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3/5/2021

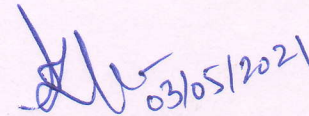
Dated - 03/05/2021

TENDER NOTICE
INCOME TAX OFFICE, AMRITSAR

Proposals cum sealed quotations are invited from Firm/Company for Annual Maintenance Contract (**without SPARE PARTS/ for hiring the services of one engineer only**) to maintain the Non-critical equipment i.e. PCs, Printers (Laserjet, Inkjet, All-in-one etc.), UPSs (500/600/1000 VA) etc. for Office of the CCIT, Amritsar, Regional Computer Center of Income Tax, Amritsar and ITAT, Amritsar.

1. The quotation shall be divided into two parts, sealed separately,
i) Technical Bid - details about the vender.
ii) Financial/ Price Bid - Quotation for AMC.
2. The Tender Form along with basic terms and conditions can be downloaded from the Portal of Income Tax Department and the same should be submitted along with a crossed Demand Draft of Rs. 500/- (non- refundable) in favor of Chief Commissioner of Income Tax, Amritsar, payable at Amritsar. Quotation without said Demand Draft will be rejected.
3. The last date of submission of Tender is **18.05.2021, 05:00 PM.**
4. The Technical Bids will be opened on **19.05.2021 at 03:00 PM** in the presence of venders by the Committee for Annual Maintenance Contract.

Note:- The contract shall be awarded after ascertaining the feasibility and technical evaluation by the competent authority. The competent authority has the right to reject any / all the tenders without assigning any reason.


03/05/2021

AJAY KUMAR
Joint Director (Systems), Income -tax,
Amritsar.

TERMS & CONDITIONS TO PARTICIPATE IN THE TENDER PROCESS
(Please read the Terms & Conditions carefully)

1. The quotation shall be divided into two parts, sealed separately,
 - i) **Technical Bid - details about the vender along with prescribed Proforma.**
 - ii) **Financial/ Price Bid - Quotation for AMC.**

2. Firm/Company who meet the following conditions should submit quotations only:-
 - I) Only Registered Partnership firm, Proprietary Firm or company are eligible to participate in the Tender Process.
 - II) The Firm/Company should have the experience of Maintenance Services of computer related hardware in any of the last 3 calendar years (2018, 2019, 2020), of one year duration or more, for a single reputed client/ organization for at least 50 Personal Computers; and
 - III) A satisfactory performance certificate is submitted from the client referenced to in I) above.
 - IV) Party should be able to maintain computers and other hardware at Office of the Chief Commissioner of Income Tax, Amritsar.
 - V) Vendor should be ready to depute One well qualified Hardware Engineer (minimum qualification of +2 with Diploma in Hardware Engineering from Government recognized Institute/College/ University) at Income Tax Office, Amritsar. Documentary proof of qualification and work experience of the engineer should be attested & should be attached with the Tender Form. Applicant is liable to submit a certificate/undertaking with the Technical Bid regarding genuinenes of certificates of qualification & experience etc. in respect of his engineer.
 - VI) All relevant/above documents in original should be produced before the relevant competent authority of Income Tax Department, Amritsar by the finally selected firm/ company after the opening of the financial bids. Allotment of AMC to the firm subject to cross verification of the same documents.
 - VII) Vendor should be a dealer or service provider of IBM/HP or any other such level reputed Company.
 - VIII) Vendor should be having GST Number & PAN and an Income Tax Return filer & proof of the same should be attached. Copies of Income Tax returns of last three years should be attached.
 - IX) Vendor should be ready to deposit 10% of Total AMC Amount in the shape of Bank Guarantee.

3. All other General terms & conditions in respect of AMC/AGREEMENT will be finalized later on, i.e. after awarding of Contract.

Note:- The contract shall be awarded after ascertaining the feasibility and technical evaluation by the competent authority. The competent authority has the right to reject any / all the tenders without assigning any reason.

PROFORMA

(Please read the Terms & Conditions carefully)

1. Name of the Bidder :
2. Status (Firm/ Proprietary Firm/Company) :
3. Date from which in existence :
4. GST Number (attach proof) :
5. Are you Income Tax Assessee?
If Yes (attach copy of the PAN Card and copies of Returns of last three years)
6. Are you authorised dealer of any :
reputed brand?
If yes (attach proof) : Brand Name Year
7. Qualification of the Service Engineers :
(attach proof)
8. Can you provide Resident Engineers at Amritsar : (Yes/No)
9. Whether already having any Maintenance Experience/Service Provider in Govt/Public
Sector/Reputed Organization : (Yes/No)
If yes :-
 - a) Name of the department/ Organization :
 - b) Amount of Maintenance Cost/Service Cost :
 - c) Details of the hardware serviced (PCs, UPSs & :
Printers) (In number only)
 - d) Period : From To
 - e) Also attach service satisfaction certificate of the Officer In-charge of the
department/ organization regarding service performance.

It is certified that I have read and understood terms and conditions of the contract and shall abide by the same.

(Authorised Signatory with Seal)

(Use extra sheet, if required)