



Maharashtra State Seeds Corporation Limited

Ref. No.: MSSC/EDP-MIS/2024/ 11

February 16, 2024

Quotation Paper for Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner installed in our Head Office, Akola

Part-A

General Terms & Conditions :

1. Invitation of offer:

Sealed Quotation (in two-bid system) are invited for Comprehensive Annual Maintenance Contract (C-AMC) for Computers-98, Printers-38 & Scanner-17 installed in our Head Office, Akola as per details given in **Annexure-I**.

Maharashtra State Seed Corporation Limited, Akola is invited for **Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner**. Therefore, the interested Party having service Centre's/Point at akola requested to submit their Quotation Paper for the same. Quotation should be submitted in two bid system in sealed envelope super scribing "Quotation for C-AMC of Computers and other equipment" on or before 28th February 2024 up to **18.00 hrs.** in the office of the Company Secretary & In-charge Computerization , MSSC Limited, "Mahabeej Bhavan", Krishi Nagar, Akola – 444 104 (India). If possible all received Quotation paper (envelop No.1) in sealed envelope will be opened on 29.02.2024 in front of MSSCL Committee.

2. Two bid system:

Two independent sealed envelopes should be prepared as detailed below :

[A] Envelop No.1 (sealed)

This envelop should be marked as "**ENVELOP NO.1 – TECHNICAL & COMMERCIAL BID**" and should contain following:

- a. "Part-A" of this Quotation paper duly signed on each page.
- b. Earnest money deposit (EMD) of Rs. 10,000/- in the form of Demand Draft of any nationalized or scheduled bank drawn in favour of "**Maharashtra State Seeds Corporation Limited, Akola**" payable at Akola.



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EMD of un-successful Quotations will be returned, without any interest, by RTGS within 30 days of finalisation of order.

c. Declaration:

The following declaration should be typed/written on Party's letterhead and duly signed:

1. We have read all the terms and conditions specified in the Quotation paper (PART-1) and all the terms and conditions are acceptable to us.

2. Rates quoted will be valid for the contract period of one year commencing from the date of execution of the contract and applicable to order placed before 30th June, 2024.

3. Detail strength of the firm:

3.1 Designation, qualification & experience of technical staff.

3.2 Details of authorised service centre, dealership of well-known brands of Computers, Printers & other peripherals (enclose documentary proof).

3.3 List of existing clients whose Computer/Printer are at present under your maintenance contract (indicate comprehensive or non-comprehensive), details of make and model.

d. GST number with certification copy.

e. Service tax registration number with certification copy.

[B] Envelop No.2 (sealed):

This envelope should be marked as “**Envelope No.2 – PRICE BID (RATE SCHEDULE)**” and should contain “**PART-B**” of this Quotation paper duly filled. Both the envelopes should be enclosed in one big sealed envelope super scribing “**Quotation For C-AMC of Computers and other equipment**”

3. Quotation opening:

a) Opening of envelopment No.1 i.e. Technical & Commercial Bid:

On the day of Quotation opening the envelope No.1 i.e. Technical & Commercial Bid will be opened. The Quotation analysis shall be done in due course of time and technically and commercially eligible parties i.e. who full fills the conditions required by MSSCL will only be eligible for opening of



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envelope No.2 i.e. Price Bid and they shall be informed accordingly after the analysis.

b) Rejection of Quotation:

The Quotation of any party not fulfilling the conditions of technical and commercial bid (envelop No.1) shall be out rightly rejected.

c) Opening of envelop No.2 and finalisation of order for the contract:

The envelop No.2 i.e. price bid of all selected parties will be opened on suitable date.

Detail analysis of technical and commercial offer shall be carried out in due course of time and the party found suitable in term of technical suitability and price offer shall be awarded contract.

4. Rate Offer:

Rate should be quoted in total lump sum figure for C-AMC of all the Computers and other equipment for the period of one year from the date of contract. Rate should be inclusive of all taxes, GST, duties and any other charges to provide service at the actual place of Computer and other equipment.

IMPORTANT

Rate should be written in PART-B (rate schedule) only. Rates if written in PART-A such a Quotation shall be rejected.

