No.2** :- Commercial bid, duly sealed and bearing the name and address of the Tenderer shall contain the offer for maintenance charges in "**Schedule - A to E**" and be marked as "Commercial bid" in bold letters

Both the envelopes shall be sealed in one large envelope & submitted in the office of the Joint Director Accounts and treasuries Pun Region Pune before the last day prescribed in the Tender form . Tenders not submitted in the

procedure prescribed above will be rejected. The Tender have option to offer any or all commercial bid for maintenance contract.

4. If the Tenderer fail to submit the requisite documents or any single prescribed document in Envelope No.1 the Commercial Tender (Envelope No.2) in respect of such Tender shall be ignored and shall not be opened.
5. Validity period for the offer shall be 120 days from the date of opening the Tender.
6. The number of unit mentioned in Statement it may be increased or reduced without any reason.
7. The Joint Director Accounts and treasuries Pune Region Pune reserves the right to reject any or all Tenders without assigning any reason.
8. Conditional offers are liable for rejection.
9. No correspondence regarding increase in price after opening of the tender shall be entertained
10. The rates offered will be binding on the contractor throughout the contract period.
11. The successful Tenderer will have to enter into an Annual Maintenance Contract with this office. A specimen copy of the Annual Maintenance Contract is available in the office, if the prospective tendered wants to see it.
12. The Annual Maintenance Contract can be renewed for further at the discretion of the Joint Director Accounts and treasuries Pune Region Pune on the same terms & conditions the period can be curtailed at the discretion of Joint Director Accounts and treasuries Pune Region Pune
13. The Successful Tenderer will have to furnish "The Power of Attorney" in respect of the person who will attend this office for further follow up work, and who is authorized to sign agreement and other related documents on his behalf.
14. The Tender should invariably attach a list of documents enclosed with the Tender and the list should be signed by the authorized person.
15. The Tenders in sealed cover should be submitted in the office of the Joint Director Accounts and treasuries Pune Region Pune on or before 26/3/2012 up to 3 .00 p.m. or any working day .
16. Tenders will be opened in the office of the Joint Director Accounts and treasuries Pune Region Pune at the above mentioned address on 26/3/2012 @ 3.00 p.m. if possible. Tender are at liberty to be present or may authorize their representative be present at the opening of the tender.
17. A pre-bid conference of all the prospective tender who purchase the tender form shall be held at the office of the Joint Director Accounts and treasuries Pune Region Pune Lekha Kosh Bhavan, Near Collector office , Pune on 22/3/2012 @11.00 a.m. The pre- bid conference is intended for clearing all the doubts about the Maintenance Work being Tendered for.



**Joint Director**  
**Accounts and Treasuries Pune Region Pune**

**ANNEXURE-II**  
**TERMS & CONDITIONS**

1. Date of commencement of the Annual Maintenance Contract will be 01 April 2012. The duration of the Annual Maintenance Contract shall be for Twelve months or appointment of Central Agency by Directorate of Accounts and Treasuries, Maharashtra State, Mumbai commencing from the date of Contract Agreement.  
The Period of maintenance contract shall however be extended if desired by Joint Director Accounts and treasuries Pune on the same terms & conditions.
2. The successful Tender shall be required to execute an agreement with the Joint Director Accounts and Treasuries Pune Region Pune for successful completion of the Annual Maintenance Contract and shall be required to pay SECURITY DEPOSIT in the manner prescribed below.  
3% amount of the total value of the Annual Maintenance Contract required to be paid as a Security Deposit immediately after the communication of Acceptance of Tender. The same will be refunded after satisfactory completion / termination of the Contract. The Security Deposit shall be payable in the form of either Demand Draft or A Bank Guarantee from a Scheduled Bank. The Security Deposit shall be forfeited if the contractor fails to execute the conduct.
3. The Earnest Money Deposit can be converted in to Security Deposit as per specific request of the Tender. The Annual Maintenance Contract will be COMPREHENSIVE (excluding replacement of Printer Head & Batteries of UPS) and shall include both preventive and corrective maintenance of UPS and other Computer Machinery. Preventive maintenance will have to be carried out at least once in quarter.
4. The exhaustive list of items to be treated as consumables will be finalized in the Pre-bid meeting and will be binding on all Tenders.
5. The Tenderer should have proven capacity for repairing and maintenance of Lipi / Tally Line printers . Tender should produce documents regarding experience of the above along with technical bid. Bids received without the above documents will be rejected.
6. **Contractor** should carry out preventive maintenance every quarter
7. If **Contractor** fails or neglect to put Computers etc under Annual Maintenance Contract in proper working conditions and in order within the stipulated period as per clause above **Contractor** shall be liable to penalty mentioned below.

