

Government of West Bengal
Department of Youth Services & Sports, Sports wing
Block "A", 6th Floor, New Secretariat Building
1, Kiran Sankar Roy Road, Kolkata - 700001
Phone No. 033-22625740/41, website: www.wbsportsandyouth.gov.in

No. 595 - SP

Date: 31/07/2020

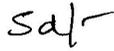
NOTICE INVITING QUOTATION

Sealed quotations are hereby invited by this Department of Youth Services & Sports (Sports Wing), Govt. of West Bengal, Block-"A", 6th Floor, 1, Kiran Sankar Roy Road, Kolkata-700 001 from the reputed and bona fide agencies for **Comprehensive Annual Maintenance Contract (AMC) of IT Infrastructural set up of Department of Youth Services & Sports, Sports Wing, for the period of 1 (one) year, w.e.f. 01-09-2020 to 31-08-2021 (which may be renewed for further two years on ground of satisfactory service), as per schedule given below.**

Prescribed quotation forms along with the detailed terms and conditions for the quotation can be downloaded from the departmental website <http://wbsportsandyouth.gov.in>.

| Name of the Quotation | Last date & time of submission of quotation | Earnest Money Deposit | Date & Time of opening of quotation |
|--|--|------------------------------|---|
| Comprehensive Annual Maintenance Contract (AMC) of IT Infrastructural set up of Department of Youth Services & Sports, Sports Wing | 18 th August 2020 (Tuesday) upto 12 pm | Rs. 5000/- | 18 th August 2020 (Tuesday) at 2 pm |

Sealed Quotations complete in all respects, must be submitted before the last date and time of submission of the quotation.


Joint Secretary
Department of Youth Services & Sports, Sports Wing

No. 595/1(4) - SP

Date: 31/07/2020

Copy forwarded for information and necessary action to:

1. Personal Secretary to the Principal Secretary of this Department.
- ✓ 2. Website of this Department.
3. Notice Board of this Department.
4. Guard File of this Department.


Joint Secretary
Department of Youth Services & Sports, Sports Wing

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The interested bidders may download the relevant documents from the departmental website <http://wbsportsandyouth.gov.in>.

Terms & Conditions:-

1. The Company/Organisation will provide periodic maintenance (monthly) and break down maintenance within 02 hours as and when required on emergency basis.
2. **All Spares Parts are to be procured by the Company/Organisation (Except Power Cord, Fuser Unit of Printers, UPS Battery & Cartridges).**
3. The rate quoted by the suppliers should be inclusive of all costs and taxes, including carrying cost, tax and other costs as applicable.
4. GST certificates/rates etc. to be submitted along with the bills if necessary.
5. Payment will be made by this Department on Half-Yearly basis on submission of bills in triplicate.
6. GST certificates etc. to be submitted along with the quotation.
7. The Department does not bind itself to accept the lowest bid and also can reject any Quotation without showing any reason whatsoever.
8. The Department reserves the rights to accept or reject any part of the quotation or in full without assigning any reason whatsoever.
9. The quotation will have to be dropped in the Tender Box in this office within stipulated time.
10. The detail of the Computers and its peripherals may kindly be verified from this Department, before furnishing any rates.

Scope of Work:-

1. Installation / Re-installation of Operating System, Application Software, Antivirus etc. as per requirement.
2. Regular trouble shooting.
3. Preventive maintenance on monthly basis.
4. Comprehensive Maintenance of hardware (existing UPS, Printer, Scanner, Fax Machine) **with spare parts.**
5. Patch & Software (O.S.) update.

