



**THE COTTON CORPORATION OF INDIA LTD.**  
(A Government of India Undertaking)  
\*Kapas Bhavan\* , 27-A, Race Course road ,  
Opp. Yeshwant Club , INDORE (M.P.) Pin - 452003  
Tel No: 0731-2547877, 2434136 , Fax No: 0731-2530523  
Email: indore@cotcorp.com Web: [www.cotcorp.gov.in](http://www.cotcorp.gov.in)

**TENDER NOTICE FOR ANNUAL MAINTANANCE CONTRACT OF  
COMPUTER'S, PRINTER'S, U.P.S. AND SCANNER**

The Cotton Corporation of India Ltd., Indore invites Sealed Tenders in two bid system from the service provider firms/companies, who are Manufacturer/ authorized partners/ Authorized Dealer/Distributor for the Parent Company of the Brand Quoted and have Head Quarter/Branch Office/Support Office located in Indore for **AMC OF 10 No. Desktop PC's , 5 No. HP Laser-jet pro Printer's, 2 No. All in One Printer, 1 No. of Microtek 5KVA online UPS and 1 No. HP Scanjet 200 Scanner.**

The eligibility criteria are as under:

1. The Vendor must be Service provider of a Manufacturer/Authorized Partner/Authorized Dealer/ Distributor for the Parent Company of the Brand Quoted and should hold a valid certificate.

2. Vendor must have a Head Quarter/Branch Office/Support Office located in Indore.

The Vendors may submit sealed tenders in the prescribed format, in two bid system along with the **EMD Rs.3,000/-** (Rupees Three Thousands only) by way of Demand Draft / Pay Order favoring "The Cotton Corporation of India Ltd.", payable at Indore super scribing the envelope "TENDER FOR AMC of COMPUTER'S, PRINTER'S, U.P.S. AND SCANNER " addressed to General Manager at the above-mentioned address to reach latest by 20.03.2018 upto 3.00 PM and Tender will be opened on the same date i.e. on 20.03.2018 at 3.30 PM in the presence of the tenderers who remain present at the time of opening.

**General Manager**

Date: 12.03.2018

## Scope of work

The Hardware specification of PC's, Printer's, U.P.S. & Scanner for AMC are as under:

Sr. No.	Particulars	Qty	Date of Installation
	<b>PC's</b>		
1.	<b>PC HP 202 G2,CPU:Intel core i5 Configuration</b> CPU : Intel pentuim core i5-3470, 3.2 GHs,6 MB Cache, Chipset : Intel Q77,Bus Architecture : 4 PCI. Memory4GB 1600 MHz DDR3 RAM, Hard Disk Drive : 500 GB 7200 rpm, Monitor : 18.5 inch TFT/LED digital Colour Monitor, keyboard 104 keys, Mouse : Optical with USB interfac, 6USB port, DVD ROM Drive : 8X, Operating System : Windows 8.1 .	4	18.10.2014
	<b>PC Intel core i5 Configuration</b> CPU : Intel Pentium core i5-3470, 3.2 GHs,6 MB Cache, Chipset : Intel Q77, Bus Architecture : 4 PCI. Memory 4GB 1600 MHz DDR3 RAM, Hard Disk Drive : 500 GB 7200 rpm, Monitor : 18.5 inch TFT/LED digital Color Monitor, keyboard 104 keys, Mouse : Optical with USB interface, 6USB port, DVD ROM Drive : 8X, Operating System : Windows 8.1 .	6	01.02.2015
	<b>Total PC's</b>	<b>10</b>	
2.	<b>Printer : HP Laser Jet Pro P 1108</b>	1	18.10.2014
	<b>Printer : HP Laser Jet Pro P 1108</b>	2	09.01.2015
	<b>Printer : HP Laser Jet Pro P 1108</b>	2	09.01.2016
	<b>Total Printer's</b>	<b>5</b>	
3.	<b>All in One Printer's</b>		
	HP LASER-JET PRO M 128 fw ALL IN ONE LASER PRINTER	1	29.03.2016
	XEROX 3045-NI ALL IN ONE LASER PRINTER	1	19.12.2012
	<b>Total Printer's</b>	<b>2</b>	
	<b>U.P.S.</b>		
4.	Microtek 5 KVA Online UPS One Hour Backup.	1	18.12.2008
	<b>Total U.P.S.</b>	<b>1</b>	
5.	<b>Scanner : HP SCANJET 200</b>	1	05.01.2015
	<b>Total Scanner</b>	<b>1</b>	