Maximum acceptable down-time under Annual Maintenance Contract will be as Follows from the time of reporting .

- i) 2 working hours for District Treasury office.
- ii) 6 working hours for Sub Treasuries.

If fail to attending call within specified time limit penalty of Rs.50/- per hour charge till the attending of call. All types of repairs must be done within 1 working day. Whenever the machine is not repairable on site within the specified time limit the contractor has to provide an alternate equipment of machine specifications before second day which will be replaced with in the period of maximum 30 days with the original one. Failing to these replacement or delay penalty will be as follows.

**PENALTY –**

<b>Sr.no.</b>	<b>Particulars</b>	<b>Penalty Rs.</b>
1.	Client Computer	Rs. 500/ per day
2.	Any printer	Rs. 300/- per day
3.	Any part of computer failure	Rs. 300/- per day.
4.	UPS 5 KVA	Rs. 500/- per day.
5.	UPS 2 KVA	Rs. 300/- per day.
6.	Switches	Rs. 500/- per day.
7.	Network point	Rs. 300/- per day
8.	Scanner	Rs. 300/- per day

8The schedule of hardware to be maintained at various Offices is as per enclosed statement.

- 9 Payment will be made on a quarterly basis after deducting penalty, if any. No advance payment will be admissible. Separate bills needs to be given in favor of Joint Director , Accounts and Treasuries, Pune region , Pune and District Treasury Offices Pune/Satara/Sangli/Solapur/Kolhapur

Above Terms and Conditions are acceptable to us.

Signature & Seal of the Tenderer

## COMMERCIAL BID

Schedule 'A'

## Joint Director Accounts &amp; Treasuries Pune Region Pune

Sr. No.	Items	Make	Qty.	Contract period	Start Date
1	Printer LBP 3500	cannon	1	1/4/2012	
2	Printer ML 2570	Samsung	3	1/4/2012	

We quote below AMC charges as under :

Rs. \_\_\_\_\_ Rupees in

words \_\_\_\_\_

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(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

Signature & Firms Name

## COMMERCIAL BID

Schedule 'B'

## TREASURY OFFICE PUNE

Sr. No.	Item	Make	Qty.	Contract period Start Date
	<b>Treasury Office Pune (Head Office)</b>			
1	PC - -Dual Core-	Dell	4	03/7/2012
2	PC-Dual Core	Acer D 8 20	2	1/4/2012
3	Thin Clients	Gigabyte	80	16/9/2012
4	Dot Matrix Printer (T-2250)	Lipi	3	1/4/2012
5	Switch D link	D-Link/HCL	6	1/4/2012
6	UPS 2 KVA	AZ	1	1/4/2012

## TALUKA

6	Printer	Samsung 1610	12	1/4/2012 AT Sub Treasury
7	PC - -Dual Core-	Dell	12	1/4/2012 AT Sub Treasury

We quote below AMC charges as under :

Rs. \_\_\_\_\_ Rupees in

words \_\_\_\_\_

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(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

Signature & Firms Name

## COMMERCIAL BID

Schedule 'C'

## TREASURY OFFICE SATARA

Sr. No.	Item	Make	Qty.	Contract period Start Date
	<b>Treasury Office Satara (Head Office)</b>			
1	PC-	Acer	1	1/4/2012
2	PC-	Dell 755	1	1/4/2012
3	PC-	Dell 760	5	10/6/2012
4	Thin Client	Gigabyte TA 7	45	1/4/2012
5	Laser Printer - 2571	Samsung ml 2571	2	1/4/2012
6	Laser Printer - 1610	Samsung	1	1/4/2012
7	Laser Printer - 2850 D	Samsung	2	1/4/2012
8	Laser Printer HP 5200	HP	1	1/4/2012
9	Dot Matrix Printer 1150	EPSON	1	1/4/2012
10	Printer	Canon LBP 3500	1	1/3/2013
11	UPS 5 KVA 2KVA	A Z	2	1/4/2012
<b>TALUKA</b>				
1	PC - Dual Core 755	Dell	10	01/04/2011 AT Sub Treasury
2	Laser Printer - ML 1610	Samsung	10	01/04/2011 AT Sub Treasury