The Eligibility Criteria:-

1. The bidders must be incorporated under Indian Companies Act. 1956 and/or Indian Partnership Act 1932 and must possess valid Trade License & Professional Tax Enlistment in West Bengal or any other state of India.. Documentary evidence of above must be enclosed.
2. The Agency/any of its Directors/Partners etc. should have not been blacklisted by any Govt./Semi Govt. Organizations/Departments or have not been convicted for any offence by any court of law as on date. **Affidavit on stamp paper of Rs.100/-_purchased in West Bengal** must be enclosed.
3. The Minimum **Average Annual Turnover** (including computer hardware & maintenance during the last three financial years should be **Rs 5 Lakh (Five Lakh) only**. Loss making Firms/Agencies need not to apply. **Balance Sheet for the last three financial years are to be enclosed.**
4. The bidders must have valid PAN and GST. Documentary evidence of them must be enclosed.
5. Must have experience of providing Annual Maintenance of IT infrastructure in Government/Government U.T(P.S.U) organizations for at least 1(one) year of the last 5 years. Photocopy of the relevant document must be provided with the bid.

Security Deposit:-

The successful bidder has to deposit Rs. 5000/- (Rupees five thousand) only as Bank Draft in favour of West Bengal State Council of Sports, which will be released after three months of satisfactory service. **No interest will be paid on the Security Deposit.**

Other Terms & Conditions:-

1. **Price quoted in the bid must be inclusive of all taxes and charges. No additional amount shall be paid over and above the price accepted.**
2. The comprehensive maintenance shall be carried out primarily at the premises of the Department of Youth Services & Sports during office hours. In case, the bidder feels that the equipment cannot be repaired on-site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and deliver back the repaired equipment at their own cost and risk.
3. The Agency/Organization shall attend calls from the Office of the Principal Secretary even beyond office hours on an emergency basis and in the event of failure to do so, penalty against the Agency may be imposed by the Department.
4. The department reserves the right to amend or withdraw any of the terms and conditions contained in the notice or to accept or reject any or all the bids without assigning any reason whatsoever and the decision of the department in this regard shall be final and binding on all.
5. Any evidence of unfair practice, including overcharging, price fixing, etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above bidders may also be viewed seriously by the authority and penal measures as deemed fit would be imposed on such bidders.

6. The second party shall not assign this agreement or any part, there of or any benefit there under without the written consent of the first party to another party.
7. In case of any breach of contract, authority may also proceed to get work completed by any other means including through other agencies. The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills. This is without prejudice to any other measure the authority may take, including blacklisting of the contractor and/or forfeiture of earnest money.
8. Conditional or incomplete tender will not be accepted.
9. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
10. The bidder whose bid will be accepted will be informed through a '**Letter of Acceptance**'. The successful bidder will then have to enter into an agreement with the department.
11. The bidder shall be allowed to inspect the material assets covered under the given scope of work before submission of bid. It will be presumed that the bidders have offered their price after review of the entire position and knowing fully about the assets to be covered under AMC.
12. **Primarily, the AMC should be of one year, which may be extended for further on the ground of satisfactory service.**

Loss & Damage:-

Cost of all loss(es) and damage(s) caused to the Government's assets and goods due to contractor's negligence shall be recovered from the contractor's bill or the contractor may be asked to replace the damaged assets/goods with new ones entirely on his own cost.

Payment Terms:-

1. The comprehensive maintenance charges shall be payable to the second party **on Half-Yearly basis**. For this purpose the Second Party will have to submit bill in the name of First Party.
2. Enhancement or decrease in taxes, duties and prices of the components etc. will not affect the AMC rates during the entire period of AMC, no difference shall be paid or claimed as a result of the above.

Submission of bid:-

1. The intended bidders are requested to submit their bids in the following manner:-
Covering letter as per the given format (**Annexure-II**) in the letter-head of the bidder duly signed and stamped at the appropriate place with the appropriate signing authority.
2. Check list (**Annexure-IV**) of the copies of supporting documents needed to be submitted along with the bids mentioned in clause
3. Price bid need to be filled up as per the format in **Annexure-III**. The price should be quoted in figure as well as in words, inclusive of taxes.

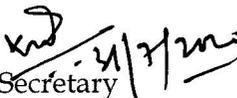
The envelop should contain the following:-

1. Copies of supporting documents.
2. Covering letter as per Annexure-II.
3. Price bid as per Annexure-III.

Late Bid: -

Tenders will not be received after the specified time of closing of the tender and the same will be rejected and returned unopened to the bidder.