### Terms & Conditions:

1. The quoted price should be inclusive of all applicable taxes.
2. The AMC will be onsite comprehensive.
3. The vendor must have local Head Quarter/Support Office/Branch Office at Indore; a self certified letter containing the office address, contact nos. and contact person name should be attached along with the tender.
4. If the AMC services are not satisfactory, than work can be done by others, for that expenses will be deducted in AMC amount.
5. The Self certified Xerox copy of valid certificate of Manufacturer / Authorized Partner/ Authorized Dealer/Distributor from Parent Company of the Brand Quoted must be attached along with the tender.
6. 50% amount of AMC will be paid after 6 month and remaining 50% after completion of AMC period.
7. The Corporation reserves the right to accept or reject any / all tender. However, tenderer may seek reason for rejection of the tender.
8. In case of any dispute , the Jurisdiction area will be Indore.

**TENDER FOR AMC OF DESKTOP PC'S, PRINTER'S AND U.P.S.  
TECHNICAL BID : I  
(SPECIFICATIONS)**

1) Whether the vendor has a Support Office in Indore with help desk facility (must):	Yes	No																
i) Name of the Organization/Firm ii) Year of Establishment iii) Contact person iv) Address of the Registered Office. v) Address of office at Indore (with Phone Nos, Fax Nos & Email ID)																		
2) Whether Proprietorship, Partnership firm, or Company. Please enclose self certified copies of documents, proof as such certificate of incorporation, Partnership deed etc.																		
3) Manufacturer / Authorized Partner/ Authorized Service Provider for the Parent Company of the Brand Quoted and holding a valid Certificate:	Yes	No																
<b>If yes, please enclose self certified copy of certificate ( must.)</b>																		
4) The Name of organization to whom the Vender has AMC for PC's , Printer's and U.P.S.	Yes	No																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sr. No.</th> <th style="text-align: left;">Name of the Orgn./ CPSU</th> <th style="text-align: left;">Contract Handled year</th> <th style="text-align: left;">No. of the PC's/ Printers</th> </tr> </thead> <tbody> <tr> <td>--</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>--</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>--</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </tbody> </table> <p>(Note : Certificates of contract completed along with Work order duly self-certified along with Contact details of the concerned organization should be attached.)</p>			Sr. No.	Name of the Orgn./ CPSU	Contract Handled year	No. of the PC's/ Printers	--	-----	-----	-----	--	-----	-----	-----	--	-----	-----	-----
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5) Whether the Earnest Money Deposit for an amount of <b>Rs.2,000/-</b> (Rupees Two thousand only) has been submitted along with this Technical Bid-I by way of Demand Draft or Pay Order in favour of The Cotton Corporation of India Ltd. Payable at Indore. If yes , Details : Draft / Pay order No. : Date : Amount : Bank's Name :	Yes	No																
7) PAN No :	:																	
8) GSTN Number :	:																	

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

**TENDER FOR PURCHASE AND INSTALLATION OF HARDWARE & SOFTWARE  
FINANCIAL BID : II  
(PRICE QUOTATIONS)**

Sr.No.	Particulars	Qty	Cost (Per PC/Printer) (INR)	Total Amount (INR)
1.	<b>PC HP 202 G2,CPU:Intel core i5Configuration</b> CPU : Intel pentuim core i5-3470, 3.2 GHs,6 MB Cache, Chipset : Intel Q77, Bus Architecture : 4 PCI. Memory 4GB 1600 MHz DDR3 RAM, Hard Disk Drive : 500 GB 7200 rpm, Monitor : 18.5 inch TFT/LED digital Colour Monitor, keyboard 104 keys, Mouse : Optical with USB interfac, 6USB port, DVD ROM Drive : 8X, Operating System : Windows 8.1 .	4		
	<b>PC Intel core i5 Configuration</b> CPU : Intel pentuim core i5-3470, 3.2 GHs,6 MB Cache,Chipset : Intel Q77, Bus Architecture : 4 PCI. Memory 4GB 1600 MHz DDR3 RAM, Hard Disk Drive : 500 GB 7200 rpm, Monitor : 18.5 inch TFT/LED digital Colour Monitor, keyboard 104 keys, Mouse : Optical with USB interfac, 6USB port, DVD ROM Drive : 8X, Operating System : Windows 8.1 .	6		
	<b>Total PC's</b>	<b>10</b>		
2.	<b>Printer</b> : HP Laser Jet Pro P 1108	1		
	<b>Printer</b> : HP Laser Jet Pro P 1108	2		
	<b>Printer</b> : HP Laser Jet Pro P 1108	2		
	<b>Total Printer's</b>	<b>5</b>		
3.	<b>All in One Printer's</b>			
	HP LASER-JET PRO M 128 fw ALL IN ONE LASER PRINTER	1		
	XEROX 3045-NI ALL IN ONE LASER PRINTER	1		
	<b>Total All in One Printer's</b>	<b>2</b>		
4.	<b>UPS</b> : Microtek 5 KVA Online UPS One Hour Backup.	1		
5.	<b>Scanner</b> : HP SCANJET 200	1		
	<b>Grand Total :</b>			