Commercial terms & conditions

5. Security Deposit:

Successful Party should have to deposit 10% amount of the total value of the order as Security Deposit (SD) within 10 days from the date of order along with acceptance of order otherwise order issued shall be treated as cancelled and MSSCL will be free to contract with any other Party and EMD shall be forfeited. The SD shall be returned without any interest after execution of Contract Agreement and submission of Bank Guarantee.

6. Bank Guarantee:

After issue of order the selected Party should submit Performance Bank Guarantee (BG) of any nationalized or scheduled bank equivalent to **20%** of the order value. The BG should be valid for the period of contract. The BG should be submitted within 30 days from the receipt of the order otherwise order issued shall be treated as cancelled and MSSCL will be free to contract any other Party and EMD, SD shall be forfeited.

Regd. Office : "Mahabeej Bhavan", Krishi Nagar, Akola 444 104 (India)

Phone Off.:2258161, 2258480, 2259116 Gram : MAHABEEJ, E-Mail : edp@mahabeej.com Mobile No- 7588607734



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Bank Guarantee shall be released after the expiry of the contract subject to satisfactory service of the party.

7. Conditional Offer:

Conditional offer will not be accepted. Printed terms and conditions on letterhead.

8. Right for Acceptance or Rejection of Quotation:

The Managing Director, MSSC Limited, Akola reserves the right to accept or reject any or all Quotation and split the order between more than one parties without assigning any reason thereof.

9. Agreement:

Successful party will have to execute Contract Agreement on Rs.500/- bond paper. The cost of the stamp paper will have to be borne by the party.

10. Scope of the Contract:

10.1 Duration of the contract shall be one year from the date of execution of the contract. Contractor shall bear all the expenses required to maintain the Computers and other equipment in good working condition including all services and spare parts except consumable & external wire connection from the Computer and other equipment.

10.2 If the contract is not renewed before the expiry of current contract, inspection and repair charges for a pending issue, if any, for making the machine/item operational will qualify to be under contract.

10.3 The machine/item should be repaired on site only and in any case should not be taken out of the premises. In case the repairing is not possible on site due to technical reason, only the faulty part may be taken out and replacement should be provided immediately for the time being before taking out the part so that work of MSSCL would not suffer and the original part should have to be placed after due repairs. Both old faulty and newly replaced parts would become property of MSSCL.

10.4 Environmental condition should be checked and reported for any necessary action so as to prevent the equipment from any deteriorating condition.

10.5 In case any spare parts needs replacement, the contractor should provide the new part with equivalent quality and in no case should use spare part with sub-standard quality.



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11. After every service given, the service report for every Machine should be prepared which shall include;
- 11.1 MSSCL Sr. No. of the machine and its location
 - 11.2 Type of service (Preventive or break-down)
 - 11.3 Date & time of problem reported by Customer
 - 11.4 Date and time of service
 - 11.5 Nature of complaint
 - 11.6 Fault observed
 - 11.7 Action taken (preventive and other)
 - 11.8 Status of the machine/item after the action taken.
 - 11.9 Date and time when machine/item brought to service
 - 11.10 Part replaced if any and its serial number and make
 - 11.11 Remark, signature and name of MSSCL in-charge with seal.
12. **Payment Terms:**
The cost of C-AMC for **1 Year** shall be inclusive of all taxes, GST, and any other charges. Payment of the C-AMC will be made quarterly by RTGS after the end of the quarter period (i.e. three months) subject to;
- 12.1 Submission of bill along with preventive maintenance service reports for the quarter period of all the items under C-AMC in the prescribed format duly signed by our respective office,
 - 12.2 Submission of all parts that were found faulty and replaced by new one.
13. **Preventive Maintenance Service:**
Contractor shall provide preventive maintenance service to each Computers/Laptops/Printers and Scanners etc. during normal working hours of MSSCL, once in every quarter period and there shall be no limit for number of break down services. **Preventive maintenance shall include supply and replacement of all defective parts, components of computer equipments including Mouse, Hard Disk, Keyboard, Mother Board, RAM, SMPS, RJ45 and Processor free of cost and all types of drive functions checking, dust cleaning, virus checking, defragmentation of hard disk, Install/update office related software, LAN Cable Installation, Outlook, Data Backup, Networking and all functions of the computers, Laptops, Printers and Scanners.** Number of days between any two preventive maintenance should not be more than 2 days. The difference more than this shall be penalized at the rate of Rs.100/- per day per machine.



