

Government of Jammu and Kashmir
Office of the Chief Executive Officer/Secretary
J&K Building and other Construction Workers Welfare Board,
Gopkar Road Near Police Check Post Banamsar, Sonawar Srinagar-190003 (Summer)
H.No. 331 Gol House near Dream Lnad School Laker Mandi Road Janipur Jammu.
(www.jkbocwwb.org)

NOTICE INVITING TENDER

No. CEO/J&K/BCB/017/5761-63

Dated: 23.01.2017

Sealed tenders are invited on behalf of CEO/Secretary J&K Building and Other Construction Workers Welfare Board, Jammu & Kashmir for AMC of Photostat, Online UPS, Transformer, Computers and related peripherals installed in Office of CEO/Secretary J&K Building and Other Construction Workers Welfare Board, Jammu & Kashmir & its subordinate offices (Enclosed Ann-B) in the enclosed Bid Proposal form. You are requested to submit your tender in accordance with the terms & conditions of bidding documents enclosed herewith and as detailed herein below:-

- 1.0 The tender must be sent in a sealed envelope bearing due date of the tender opening. The envelop must contain offer and EMD in two separate envelopes. All the envelopes should be duly superscribed with the word "TENDER"/"EMD" mentioning the tender enquiry number, due date of opening and tenderers name etc.
- 2.0 Price/ Price basis: The prices quoted should be on firm basis. No price escalation shall be paid during the currency of the contract. The quoted rates/prices shall be mentioned both in figures and words.
- 3.0 EARNEST MONEY DEPOSIT (EMD):
Tender must accompany EMD of Rs.50,000/- (Rupees fifty thousand only) in the favour of CEO/Secretary J&K BOCWWB, Jammu from any Public Sector Indian Bank/A reputed Commercial Bank.

Crossed bank draft of requisite amount payable at Jammu.
- 3.1 EMD is liable to be forfeited on the following grounds:
 - (i) On revocation of the tender.
 - (ii) Failing to sign contract.
 - (iii) Failing to commence the job i.e. AMC after the Notification of Award.
- 4.0 The tender must be kept valid for acceptance for a minimum period of 90 days from the date of the tender opening.

- 5.0 Taxes & Duties: The rates quoted should be inclusive of all taxes, duties, levies etc. However, rate and nature of taxes and duties included must be mentioned clearly.
- 6.0 Payment: Payments shall be released on quarterly basis at the end of each quarter against bills duly verified for payment by the Accounts Officer J&K BOCWWB subject to deduction, if any including tax deduction at source (TDS) as per the Income Tax Act. The firm shall raise the bill at the end of each quarter for release of payment.
- 7.0 The jobs which are not possible to be carried out in the office premises will be allowed to be done outside but without payment of any extra charges.
- 8.0 The CEO/Secretary, J&K BOCWWB may, in its own discretion, add more computers, Photostat, Transformer to the AMC or withdraw some or all the equipment from AMC. In such cases, payment shall be made on a proportionate basis at the rates agreed to in the tender for similar equipment.
- 9.0 The CEO/Secretary, J&K BOCWWB shall not be responsible for damages of any kind for any mishap/injury/accident caused to any service engineer of the AMC provider while performing duty in Office premises. All liabilities, legal or monetary, shall be borne by the AMC Provider.
- 10.0 The bidder should have proven experience in carrying out similar types of work in various Govt. offices. A statement indicating details of previous major contracts obtained along with approved rates of items of work and certificates of having rendered satisfactory services may also be enclosed.
- 11.0 Liquidated Damages (L/D): as per clause 6.0 of Annexure-A (i.e. Scope of Work).
- 12.0 Security amount @10% of the gross value of each bill shall be deducted and retained as Security Deposit towards faithful performance of the contract during the currency of the contract period. EMD, if any, shall be adjusted against security deposit. Alternatively you may submit Bank Guarantee equivalent to 10% of the contract price valid till 30 days more after the expiry of the contract period. The Security Deposit shall be released after successful completion of the contract period.
- 13.0 **SCOPE OF WORK:**
The scope of work and other terms & conditions are as per the “Annexure-A”. The list of “Computers, Photostat machines and related Peripherals” to be maintained under AMC is as per “Annexure-C” with a provision for extension for upto One year on the same rates, terms & conditions.
- 14.0 The validity of AMC shall be for the period of One year. However, CEO/Secretary J&K BOCWWB reserves the right to terminate the contract with ***one month’s*** notice in case the performance is not found satisfactory.

- 15.0 INCHARGE/ CO-ORDINATOR:
Accounts Officer
J&K Building and Other Construction
Workers Welfare Board, Jammu.
- 16.0 The CEO/Secretary J&K BOCWWB reserves the right to accept/reject the tender partly or fully without assigning any reason.
- 17.0 Settlement of Disputes & Arbitration: All efforts shall be made to resolve amicably any dispute arisen during the execution of the contract finalised as a result of this tender enquiry. However, failing amicable settlement the dispute shall be referred to the sole arbitration in accordance with the Indian Laws. The CEO/Secretary J&K Building and Other Construction Workers Welfare Board shall be the Sole Arbitrator and the Courts of Jammu alone shall have exclusive jurisdiction.
- 18.0 Please send your offer to the office of the CEO/Secretary J&K BOCWWB so as to reach us on or before 27.02.2017 i.e. 27th February, 2017 by 17.00 Hrs at the following address:
- The CEO/Secretary
J&K Building and Other Construction
Workers Welfare Board
H.No. 331 Gool House Laker Mandi Road Janipur Jammu.
- 19.0 Tenders shall be opened on 27.02.2017 i.e. 27th February, 2017 at 12:00 Hrs in the presence of the tenderers who may choose to be present. In case the said date happens to be a holiday, tenders shall be accepted and opened on the next working day at the same time.

Please superscribe the envelope(s) with the NIT
reference. Thanking you.

Sd/-
Accounts Officer

- Encl: 1. B.O.Q (Schedule -1)
2. Scope of work (Annexure-A)
3. List of Offices (Annexure-B)
4. List of Items under AMC (Annexure-C)

ANNEXURE-A

TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT FOR THE OFFICE OF CEO/SECRETARY J&K BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD.

1. **SCOPE OF WORK:** AMC shall cover all PCs, Laptops, Printers, switches, hubs, UPSs and Photostat Machines etc. which are listed at Annexure-I (To be finalised by site on the basis of equipment desired to be kept under AMC. The corrective maintenance shall cover.
 - 1.1 Rectification of hardware related problems including repair & replacement of fault components such as FDD, HDD, Optical drives, processors, Motherboards, RAM, Modules, SMPS, Transformer, Photostat free of cost. The hardware & software will be provided on cost basis.
 - 1.2 Troubleshooting of software related problems such as installation/re-installation of OS/Common office Software. Installation of Original antivirus software for all the systems.
- 2.0 The firm shall ensure that its engineer makes at least two routine visits to CEO/Secretary J&K Building and Other Construction Workers Welfare Board sites per week. Further, in case any need arises, he shall report at concerned sites within 03 Hour of lodging of complaint as and when required.
- 3.0 Preventive maintenance for each PC and peripherals must be under taken at least once in a month, if in any month, preventive maintenance is not undertaken 25% of the AMC value of one quarter shall be deducted from the bills raised by the firm.
- 4.0 Corrective maintenance Time schedule for Any breakdown shall be as follows:-

DESCRIPTION	MAXIMUM CORRECTIVE MAINTENANCE TIME
In case of faults which do not need hardware repair/replacement	12 Hours
In case of faults which need hardware repair/replacement and where spares can be arranged locally	24 Hours
In case of faults which need hardware repair/replacement and where spares are to be arranged from outside J&K	7 days

- 5.0 The replacement of spares and components will have to be done by genuine and original components only.
- 6.0 The firm shall ensure the above mentioned response time. In case of failure to adhere to the same a penalty of ½ % per day shall be deducted subject to a maximum of 5% of the value of the AMC for that particular machine/peripheral.
- 7.0 The contract shall not cover Toner cartridges/Ribbons/Printer Head/ Batteries. In all the replacement cases the defective component shall remain property of the firm.
- 8.0 The firm shall have to keep a complete system of minimum crore is configuration to be kept as a standby system to need any emergency situation.
- 9.0 The payment shall be released on quarterly basis at the end of each quarter. The firm shall raise the bill at the end of each quarter for release of payment.

