



**CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI),  
A-2, 1<sup>st</sup> Floor, Toshali Bhawan, Satya Nagar,  
Bhubaneswar, Pin : 751007,  
Telephone No – 0674-2573310**

**TENDER CALL NOTICE**

**Tender Ref. No. CMGI/ PCU/ AMC-IT Materials/2022/825/1537, Dated.21/11/2024**

Sealed tenders as per the prescribed format are invited from Firms/Agencies for AMC of IT/non-IT materials / equipment installed in various locations of CMGI for a period of one year. The bidders are requested to visit CMGI and verify the equipment before submission of the tenders.

**Amendment of Tender:** In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document, and the updated version on the web (up to **6.00 P.M. on 03.12.2024**), the web-version will prevail. At any time prior to **03.12.2024**), the Procurement & Contracting Unit, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site [cmgi.org.in](http://cmgi.org.in) and will be binding on the bidders .

Start date of on-line issuance of Tender Document in <a href="http://cmgi.org.in">http://cmgi.org.in</a>	21.11.2024
Last Date For Submission of Tender	05.12.2024, 5.00 PM
Opening of General & Technical Bid	05.12.2024, 5.10 PM
Opening of Financial Bid	05.12.2024, 5.20 PM

By Orders of Executive Director, CMGI

**Scope of Work :** The selected agency has to provide AMC services (without spares) of the IT and Non-It materials installed in various locations of CMGI for a period of one year. The brief specifications of the materials to be covered under AMC are mentioned in the following table. The bidders are requested to visit CMGI and verify the equipment before submission of the tenders.

Sl. No.	Materials to be covered under AMC	Description
1	IT materials	Desktop Computers = 100 nos Laptops = 30 nos. Printers= 30 nos. Xerox machine = 03 nos. Scanner = 03 nos. NAS (12TB) = 05 nos. NAS (32TB) = 02 nos. NAS (100TB) = 01 nos.
2	Online UPS	APC 3KV- B21627000537 = 01 no APC 3KV- B21823007775 = 01 no APC 10KV- B21735009848 = 01no MICROTEK 2KV- 16CLNPOAA10427 =01 APC – 9S2127A90238 = 01no Elnova – EN3210656268 = 01no Consul Neo Watt – C1201849084257 =01
3	Inventor	LUMINOUS 3.5 KVA- 3CG915C1036464 =01 no LUMINOUS 3.5 KVA- 1CHB85C1002172 Microtek Inverters = 30 NOS

## Instruction to Bidders

### Terms and Conditions :

- 1) The agency has to attend any complaint within 24 hours of logging the complaint and the complaint should be addressed and rectified maximum within 48 hours (2 working days) of logging the complaint.
- 2) **Penalty** : In case of vendor failing above standards, a standby arrangement should be provided for serving the purpose till the machine is repaired. If the vendor fails to provide such an arrangement, penalty of 0.5% per day maximum upto 5% of the quarterly billing amount, will be deducted from the quarterly payment. If the bidder fails to resolve the issue within 10 days, the authority reserves the right to revoke the Performance Bank Guarantee.
- 3) **Termination of Contract** : In the event, the vendor is not able to rectify or replace the faulty equipment's within reasonable time, CMGI reserves the right to cancel the contract or under such conditions the decision of the authority of Centre for Modernizing Government Initiative (CMGI), Bhubaneswar shall be final.
- 4) In case there is requirement of replacement any spare part, then CMGI will either purchase the spare part and hand it over to the agency for replacement or on obtaining approval, allow the agency to procure the spare part and replace the same in the defective material (s).
- 5) The selected agency has to submit a performance Bank Guarantee with value of 5% of the work order value having validity of 18 months from the date of issue of the work order in the form of DD/ Bank Guarantee drawn in favour of the Executive Director, CMGI, payable at Bhubaneswar.
- 6) **Quarterly Payment**: Every quarter (3 months), the selected agency shall be paid 25% of the total work order value payment after successfully completion of the quarter.
- 7) There should be three envelopes, i.e., one big (main) envelope containing two envelopes (one containing the general and technical bid and another containing the financial bid). Financial bid should be submitted as per the financial bid format placed at the last page of this tender document. All envelopes should be properly pasted and reach CMGI on or before 05.12.2024, 5.00 PM.
- 8) Bidders are requested to submit financial bid exclusive of GST. GST shall be paid extra as per the Government norms.

**Eligibility criteria :**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting documents to be furnished along with the Technical Bid</b>
1	Should have experience providing AMC Services to any Government (State/Central/PSU/Private) organization. At least 2 (two) work orders/ agreement/ completion certificate/continuation certificate/ MoU to that effect should have been issued in favour of the bidder during last five financial years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25). Copies of the above need to be submitted.	Copies of at least 2 work orders/ agreement/ completion certificate/ continuation certificate / MoU from the previous authorities (clients).
2	The Registered / Local /Branch/ Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone/ Electricity Bill/ Rent Agreement)
3	The bidder should not have been blacklisted / debarred by any Govt. of India / State Govt. /PSU organization.	An affidavit of appropriate value in Non-Judicial stamp paper should be submitted to this effect by the bidder as per the prescribed format
4	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"><li>• PAN/TAN Number</li><li>• GSTIN :</li></ul>

**BID SUBMISSION CHECK LIST**

**(General and Technical Bid)**

<b>Sl. No.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>	<b>Page No.</b>
1	Copy of at least 2 (two) work orders/ agreement/ completion certificate/continuation certificate/ MoU to that effect should have been issued in favour of the bidder during last five financial years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25). Copies of the above		
2	Valid address proof of the office (Copy of the Telephone/ Electricity Bill/ Rent Agreement)		
3	An affidavit of appropriate value in Non-Judicial stamp paper should be submitted to this effect by the bidder as per the prescribed format		
5	PAN/TAN Number		
6	GSTIN		

## Financial Bid

**(Should be submitted in the letterhead of the bidder)**

<b>SL No</b>	<b>Materials</b>	<b>AMC services (without spares) of the following IT and Non-IT materials for a period of one year</b>	<b>Amount Quoted exclusive of GST (in INR)</b>
1	IT materials	Desktop Computers = 100 nos Laptops = 30 nos. Printers= 30 nos. Xerox machine = 03 nos. Scanner = 03 nos. NAS (12TB) = 05 nos. NAS (32TB) = 02 nos. NAS (100TB) = 01 nos.	
2	Online UPS	APC 3KV- B21627000537 = 01 no APC 3KV- B21823007775 = 01 no APC 10KV- B21735009848 = 01no MICROTEK 2KV- 16CLNPOAA10427 =01 APC – 9S2127A90238 = 01no Elnova – EN3210656268 = 01no Consul Neo Watt – C1201849084257 =01	
3	Inventor	LUMINOUS 3.5 KVA- 3CG915C1036464 =01 no LUMINOUS 3.5 KVA- 1CHB85C1002172 Microtek Inverters = 30 nos	
		<b>Total</b>	
<b>In Words :</b>			

Signature of the bidder with stamp