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14. Penalty for Delayed Service:

A break down call lodged should be attended within 48 hours during normal working hours of MSSCL. The delay to visit beyond this time shall be penalized @ Rs.100/- per day per machine. Similarly, Preventive Maintenance Service if provided beyond its period shall be penalised @ Rs.100/- per day per machine of delay beyond such limit. The applicable penalty amount shall be deducted from subsequent payments. However, total penalty amount for the contract period would not exceed 20% of the total contract value.

15. In case any existing Computer or Printer needs to be removed from C-AMC or any new Computer or Printer need to be added in the C-AMC, the cost of C-AMC shall be decreased or increased respectively on the basis of pro-rata rate of per Computer/Printer per month of service to be rendered.

16. The maintenance service does not include following:

16.1 Electrical work external to the machine/items or other devices not covered under the agreement.

16.2 Repair or damage resulting from accidents, transportation, neglect or misuse.

17. As per the exigencies of MSSCL, Computer or Printer may be shifted from our one office to another under the supervision of the C-AMC contractor and services should be provided at the new place of installation.

18. Termination of Contract:

It shall be open to either party to terminate the agreement at any time by giving one month notice to the other party in writing. The C-AMC amount shall then be adjusted proportionate as per the period of service provided up to the termination letter. However calls/machines pending for repairs shall be repaired from any other party in open market and all the charges incurred for such repairs to bring machines in service shall be deducted from the payment and Bank Guarantee.

19. In the event of any dispute or difference arising, such dispute or difference shall be referred to a single Arbitrator. The Managing Director of MSSCL shall be the arbitrator for all the disputes and his decision shall be final.



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20. Settlement of Dispute:

If any dispute arises and if for any reason the matter has to be referred to the Court of Law, Akola Court alone shall have the jurisdiction in the matter, irrespective of place of contractor's business.

21. Declaration:

I, the undersigned accept all the clauses, terms & conditions mentioned herein and are binding on me.

Place : _____

Signature: _____

Date : _____

Name & Address of Supplier: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Check list of documents enclosed:

<input type="checkbox"/>	EMD DD No. _____ Date _____ Amount _____
<input type="checkbox"/>	GST Certificate
<input type="checkbox"/>	Declaration on Letter Head
<input type="checkbox"/>	Authority letter for dealership/service centre
<input type="checkbox"/>	Part-2 of tender document



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Quotation Paper for Comprehensive Annual Maintenance Contract (C-AMC) of Computers, Laptop, Printers & Scanner installed in our Head Office, Akola

Part-B [Rate Schedule]

Sr. No.:

Date:

To,

The Company Secretary (CS)
MSSC Limited, "Mahabeej Bhavan", Krishi Nagar
Akola – 444 104 (India)

Sub: Your Quotation notice for C-AMC of Computers, Laptop, Printers & Scanner

Dear Sir,

With reference to above, our rate for C-AMC of Computers, Laptop, Printers & Scanner as shown in Part-A of this Quotation document are quoted here under:

Sr. No.	Particulars of C-AMC	C-AMC Amount (Lump sum) Rs. Including GST and any other
1	C-AMC of Computers, Laptop, Printers & Scanner	
(Rs. in words)		

Declaration:

1. We have read all the terms and conditions specified in the Quotation paper (Part-A) and all the terms and conditions are accepted to us.
2. Rate quoted above is inclusive of all taxes, GST and any other charges.

Place : _____

Signature: _____

Date : _____

Name & Address: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Annexure -I

Maharashtra State Seeds Corporation Limited

CIN:-U01200MH1976SGC018990

Mahabeesj Bhavan, Krishi Nagar, Akola-444104(M.S.)

LIST OF MACHINES/ITEMS INSTALLED AT VARIOUS DEPARTMENTS OF MSSCL
WHICH IS COVERED UNDER THIS CAMC (1-4-2024 – 31-3-2025)

1) Computers.

