

**THE MYSORE PAPER MILLS LIMITED**

PAPER TOWN, BHADRAVATI – 577302  
KARNATAKA STATE, INDIA

TELEFAX: 0091 – 08282 - 273002  
08282-270201-208 (8 lines)

Tender No: MPML/FIECRIT/ 22-0066 DATED: 17-03-2023

**Name of Work:**

**Annual Maintenance Contract (AMC) of Computers / Servers /CCTV/Laptops/  
Networks for the period 2023-24 ( 12 months)**

Due date of receipt of offers 03-04-2023 up to 16 Hrs  
Dept: IT & EG

- Enclosures:**
- 1) INVITATION FOR QUOTATION FOR THE WORK
  - 2) Annual Maintenance Contract (AMC) of Computers / Servers / Network
  - 3) For the period 2022-23 ( 12 Months) PART-I
  - 4) List of PCs Covered for AMC 2022-23 ( 12 Months) (PART-I)
  - 5) Pre-Qualification for AMC of computers for the period 2022-23 (12 months)
  - 6) Tender document (Technical part and other conditions) PART-I

Issued by AGM Projects, PB, CE & TS)  
The Mysore Paper Mills Limited, Paper Town  
Bhadravathi-577303

Name of agency / Address with signature of the Tenderer

### Events of Tender. ( PART-I)

1. Name of work : Annual maintenance of Computers / Servers/ Net work for the year 2023-24 at The Mysore Paper Mills Limited, Bhadravathi
  
2. Tender No : **Tender No : MPML/FIECRIT/ 22-0066 dated 17-03-2023**
  
3. Date of commencement  
Of downloading tender document : 17-03-2023
  
4. Last date of submission of offer  
document : 03-04-2023 16 Hrs
  
5. Date of Opening of tender : 05-04-2023 16 Hrs
  
6. EMD to be paid  
Along with the Offer : To be paid as per the Tender documents  
Rs: 12500/- as per e-portal
  
8. Contact person for enquiry  
for technical details : Manager (ITEG) TV Srinivasa Rao  
(M) 9483307241
  
9. Contact person for enquiry  
For tender details : AGM (Materials) Suheel Tanveer  
(M) 9008357744

**Part-I (Technical Bid)**  
**INVITATION FOR QUOTATION FOR THE WORK**  
Annual Maintenance Contract (AMC) of Computers / Servers / Networks for  
the period 2023-24

**Tender No : MPML/FIECRIT/ 22-0066 DATED: 17-03-2023**

Dear Sirs;

1. Tender is invited thro' e-portal from the bidders for the work of Annual Maintenance Contract (AMC) of Computers / Servers / Networks for the period 2023-24 as detailed in the following pages in single cover system, Both technical and price bid will be opened on the same date as prescribed in the e-portal date.

**2. Validity of Tender:**

The offer shall remain valid for a period not less than 90 Days after the dead line for submission of offer.

**3. Evaluation of quotations:**

The purchaser will evaluate and compare the quotation determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.

3.1 The evaluation will be done including all tax. If the tenderer has not included the tax in their quotation for the item rate, and has also not indicated the rate of tax applicable, the quoted rate will be treated as though it is inclusive of the tax and no extra payment for tax will be made.

3.2 The evaluation would be done individually for all the items both Technically and commercially and not on all the items put together. Item wise L-1 quoted rates will be considered for award of contract. Hence agency has to agree for splitting the contract among the bidders item wise. The Tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non – responsive.

**4. Award of contract:**

4.1 Purchaser will award the contract to the agency who is technically acceptable and recommended by the user department as per para 3.2 above.

4.2 The purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in part I ( List of PC's/ laptops/ servers) by 25% without any change in the unit price or any other terms and conditions.

- 4.3 The purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the purchase order.
- 4.4 Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- 4.5 Payment shall be made after the delivery of the goods and their acceptance by the bill certifying authority.
- 4.6 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotation at any time prior to the award of the contract.

**5. Last date and time of receipt of quotations:**

You are requested to submit your on line offer thro' e-potal only as per the dates shown in the e-portal.