We quote below AMC charges as under :

Rs. \_\_\_\_\_ Rupees in words \_\_\_\_\_

(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

Signature & Firms Name

**COMMERCIAL BID**

**Schedule 'D'**

**TREASURY OFFICE SANGLI**

Sr. No.	Item	Make	Qty.	Contract period Start Date
	<b>Treasury Office Sangli (Head Office)</b>			
1	PC-	PCS	1	1/4/2012
2	PC	Acer	1	1/4/2012
3	PC	Dell 755 And 760	6	1/4/2012
4	DMP	EPSON 1150	4	1/4/2012
5	Laser Printer – ML 1610	Samsung	1	1/4/2012
6	Laser Printer – ML 2771	Samsung	1	1/4/2012
7	Laser Printer – ML 2850	Samsung	2	1/4/2012
8	Printer LBP 3500	Canon	1	1/4/2012
9	Thin Client	Gigabyte	33	1/4/2012

**TALUKA**

10	PC – Dual Core 755	Dell	10	01/04/2011 AT Sub Treasury
11	Laser Printer – ML 1610	Samsung	10	01/04/2011 AT Sub Treasury

We quote below AMC charges as under :

Rs. \_\_\_\_\_ Rupees in words \_\_\_\_\_

(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

Signature & Firms Name

**COMMERCIAL BID**

**Schedule 'E'****TREASURY OFFICE KOLHAPUR**

Sr. No.	Item	Make	Qty.	Contract period Start Date
	<b>Treasury Office Kolhapur (Head Office)</b>			
1	PC-	Dell 755	6	1/4/2012
3	Thin Client	Gigabyte	50	1/4/2012
4	PC- H P	HP	2	1/4/2012
5	Laser Printer - 2571	Samsung	2	1/4/2012
6	Laser Printer - 2850	Samsung	2	1/4/2012
7	Laser Printer - 1610	Samsung	1	1/4/2012
9	DMP	Epson	2	1/4/2012
1	Printer LBP 3500	Canon	1	1/4/2012
2	Laser Printer	Epson	1	01/04/2011

**TALUKA**

2	PC-	Dell 755	12	AT Sub Treasury 1/4/2012
8	Laser Printer - 1610	Samsung	12	1/4/2012 AT Sub Treasury

Rs. \_\_\_\_\_ Rupees in

words \_\_\_\_\_

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(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

**Signature & Firms Name**

**COMMERCIAL BID**  
**Schedule 'F'**

**TREASURY OFFICE SOLAPUR**

Sr. No.	Item	Make	Qty.	Contract period Start Date
	<b>Treasury Office Solapur (Head Office)</b>			
1	Thin Client	Gigabyte	45	1/4/2012
2	Desktop P C	Acer	1	1/4/2012
3	Desktop P C	H P 7540	1	1/4/2012
4	Desktop P C	H P 11506	1	1/4/2012
5	Desktop P C	Dell 755	1	1/4/2012
7	Desktop P C	Dell 760	5	1/4/2012
8	Desktop P C	HCL	1	1/4/2012
9	Laser Printer - 1610	Samsung	1	1/4/2012
10	Laser Printer - 2571	Samsung	2	1/4/2012
11	Laser Printer - 4050	Samsung	1	1/4/2012
12	Scanner	HP	1	1/4/2012
13	Laser Printer – cannon LBP 3500 and 2900	cannon	4	1/4/2012
14	Laser Printer	EPSON	1	1/4/2012
<b>TALUKA</b>				
1	Laser Printer – ML 2570	Samsung	1	1/04/2012 AT Sub Treasury
2	Laser Printer – 1050	HP	1	1/4/2012
3	Printer –	EPSON	5	1/4/2012
4	P C	HCL	1	1/4/2012 AT Sub Treasury
5	P C	Dell 755	9	1/4/2012 AT Sub Treasury
6	P C	Wipro	1	1/4/2012 AT Sub Treasury
7	P C	HCL	1	1/4/2012 AT Sub Treasury
8	Printer –1610	Samsung	8	1/4/2012 AT Sub Treasury

Rs. \_\_\_\_\_ Rupees in words \_\_\_\_\_

(This rates are inclusive of all taxes , duties , VAT and service charges etc.)

Signature & Firms Name