



Panihati Municipality

Panihati, North 24 Parganas,

Pin no.- 700 114

Phone: 2553-2909/2563-4457

Fax : 2553-1487

Website- www.panihatimunicipality.in

Email ID- panihatimunicipality@yahoo.co.in

Tender No.- IT/Tender/2020/ 32

Date – 09.01.2020

Sealed Tender in printed form, as specified, are invited by the **Executive Officer, Panihati Municipality** from reliable, resourceful and bonafide Agencies with sound technical capabilities having experience in similar type of work for **Annual Maintenance Contract (AMC) of Desktops, Laptops (without spares) under Panihati Municipality**. The Terms and conditions attached herewith.

Details description are given below –

SL No.	Description	Qty.	EMD (Rs.)	Cost of Purchase Tender Paper (Rs.)	Unit rate Cost (Rs.) (Inclusive all taxes)	Total Cost (Rs.) (Inclusive all taxes)
1.	Annual Maintenance of Desktop-PCs (Total no. – 99nos.)	1	2500/-	500/-		
2.	Annual Maintenance of Laptops (Total no. of Laptop – 16nos.)	1				

*** Qty. of Desktops and Laptops may be increased or decreased. Terms and conditions attached herewith.

Last date and time of submission of Tender is up to **1 p.m. on 17.01.2020** at this Municipal Office and the same will be opened on **17.01.2020 at 3 p.m.** Hardcopy (Photocopy) with self attested documents (i.e.- 1) PAN Card, 2) Current Trade License, 3) GST Enrollment No., 4) Current Professional Tax Payment Certificate have to be submitted.

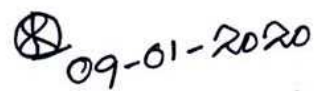
Documents (i.e.- 1) PAN Card, 2) Current Trade License, 3) GST Enrollment No., 4) Current Professional Tax Payment Certificate and other relevant documents may be seen during the office hours at this office for L1 Agency. The **Executive Officer, Panihati Municipality** reserves the right to accept and or to cancel any all tender in full or in part without assigning any reason thereof.


Executive Officer
Panihati Municipality


Executive Officer
Panihati Municipality

Copy to –

1. Notice Board, Panihati Municipality


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So you are requested to sign on the agreement paper before getting the work order from this office . The term and condition are furnished below....

Terms and Conditions

1. The Vendor shall attend breakdown call within 6 hours of call apart from periodical visit and the major problems of any type work for **Annual Maintenance Contract (AMC) of Desktops, Laptops (without spares) under Panihati Municipality.**
2. The Duration of Contract is one year.
3. The vendor will have to posted 1(one) Technician for six day in a week.
4. If there is any problem with the posted Technician immediate replacement has to be provided
5. This will be done as per requirements based on assessment done by the Vendor. Mostly the preventive maintained activities are restricted to Hardware and Peripherals with moving parts.
6. Provision on maintained service shall be confirmed by Vendor within Working Hours.
7. The Vendor shall be responsible for any defects that may develop and shall remedy such defects at their own cost. During the breakdown period he/she should give requisite supplement support so that the schedule work must not be disturbed.
8. Any dispute in interpretation terms and conditions shall be sorted out upon mutual consultation.
9. The caution deposit will be kept for 1(One) year till the end support and maintenance period by the Municipality.
10. The final decision will be taken by the Municipal Authority for resolving immediately.
11. Any type of software and Hardware problem has to be solved immediately.
12. 10% will be deducted from the bill on A/C of security deposit and the same will be refunded after getting necessary certificate from I.T. Coordinator, Panihati Municipality.
13. The Payment will be given in 12(Twelve) Steps. Your agreement will be valid for the 1(One) year from the date of receiving Work Order.
14. All the payment will be made after full satisfaction of the Municipality & All taxes will be applicable as per Govt. Rule at the time of billing.
15. The agreement may be terminated at any stage without assigning any reasons thereof.
16. In case of non-compliance with any of the above 15 nos. points the Municipality will take necessary actions/steps against the vendor.
17. Schedule of Payment –

Sl. NO.	Mile Stone	Payment
1.	Support and Maintenance Work – after 1 st Month	8.3% of the schedule of Maintenance Cost
2.	Support and Maintenance Work – after 2 nd Month	8.3% of the schedule of Maintenance Cost
3.	Support and Maintenance Work – after 3 rd Month	8.3% of the schedule of Maintenance Cost
4.	Support and Maintenance Work – after 4 th Month	8.3% of the schedule of Maintenance Cost
5.	Support and Maintenance Work – after 5 th Month	8.3% of the schedule of Maintenance Cost
6.	Support and Maintenance Work – after 6 th Month	8.3% of the schedule of Maintenance Cost
7.	Support and Maintenance Work – after 7 th Month	8.3% of the schedule of Maintenance Cost
8.	Support and Maintenance Work – after 8 th Month	8.3% of the schedule of Maintenance Cost
9.	Support and Maintenance Work – after 9 th Month	8.3% of the schedule of Maintenance Cost
10.	Support and Maintenance Work – after 10 th Month	8.3% of the schedule of Maintenance Cost
11.	Support and Maintenance Work – after 11 th Month	8.3% of the schedule of Maintenance Cost
12.	Support and Maintenance Work – after 12 th Month	8.7% of the schedule of Maintenance Cost

Signature of Vendor

Name of the Vendor with Address and Contact No.

Executive Officer

Panihati Municipality

09-01-2020