

**TENDER FORM FOR AMC ON COMPUTER  
PERIPHERALS INSTALLED HEADOFFICE  
& BRANCHES OF THE NILAMBUR CO-OP  
URBAN BANK**

ISSUED TO -----

**SCHEDULE OF TENDER EVENTS**

A	LAST DATE FOR SUBMISSION OF COMPLETED TENDER FORMS	16.03.2019	05 P.M.
B	DATE OF OPENING OF BIDS	25.03.2019	11.A.M
C	<b><u>VENUE:</u></b> HEAD OFFICE, NILAMBUR COOPERATIVE URBAN BANK LTD., NILAMBUR.		

## **CRITERIA FOR THE ELIGIBILITY OF BIDDERS & REFERENCES**

The bidding is open to all qualified Bidders who fully meet the following qualifying requirements.

1. The bidder must be a reputed commercial entity Firm having TIN/KVAT Registration/Income tax Registration (PAN). And/or other statutory registration as may be applicable, copies should be submitted.
2. The bidder should be a manufacturer /dealer of computer related equipments for the last 5 years with a minimum annual turnover of Rs.0.5 core for at least one year during the block of immediately preceding three financial years (2013-14 to 2017-18).
3. The bidder should have bagged /successfully implemented a minimum of 3 numbers AMC orders of which at least one should be for a contracted value of minimum Rs. 3 lakhs each year in Kerala, during the last 3 years. The bidder should produce details of the Supply Order such as customer's full address with contact details for our perusal.
4. The bidder must have previous experience in maintaining hardware and network systems in Govt. organization/PSUs /Banks preferably Co-operative Urban Bank segment in Kerala during the block of last five financial years (i.e. 2012-13 to 2017-18). Copy of minimum one such order (bagged during the block of aforesaid three years) from the aforesaid categories of institutions should be furnished.
5. The bidder should have office setup at Kerala with representation in Malappuram / Palakkad/ Thrissur/Kozhikode Districts. Also they should have capability to provide a dedicate service person for NCUB Maintenance Service.
6. Evidence that the bidder has the necessary technical skills, technical staff and financial resources to perform the contract.
7. The bidder should provide and attach a signature verification duly attested by a reputed audit firm/chartered accountant &/or a reputed bank confirming the designation and signature of the signing authority on behalf of the firm.
8. The Period of AMC contract shall commence from 01.04.2019 for a period of 12 months ending 31.03.2020.
9. Visits of preventive maintenance: your Engineer shall visit once in three months for the preventive maintenance of computer peripherals which shall include the complete cleaning with dust cleaner and the functional checking of equipment's. The service Engineer should submit the PM report to the custodian without failure.
10. Substitution of Equipment's: Any equipment which shall be taken from the premises for repair only after the substitute arrangement is made and the proper receipt with serial number of the item should be given to the custodian. If the smooth functioning of institution is blocked due to the delay in making the substitute arrangement the tenderer will be penalised.
11. Payment of AMC charges
  - a) Method: The Payment to the contractor shall be made by E Payment mode. Tenderers are requested to furnish Bank details such as A/C Name, Bank Name, and Branch Name IFSC code with a copy of recently cancelled cheque leaf.
  - b) Mode: AMC charges shall be paid in regular Quarterly intervals only after the completion of PM activity in different locations and submission of proper reports.

c) Deductions: All Taxes like income Tax, sales Tax and any other Government Taxes applicable during the currency of contract shall be deducted from the contractors running bill.

**12. The details of Tenderer should be given in Annexure A. The Bid commercial for computer peripherals should be quoted in Annexure B.**

13. The selected Bidders shall receive the acceptance letter from Bank and should submit the mutually agreed AMC agreement.

14. The bidder should provide the list of not less than 5 references along with details such as name, designation, address (both postal as well as email) & telephone number of contact person along with the value of contract in the format specified below.

Sl. No.	Name, designation, address (postal as well as e-mail) & telephone number of the contact person	Details of equipments and numbers (servers, PCs, laptops, printers, other peripherals)	Period of Contract Contract Value ( in lakh)
1			
2			
3			
4			
5			

All the above details are mandatory to prove the eligibility conditions of the bidder, and should be supported with copies of documents concerned. These details form an integral part of the bid.

**Annexure A**

**APPLICATION - TECHNICAL BID**

1. For service maintenance / repair of various rating of Computer Peripherals installed in the Ho & Branches Nilambur Co Operative Urban Bank
2. Name of Tendering Company  
Firm/Agency/dealer/distributor  
(Attach certificate of registration) :
3. Name of proprietor / Director  
of Company / Firm /agency :
4. Full Address of Reg. Office :  
  
Telephone No. :  
  
FAX No. :  
  
E-Mail Address :
5. Full address of Operating/  
Branch Office :  
  
Telephone No. :  
  
FAX No. :  
  
E-Mail Address :
6. PAN / TIN number number :  
(Attach self-attested copy)
7. VAT/Service Tax Registration No :  
(Attach self-attested copy)
8. Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.

## Annexure B

### Bid commercials for computer peripherals

SL.No	Item	Company	Numbers	Total Number	AMC Date	AMC Period	AMC Amount
1	PC With Monitor and Servers	Acer + HCL	121	125	01/04/2019 to 31/03/2020	12 Months	
		Acer 2 way Server	1				
		HP Tower Server	1				
		Bull Server	1				
		Acer Altos G320	1				
2	Printers	TVS 80Columns	51	94	01/04/2019 to 31/03/2020	12 Months	
		Laser Printr(Brother HL 2250DN)	1				
		Laser Printr(Canon LPB6300)	1				
		TVS 132 Column	23				
		TVS Speed 40 Plus Passbook	7				
		TVS 240 Star	11				
3	Scanner	Canon LiDE 110 & 120	8	25	01/04/2019 to 31/03/2020	12 Months	
		HP 2410	17				
4	PC With Monitor	Aecr	6	6	01/10/2019 to 31/03/2020	6 Months	
<b>Total</b>				<b>250</b>			
	Monitor		35				

DECLARATION

1. I, -----Son / Daughter / wife of Shri -----  
-----Proprietor / Director/ authorized signatory  
of the agency / firm. Mentioned above, is competent to sign this Declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the tender for the maintenance repair of various rating of computer peripherals and UPSs installed in the Head office and branches of The Nilambur Co Operative Urban Bank and to undertake to abide by them;
3. The information / documents furnished along with the above Bid are true and authentic to the best of my knowledge and belief. I/we, well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage beside liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Date:

Place:

Seal