Scope of work for AMC of computes/ Severs / Net work 2023-24

**6. Quantity:** As per List of PC's Format

**7. Work Execution Location:** At MPM's site.

**8. Inspection :** Inspection by MPM officials at MPM's site.

**9. Work Completion Time :**

You are required to complete the above work within one years period or as per work schedule given to you by the bill certifying authority.

**10. Transportation :**

To and Fro Transportation of items and manpower required to carryout the work detailed above is in the scope of the tenderer.

**11. Guarantee:**

The work done by you shall be guaranteed against defective workmanship / defective materials for a period of 12 months from the date of putting into service. Any defects developed during the guarantee period shall have to be rectified by you free of cost.

## 12. Quoted price :

- 12.1 The Tender shall quote for items in the Price Format by considering the scope of work, terms & conditions etc.,
- 12.2 All duties, Taxes and other levies payable by the tenderer shall be separately mentioned and quote the unit price.
- 13.3 The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- 13.4 Rates for supply of partial quantity of an item is not acceptable.

## 13. Bill Counter Signing / Certifying authority:

Sr Manager(IT & EG) or any other officer duly authorized by them shall be the bill Certifying authority. Payment will be made on monthly basis after certifying by the concerned officer agency to submit their Invoice in Triplicate containing the details of the work done. The exact format of the report will be given by MPM

## 14. Penalty for delaying the maintenance work :

- 14.1 The agency shall be able to restore the servers / computers systems within two hours from the time of informing them about the non-availability of service of any computers / servers, which are located at various locations of MPM Bhadravati and connected through Local Area Net work (LAN). These computers & servers may be located either at factory premises or at township premises. If the agency fails to restore the facility as detailed here, then a penalty charges will be levied on the agency and will be recovered from their bills as per following norms.
- 14.2 With regard to the decision about the duration & amount of penalty, type of penalty i.e., Production loss or Non Production loss, MPM's decision is final and binding on part of the agency.
- 14.3 If MPM comes to know that the agency has given **sub contract** then the AMC will be terminated.

## 15. GST

The Quoted rates shall be exclusive of GST applicable from time to time. The new Finance Bill GST is effective from 01-07-2017. The applicable GST to be indicated separately in the offer, otherwise , the amount indicated in the offer is considered inclusive of GST. The agency to provide PAN no . If not provided 20 % Bill amount will be deducted at source.

## 16. Warranty

The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the State.

## 17. Performance Security

17.1 Within 21 days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 10% of the Contract Value, valid up to 60 days after the date of completion of performance obligations including Warranty obligations. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected/replaced material shall be extended to a further period of 12 months and the Performance Bank Guarantee for proportionate value shall be extended 60 days over and above the initial Warranty period.

**OR**

10% of the running bill amount will be deducted as performance / Security deposit.

17.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

17.3 The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:

a) A Bank guarantee, issued by a nationalized/scheduled bank in the form provided in the tender documents or another form acceptable to the Purchaser; or

b) A cashier's check or Banker's certified check, or crossed demand draft or pay order drawn in favor of the Purchaser.

17.4 The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any Warranty obligations, under the Contract.

17.5 In the event of any contract amendment, the Supplier shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract as amended for 60 days after the completion of performance obligations including Warranty obligations.

Financial Compliance documents to be submitted by the Agency

Financial Compliance Certificates / documents to be submitted by the agencies while quoting against the above said enquiry / tender and also while accepting the work order against the above said enquiry / tender for the said work.

Sl. No:	Name of the document	Details of the Document		Remarks
		Document Number	Document Date	
1	Permanent Account Number of the Company (PAN).			
2	Central Sales Tax (CST) Number			
3	GST Number			
4	ESI Code No:			
5	P F Code No:			
6	Turnover from 2019 to 2022			

Note: If PAN is not provided, 20 % amount from the bills payable to the agency will be deducted as Tax Deduction at Source (TDS)

**Signature of the Tenderer**

Address

Mobile No: