



कोटन कॉर्पोरेशन ऑफ इंडिया लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

प्लॉट नं: 46, 4th स्ट्रीट, कोथारी लॉउट, बी.आर.नगर, त्रिचय रोड,
सिंगानल्लूर, कोयंबटूर -- 641 005.

(A Government of India Undertaking)

**Site No: 46, 4th Street, Kothari Layout, B.R.Nagar, Trichy Road
Singanallur, Coimbatore -- 641 005.**

Phone No.2314461/2313856/ Fax: 2324712

CIN:U51490MH1971GO1014733

NO.CCI/CBE/ADMIN (IT) /2022-23/

25.04.2022

TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS & RELATED EQUIPMENTS

The Cotton Corporation of India Ltd, Coimbatore invites Sealed Tenders from the experienced firms/companies, who have prior experience of AMC of Hardware & its peripherals to Central Public Sector Undertakings / Govt. organisations / Leading Commercial Organisations for AMC of Hardware (as per list enclosed) for a period of two years. Sealed tender is to be submitted along with EMD of Rs. 5,000/- (Rupees Five Thousand only) by way of DD/ Pay order in favour of "The Cotton Corporation of India Ltd., payable at Coimbatore or by Electronic Fund Transfer such as RTGS/ NEFT. Electronic Fund Transfer will be valid subject to confirmation of realization before 12.05.2022 upto 2.00 PM. The vendor is requested to send their quotations as per required format by superscripting the envelope "TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS AND RELATED EQUIPMENTS" addressed to "Dy. General Manager" at the above mentioned address to reach latest by 2.30 PM of 12.05.2022 and the tender will be opened on 12.05.2022 at 3.00 PM in the presence of the tenderer who wish to remain present at the time of opening. Tenderers are advised to submit their tenders after careful study of the tender document with full understanding of its implications and examination of the equipments in the office. This tender document is not transferable. The detailed terms & conditions, scope of work and formats are available on our website www.cotcorp.org.in and Govt. tender portal www.eprocure.gov.in. The Corporation reserves the right to accept / reject any or all offers. It will be full discretion of the Corporation either to renew or cancel the contract at any time.

Dy. General Manager

The Corporation invites quotation in Two Bid systems for providing maintenance services for its following computers and related equipments at above address:

A. Computers

S.No.	Qty/ Nos	Description of the items
1.	3	KBS / Windows 7/ Intel i5, 2GB DDR3 RAM, 320 GB HDD
2.	1	HP/ Windows 7/ Intel i5, 2GB DDR3 RAM, 320 GB HDD
3.	1	HP/ Windows 8/ Intel i5, 4GB DDR3 RAM
4.	5	Acer/ Windows 10/ Intel i5, 4GB DDR3 RAM

B. Printers

1.	1	HP 1022 Laser Printer 1200 DPI/8 MB RAM
2.	1	All in one HP Laser Jet M1522 nf
3.	2	HP Laser Jet 1108
4.	1	HP Laser Jet M1213 nf MFP
5.	1	HP Laser Jet 1020 plus
6.	2	HP Laser Jet M202 n
7.	1	HP Laserjet 108 w

C. Scanner

1.	1	HPSJ5590 Document Scanner
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BASIC REQUIREMENTS - Interested parties must possess the following:

01. They should have atleast 3 (three) years working experience in a well established organization in this field. A list of their clientele to whom they rendered services duly attested must be submitted along with technical bid.
02. Interested parties must have Trade License, PAN No, and should be registered with Goods and Service (GST) authority. Xerox copy of all the certificates duly attested must be submitted along with the technical bid.

03. Interested parties must have approval of branded and reputed Computer Manufacturer. Xerox copy of certificates duly attested must be submitted along with the technical bid.
04. Interested parties must have their office at Coimbatore with Telephone and Mobile Nos.
05. Before participating in tender interested bidders may make a pre inspection of the computers and other related items for their efficient bidding.

TERMS AND CONDITIONS:

01. Interested party shall render maintenance service during 10 A.M to 5 P.M from Monday to Friday and if required on Saturday also as and when called.
02. Interested party shall provide effective / efficient attendance to service call within 24 hours on receipt of complaint and in case problem being not rectified, a standby unit shall have to be provided within 48 hours, free of cost to the Corporation.
03. Preventive and corrective maintenance of equipments shall be done quarterly by the party.
04. On being appointed, the party must carry out necessary repairs and replacement of parts, wherever applicable.
05. The maintenance contract shall remain in force for a period of 24 months from the date of commencement within which time no escalation in rates would be allowed on any account whatsoever. However, the Corporation at its discretion may extend the contracted period for further period of three months at the proportionate rate on giving prior notice.
06. The Corporation will deduct Income Tax wherever applicable on the payment to be made to them.
07. Party can charge GST at the applicable rate.
08. The Corporation reserves its right to reject whole or any of the quotations so received in the tender. However the tenderer may seek reasons of rejection in writing from the Corporation.
09. Any quotation, if found incomplete or not fulfilling any of the above requirements will not be considered and will be rejected outrightly.
10. Rates to be quoted comprehensively for all above jobs including spare parts.
11. Rate to be quoted for individual items shown above.
12. Interested party should submit EMD of Rs.5000/- by way of Pay Order/ Demand Draft/ Banker's cheque drawn in favour of The Cotton Corporation of India Ltd., payable at Coimbatore. The EMD amount will be returned to unsuccessful bidders while the same for successful bidder shall be retained as Security deposit. No interest shall be accrued on such security deposit.
13. In case the party after being appointed fails to render satisfactory services, the tenure of their service period will be terminated and the Security deposit shall be forfeited.
14. In case of any act/negligence of the provider cause damage to our computers, the party will be held responsible for such damages/ losses and all costs and consequences will be on their account.
15. L-1 will be decided on the totality of the rates received after working out average cost of the total service contract.
16. Tender should be submitted by the interested parties in two bid system – Technical Bid in ANNEXURE – I duly filled in and signed with seal alongwith all required documents as above while Financial Bid is to be submitted on the letterhead of the Company as per proforma of ANNEXURE – II.
17. Tenderer should submit their tender in a sealed cover duly marked “TENDER FOR AMC OF COMPUTERS AND RELATED EQUIPMENTS” addressed to Dy. General Manager, The Cotton Corporation of India Ltd., at the above address in the following manner:

- a) Envelop 'A' – Technical Bid in Annexure – I along with EMD of Rs. 5000/- and all desired self attested documents as mentioned above.
- b) Envelop 'B' – Financial Bid in the form of Annexure – II duly typed on the party's letterhead.
- c) Envelope 'C' – Should contain envelopes 'A' & 'B' marked as stated above.

NOTE: State clearly on each envelop 'A', 'B' and 'C' and name & address of the tenderer.

- 18. Tenderer should submit tender in the above manner in the Tender Box kept in the Office addressed as above by 2.30 PM of 12.05.2022. Tender sent in any other form/ manner/ or also received late shall not be accepted under any circumstances.
- 19. The quotation received shall be opened on the same day i.e on 12.05.2022 at 3.00 PM in presence of the Tenderers where not more than one representative who shall carry proper authority letter shall remain present.
- 20. Financial bid for the tenderers who only qualify Technical Bid will be opened immediately after evaluation of the technical bid.
- 21. Quotation so received shall be kept valid till 14.05.2022 within which acceptance/ rejection shall be conveyed. No quotation can be withdrawn by this time.

Name of the Tenderer :

Name of the Signatory :

Signature with Seal :

Place :

Date :

ANNEXURE – 1
TECHNICAL BID

THE COTTON CORPORATION OF INDIA LTD :: B.O COIMBATORE

01	Name & Address of the Firm/ Individual	M/s. _____ _____ Office Address: _____ _____ _____ City: _____ Pin Code: _____ Tel No. (Off): _____ Mobile No : _____ E-mail ID : _____
02	Location of Coimbatore service centre	M/s. _____ _____ Office Address: _____ _____ _____ City: _____ Pin Code: _____ Tel No. (Off): _____ Mobile No : _____ E-mail ID : _____
03	EMD for an amount of Rs. 5000/- be enclosed with the Technical Bid	DD/ PO No. _____ Dated _____ Name of the bank & branch _____ _____ Amount Rs. 5000/-
04	Registration of various authorities and their Nos Trade License	PAN No. _____ GST No. _____ Name of authority _____ Valid upto _____

05	<p>Working experience with list of clientele.</p> <p>Note: Self attested copies of clientele shall be enclosed</p>	<p>Years _____</p> <p>List Enclosed</p>
06	<p>Approval of branded & reputed computer manufacturer</p> <p>Note: Self attested copy of the approval letter of the company shall be enclosed</p>	<p>Name of the Co. _____</p> <p>_____</p> <p>_____</p>
07	<p>Authorisation letter authorizing the person for representing the party.</p> <p>Note: Authority letter on the letterhead of Firm/ Co. should be attached</p>	

Note: Self Attested copy of all above shall be enclosed.

The Technical bid shall be evaluated as per above criteria.

We confirm having read, understood and accepted all the terms and conditions of the tender.

Name of the Tenderer :

Name of the Signatory :

Signature with Seal :

Place :

Date :

(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM / COMPANY)

To
The Cotton Corporation of India Ltd.,
Site No. 46, 4th Street, Kothari Layout,
B.R Nagar, Trichy Road, Singanallur,
Coimbatore – 641 005

Dear Sir,

Sub: Tender for AMC of Computers and related equipments

With reference to the Tender Notice dated _____ on the above subject we hereby quote our Financial Bid as under:

A. Computers

S.No.	Qty/ Nos	Description of the items	Installation Date	Cost of AMC for one year
1.	3	KBS / Windows 7/ Intel i5, 2GB DDR3 RAM, 320 GB HDD	21.05.2013	
2.	1	HP/ Windows 7/ Intel i5, 2GB DDR3 RAM, 320 GB HDD	30.07.2013	
3.	1	HP/ Windows 8/ Intel i5, 4GB DDR3 RAM	25.03.2014	
4.	5	Acer/ Windows 10/ Intel i5, 4GB DDR3 RAM	29.12.2014	

B. Printers

1.	1	HP 1022 Laser Printer 1200 DPI/8 MB RAM	27.09.2005	
2.	1	All in one HP Laser Jet M1522 nf	11.11.2008	
3.	2	HP Laser Jet 1108	21.05.2013	
4.	1	HP Laser Jet M1213 nf MFP	21.05.2013	
5.	1	HP Laser Jet 1020 plus	30.07.2013	

6.	2	HP Laser Jet M202 n	29.07.2016	
7.	1	HP Laserjet 108 w	31.12.2020	

C. Scanner

1.	1	HPSJ5590 Document Scanner	06.03.2015	
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Total: 10 Nos of PCs, 9 Nos of Printers and 1 No of Scanner

Total cost of AMC for 10 Nos of PCs : _____

Total cost of AMC for 9 Nos of Printers : _____

Total cost of AMC for 1 No. of Scanner : _____

Note:

1. The cost of AMC quoted as above shall be exclusive of GST charges.
2. L1 will be decided on the totality of the rates received after working out average cost of the total service contract.

Signature & Seal of the Tenderer :

Name :

Place :

Date :