

**TENDER FORM FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTER/
PRINTER/EXTENDA/LAPTOP/UPS/SCANNER/PHOTOSTAT MACHINES etc. IN
MEWAT MODEL SCHOOLS.**

To,

Vice Chairman,
Mewat Model Schools Society,
Housing Board Colony,
Nuh, Distt. Mewat.

Dear Sir,

1. In response to the tender notice published in the daily newspaper in _____ and _____ dated _____ or at web site <http://www.mda.nic.in>. I/We submit herewith the tender form for Annual Maintenance Contract (AMC) of Computer/Printer/Server/Laptop/UPS/Scanner etc. in the Mewat Model Schools.
2. I/We have thoroughly examined and understood the terms and conditions of the tender and I/We agreed to abide by them in full.
3. I/We offer to undertake the AMC of Computer/Printer/Extenda/Laptop/UPS/Scanner/Photostat Machines etc. and quoted the rates inclusive of all taxes, freight etc. It is agreed that no additional charges would be payable to me/us.
4. I/We accept that the rates offered shall remain valid during AMC period i.e. for one complete year from the date of execution of agreement. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Society/Schools. The decision of the Society will be final and shall be binding on me/us.
7. As required by the terms and conditions of tender an amount of Rs. 20,000 /- paid by me/us as Earnest Money Deposit (E.M.D.) through Demand Draft (DD) of any Nationalized Bank payable at Nuh. Payment of EMD in any other form will not be accepted.
8. I/We agreed to undertake the AMC of Computer/Printer/Extenda/Laptop/UPS/Scanner/Photostat Machine etc. at location of office mentioned in final AMC order and as per the terms and conditions.

9. As per the terms and conditions, I/We are submitting my/our offer in sealed envelope.

10. We hereby declare that the entries made in this tender form are binding on me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri. -----
----- whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be given to the Vice Chairman, MMSS, Nuh.

11. I/We hereby take the responsibility of maintaining the all equipments' under AMC at their locations as per the terms and conditions mentioned in this tender form. The following documents duly filled in and signed are enclosed along with the tender.

Place :

Yours faithfully,

Date :

Signature of the Tenderer

Capacity in which signing :

Name and Address of the firm / tenderer :

Terms and Condition

1. Successful bidder/firm shall have to enter into an agreement.
2. Before signing the agreement, the equipment will be verified by the Engineer to see that it is in proper working condition.
3. Bidder/firm shall attend to such complaints, defects etc. as may be pointed out to them by the Principals during the contract period.
4. Preventive maintenance in every 15 days will be provided during the contract period.
5. This agreement shall not include replacement of spare parts.
6. In case of any break down, the Engineer will attend to the call on the same/following working day.
8. The payment will be made in four equal installments quarterly.
9. If bidder/firm fails to provide services on the same/following day, a penalty equals to the charges paid to service engineer hired by School/Society, will be imposed on them.
10. The bidder/firm will specify the make, model, name of company of the part replaced.
11. The Schools/Society can purchase the required spare parts from open market, if available at lower price.
12. The work shall be carried out in school campus. Only such work, which cannot be executed in the school campus shall be allowed to be done in the workshop of the firm and for that period, the firm has to provide a standby system so that work does not suffer.
13. In any case no system or any other item/part shall be taken out of the school premises without formal permission of the Principal. No transportation/freight charges on this account will be paid. The system or any other item/part taken into the workshop/market will have to be brought back within three working days extendable to one week in exceptional cases, failing which the contract will be cancelled and security money will be forfeited.
14. The tenderer should quote the rate comprehensive basis for all the systems/equipments (as per list at Annexure-1) and partial quote will be rejected summarily.
15. The agreement will be valid for one year to be extended for another on mutual consent.

Annexure-1

Sr. No.	Name of items	MMS Nuh	MMS Tauru	MMS Punhana	MMS F.P. Jhirka	MMS Nagina	MMS Hathin	MMSS Nuh	MMGS, K.Pur Ghati	Total
1	CPU	22	13	13	13	14	16	2	17	110
2	Monitor	38	19	13	19	14	16	2	17	138
3	Mouse	34	19	13	19	14	16	2	17	134
4	Key Board	34	19	13	19	14	16	2	17	134
5	Extenda	16	5	0	6	0	0	0	0	27
6	Printer HP L J-1505	0	1	1	1	1	1	1	0	06
7	Printer HP L J-1515	1	0	0	1	0	0	0	0	02
8	Printer HP L J-1010	0	0	1	0	0	0	0	0	01
9	Printer HP L J-1020	0	0	0	0	1	1	1	0	03
10	Printer HP L J-1008	0	0	0	0	0	0	0	0	0
11	PrinterHP-deskJet, F-370	0	0	0	0	0	0	0	0	0
12	Printer Samsung SCX 4828 FN	1	1	1	1	1	1	1	2	09
13	UPS Single Battery	0	3	0	1	0	0	1	17	22
14	UPS Double Battery	4	3	0	3	0	0	1	0	11
15	UPS Uniline (Four battery)	11	1	6	1	8	6	2	0	35
16	UPS four battery	0	0	0	1	0	0	0	0	01
17	Laptop	0	0	0	0	0	0	2	0	02
18	Printer EPSONTX700	0	1	0	0	1	1	2	0	05
19	Photostat Machine CANON with model No. IR 2018 N	1	1	1	1	1	1	0	0	06

Annual comprehensive charges Rs. _____ to be charged for AMC.

Signature of the Bidder