The envelope containing the above mentioned document should be super scribed "**Bid for Comprehensive Annual Maintenance Contract (AMC) of IT Infrastructural set up of Department of Youth Services & Sports, Sports Wing**" and addressed to the **Deputy Secretary, Department of Youth Services & Sports, Sports Wing, New Secretariat Building, Block-"A", 6th Floor, 1, Kiran Sankar Roy Road, Kolkata-700 001**. The sealed envelope should be submitted by hand. Bids received after the due date will not be entertained.


Joint Secretary
 Department of Youth Services & Sports, Sports Wing

Annexure-I

**List of Computers, Printers, UPS and other computer peripherals
placed in Department of Youth Services & Sports, Sports Wing**

| Sl. No. | Name of the Office/Officer | No. of Computer with details | No. of Printer with details | No. of UPS with details | No. of FAX Machine with detail |
|---------|--|---|---|--|---|
| 01. | Office of the Hon'ble MIC | 5 Pcs Computer *2 Pc HP Pavilion Desktop. *1 Pc HP Pavilion P6000 Series. *1 Pc HP Pavilion P6 Series. *1 Pc Assembled Computer. | 5 Pcs Printer *3 Pc HP LaserJet Pro P1108 Printers. *1 Pc HP LaserJet Pro 200 Colour Printer. *1 Pc HP LaserJet Pro MFP M128Fw Printer. | 5 Pc UPS *4 Pc UPS (APC) *1 Pc UPS (I Ball) | Nil |
| 02. | Office of the Hon'ble MOS | 3 Pcs Computer *3 Pc HP 20wd Desktop | 4 Pcs Printer *3Pc HP 1020 Plus Printers. *1 Pc HP Advantage 472 Deskjet Printer | 3 Pc UPS *3 Pc UPS (APC) | Nil |
| 03. | Office of the Principal Secretary | 4 Pcs Computer *2 Pc Assembled Computer. *1 Pc HP 202 GT MT Business PC. *1 Pc HP Pavilion All in one PC. | 4 Pcs Printer *1 Pc Epson 1380. *1 Pc HP Laserjet Pro 400. *1 Pc HP Laserjet Pro MFP M128fw. *1 Pc Brother MFC 9140 CDN Printer. | 4 Pc UPS *4 Pc UPS (APC) | 1 Pc FAX Machine *Canon Fax L-140 |
| 04. | Office of the Commissioner | 1 Pc Computer *1 Pc HP 202 G2 MT Business PC. | Nil | 1 Pc UPS *1 Pc UPS (APC) | Nil |
| 05. | Office of the Special Secretary (Sri Mukesh Kumar Singh) | 2 Pcs Computer *1 Pc HP 120 Desktop PC. *1 Pc HP Desktop Computer. | 2 Pcs Printer *2 Pc HP Laserjet Pro MFP M128fw. | 2 Pc UPS *1 Pc APC UPS. *1 Pc Microtek UPS. | Nil |
| 06. | Office of the Joint Secretary (Sri Goutam Biswas) | 1 Pc Computer *1 Pc 202 G2 MT | 1 Pc Printer *1 Pc HP Laserjet Pro MFP M128fw. | 1 Pc UPS *1 Pc APC UPS. | Nil |