Sr. No.	Location	Com No.	Part	Sr. No.	Location	Com No.	Part
1	HO-MD	MSSC/Com-674	HP Pavilion All-in-One	55	HO-PROC	MSSC/Com-438	Lenovo Idea Centre A-300
2	HO-MD	MSSC/Com-643	MacBook Air I3 (Laptop)	56	HO-PROC	MSSC/Com-284	Dell Inspiron (Laptop)
3	HO-MD	MSSC/Com-641	LENOVO V15 4GB (Laptop)	57	HO-PROC	MSSC/Com-360	Dell Inspiron 560s
4	MD Office	MSSC/Com-429	Lenovo Idea Centre A-300	58	HO-PROC	MSSC/Com-371	HP DESKTOP 3330
5	PA To MD	MSSC/Com-554	Inspiron Desk 3268	59	HO-PROC	MSSC/Com-423	HP-455001 IN
6	HO-MD RESI	MSSC/Com-431	Lenovo Idea Centre A-300	60	HO-PROC	MSSC/Com-384	HP-3330
7	HO-EDP	MSSC/Com-430	Lenovo Idea Centre A-300	61	HO-PROC	MSSC/Com-384	HP-3330
8	HO-EDP	MSSC/Com-479	HP Ayo9Tx Laptop	62	HO-PROC	MSSC/Com-480	
9	HO-EDP (Server)	MSSC/Com-645	Dell Power Edge T40	63	HO-PROC	MSSC/Com-498	HP DESKTOP 280 G2
10	HO-EDP (VC)	MSSC/Com-591	Lenovo Thinkpad (Laptop)	64	HO-PROC	MSSC/Com-499	HP DESKTOP 280 G2
11	HO-EDP (Server)	MSSC/Com-555	Inspiron Desk 3268	65	HO-PROC	MSSC/Com-649	PLEXTECH MH-583
12	HO-EDP	MSSC/Com-626	LENOVO V50S-I3/11 GEN	66	HO-PROC	MSSC/Com-653	PLEXTECH MH-583
13	HO-EDP (Server)	MSSC/Com-644	Dell Power Edge T40	67	HO-PROC	MSSC/Com-654	PLEXTECH MH-583
14	HO-EDP (Server)	MSSC/Com-672	ARIN POVOR SERVER AR-E2000T	68	HO-PROC	MSSC/Com-663	PLEXTECH MH-583
15	HO-EDP	MSSC/Com-673	DELL Inspiron 3530 (Laptop)	69	HO-MKTG	MSSC/Com-432	Lenovo Idea Centre A-300
16	HO-EDP	MSSC/Com-622	LENOVO V50S-I3/11 GEN	70	HO-MKTG	MSSC/Com-590	Lenovo Thinkpad L14Gen (Laptop)
17	HO-CS	MSSC/Com-406	HP-Desktop 3330	71	HO-MKTG	MSSC/Com-627	LENOVO V50S-I3/11 GEN
18	HO-CS	MSSC/Com-327	Dell Inspiron560s	72	HO-MKTG	MSSC/Com-631	LENOVO V50S-I3/11 GEN
19	HO-CS	MSSC/Com-593	Lenovo Thinkpad (Laptop)	73	HO-MKTG	MSSC/Com-488	HP DESKTOP 280 G2
20	HO-CS	MSSC/Com-435	Lenovo Idea Centre A-300	74	HO-MKTG	MSSC/Com-373	HP-Desktop 3330
21	HO-CS	MSSC/Com-494	HP DESKTOP 280 G2	75	HO-MKTG	MSSC/Com-397	HP-Desktop 3330
22	HO-CS	MSSC/Com-493	HP DESKTOP 280 G2	76	HO-MKTG	MSSC/Com-489	HP DESKTOP 280 G2
23	HO-CS	MSSC/Com-543	HP LAPTOP 240	77	HO-MKTG	MSSC/Com-652	PLEXTECH MH-583
24	HO-CS (Software)	MSSC/Com-608	Acer Desktop	78	HO-MKTG	MSSC/Com-662	PLEXTECH MH-583
