



**KENDRIYA VIDYALAYA NAVAL STATION KARANJA**  
*At & Post : Naval Station Karanja, Tal- Uran, Dist Raigad,*  
*Pin- 400704 Phone No. 27222132 & Fax 27224298*

F: 2717/AMC/2010/Karanja/Admn/

Date: 15.01.2011.

To

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**Subject : "Invitation for sealed Quotations for Annual maintenance Contract for various brands of Computers, Printers, UPS, maintenance of LAN, system security and deployment of a qualified computer Engineer.**

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. You are invited to submit your most competitive quotation for following works as per Schedule 1 of the Model Maintenance Agreement attached with this letter.

- I. Maintenance of Hardware, Software and system security of about **54** computers connected in LAN, **03** printers of different make and **25** UPS of different make. (Detailed description is enclosed)
- II. Maintenance of LAN including revival of non functional nodes, addition and / or deletion of fresh nodes on need basis and relaying of LAN on need basis.
- III. Deployment of one qualified Engineer, possessing graduation degree and three years Diploma on Computer Hardware/Software or equivalent from a reputed institution and a minimum of five years of experience of the above /work related work, on all working days from 8.00 a.m. to 2.10 p.m. in the office from Monday to Saturday.( except holidays)

### 3. Bid Price:

- a. The AMC shall be for various brands of Computers, Printers, UPS, installed in KVS, as described in Schedule I of the Model Maintenance Agreement. The bidder may quote rate for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. The Bid price however shall include cost of all the items indicated in para 2.
- b. The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation:
- c. The prices should be quoted in Indian Rupees only;
- d. Each bidder shall submit only one quotation.
- e. Telex or Facsimile quotations are not acceptable.

### 4. Validity of quotations:

The quotation shall remain valid for a period not less than 60 days after the deadline specified for submission of quotations.

### 5. Earnest Money:

An amount of Rs. 10% of total amount shall be deposited as "Earnest Money" along with the quotation. The Demand Draft shall be drawn on '**KENDRIYA VIDYALAYA KARANJA**' payable at SBI, URAN BRANCH. Quotation without the earnest money shall be rejected. The earnest money shall be retainable for a maximum period of three months after the opening of quotation after which it will be returned for unsuccessful bidder/s. No interest shall be paid thereon.

### 6. Evaluation of quotations:

This office will evaluate and compare the quotations determined to be substantially responsive i.e., which are;

- a) properly signed, and
- b) confirm to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity / value of any one or more item(s) would be treated as non-responsive. The office will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

### 6. A Sale of Tender/quotation form

The tender/quotation form may be received directly from The Principal Kendriya Vidyalaya, Karanja of this office on submitting the Demand Draft /cash of Rs.100/- in favour of **Kendriya Vidyalaya Karanja** payable at **SBI, URAN** Branch on all working days from 9.00 a.m. to 1.30 p.m. The tender/quotation form may also be downloaded from the KVS website and demand draft as above may be enclosed along with the tender form failing which the tender/quotation will be rejected.

**7. Experience:**

The agency desirous of submitting quotation must have an experience of carrying out similar / related work in at least three government / autonomous bodies / PSUs in the last five years. The addresses and the telephone numbers of the client organization shall be submitted along the quotation.

**8. Award of contract:**

The Competent Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

- (a) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiry of the quotation validity period:
- (b) Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

9. You may visit the office to see the hardware from 09.00 a.m. to 01.00 p.m. during working hours from the date of publication of the tender notice up to 21 days.

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

You are requested to submit the sealed quotations in the Tender Box by 31/01/2011 super scribed on the envelope as **“Quotations for Annual Maintenance Contract (AMC)” for various brands of Computers, Printers, UPS: maintenance of LAN; system security and deployment of a qualified computer Engineer**, within 21 days from the date of publication of tender notice. The quotations will be opened at on the same day.

We look forward to receiving your quotation and thank you for your interest in the KVS

**Yours faithfully,**

**Signature :**

**Name : (Dr.I.P.SINGH)**

**Designation : Principal**

**For & on behalf of  
Kendriya Vidyalaya Sangathan**

**FORMATION OF QUOTATION**

S I No	Description of equipment along with specification or Maintenance of LAN or Deployment of Engineer	Machine Sl. No #	Unit Rate (Rs.) in Figures	Unit Rate (Rs.) in words	Tax es if any	Total amount with out tax	Total Amount with taxes
1	<b>Description at end of Document.</b>						

# **As indicated in Schedule I of the Model Maintenance Agreement.**

Gross Total Cost Rs.....(in figures)

(Rs.....(in words)

We agree to have Annual Maintenance Contract of the above items in accordance with the technical specifications and Model Maintenance Agreement for a total contract price of Rs.....(in figure (Rs..... (in words) for the period specified in the Invitation for Quotations.

(Bidder)

Name :.....

Signature :.....

Date :.....

### Description of Machine

SI.No	Description of equipment along with specification or Maintenance of LAN or Deployment of engineer	Machine SI.No.	Unit Rate (Rs.) in Figs	Unit Rate (Rs.) in Words	Taxes if any	Total Amount without Tax	Total Amount with Tax
3	Zenith Computers [Make 2003] PIV, 2.8GHz, 128 MB RAM [Qty.03]	KVK/2003/21 To KVK/2003/23					
4	Zenith Computers [Make 2004] PIV, 2.8GHz, 128 MB RAM [Qty.10]	KVK/2004/24 To KVK/2004/33					
5	Zenith Computers [Make 2006] PIV, 2.8GHz, 128 MB RAM [Qty.6]	KVK/2006/34 To KVK/2006/40					
6.	HCL Computers [Make 2007] Pentium D, 2.8 GH, 512 MB RAM [Qty. 06]	KVK/2007/41 to KVK/2007/46					
6.	Zenith Computers [Make 2008] P. Core 2 Deo, 1.6GHz, 1GB RAM , 160 HDD [Qty.29]	KVK/2008/47 to KVK/2008/75					
5	Printer [Qty. 03] {HP Leaser Jet 1020, 1022, 1160}						
6	UPS 600 VA [Qty. 25] Intex , Microtech & Powercom						

### Summary :

**Total Computers : 54**  
**Total Printers : 03**  
**Total UPS : 25**