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| Sl. No. | Name of the Office/Officer | No. of Computer with details | No. of Printer with details | No. of UPS with details | No. of FAX Machine with detail |
|----------------|---|--|---|-----------------------------------|---------------------------------------|
| 07. | Office of the Joint Secretary (Sri Debkumar Nandan) | 2 Pcs Computer *2 Pc 202 G2 MT Business PC | 2 Pcs Printer *1 Pc HP Laserjet Pro M 104a. *1 Pc HP Laserjet Pro MFP M128fw. | 2 Pc UPS *2 Pc APC UPS. | Nil |
| 08. | Sri Dinesh Chandra Mandal, Dy. Secy. | 1 Pc Computer *1 Pc HP 202 G2 MT Business PC. | 1 Pc Printer *1 Pc HP Laserjet Pro MFP M128fw. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 09. | Sri Joydeep Das, Dy. Secy. | 1 Pc Computer *1 Pc HP 202 G2 MT Business PC. | 1 Pc Printer *1 Pc HP Laserjet Pro MFP M128fw. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 10. | Sri Abhijnan Panja, Dy. Secy. | 1 Pc Computer *1 Pc HP 120 Desktop PC. | 2 Pcs Printer *1 Pc HP Laserjet Pro MFP M128fw. *1 Pc Color Laser Jet Pro MFP M180n. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 11. | Sri Abani Bhusan Mondal, Dy. Secy. | 1 Pc Computer *1 Pc HP 202 G2 MT Business PC. | 1 Pc Printer *1 Pc HP Laserjet 1020 Plus Printer. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 12. | Smt. Uma Ghosh Dastidar, Dy. Secy. | 1 Pc Computer *1 Pc HP Computer | 1 Pc Printer *1 Pc HP Laserjet 1020 Plus Printer. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 13. | Sri Kanchan Debnath, Registrar | 1 Pc Computer *1 Pc HP 202 GMT PC. | 1 Pc Printer *1 Pc HP Laserjet Pro P1106 | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 14. | Computer attached to Biometric Machine | 1 Pc Computer *1 Pc HP Computer (Monitor 19k). | 1 Pc Printer *1 Pc HP Laserjet Pro P1007. | Nil | Nil |
| 15. | Sri Nirmalya Samanta, S.O. | 1 Pc Computer *1 Pc HP 202 GT MT. | 1 Pc Printer *1 Pc HP Laserjet Pro MFP M128fw. | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 16. | Sri Subrata Das, H.A. | 1 Pc Computer *1 Pc HP 202 GT MT. | Nil | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 17. | Smt. Chitra Bandyopadhyay, S.O. | 1 Pc Computer *1 Pc HP 202 GT MT. | 1 Pc Printer *1 Pc HP Laserjet P1108. | Nil | Nil |

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| Sl. No. | Name of the Office/Officer | No. of Computer with details | No. of Printer with details | No. of UPS with details | No. of FAX Machine with detail |
|----------------|---|--|--|--|---------------------------------------|
| 18. | Sri Santosh Kr. Majumder, HA | <u>1 Pc Computer</u> *1 Pc HP 280 G3 MT. | <u>1 Pc Printer</u> *1 Pc HP Laserjet M 104a. | Nil | Nil |
| 19. | Sri Koushik Mitra, UDA | <u>1 Pc Computer</u> *1 Pc HP 202 G2 MT. | <u>2 Pcs Printer</u> *1 Pc HP Laserjet P1106. *1 Pc Deskjet GT5810 colour Printer. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 20. | Sri Prabir Sarkar, UDA | <u>1 Pc Computer</u> *1 Pc HP 280 G3 MT. | <u>1 Pc Printer</u> *1 Pc HP Laserjet Pro MFP M128fw. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 21. | Sri Amitava Dey, UDA | <u>1 Pc Computer</u> *1 Pc HP 202 G2 MT. | <u>1 Pc Printer</u> *1 Pc HP Laserjet Pro MFP M128fw. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 22. | Sri Partha Pratim Mondal, UDA | <u>1 Pc Computer</u> *1 Pc HP 202 G2 MT. | <u>1 Pc Printer</u> *1 Pc HP Laserjet P1106. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 23. | Sri Jugal Prasad, UDA | <u>1 Pc Computer</u> *1 Pc HP 280 G3 MT. | <u>1 Pc Printer</u> *1 Pc HP Laserjet M 104a. | Nil | Nil |
| 24. | Sri Saikat Pramanick, UDA. | <u>1 Pc Computer</u> *1 Pc Assembled Computer. | <u>1 Pc Printer</u> *1 Pc HP Laserjet P1007. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 25. | Suman Paul, LDA | <u>1 Pc Computer</u> *1 Pc HP 280 G3 MT. | Nil | Nil | Nil |
| 26. | Ms. Jogtrisha Biswas, LDA | <u>1 Pc Computer</u> *1 Pc Assembled Computer. | <u>1 Pc Printer</u> *1 Pc HP Laserjet Pro M 104a. | <u>1 Pc UPS</u> *1 Pc APC UPS. | Nil |
| 27. | Ms. Smiriti Lama, LDA | <u>1 Pc Computer</u> *1 Pc HP 202 G2 MT Business PC. | Nil | Nil | Nil |
| 28. | Sri Saibal Das, GKCTS (Receive Section) | <u>1 Pc Computer</u> *1 Pc HP 280 G3 MT. | <u>1 Pc Printer & 1 Pc Scanner</u> *1 Pc HP Laserjet M 104a. *1 Pc HP Scanner (Scanjet Pro 2000 S1) | Nil | Nil |

