

	OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA MANAGEMENT प्रणाली एवं आंकड़ा प्रबंधन निदेशालय के अतिरिक्त महानिदेशक का कार्यालय GST & CENTRAL EXCISE, GST BHAVAN, जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34 26/1 महात्मा गाँधी रोड, नुगंबक्कम, चेन्नई-34 Tel. Ph: 044-28331101 Fax:044-28331104 e-mail: dgschennai@icegate.gov.in
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C.No.IV/26/12/2017-Systems(S)

Dated 17/9/2020

NOTICE INVITING QUOTATION

Sub: Quotation for AMC of Computers & Peripherals – reg.

Sealed quotations are invited for Annual Maintenance Contract (Non-Comprehensive) of Computers, Printers and Peripherals in the Office of the Directorate General of Systems & Data Management, South Zone, Chennai (hereinafter called the DGS Chennai) as per following Terms and Conditions:

I Details of Systems at DGS Chennai

Sl. No	Item Description	Details
1	Computers	50 (including 18 under Warranty period) (Models Dell, Lenovo, IBM, HCL, ACER)
2	Printers/Multi-function Printers	14 (HP, Canon, Brother)
3	Laptops	8 (HP, Dell)
4	LAN	ISP: BSNL, Fibre
5	Video-Conferencing	ISDN (BSNL) & Railtel

Note: The number of items may slightly increase/decrease during the period of contract

II Site details:

DGS Chennai functions from the Main Building, GST Bhavan, No.26/1, Uthamar Gandhi Road, Nungambakkam, Chennai – 600 034.

III Period of Contract:

One year.

On all office working days. Monday-Friday

Timing 9.15 to 5.45 Hours Office time.

(occasionally support may be required beyond office hours in case of exigencies)

IV Service Support Requirement:

On-Site support of one (1) Resident Engineer

V Scope of work of the AMC

To attend to service calls, hardware repair and software installations, etc. in respect of the Systems as per description, in the premises of DGS Chennai, as and when raised by the officers of DGS, Chennai, and further identification of fault and appropriate resolution.

All spares, components, parts wherever to be required to be procured will be made under separate Billing directly on DGS Chennai. Similarly, All Software, soft tools etc. wherever to be required to be procured will be made under separate Billing directly on DGS Chennai. Further, if solicited DGS Chennai may procure any required hardware/software items from other vendors.

VI Security

The Agency shall make all efforts to protect data maintained in the Systems installations in DGS Chennai. The agency shall be held responsible for any violation of this regard.

VII Quotation

The quotations may be submitted on or before 28.09.2020

Quotation may be addressed to:

The Joint Director (Administration),
Directorate General of Systems & Data Management,
V Floor, Main Building, GST Bhavan,
No.26/1, Uthamar Gandhi Raod,
Nungambakkam, Chennai – 600 034.

The quotations may be given under the company letter-head, signed by the authorized signatory along with Annexures "B" on Technical Bid, Annexure "C" on Financial Bid and Annexure "D" Declaration in the pro-forma enclosed.

DGS Chennai reserves the right to reject any or all quotations without assigning any reason.

Encl: Pro-forma Annexure B, C & D.

Place: Chennai

Date: 17/ 09/2020


(K. ARUMUGAM)

Assistant Director(Admin)

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Annexure-"B"

(To be filled by the authorised signatory of the firm & this is to be put in sealed/ envelope super scribed with Technical Bid for AMC of Computer & peripherals)

1	Name of the Organisation/Firm	
2	Name(s) of the Proprietors/ Partners/Director	
3	Registered Address, Telephone (Landline/Mobile) & Fax No.	
4	Other Address of any branches with their telephone No. & Faxes	
5	Whether firm is registered under Sales Tax Act.	
6	Permanent Account Number of the firm. Copy of PAN Card to be attached.	
7	Total Engineers working under this firm.	
8	Name(s) of the Public Sector/Govt. Organisation to whom similar services have been provided by the firm (Please attaché the service Certificate/ Work Order from Govt Office/ Public Sector)	
9	Name of the website, email ID etc., if available	
10	Annual Turnover of the last three financial year (submit Income Tax documents as proof)	

Signature of authorised signatory with date:-

Name:-

Designation:-

Name of firm:-

Address:-

Office Seal:-

Annexure-"C"

(To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover super scribed with Financial Bid for CAMC of Computer & peripherals)

Rate:- Total Annual Maintenance Contract Cost (GST will be not included) for 1 year from date of order:	In digits Rs. _____/- _____ Rupees (in words)
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Signature of authorized signatory with date:

Name:

Designation:

Company: Address:

Office Seal :

ANNEXURE "D"

Declaration by the Bidder

This is to certify that I/We.....S/W/H/of.....and Proprietor/Director/Authorised signatory of the agency/Firm mentionedis competent to sign the declaration and execute this Tender document. I/We after going through the "Terms & Conditions" have furnished the above information accurately and truthfully. I/We have signed this tender after reading and fully understanding all the Terms and Conditions mentioned in Annexure-A contained in the tender document and undertake myself/ourselves to abide by them. I/We are well aware that furnishing of false and misleading information/fabricated documents would lead to rejection of my tender at any stage.

Date: -

(Signature of Tenderer with Seal)

Name:-

Seal:-

Address/Phone No. (O)/Mobile No.:-
