

MMTC LIMITED, Regional Office, Chennai
(A Govt. of India Undertaking)

No.MMTC/CHN/SYS/AMC/2022

Dated : 26/04/2022

NOTICE INVITING TENDER

**Sub: Annual Maintenance Contract(AMC) for repair and
maintenance of Computers & Peripherals**

1. MMTC Limited, Regional Office, Chennai (hereinafter referred as MMTC) intends to have comprehensive Annual Maintenance Contract for maintenance of Computers, Printers, CCTV and LAN components installed in its premises at the following address ;

MMTC Limited, Regional Office
Chennai House, 6, Esplanade
Chennai – 600 108

Sealed tenders are invited from the Service Providers who satisfy the eligibility conditions as specified in Para 5. Tender Document can be downloaded from the our website www.mmtclimited.com or can also be collected from our Office

2. Tender Time-line

- a. Tender period - 27th April 2022 to 11th May 2022
(During working days from 10.00 AM to 5.00 PM – Saturday & Sunday closed)
- b. Tender closing time/date - 1500 hrs on 11th May 2022
- c. Bid opening time/date - 1600 hrs on 11th May 2022
- d. Period of contract - One Year

3. Scope Of Work

1. The Service Provider should provide the following type of services
 - a. Preventive maintenance & Corrective maintenance
 - b. Software services for system operations – Installation & up-gradation
 - c. Assistance in H/w & S/w Up-gradation.
 - d. The AMC should be comprehensive and includes labour, spare parts, freight & transportation and taxes, duties and levies on spare parts.
2. The Service Provider should depute one Service Engineer to be present in our Office from 11 A.M. to 5:30 P.M, Monday to Friday, except holidays in MMTC, to keep the equipments in good working order. On holidays service provider has to depute resident engineers as per our requirement. The repair work shall be carried out at our office itself, except in exceptional circumstances when the equipment or any component may be required to be taken out for repairs.
3. **Computers & Peripherals**
PCs - HCL/ACER – Windows7/Windows10 – 40 nos.
Printers – HP LJ 1010/1018/1020/1022 – 40 nos.
LAN components – Dlink/HCL 16/24 port switches - 4 nos.
CCTC – DVR with 8 cameras

4. Validity of the contract: The period of contract shall be for a period of One Year from the date of issuance of commencement letter which may be renewed /extended for another year after review of the work performance at the sole discretion of MMTC on the same rates and terms & conditions.

5. Eligibility conditions

- a. The bidder shall have an experience of at least 3 years or more in Govt. Deptt./PSUs/MNCs, etc. in the relevant field. Copy of the work order/Completion certificates should be submitted failing which, tender would be liable to be rejected.
- b. Copy of GST/Service Tax Registration Certificates should be submitted. In case of exemption from service tax or any other tax, certificate to this effect has to be submitted.
- c. Copy of PAN card should be submitted.
- d. In case the party is registered with Ministry of MSME/ its authorized agencies, it is required to submit registration certificate and store details in addition to above.

6. Performance Security:

- a. The successful bidder is required to deposit an amount of Rs.10,000/- as interest free performance security deposit in the form of Demand draft drawn in favour of “MMTC LIMITED” payable at CHENNAI, within 15 days of awarding contract.
- b. Performance Security will be returned after completion of performance obligations of the Service Provider. No interest is payable on this amount.

7. Submission of Tenders: - All interested service providers are requested to submit their sealed tenders with envelope superscribed “**AMC for Computers, Printers & LAN**”

- a. The bids should be dropped in the Tender Box kept in our office on 2nd floor Chennai House, No.6, Esplanade, Chennai-600 108 on or before **1500 Hrs.** of 11th May 2022.
- b. No cutting or overwriting in the tender form shall be acceptable.

8. Bid opening

1. Bids shall be opened on 11th May 2022 at 1600 **Hrs.** in the presence of authorized representatives of bidders who wish to be present at the time of opening of bids.
2. Late/delayed tenders due to any reason, whatsoever, shall not be accepted under any circumstances.
3. The Tender should remain valid for a period of 90 days from the date of opening of PRICE BID.
4. **The rates should be inclusive of all charges and applicable taxes.**
5. The rates should include the cost of the material, labour charges, transportation of material to and fro from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected /defective/ surplus material etc. shall have to be arranged by the Service Provider at his own risk and costs. Any material brought inside or to be taken out of the premises shall have necessary prior permission to do so.
6. No increase in the rates shall be given during the contract period.

9. Payment Terms -

1. The AMC charges will be paid on monthly basis, on completion of the month. The Service Provider shall submit their monthly bills within a period of two weeks from the date of execution.

2. Payment will be made through e-payment mode only. For ensuring e-payment, the service provider would complete all formalities in regard to payment through electronic mode. The payment would be made after deducting necessary taxes applicable, if any.

10. Terms & Conditions

1. All the tenderers are requested to read and understand the terms and conditions of the contract before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by MMTC.
2. As a token of acceptance all pages of the tender offer must be signed and submitted along with the technical bid..
3. MMTC is not bound to accept the lowest Tender and reserves the right to reject any or all the Tenders in full or partly, without assigning any reasons whatsoever.
4. Any dispute or difference whatsoever arising between the parties out of or relating to the repair and maintenance, meaning , scope , operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration & Conciliation Act – 1996 as amended upto date, shall apply to such arbitration proceedings.
5. The successful tenderer shall not sub-let the part or complete work without written permission of MMTC. The Service Provider is fully responsible for the work if awarded to him.
6. In case of non-completion or delay in completion of the assigned work or non removal of defects in time, MMTC shall be free to appoint another agency to get the job done at the Service Provider's risk and cost.
7. The Service Provider shall also ensure that no labour below the age of 18 years is employed by him for the above mentioned jobs.
8. The Service Provider shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which create inconvenience on the part of a person working in the Office.
9. The Service Provider shall have to make his own arrangements for storage of material required for the job.
10. The Service Provider shall be responsible for the safety of all items of furniture, office equipment and other fittings provided in the premises and shall be liable to make good of any loss to the same if damaged during the execution of work which shall be recoverable from his monthly bill or the security deposit or any other dues payable to the contractor by the company.
11. The Service Provider shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the Service Provider team or any person engaged by him for any purpose related to the execution of this contract. The Service Provider shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.

For MMTC Limited

**Ad.General Manager(Systems)
Essar House, 6, Esplanade
Chennai – 600 108**

ANNEXURE-A

BID for Annual Maintenance Contract of Computers & Peripherals

1) Name:

2) Address with Telephone, Fax and E-mail:

3) PAN (Attach copy) :

4) Registration Nos. of the tenderer (GST / Service Tax) (Attach copies)

6) Details of Major client (s) to whom, provided Service, during the past three years :-

S.No.	Name & Address of the Company	Name & Phone No. of the Nodal Officer	Period of Contract	Contract Amount

Pls enclose Copy of the work order/Completion certificates.

7) Signed copy of the tender document

8) Total Annual Maintenance charges :

(Break-up of charges / taxes etc may be provided in a separate sheet)

Signature:.....

Name:.....

Seal:.....

DATED:.....