



Government College of Engineering

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No. GECA/Data Center/2019-20/ 3839

Date 30 NOV 2019

To,

GECA Notice Board / GECA WEBSITE

Sub: - Quotation for the Hardware Maintenance Service Agreement

Dear Sir,

You are requested to send yours competitive quotations for the following Service.

Terms and Conditions:

1. The rates quoted should be valid for one year from the date of acceptance of contract with terms and conditions.
3. Applicant / Contractor / Bidder must have Minimum 5 years experience in Hardware of PC/ Desktop /Server/ Laptop The bidder Should enclose work order submit with this quotation.
4. Proof of registration with sales tax, company pan, company registration, GST certificate are essential and copies of the proof should be submitted
5. The Applicant / Contractor / Bidder should have local office within a radius of 10 kms from our college. Proof of the same should be submitted.
6. The Applicant / Contractor / Bidder should not be black listed by any PSU Banks/Govt. organizations. Self declaration should be submitted by the authorized official of the company.
7. The quotation should sign each and every paper of the quotation document.
8. The tenderer shall submit the income tax returns for the last 2 financial year.
9. Detailed specifications of the articles you intend to supply should be given.If not according to the specification, laid down here under.
10. Quotation should be valid for Twelve months.
11. No advance shall be paid and No part payment shall be made.
12. The service should be provided by you 7 days from the date of order.
13. The Payment will be release on quarterly basis (03 months) subject to satisfactory performance report from the concern Head of the department
14. **Bid Security / Earnest Money Deposit (EMD):**
 - (a) The Service provider is required to submit with quotation Earnest Money Deposit (EMD) of Rs.50000/-. The EMD should be in the form of Demand Draft issued from any Nationalized Bank / Scheduled Bank drawn in favour of Principal ,Govt. College of Engineering, Aurangabad payable at Aurangabad
 - (b) The Service provider quotation found without EMD as above, shall be summarily rejected.
 - (c) The earnest money shall be refunded to the unsuccessful Service provider after finalization of the contract. It shall be refunded to the successful Service provider on receipt of the performance security deposit.
 - (d) No interest shall be paid on the Security Deposit / EMD.
15. One service engineer should appointed full time for maintenance purpose. Service provider will not be given any relaxation in this matter Any damage or loss caused by maintenance persons to the institute in whatever form would be recovered from the Service provider.
16. Any damage or loss caused by maintenance persons to the institute in whatever form would be recovered from the Service provider.

17. Quotations should be in sealed cover and subscribed as "Quotation for Data Center Department" due on :07-12-2019, at 5 P.M.


18. Service does not to the specifications or it is not found satisfactory, your service/order will be cancelled immediately

19. Quotations not complying with the above conditions and incomplete one will not be considered.

20. Right to reject any or all the quotations rights with the undersigned.

Sr. NO.	Specification	Period of Agreement	Remark
01	<p><u>Hardware Maintenance Service Agreement to Include –</u></p> <ul style="list-style-type: none">• During the Contract period one experienced and qualified Engineer/ Technician who can deal with handling of sophisticated PC / Desktop / Server / Laptop Hardware equipments technically and manually is to be posted for during working hours on all working days and also supported by 24*7 on call maintenance during emergency.• During the office hours these representatives will not be allowed to attend any outside calls and will report to which will guide and control his/her/their working.• Technical support for existing work.• The Service Engineers should maintain Log Registers for all calls attended Pending issues/preventive maintenance records and details• The deputed Engineer(s)/ Technician should have sound, experience in software and hardware and 01 years experience of maintenance in AMC items.• The Contract proposed is of Non comprehensive nature.• Proper call desk should be maintained, and if necessary a person be posted for this work also. If necessary customized software could be utilized for fault reporting and rectification and a PC could be provided exclusively to the Engineer/ Technician for this purpose.• Perform routine maintenance on equipment and determine the type of tools needed for repair.• Update existing computer equipment so that it will work with new software.• Maintain knowledge of computer engineering trends and new technology.• Control operations of equipment and systems.• Generate equipment and technology to serve user needs.• Troubleshoot causes of operating errors.• Active learning and critical thinking skills.• Strong work ethic.	12 Months	

Yours faithfully


Head Computer Science Dept.
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