

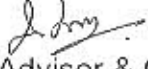
Tender Notice

For and on behalf of the Jammu Development Authority, Sealed Tender affixed with revenue Stamps worth Rs 5/ and valid for a period of 90 days from the date of opening of tenders are invited for the below noted items:

SNo	Name of Work	Earnest Money
1	Annual Maintenance Contract of Computers & allied Equipments Installed in the Office of Jammu Development Authority.	2% of Quoted Value in Shape of CDR/FDR drawn in favour of FA & CAO JDA Jammu

The Tender Document containing detailed terms and Conditions can be downloaded from the website of JDA(www.jdajammu.in) . Any party who is not having any access to internet or website of JDA can get the copy of the Tender documents from the Computer Section of JDA Vikas Bhawan Rail Head Complex Jammu. The Cost of the Tender document amounting to Rs 100/ (Non refundable) shall be enclosed with the tender in Shape of Demand Draft in favour of Financial Advisor & CAO, JDA.

The Tender duly filled in should reach the office of Vice Chairperson, JDA on or before 15th February 2012, by 2:00 pm, The tenders shall be opened on the same day or any other subsequent day convenient to the Department in presence of the tenderer who may like to be present at the time of opening of Tenders. The Tenders should be submitted by the registered Post/ Speed Post only .Vice Chairperson reserve the right to accept or reject any or all tenders without assigning reason thereof.


Financial Advisor & CAO
Jammu Development Authority
Jammu

No: JDA/ Accts/945-52
Dated: 23-01-2012
Copy to the:

1. Vice Chairperson JDA for Information
2. Secretary JDA for Information
3. Financial Advisor & CAO JDA for Information
4. Director Land Management JDA for Information
5. Chief Town Planner JDA for Information
6. Law Officer JDA for Information
7. Senior Computer Programmer JDA for Information
8. Commercial Artist JDA He is requested to get the NIT published in the leading English Dailies of Jammu
9. Notice Board

Tender Document for Annual Maintenance Contract of Computer and other allied/related equipment installed in the office of Jammu Development Authority.

Reference to NIT No. JDA/ACCTTS/945-52 dated 23/01/2012

- 1) For and behalf of Jammu Development Authority, sealed Tenders offered with revenue stamps worth Rs 5/- and valid for a period of 90 days from the date of opening of tender are involved for the Annual Maintenance Contract of Computer and Other allied/ related equipment installed in the office/Division of Jammu Development Authority, Jammu.
- 2) The Tender shall be enclosed with a Bank draft worth Rs 100/- in favour of Vice Chairperson, Jammu Development Authority as cost of Tender document.
- 3) The Tender shall be enclosed with CDR/FDR equivalent to the 2% of the total Quoted value, duly pledged in favour of FA/CAO, JDA Jammu.
- 4) The Tender should be posted through Registered /Speed post only. No Tenders shall be accepted by hand or any other mode.
- 5) The sealed Tender shall be addressed to the Vice Chairperson, Jammu Development Authority Vikas Bhawan Jammu and shall be superscribed with words "Tender for AMC of Computer items".
- 6) The Tender complete in all respects should reach office of the Vice Chairperson JDA, Vikas Bhawan Jammu on or before 15Th Feb 2012 by 2.00 Pm.
- 7) The Tender shall be opened on the same day or any other day convenient to the department in presence of the Tenderers who may like to be present at the Time of opening of Tenders.
- 8) The List of item i.e. Computer, printer, scanner, Laptop, UPS and other related items is enclosed as annexure "A".
- 9) The tenderers are advised to visit the office of Jammu Development Authority to inspect the equipment as per annexure "A" before quoting their rates.
- 10) Any tender having cutting in rates or overwriting shall be rejected without assigning any reason and shall not be considered for evaluation.
- 11) Any Tender not accompanied with requisite amount of CDR shall also be rejected on spot.

Qualification Criteria

- 1) The bidder should have proven experience in carrying out similar type of work in various Govt. offices.
- 2) A statement indicating details of major contract obtained with certificate of having rendered satisfactory services also be enclosed.
- 3) The tenderer must have sufficient technical staff /manpower along with experienced executives.

- 4) The tenderer must attach a certified copy of VAT/Service Tax Registration Certificate issued by the respective department.
- 5) The tenderer must have an authorized service center of computer/hardware manufacturers like HP, IBM, Lenovo, Dell etc(supportive document should be attached).
- 6) The tenderer must have completed satisfactorily at least one single project of similar nature of not less than value of Rs 5.00 lacs in Govt. department/Public sector unit.(supportive document should be attached)

The tenderer must not have been black listed or debarred in any Govt. department/Public Sector Unit.

- 1) The tenderer must not have been penalised by any Govt. Deptt. / Public sector unit for delayed completion of work or for carrying out sub standard work.
- 2) The tenderer shall submit a declaration to the effect that he has never been penalised or debarred by any govt. department/public sector unit.
- 3) If at any stage it is found that the false or incorrect declaration was made by the tenderer, the award of contract shall be immediately cancelled.
- 4) The successful bidder will be required to furnish a Performance Security Deposit of Rs. 10,000/- in the shape of Bank Guarantee for successful completion of the contract.

Technical Requirement / Scope of work

- 1) The scope of work includes repair, maintenance work of the computer and all the related items installed in Head office and two Divisional Offices of JDA as shown in the annexure "A" including replacement of defective parts but excluding consumables.
- 2) Maintenance & upkeep of wireless / wired LAN in the premises of JDA and its divisional offices (through BSNL Boradband) to ensure un-interrupted internet and LAN connectivity among all computers.
- 3) To load/reload operating system, MS Office, drivers, Anti-virus, make patch cables and everything necessary for smooth functioning of the system and to ensure virus free environment.
- 4) All repair and maintenance work would be carried out in JDA offices premises only to the extent possible. For the purpose successful Bidder shall place one qualified Senior Engineer at the JDA Office during office hours on all the working day and even on holidays or beyond office hours if need arises.
- 5) The successful bidder shall have to arrange sufficient stores which are frequently required during the AMC.

- 6) All the complaints shall be attended to at call and defect rectified immediately on receiving of the report. In case the defect is major in nature and is not possible to rectify within a day the said problem shall be immediately reported to the officers on duty in the office of JDA Computer Cell and stand by equipment shall immediately be provided.
- 7) The defects which are not possible to be carried in the office premises shall be allowed to be done outside i.e. at contractor's workshop but without any extra payment and with due permission of the designated officer in charge of the computer cell.
- 8) JDA is at its liberty to add more computer and related equipments to the AMC and also can withdraw some or all the equipments from the AMC. In such a case payment shall be made on prorata basis as may be mutually agreed upon to by both the parties.

Other Terms & Conditions

- 1) The rates once approved will not be enhanced by the AMC provider in any case during the currency of the contract.
- 2) The contract can be terminated by the JDA at any time without assigning any reason therefor. In case of dispute, an arbitrator shall be fixed by the department with consent of both the parties but decision of the department shall be final in this regard.
- 3) In case AMC provider backs out of the contract midway without explicit consent of the JDA, the security deposit will be forfeited.
- 4) JDA shall not be responsible for any damages of any kind such as mishap/injury/accident caused to any service Engineer of the AMC provider while performing duties in JDA premises. All liabilities legal or monetary shall be the sole responsibility of the AMC provider.
- 5) No advance payment will be made in any case, the payment will be released on Quarterly basis after making Statutory deductions like TDS etc. and at the end of each calendar quarter.
- 6) The prospective bidders may if desired depute an authorized representative for verifying the configuration of computers and other equipment. To do so Mrs. Bablu Sharma, Assistant Computer Programmer may be contacted during the office hours at JDA office in Computer Section.
- 7) The system maintenance charges shall not include the cost of consumables and supply item as such but not limited to printer leads, UPS batteries, Ribbon, Magnetic tapes, Floppy Diskettes, Plastic parts and any other item termed as consumables.
- 8) The AMC Provider shall not directly or indirectly open alter, try to tamper with Computer anyway & do any act which will result in hampering with the operation of the system and peripheral units (Except routine input/output and data processing)

- 9) The resident engineer of the contractor shall be responsible for
- I. Maintenance of list and repair record related to the computer and hardware.
 - II. Management and installation of new system and their warranties / Guarantees in consultation with the designated officer.
 - III. Service and maintenance at repeated intervals of time, one month for upkeep, cleaning and procedural maintenance of hardware and networking.
- 10) The contractor shall certify the integrity of the resident engineer in relation to security management as such.
- 11) The contractor shall not be entitled to sublet this work, whole a part thereof to any other agency at any cost.


Financial Advisor & C AO

Jammu Development Authority
Jammu