I ACCEPT ALL THE TERMS & CONDITIONS MENTIONED ABOVE ND
IN THE TENDER ENQUIRY

SEAL & SIGNATURE OF THE BIDDER

Annexure-C

**List of Photostat Machines, Online UPS, Computers and Accessories
installed in the Office of CEO/Secretary J&K Building and Other
Construction Workers Welfare Board, brought under AMC**

S.No.	Description of machine	Quantity
01.	<u>Photostat Machine</u>	
A.	Kyocera Task Alfa 180	03
B.	Kyocera MFP 2035	01
02.	<u>Online UPS</u>	
A.	Uni-line 5KVA with 15 dry batteries (12 V-52 AH)	01
B.	Microtek 7.5 KVA with 15 dry batteries (12 V-52 AH)	01
03.	<u>Laptop</u>	
A.	HP Core i5, 4GB RAM, 1TB HDD with 15.6” HD LED	02
B.	HP Pavilion Core i5, 4GB RAM, 1TB HDD with 15.3” HD LED	01
C.	HP Core i5, 2 GB RAM, 1TB HDD with 14” HD LED	02
04.	<u>Computers</u>	
A.	HP Desktop All in One Core i3 with 4GB Ram, 500 GB HDD, 19.5” LED with windows 10	03
B.	HP Desktop Intel Core i3, 2GB RAM, 320 GB RAM	04
C.	HP Desktop Intel i3, 4GB RAM, 1TB, 23” LCD	02
D.	HCL Desktop i3, 2 GB RAM, 320 HDD	03
05.	<u>Printers</u>	
A.	HP Laser Jet Pro MFP M128fn	03
B.	HP Laser Jet 1008/P1007	08
C.	HP office Jet Pro 8600	01
06.	<u>UPS</u> (1KVA double battery 12V-7AH)	12

Schedule-I

Schedule of prices and quantities

Subject: AMC of Photostat Machine, Online UPS, Commuters and related peripherals installed in the Office of CEO/Secretary J&K Building and Other Construction Workers Welfare Board

Sl. No.	DESCRIPTION	RATE/MONTH	AMOUNT
01.	ANNUAL MAINTENANCE OF CONTRACT PHOTOSTAT MACHINE, ONLINE UPS , COMPUTER SYSTEMSAND ASSOCIATED PERIPHERALS AS PER DETAIL IN SCOPE OF WORK PLACED AT ANNEXURE-A.		
TOTAL = Rs.			

(Rupees)

(Seal and Signature of the bidder)

ANNEXURE-‘B’

**Subordinate Offices of the CEO/Secretary J&K Building and Other
Construction Workers Welfare Board**

S.No.	Office	Office Address	No. of Photostat Machine, Inverter, Computers along with UPS and Printers
01	Assistant Labour Commissioner	Jammu	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
02	Assistant Labour Commissioner	Kathua	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
03	Assistant Labour Commissioner	Samba	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
04	Assistant Labour Commissioner	Udhampur	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
05	Assistant Labour Commissioner	Reasi	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
06	Assistant Labour Commissioner	Rajouri	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
07	Assistant Labour Commissioner	Poonch	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
08	Assistant Labour Commissioner	Doda	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01

09	Assistant Labour Commissioner	Kishtwar	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
10	Assistant Labour Commissioner	Ramban	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02
11	Assistant Labour Commissioner	Leh	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
12	Assistant Labour Commissioner	Kargil	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
13	Assistant Labour Commissioner	Srinagar	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
14	Assistant Labour Commissioner	Budgam	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
15	Assistant Labour Commissioner	Ganderbal	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
16	Assistant Labour Commissioner	Anantnag	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
17	Assistant Labour Commissioner	Pulwama	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
18	Assistant Labour Commissioner	Shopian	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01

19	Assistant Labour Commissioner	Kulgam	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
20	Assistant Labour Commissioner	Bandipora	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
21	Assistant Labour Commissioner	Baramulla	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01
22	Assistant Labour Commissioner	Kupwara	Photostat (Kyocera) = 01 Computer = 02 Printer = 02 UPS = 02 Double Battery Inverter = 01