25	HO-CS	MSSC/Com-617	Lenovo V50s	79	HO-PROD	MSSC/Com-434	Lenovo Idea Centre A-300
26	HO-CS	MSSC/Com-650	PLEXTECH MH-583	80	HO-PROD	MSSC/Com-594	Lenovo Thinkpad L14Gen (Laptop)
27	HO-CS	MSSC/Com-651	PLEXTECH MH-583	81	HO-PROD	MSSC/Com-398	HP-Desktop 3330
28	HO-LEGAL	MSSC/Com-424	HP-455001 IN	82	HO-PROD	MSSC/Com-374	HP-Desktop 3330
29	HO-LEGAL	MSSC/Com-408	HP-Desktop 3330	83	HO-PROD	MSSC/Com-495	HP DESKTOP 280 G2
30	HO-FIN	MSSC/Com-437	Lenovo Idea Centre A-300	84	HO-PROD	MSSC/Com-496	HP DESKTOP 280 G2
31	HO-FIN	MSSC/Com-236	Compas 3530	85	HO-PROD	MSSC/Com-322	Dell Inspiron 560s
32	HO-FIN	MSSC/Com-616	LENOVO V50S-I3/11 GEN	86	HO-PROD	MSSC/Com-376	HP-Desktop 3330
33	HO-FIN	MSSC/Com-372	HP-Desktop 3330	87	HO-PROD	MSSC/Com-657	PLEXTECH MH-583
34	HO-FIN	MSSC/Com-244	HP-Desktop 3530	88	HO-PROD	MSSC/Com-660	PLEXTECH MH-583
35	HO-FIN	MSSC/Com-629	LENOVO V50S-I3/11 GEN	89	HO-PMW	MSSC/Com-375	HP-Desktop 3330
36	HO-FIN	MSSC/Com-610	DELL VOSTRO 35001 (Laptop)	90	HO-PMW	MSSC/Com-342	Dell Laptop
37	HO-FIN	MSSC/Com-502	HP DESKTOP 280 G2	91	HO-PMW	MSSC/Com-661	PLEXTECH MH-583
38	HO-FIN	MSSC/Com-500	HP DESKTOP 280 G2	92	HO-QC	MSSC/Com-433	Lenovo Idea Centre A-300
39	HO-FIN	MSSC/Com-422	HP-455001 IN	93	HO-QC	MSSC/Com-497	HP DESKTOP 280 G2
40	HO-FIN	MSSC/Com-	HP-20-CO29 IN PAC WINDOS 10	94	HO-QC	MSSC/Com-503	HP DESKTOP 280 G2
41	HO-FIN	MSSC/Com-655	PLEXTECH MH-583	95	HO-QC	MSSC/Com-282	Dell Inspiron (Laptop)
42	HO-FIN	MSSC/Com-656	PLEXTECH MH-583	96	HO-QC	MSSC/Com-582	Lenovo Desktop i3
43	HO-FIN	MSSC/Com-666	PLEXTECH MH-583	97	HO-QC	MSSC/Com-642	LENOVO V15 4GB (Laptop)
44	HO-ADMIN	MSSC/Com-436	Lenovo Idea Centre A-300	98	HO-QC	MSSC/Com-658	PLEXTECH MH-583
45	HO-ADMIN	MSSC/Com-567	Dell Desktop vastro 3470				
46	HO-ADMIN	MSSC/Com-427	HP-455001 IN				
47	HO-ADMIN	MSSC/Com-404	HP-Desktop 3330				
48	HO-ADMIN	MSSC/Com-400	HP-Desktop 3330				
49	HO-ADMIN	MSSC/Com-607	ACER DESCTOP COMPUTER				
50	HO-ADMIN	MSSC/Com-428	HP				
51	HO-ADMIN	MSSC/Com-632	LENOVO V50S-I3/11 GEN				
52	HO-ADMIN	MSSC/Com-646	PLEXTECH MH-583				
53	HO-ADMIN	MSSC/Com-647	PLEXTECH MH-583				
54	HO-ADMIN	MSSC/Com-648	PLEXTECH MH-583				

