

भारत सरकार
भारत मौसम विज्ञान विभाग
GOVERNMENT OF INDIA
INDIA METEOROLOGICAL DEPARTMENT

METEOROLOGICAL CENTRE
BIJUPATNAIK AIRPORT
BHUBANESWAR-751020



TELE: 2596010 & 2596116
FAX : 2596010 & 2596093
E-MAIL : imdbbsr@ori.nic.in

NO. COMP-001/VII/

Date - 09/05/2017

To

Office Notice Board/IMD Orissa Website (www.imdorissa.gov.in) & All concern

Sub:- Quotation Call for CAMC of IT equipments of Met Centre, Bhubaneswar

Sealed quotations are invited from registered/authorized firms for Comprehensive Annual Maintenance Contract (CAMC) of Computers and peripherals (Annexure II). The sealed quotations may be superscripted on the top of the envelope as: **“Quotation for CAMC of IT equipments”** and should reach at Office of The Director In Charge, Meteorological Centre, B.P.I. Airport, Bhubaneswar-20 on or before 24.05.2017. You may visit this office and inspect the instruments and assess the cost of CAMC on unit price basis. The instruments can be inspected during 1000 to 1700 hours on all working days except Saturday and Sunday and other Govt. Holidays in the office premises. The terms and conditions for CAMC are laid down in Annexure-I. You may note that the CAMC charges amount should be quoted per one machine each including all taxes for all computers & its peripherals. The Payment will be made Quarterly on pre-receipted bill basis after satisfactory performance of machines. However the authority reserves the right to approve/cancel any or all the quotations without assigning any reason or prior notice to the bidders.

TERMS AND CONDITIONS FOR CAMC OF COMPUTERS AND PERIPHERALS

1. The firm should submit two separate quotations for financial and technical bids in two separate wax sealed cover.
2. Technical bids should contain the following details:
 - i. Experienced technical personnel of the firm.
 - ii. Firm must possess robust chip level repairing infrastructure.
 - iii. Firm should furnish details of previous computer CAMC contracts (at least five) undertaken. Firms having previous recommendation letters will be preferred.
3. Quoted price in financial bid should be inclusive of Service Tax, VAT, delivery and installation charges and any other extra charges, if any. Rate for each items mentioned in Annexure-II should be mentioned explicitly.
4. Firm should replace / repair any defective items within 24 hours of detection of the problem failing which CAMC contract will be liable to termination without any warnings.
5. If any defective parts/module /accessories are declared as permanently unserviceable and not repairable at all, the same are to be replaced with new item of identical or higher specification with any cost but with prior approval from R.M.C.Kolkata.
6. Firm shall provide maintenance services between 10:00 AM to 05:00PM on working days and if required on very special cases on Saturday–Sunday and certain national holly days by deputing well qualified and experienced personnel.
7. Payment will be made on pre-receipted bill (in triplicate) basis quarterly after successful completion of work and satisfactory service.
8. Payment will be made after submission of the name of the person / company (in block letters) against whom the bank A/C is existing, name of the bank and various other details, which are present in the mandate form of this office. Mode of payments will be through RTGS from the D.D.G.M, Regional Meteorological Centre, Kolkata.
9. Compliance statement for the above terms and conditions has to be submitted along with the Financial Technical bids.
10. This office reserves the right to accept or reject the offers or cancel the bid at any time without assigning any reasons and without any costs and liability to the Government of India.
11. Firm should submit Sales Tax No. Service Tax. No. VAT No. PAN No., Income Tax Details.
12. The contract shall be for period of one year which will commence from the date of signing of the contract by the parties concerned on non-judicial stamp paper, which could be terminated by this office at any time without assigning any reason and payment of CAMC service would be made at proportionate rate of contract.
13. It shall be the responsibility of the firm to handover all the equipment under contract in working condition at the end of the contract period.
14. The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the competent authority and no extra payment would be made on this account. Firm would also be required to provide alternate equipment.
15. Failure to repair / service the equipment in question within specified time without adequate reasons and to return the repaired machine within week's time may entail proportionate deduction in the bill in respect of the period.
16. Preventive Maintenance each month for all item under CAMC would include:
 - i. Cleaning of all computers and peripherals.
 - ii. Checking and cleaning of all electrical components to prevent any mishap
17. Firm shall not sub-contract the hard wire maintenance jobs to any outside agency without the permission of this office.
18. The firm and its engineers shall be responsible for data recovery and data security in case of system failure and crashing of hard drive/disc of any computer system under the maintenance contract.
19. The firm will also maintain the system configuration (antivirus updates, device drivers etc.) and Net work Configuration as and when required. The engineers will not change the setting of any computer and upload any software without seeking prior permission.
20. Firms are requested to read carefully and understand the terms and conditions of maintenance contract in the foregoing paragraphs before sending their quotations. No violation of the aforesaid terms and conditions shall be permitted/accepted the Firm's Quotations.
21. The numbers of items indicated is only tentative. The Final list will be prepared once the contract is awarded.

CERTIFICATE OF ACCEPTANCE

This is with reference to "Comprehensive AMC for computers and peripherals". We agree with the terms and conditions set forth in "Annexure-I" for maintenance of computers and other peripherals.

Yours faithfully,

For M/S _____

(Authorized Signature)