

The Haryana Pond and Waste Water Management Authority
 Bays No.39 & 40 (Basement), Block-B, Sector-4, Panchkula-134112
 E-Mail: ms.haryanapondauthority@gmail.com
 Website: www.hpwwma.org.in

NOTICE INVITING TENDER

Online tenders are invited in two stage bid system i.e., Technical Bid & Financial Bid for the Comprehensive Annual Maintenance of Printers/ Scanners, UPS & Computers of "The Haryana Pond & Waste Water Management Authority" as per details given below in Schedule - A:

Schedule – A

(Effective w.e.f. 12/04/2021)

S. No.	PARTICULARS.	REMARKS
1	Tender Notice Number	HPA/2019/ADMN/0024
2	Serial No. of Tender	12/04/2021
3	Subscribed No. of Tender	HPA/2019/ADMN/0024
4	Online submission of EMD, Tender fee & e-service Fee Option-1 through DD/FDR/Cheque	On or before 03/05/2021 up to 03:00 P.M.
5	Online submission of EMD, Tender fee & e-service Fee (combined together) Option-2 through DD/FDR/Cheque	On or before 03/05/2021 up to 03:00 P.M.
6	Online bid preparation & submission	Up to 03/05/2021
7	Physical Documents submission	Up to 04/05/2021 by 02:00 P.M.
8	Date & Time of opening of Technical Bids	On 04/05/2021 at 03:00 P.M.
9	Date & Time of opening of Financial Bids	To be decided later on.
10	Tender Fee: Through DD/FDR/Cheque	₹ 1000/-
11	Earnest Money Deposit (EMD) required Through DD/FDR/Cheque	₹ 5000/-
12	E- Service fee	As applicable while processing the Tender by firm.
13	Date & time of receipt of samples (if required)	N.A.
14	Rates to be kept valid for acceptance up to	04 months from opening date of financial bid.

A. Information to Bidders:

- The details of the EMD, tender document fee & E-service fee is required to be filled / provided at the time of online Bid preparation.
- Online Technical envelope – reference details of the Earnest money deposit, Tender document fee & e-service fee, instrument and scanned copies of supporting documents.

B. Brief Description of Work:

S/N	Name of the items	Quantity	Unit Rate inclusive of all taxes and charges (in Rs.) for a contract period of one year.	Total Amount inclusive of all taxes and charges (in Rs.) for a contract period of one year.	Date commencement of AMC
1.	Printers/Scanner				
	Canon C3530 A3 Color Printer	1			1 st July 2021
	Canon mf 735 C X A4	1			1 st July 2021
	Canon mf 240 Series Printer	3			1 st July 2021
2.	UPS				
	Numeric AX 1000 B	6			1 st July 2021
	Luminous (1KVA)	3			1 st July 2021
3.	Desktop Computers				
	<ul style="list-style-type: none"> CPU HP core i3/4GB Ram/1TB/18.5" 	1			04.10.2021
	<ul style="list-style-type: none"> CPU HP core i3/4GB Ram/1TB/18.5" 	1			04.10.2021
	<ul style="list-style-type: none"> CPU HP core i3/4GB Ram/1TB/18.5" 	1			04.10.2021
	<ul style="list-style-type: none"> CPU HP280/i5-7th Gen/8GB/1TB/18.5" 	1			21.11.2021
	<ul style="list-style-type: none"> CPU HP280/i5-7th Gen/8GB/1TB/18.5" 	1			21.11.2021
	<ul style="list-style-type: none"> CPU HP280/i5-7th Gen/8GB/1TB/18.5" 	1			21.11.2021

C. Specific Terms & Conditions/ Eligibility Criteria related to above Items:

- Contract period:** One year from the date of issue of contract.
- Payment terms:** Payment would be done on quarterly basis subject to rendering of satisfactory services.

D. Standard Terms and Conditions: -

1. **EMD:** - The firms are required to deposit Earnest Money as indicated above, failing which the tenders are liable to be rejected.
2. **Performance Security:** - The successful bidder shall be required to deposit Performance Security @5% of total final Contract value.

Other Terms and Conditions: -

1. All documents to be submitted by the tenderers with their offer should be self-attested in case the same are copies of original documents.
2. The Earnest Money of the tenderers will be forfeited to Govt. Account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rates or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
3. Bids through tendering process are invited from OEM or authorized service providers / dealers of respective items.
4. The authorized dealer should submit authority letter of their OEM to quote the rates for this particular tender failing which tender is liable to be rejected.
5. The final Bids of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The date and time of opening of the Financial bids will be intimated in the due course.
6. The offer without prescribed Earnest Money, Tender fee & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to decision by the Executive Vice- Chairperson, HPWWMA, Panchkula.
7. The quantities of items can be increased or decreased.
8. The rate quoted for maintenance by the bidder should include the cost of spare parts including the consumable items i.e., Toner, Drum, Developer etc.
9. PBG @5% of estimated amount valid up to two months beyond maintenance period.
10. The performance security deposit shall be released only after satisfactory completion of all contractual obligations.
11. EMD of the successful bidder shall be released on the receipt of performance security.
12. No advance payment shall be given to any agency on any ground whatsoever.
13. Preventive maintenance will be carried out periodically i.e., fortnightly. Complaints must be attended & resolved within 24 hours to the best satisfaction of the user. Failing which penalty of ₹ 200/- per day beyond 24 hours will be charged.
14. The replacement of parts / spares shall be borne by the firm at its own cost.
15. All service requests would be attended within 24 hrs., of making such request (holiday period excluded).
16. Dedicated telephone number/ email id would be provided by the bidder to attend to all service calls between 9 am to 5 pm.
17. If bidder fails to attend the breakdown within 24 hrs. after communication by this Authority telephonically or in writing, the Authority reserves the right to get the work done from other service agencies and recover the cost thereof from Annual Maintenance Contract entered with bidder.
18. Repair would be attended at site.
19. The successful bidder shall have to render the service satisfactorily and replace the genuine parts/ spares in the machines. In case the agency does not render satisfactory services or replace with the sub-standard parts/ spares, the Authority is at liberty to terminate the contract at any time during the period of contract after prior notice of 15 days.

Member Secretary,
HPWWMA, Panchkula

The detailed specifications of the items as mentioned in para-B of the schedule – A / NIT are as under: -

S/N	Name of the items	Quantity	Unit Rate Inclusive of all taxes and charges (in Rs.) for a contract period of one year.	Total Amount inclusive of all taxes and charges (in Rs.) for a contract period of one year.	Date of commencement of AMC
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