Maharashtra State Seeds Corporation Limited							
CIN:-U01200MH1976SGC018990							
Mahabeej Bhavan, Krishi Nagar, Akola-444104(M.S.)							
LIST OF MACHINES/ITEMS INSTALLED AT VARIOUS DEPARTMENTS OF MSSCL WHICH IS COVERED UNDER THIS CAMC (1-4-2024 – 31-3-2025)							
2) Printers.				3) Scanners.			
Sr. No.	Location	Printer No.	Part	Sr. No.	Location	Scanner No.	Part
1	HO-MD	MSSC/PRN-473	HP LASER 1020 PLUS	1	MD Office	Scan-96	Epson DS1630
2	PA To MD	MSSC/PRN-551	HP LASER 1020 PLUS	2	HO-EDP	Scan-89	P-251 II
3	HO-MD RESI	MSSC/PRN-558	HP LASERJET PRO M12a	3	HO-CS	Scan-48	Canon Lide-120
4	HO-MD	MSSC/PRN-575	EPSON L6460	4	HO-CS	Scan-58	Canon Image DR-130
5	HO-EDP	MSSC/PRN-425	HP LASER 1020 PLUS	5	HO-FIN	Scan-104	EPSON SCANNER V39II
6	HO-EDP	MSSC/PRN-543	HP LASER 1020 PLUS	6	HO-ADMIN	Scan-06	Canon-110
7	HO-CS	MSSC/PRN-485	HP LASER 1020 PLUS	7	HO-ADMIN	Scan-97	CANON SCANNER DR-C225II
8	HO-CS	MSSC/PRN-448	HP LASER 1020 PLUS	8	HO-ADMIN	Scan-101	CANON SCANNER LED-302
9	HO-CS	MSSC/PRN-535	HP LASER 1020 PLUS	9	HO-PROC	Scan-49	Canon Lide-120
10	HO-CS	MSSC/PRN-582	EPSON PRINTER FX 2175II	10	HO-PROC	Scan-77	Canon Lide-120
11	HO-LEGAL	MSSC/PRN-405	HP LASER 1020 PLUS	11	HO-MKTG	Scan-081	Canon Lide-120
12	HO-FIN	MSSC/PRN-475	HP LASER 1020 PLUS	12	HO-MKTG	Scan-92	Epson V39
13	HO-FIN	MSSC/PRN-466	EPSON FX-2175	13	HO-PROD	Scan-47	Canon Lide-120
14	HO-FIN	MSSC/PRN-557	HP LASERJET PRO M12a	14	HO-PMW	Scan-51	Canon Lide-120
15	HO-FIN	MSSC/PRN-370	Samsung 1666	15	HO-QC	Scan-52	Canon Lide-120
16	HO-FIN	MSSC/PRN-544	HP LASER 1020 PLUS	16	HO-QC	Scan-103	EPSON SCANNER V39II
17	HO-FIN	MSSC/PRN-457	HP LASER 1020 PLUS				
18	HO-ADMIN	MSSC/PRN-481	HP LASER 1020 PLUS				
19	HO-ADMIN	MSSC/PRN-484	HP LASER 1020 PLUS				
20	HO-ADMIN	MSSC/PRN-585	CANON PRINTER LBP 2900B				
21	HO-PROC	MSSC/PRN-465	HP LASER 1020 PLUS				
22	HO-PROC	MSSC/PRN-459	HP LASER 1020 PLUS				
23	HO-PROC	MSSC/PRN-531	HP LASER 1020 PLUS				
24	HO-PROC	MSSC/PRN-532	HP LASER 1020 PLUS				
25	HO-PROC	MSSC/PRN-	Canon LBP 2900B				
26	HO-MKTG	MSSC/PRN-371	Laser Samsung-1666				
27	HO-MKTG	MSSC/PRN-486	HP LASER 1020 PLUS				
28	HO-MKTG	MSSC/PRN-545	HP LASER 1020 PLUS				
29	HO-MKTG	MSSC/PRN-408	HP LASER 1020 PLUS				
30	HO-PROD	MSSC/PRN-496	Pro M202 DW				
31	HO-PROD	MSSC/PRN-458	HP LASER 1020 PLUS				
32	HO-PROD	MSSC/PRN-534	HP LASER 1020 PLUS				
33	HO-PROD	MSSC/PRN-369	Samsung 1666				
34	HO-PROD	MSSC/PRN-402	HP- 1020 Plus				
35	HO-PMW	MSSC/PRN-487	HP LASER 1020 PLUS				
36	HO-QC	MSSC/PRN-533	HP LASER 1020 PLUS				
37	HO-QC	MSSC/PRN-277	HP LASERJET 1018				
38	HO-QC	MSSC/PRN-563	HP LASER 1020 PLUS				