



**Office of The Municipal Councillors of Panihati
Panihati, 24 Parganas (N), Pin -700114**

Website - www.panihatimunicipality.in
E-mail - panihatimunicipality@yahoo.co.in
Phone - 2553 - 2909, 2563- 4457 Fax - 033-2553-1487

Qtn. no.- PM/PWD/2012-13/133

Date:- 11-09-12

Sealed Quotation in printed form, as specified, are invited by the Chairman, Panihati Municipality from reliable, resourceful and bonafied Agencies with Sound technical Capabilities having experience in similar type of work for Annual Maintenance Contract (AMC) of Computer-Desktop (Monitor, CPU, Mouse, Key Board), UPS etc. with non-comprehensive(without parts) rate of Panihati Municipality. The Terms & Conditions attached herewith.

Detail descriptions are given below-

Sl. No.	Non- Comprehensive Maintenance Description	Unit	Cost(Rs.) Inclusive all Taxes
1	Computer (Monitor, CPU, Mouse, Keyboard etc.)	Per Set	
2	Dot Matrix Printer	Per Set	
3	UPS	Per Set	
4	HP Laser 1020 /1007/1008/1108	Per Set	
5	HP Laser 1215 Printer	Per Set	
6	HP Laser 5550dn A3 size printer	Per Set	
7	Scanner (HP4850 etc.)	Per Set	
8	Laptop (Chairman, H.O., TPO., Urban Planner, IT Coordinator, A & FC)	Per Set	

All the true copy of up to date valid certificates IT, PT, ST, TL and authenticated certificates for satisfactorily completion of similar type of work have to be submitted.

Venue, Last Date and time of dropping Quotation papers in on 20-09-12 up to 1 P.M. at this Municipal Office and the same will be opened on 20-09-12 at 3 P.M.

Quotation documents and other relevant particulars (if any) may be seen during the office hours at this Office. Application for the work along with requisite papers is to be submitted.

The Chairman / Vice Chairman, Panihati Municipality reserves the right to accept and or to cancel any all applications / Quotation in full or in part without assigning any reason whatsoever acceptance of any tender is subject to the approval of appropriate authority. No delayed tender will be accepted.


Chairman
Panihati Municipality

Copy to-

1. E.O. 2 F.O. 3. Notice Board 4. TELMAC ENGINEERING ENTERPRISES (SSI UNIT), RAJA ROAD, SUKHCHAR, KOLKATA-700115 (Email ID-telmac@vsnl.net & drstech07@gmail.com) to upload in our Website (www.panihatimunicipality.in)

Encl. - 1. Terms and Conditions


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Terms & Conditions

1. The Vendors shall attend break down call for old and new computer systems within 2 hours of call apart from periodical visit and the major problems of any type hardware and software for Computers (Monitor, CPU, Mouse, Key Board) and Printers, UPSs etc.
2. The duration of contract is <Date> to <Date>
3. The Vendor will have to posted 1 (One) Engineer for Six days in a week (i.e. Except Holiday)
4. If there is any problem with the posted Engineer and immediate replacement has to be provided.
5. Posted Engineer will has to be reported to IT Coordinator of this Municipality and will to carry out of all the jobs assigned to him from time to time after receiving the Work Order within 7 days.
6. This will be done as per requirements based on assessment done by the Vendor <Name of Vendor>. Mostly the preventive maintained activities are restricted to Hardware and Peripherals with moving parts.
7. Provision on maintained service shall be confirmed to <Name of Vendor> working hours.
8. The Vendor shall be responsible for any defects that may develop and shall remedy such defects at their own cost within OEM warranty period. During the breakdown period he should give requisite supplement support so that the schedule work must not be disturbed.
9. Vendor will have to update the Antivirus in regular basis (Once in a Month).
10. Any dispute in interpretation of terms & Condition shall be sorted out upon mutual consultation.
11. The final decision will be taken by the Municipal authority for resolving the matter.
12. At the time of submitting work order the vendors should deposit a D/D having in amount of 2% of entire works as caution deposit.
13. The caution deposit will be kept for 1 (One) year till the end support and maintenance period by the municipality.
14. Any type of Software and Hardware problems has to be solved immediately.
15. 10% will be deducted the bill on A/C of SD and the same will be refunded after getting necessary certificate from the I.T. Coordinator.


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16. The Payment will be given in 12 (twelve) steps. Your agreement will be valid for the 1 (One) year from the date of receiving the Work Order.

17. Schedule of Price:

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

18. In case of non-compliances with any of the above points the municipality will take necessary steps against the vendor <Name of Vendor>.

19. The Agreement may be terminated at any stage without assigning any reasons thereof.

<Name of the Vendor>

<Address>

<Contact No.>

<Seal>

<Signature>


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