



ODISHA STATE SEEDS CORPORATION LTD

(A GOVERNMENT UNDERTAKING)

SANTARAPUR, BHUBANESWAR- 751002.

Tel-MD 0674- 2340573, Fax-2340096, E Mail- osscltd@bsnl.in

Letter No.....

Date

Notice inviting Expression of Interest for

Annual Maintenance Contract of Computers installed at Head office Campus of OSSC Ltd

Expression of interest for Annual Maintenance Contract for Computers installed at Head office of OSSC Ltd are invited from Firms on letter head pad having experience of working with State Govt/ Central Govt/ Union & State PSUs/ Education Institution of repute for maintenance of Computers and Printer installed at Head office of OSSC Ltd.

For other details refer detailed document on expression of interest in the website of OSSC Ltd i.e. www.osscltd.in.

The complete offer along-with the enclosures in sealed covers as mentioned above should reach the undersigned on or before **2 PM of dt.06/12/2016** through Regd Post or Speed Post only and will be opened at **3 PM** on the same day.

Sd/- Sri JR Mishra
Managing Director
OSSC Ltd, BBSR

Expression of Interest

For

**Annual Maintenance Contract of Computers installed
at Head office Campus of OSSC Ltd**



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SANTARAPUR, BHUBANESWAR- 751002.

Tel-MD 0674- 2340573, Fax-2340096, E Mail- mdosscltd456@gmail.com

Expression of interest for Annual Maintenance Contract for Computers installed at Head office of OSSC Ltd are invited from Firms on letter head pad having experience of working with State Govt/ Central Govt/ Union & State PSUs/ Education Institution of repute for maintenance of Computers and Printer installed at Head office of OSSC Ltd.

The location of computers and printers installed at Head office are given below.

1	Managing Director	HP- Pro- 3090 MT	1	HP Laser jet-M1005 MFP	1
2	Company Secretary	HP- Pro- 3090 MT	1	RICOH SP 310 SFN	1
3	Production Manager	HP- Pro- 3090 MT	1	RICOH SP 310 SFN	1
4	Processing Manager	HP- Pro- 3330 MT	1	RICOH DOST 210	1
5	Marketing Manager	HP- Pro- 3090 MT	1		
6	QCO	Dell- optiplex-9020	1	RICOH SP 210	1
7	Junior Engineer	HP- Pro- 3090 MT	1	RICOH SP 310 SFN	1
8	Engineering Branch	HP- Pro- 3090 MT	1		
9	Engineering Branch	HCL	1		
10	Production Branch	HP- Pro- 3090 MT	1		
11	PA to Chairman	HP- Pro- 3090 MT	1	HP Laserjet 1007	1
12	PA to MD	HP- Pro- 3090 MT	1		
13	Marketing Branch	HP- Pro- 3090 MT	1	HP Laser jet-M1005 MFP	1
14	Marketing Branch	HP- Pro- 3090 MT	1		
15	Establishment Branch	HP- Pro- 3090 MT	1	RICOH SP 310 SFN	1
16	Company Affairs	HP- Pro- 3090 MT	1		
17	Accounts Branch	HP- Pro- 3090 MT	1	RICOH SP 310 SFN	1
18	Accounts Branch	HP- Pro- 3090 MT	1		
19	Accounts Branch	Dell- optiplex-9020	1		
20	Cashier	HP- Pro- 3090 MT	1	HP Laserjet 1007	1
21	Cold Storage	HP- Pro- 3330 MT	1	RICOH SP 210	1
22	Cold Storage	HP- Pro- 3330 MT	1		
			22		12

Scope of Work:

1. Personnel from the Firm that will be entrusted with the AMC should visit once in a week to verify all the computers and take remedial measures on finding of any defects in OS and other application loaded on that computer.

During the visit mentioned above, the printers attached to the computers needs to be verified also and similar remedial measures should also be taken by the visiting personnel.

The LAN system for computers and the UPS for computers will also include in the periodical checking of computer

2. On every 4th visit the personnel should clean the inside of CPU, Keyboard of computers and Printers attached to the computers by vacuum cleaner thoroughly.
3. It may be required to change spares and accessories of computer at times and on such requirement the firm will be change the same promptly. In the event of supply of spares and accessories the firm should bring the sealed packet containing the spares and accessories directly to office of OSSC and after verification of the same by designated official the same shall be used in the required computer,
4. In the event, the spares or the accessories found to be defective, after installation of the same to the computer, the firm will replace the same with another one maintaining the procedure mentioned above and the firm will not charge for the extra purchase made by it.
5. The print cartridges will be refilled twice after its initial use and then the cartridge has to be replaced.
6. Apart from the above scheduled visits mentioned above the Firm has to attend to calls made from this office as and when required, with no extra charge for the same.

