



**ICAR- NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
REGIONAL CENTRE
SECTOR - II, BLOCK DK, SALT LAKE, KOLKATA- 700 091**

No.Kol/ S-3(5)

Dated: 05.09.2023

NOTICE INVITING TENDER THROUGH GeM

The Head, ICAR-NBSS & LUP, Kolkata invites Online Bids (Technical and Financial Bids) from the interested firms for **Annual Maintenance Contract of Plotter, Scanner, Server, Desktop, Monitor, Printer, UPS, Workstation, Laptop, LAN on comprehensive basis.**

Tender documents may be downloaded from GeM website <https://gem.gov.in> as per the schedule given in **Schedule of Selection Process as under:**

SCHEDULE OF SELECTION PROCESS

Tender Id:	GEM/2023/B/3916049
Earnest Money Deposit	As per GeM clause
Performance Security Deposit	As per GeM clause
Period of contract	One year/ Extendable upto one more year on Satisfactory performance (1 year+ 1 year)
Bid submission Start date and Time	05.09.2023 from 10.00 a.m.
Bid submission End date and Time	19.09.2023 at 06.00 p.m.
Date and Time for Opening of Bids	20.09.2023 at 10.00 a.m.
Address for Communication	Head, ICAR-National Bureau of Soil Survey and Land Use Planning, Regional Centre, Kolkata-700091

Sd/-
A.A.O., ICAR-NBSS & LUP, Regional Centre, Kolkata

INSTRUCTION FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the website: (<https://www.nbsslup.in>). Online submission of Bids through GeM (<https://gem.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
2. Tender/bidders are requested to visit the Office website (<https://www.nbsslup.in>) and GeM (<https://gem.gov.in>) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through these websites only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Bureau/Institute reserves the right to accept or reject any or all the tenders.
4. The Quantity proposed in the quotation may be increased or decreased at the discretion of Authority placing the order.
5. Quotation not found according to specification will be rejected.
6. Technical Evaluation:- before financial evaluation the bids shall be screened for eligibility in technical category on following basis: supporting documents in support of checklist. If any of discrepancy found at this screening stage the bids shall summarily be rejected.
7. Quotation should remain **valid for 3 months** from the date of their quotation.
8. The rate should be on F.O.R. on Kolkata basis. Prices are for comprehensive AMC.
9. The valid **Firm registration certificate, Trade License, PAN, GST, Income Tax return certificate of last two financial years, Experience certificate/Work completion certificate/work order, ESIC, EPF registration certificate, Profession Tax registration certificate in W.B.** should be submitted along with quotation.
10. **The rates quoted should be clearly indicated the rates of items are inclusive of GST per annum.**
11. **The firm with its HQ in the same city/location of ICAR-NBSS & LUP, Regional Centre, Kolkata for which it is bidding shall be given preference.**
12. Evaluation of financial bid: In case of more than one L1 bidder, the award will be given by the '*System Selection method*'.
13. Payment will be released in two installments of the total AMC value after satisfactory service rendered by the firm. An agreement for AMC on judicial stamp paper may be entered.

14. TDS as per rules shall be deducted from the bills of the contractor.
15. In case of any damage or loss to the ICAR-NBSS & LUP, Kolkata property or material directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the decision of the Competent Authority of ICAR-NBSS & LUP shall be final and binding on the contractor.
16. In case of any disputes, the decision of the Director, ICAR-NBSS & LUP, Nagpur shall be binding on the part of the contractor/supplier.
17. Director, ICAR-NBSS & LUP, Nagpur reserves the right to accept or reject any or all the quotations without assigning any reason.
18. **The contractor has to depute one Engineer/Technician to be present regularly during the office hours and beyond office hours if any for attending any defect/problem developed in the systems under AMC.**

Details are as follows:-

S/N	Device	Quantity
1.	Laptop	7 Nos.
2.	Desktop Computer	22 Nos.
3.	Workstation Computer	3 Nos.
4.	HP Laserjet Printer (A4 Size-B/W)	20 Nos.
5.	HP Laserjet Printer (A3 Size-B/W)	1 Nos.
6.	HP Designjet 42-Inch Plotter	1 Nos.
7.	Scanner A4 Size	3 Nos.
8.	16 ports Switch	2 Nos.
9.	24 ports Switch	2 Nos.
10.	8 Ports Switch	7 Nos.
11.	D-Link Router	1 Nos.

Sd/-

A.A.O., ICAR-NBSS & LUP, Regional Centre, Kolkata