

Reference: UGC/XII Plan/ICT/AMC dated 19.05.2015

QUOTATION NOTICE

Sub: Comprehensive Annual Maintenance Contract (AMC) of HP Servers

Sealed Quotations are invited from authorized service providers for on-site maintenance of servers installed at different locations in Union Christian College, Aluva (hereafter will be referred as UCC) as listed below, for a period of one year from the date of award of the contract. The bidder should have sufficient experience and technical know-how to provide maintenance services. They should submit a certificates showing that they are authorized service providers of OEMs, and a MAF along with their bids.

This notice does not claim to contain all the technical information that bidders may require for submitting their quotations. Bidder may contact the authorized person in UCC for more information if any, or conduct their own inspection with the permission of undersigned for the accurate data/ details regarding servers. The UCC may in its absolute discretion, update, amend or supplement the information contained in this document.

Details of the proposed contract:

Name of project:	Annual Maintenance Contract for Servers
Quotation reference number:	UGC/XII Plan/ICT/AMC dated 19.05.2015
Date of publication of notice:	19.05.2015
Last date and time for receipt of bids at the UCC office:	28.05.2015, 1.00 p.m.
Date and time of opening of bids:	28.05.2015, 2.00 p.m
Address for submission of bids:	The Principal, U. C. College, U C College P. O., Aluva – 683102 Kerala
Address for communication in connection with this bidding process:	Same as above
Validity period of bids:	Bids remain valid for 90 days from the date of opening of bids.
Superscribe sealed cover with:	“Quotation for AMC/Server/UGC/ ICT”
Other conditions:	1. The contractor will be responsible for taking back-ups of available data whenever necessary, before attending the fault, and will be responsible for restoring the data as

stipulated by the user. It is the responsibility of the contractor to get acknowledgment from the user in this regard.

2. The bidder should specifically mention in their bid, the time they will take up to attend, and repair the job.

3. The successful bidder should execute a performance agreement in Kerala Govt. Stamp Paper worth Rs. 100/-, at the time of acceptance of the contract, that they will abide by the terms and condition of the contract.

4. The rate quoted should be net amount including the taxes.

5. The UCC will have the right to accept or reject any quotations without assigning any reason.

Cost to be paid at the UCC: Nil

EMD and Security Deposit: Nil

Each bid document should contain the following items:

1. Bid Form along with Bidders' information as per annexure 1
2. Price Quote as per annexure 2

PRINCIPAL

19.05.2015

List of servers/ Schedule of work

Sl. No.	Make and model	Qty	Serial No.	Location
1	HP ML350T06	1	CN7211086G	Library
2	HP ML150 G6 E5504	1	SGH92031 NE	Dept. of Computer Science

BID FORMAT

Reference No.

To

The Principal, Union Christian College
U. C. College P. O., Aluva – 683 102 Kerala

Sirs,

Sub:

Reference: UGC/XII Plan/ICT/AMC dated 19.05.2015

Having examined the Quotation notice cited above, we, the undersigned, offer to provide the required annual maintenance support (AMC) in conformity with the said Bidding documents for the sum of Rs.....(Rupees all inclusive) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide AMC for the above purpose within the stipulated time schedule. We agree to abide by the Bid and the rates quoted therein for the orders awarded by the U. C. College up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We have complied with all the terms and conditions of the Bid document. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this..... Day of.....2015

(Signature)

(Name)

Duly authorized to sign Bid for and on behalf of:

Place:

Date:

Office Seal:

Annexure 1 (To be submitted with the bid form)

Sl. No.	Bidder Information	
1.	Name of the bidder	
2.	Address of the bidder	
3.	Valid Sales Tax Regn. No.	
4.	Valid Service Tax Regn. No.	
5	PAN	
6.	Name & Designation of the authorized person to whom all references shall be made regarding this tender	
7.	Telephone No.	
8	E-Mail of the contact person	
9.	Fax No.	
10.	Whether the bidder is an authorized service provider of OEM equipment	Yes/ No (If yes, submit the relevant certificate)
11.	Have you provided references from 2 clients?	Yes/ No

Annexure 2**Price quote format**

Sl. No.	Make and model	Qty	AMC Quote	VAT/ Sales Tax	Service Tax	Sub Total
1	HP ML350T06	1				
2	HP ML150 G6 E5504	1				
Grand Total						