Period of the Engagement

The selected Firm shall be required to do the Annual Maintenance for a period of one year from the date of issue of work order.

The period for Annual Maintenance can be extended for further period

Agreement & Security Deposit

The selected Firm shall have to execute an agreement after receiving of intimation from this office in Non-Judicial Stamp Paper and after deposit of security amount of Rs. 10000.00 in shape of Bank Draft.

Penalty

In the event, the firm fails to turn up on scheduled visit for inspection of computers or the special call made to the firm, the firm will be charged 2% of value of Annual Contract and will accumulate so on till it reaches 10% of the total value of Annual maintenance Contract, which will be deducted from the Security Deposit made by the firm with OSSC.

Rate

The firm has to quote for labour charges only towards Annual maintenance Contract, which will include loading of software, cleaning of Computers and printers, filling and replacing cartridges and physical repairs to computers and printers without the cost of spares.

Cost of spares will be as per rate quote by the firm.

Service charges on AMC Amount and Sales Tax as applicable on spares will be allowed to the Firm while making the payment.

Payment

Payment of AMC amount quoted by the Firm will be paid in 4 installments and the end of each quarter alongwith the cost of spares if any on submission of bills by the selected Firm for AMC.

Settlement of Dispute

Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof shall be decided by arbitration. The Chairman, OSSC shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties.

In the event of any dispute no cause of action shall arise in the favour of parties to approach any Court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.

The Court at Bhubaneswar alone will have jurisdiction to try any legal proceedings which may arise out of the contract. Neither party shall file proceedings in any other Court.

Guidance to the intending Firms

The intending Firm should download the copy of this document from website of OSSC Ltd i.e. www.osscltd.in and submit the same as part of complete offer after observing following

The intending firm should submit copy of Service Tax Registration, Copy of TIN, Copy of VAT clearance certificate or deposit slip upto 30.06.2016 and copy of PAN alongwith its offer.

Earnest Money Deposit of Rs. 500.00 in shape of bank Draft should be enclosed alongwith the offer.

The intending Firm should submit this document after signing on each page in token acceptance of the terms and conditions.

The Bank Drafts to be submitted should be drawn in favour of MD, OSSC Ltd, Bhubaneswar, payable at Bhubaneswar.

The complete offer along-with the enclosures in sealed covers as mentioned above should reach the undersigned on or before **2 PM of dt, 06/12/2016** through Regd Post or Speed Post only and will be opened at **3 PM** on the same day.

The authority reserves the right to accept or reject any or all quotation without assigning any reason thereof.

Sd/- Sri JR Mishra
Managing Director
OSSC Ltd, BBSR

ANNUAL MAINTENANCE CONTRACT AND SUPPLY OF SPARES AND ACCESSORIES

Price Schedule

A. Charges for Annual Maintenance Contract

SI	Description	Installed Quantity	Rate
01	Computer Dell- optiplex-9020	02 nos	
02	Computer HP- Pro- 3090 MT	18 nos	
03	Computer HP- Pro- 3330 MT	03 nos	
04	HCL	01 nos	
05	Repair of TFT Monitor requiring PCB repair	18 nos	
06	Printer 12 nos (periodical cleaning and repairs as required, re-filling without cost of tonner and replacement toner Cartridges without cost of catridges)		

B. Charges for Spares and Accessories for Computers

SI	Description	Quantity to be supplied	Rate
01	Hard Disk Drive 500 GB SATA	01 nos	
02	CD Writer with SATA cable	01 nos	
03	RAM 2 GB for the above mentioned computers	01 nos	
04	Add on Network Card	01 nos	

Sl	Description	Quantity to be supplied	Rate
05	Add on VGA Card	01 no	
06	15" size TFT Monitor (New)	01 no	
07	Repair of TFT Monitor requiring PCB Change	01 no	
08	Power supply of CPU	01 no	
09	Replacement of Keyboard		
10	Replacement of Mouse		
09	Refilling Tonner for		
	RICOH SP 310 SFN	1 no	
	RICOH SP 210	1 no	
	RICOH DOST	1 no	
	HP Laser Jet 1007	1 no	
	HP Laser Jet M 1005 MFP	1 no	

SI	Description	Quantity to be supplied	Rate
10	Replacement Toner cartridge for RICOH SP 310 SFN RICOH SP 210 RICOH DOST HP Laser Jet 1007 HP Laser Jet M 1005 MFP	1 no 1 no 1 no 1 no 1 no	

Signature of the Intending Firm with seal