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

## Tender Submission :

Tenderer should submit the tender to Branch Manager, THE COTTON CORPORATION OF INDIA LTD., \*Kapas Bhavan\*, 27-A, Race Course road, INDORE (M.P.) -452003.

- (1) on or before due date and time, as under :  
**Envelope A:** Sealed Envelope "A" marked as "Technical Bid-I" on the envelope should contain Technical Bid-I except financial bid.  
**Envelope B :** Sealed Envelope "B" marked as "Financial Bid-II" on the envelope should contain Financial Bid-II (Price Quotations).  
**Envelope C :** Sealed Envelope C should contain Envelope "A" and Envelope "B" duly super scribing "TENDER FOR PURCHASE & INSTALLATION OF HARDWARE& SOFTWARE"  
**Note : Each envelope should contain the name and address of the Vendor.**
- (2) I/We hereby declare that I/We have downloaded the tender documents from the Cotton Corporation of India Ltd. website [www.cotcorp.org.in](http://www.cotcorp.org.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in) and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.
- (3) I/We declare that the information/tender form downloaded is original and in the event of this being different from the original tender documents, my tender form may be rejected by the Corporation including forfeiture of Earnest Money.
- (4) Date of opening of Technical Bid-I, 20.03.2018 at 3.30 p.m. in the presence of tenderers, who may remain present.
- (5) Financial Bid-II for price quotations shall be opened in respect of those tenderers, who qualify Technical Bid-I for specifications and other requirements.
- (6) The tender should be signed by the person having necessary authorization.
- (7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.
- (8) The Corporation reserves the right to accept or reject any/all tender without assigning any reason thereof.

Signature of the Tenderer :  
Name of the Tenderer :  
Address & Seal :  
Telephone No. :

## Other Terms

**The Cotton Corporation of India. Ltd.** invites the vendors' attention to the following terms and conditions, which underline this tender :

### 1. Contract with the Vendor

**The Cotton Corporation of India. Ltd.** would enter into a contract with the vendor who will be responsible for AMC of Desktop PC's, Printer's, U.P.S. and Scanner at THE COTTON CORPORATION OF INDIA LTD., \*Kapas Bhavan\*, 27-A, Race Course road, INDORE (M.P.) -452003.

### 2. Proposal Process Management

**The Cotton Corporation of India. Ltd.**, reserves the right to accept or reject any or all proposals, to revise the tender, to request one or more re-submissions or clarifications from one or more vendors, or to cancel the process in part or whole. Additionally, The Cotton Corporation of India. Ltd. reserves the right to alter the specifications, in part or whole, during the Tender process, and without re-issuing the Tender. All claims for functional/technical delivery made by the vendors in their responses to the tender shall be assumed as deliverable within the quoted financials.

Vendors shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and contract negotiation processes.

### 3. Date of Bid Expiration

Due to the nature of the evaluation process, and approval activities that may occur, proposals must be valid for a minimum of 30days from the last date of proposal submission. The Corporation reserves the right to ask the vendors for extension of bid validity.

### 4. Bidder Authorisation to Bid

Responses submitted by vendors to this Tender represent a firm offer to contract on the terms and conditions described in the vendors' response. The proposal must be signed by an official duly authorised to bid. A Authorisation Letter in this regard must be attached with the tender.

### 5. Proposal Ownership

The proposal and all supporting documentation submitted by the vendors shall become the property of The Cotton Corporation of India. Ltd.

### 6. Effective date of start and end of contract

The effective date of start of contract will be 1st April'2018 to 31st March'2019.

### 7. Sub let/Outsource

The vendor will not be allowed to sub let/outsource the contract to any other party.

### 10. Financial Bid

In Financial Bid – II, Cost of AMC including all taxes ,if any, in the prescribed format. Wherever options / conditions are given, the bid is liable to be rejected.

### 11. Refund of EMD

The EMD amount of the vender to whom work is awarded will be refunded after successful completion of AMC period.

NOTE: "Corporation/CCI" wherever appears in above document means "The Cotton Corporation of India Ltd."

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