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|--------------|------------------------------------|---|--|-----------------------------------|--------------------------------|
| 29. | SSP (Software Support Personnel) | 1 Pc Computer *1 Pc HP 280 G3 MT. | 1 Pc Printer *1 Pc HP Laserjet P1106. | Nil | Nil |
| 30. | Data Entry Operator-1 | 1 Pc Computer *1 Pc HP 202 G2 MT. | 1 Pc HP Scanner *HP Scanjet Pro 2000 S1 | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 31. | Data Entry Operator-2 | 1 Pc Computer *1 Pc Assembled Computer. | Nil | 1 Pc UPS *1 Pc APC UPS. | Nil |
| 32. | Sri Abhijit Nandan (Room of GKCTS) | 1 Pc Computer *1 Pc Assembled Computer. | 1 Pc Printer *1 Pc Samsung Xpress M2021. | Nil | Nil |
| 33. | Accounts Section | 6 Pcs Computer *6 Pc HP Desktop Computer. | 2 Pcs Printer *1 Pc HP Laserjet Pro 1018. *1 Pc HP Laserjet Pro MFP M435nw. | Nil | Nil |
| Total | | Total Computer 49 Pcs. | Printer 42 Pcs. & Scanner 2 Pcs. | Total UPS 34 Pcs. | Total Fax Machine 1 Pc. |

ANNEXURE-II
CONVERING LETTER FOR BID

Ref. No.

Date:

To,
The Joint Secretary,
Department of Youth Services & Sports, Sports Wing,
Government of West Bengal,
New Secretariat Building, Bolck-A, 6th Floor,
1, Krian Sankar Roy Road, Kolkata - 700001.

**Subject: Annual Maintenance Contract (AMC) of Computers,
Printers, Ups, Fax, Machine & Scanner of Department of Youth
Services & Sports, Sports Wings.**

Sir,
With Respect to the above mentioned subject please find our bid offer. We do accept all the terms and conditions of the tender document. As a token of our acceptance we have annexed the tender document duly signed and stamped on all pages.

Annexed along all the following document in the relation to our eligibility criteria along with copy of PAN/GST/SERVICE Tax etc.

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

If at any point of time if we deviate from the tender terms and conditions, the department reserves the right to cancel our bid.

Thank you,

Yours Sincerely,

(Seal & Signature of the bidder with date)

ANNEXURE-III

Price Bid Format

| Sl. no. | Item Description | Rate/ Unit for one year (Inclusive of all Taxes) |
|----------------|-------------------------------|---|
| 1. | Desktop PC | |
| 2. | Multi-Functional Printers | |
| 3. | Laser Printer (Black & White) | |
| 4. | Laser Printer (Colour) | |
| 5. | UPS | |
| 6. | Scanner | |
| 7. | Fax Machine | |

(Seal & Signature of the bidder with date)

ANNEXURE-IV

CHECK-LIST (SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER)

| Sl. No. | Description of requirement | Yes/No | Page No. |
|---------|--|--------|----------|
| 1. | Copy of Balance Sheet | | |
| 2. | Copy of Registration Certificate/ Allotment Letter of PAN from Income Tax Department | | |
| 3. | Copy of Last Income Tax Return | | |
| 4. | GST No. (Copy of GST Certificate) | | |
| 5. | Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to the previous service contract | | |
| 6. | Copy of experience Certificate of providing AMC of Computer and its peripherals in Govt./Govt. U.T. (P.S.U.) for 1 (one) year of last 5 years. | | |

(Seal & Signature of the bidder with date)