

**SECTION-1**  
**Tender No. LNMI/2018/ICT/.....**

**SHORT TENDER NOTICE**

Sealed Quotations are invited from eligible/experienced bidders/firms/organizations/ suppliers for Annual Maintenance Contract (AMC) of Computer Hardware, Networking and Peripherals at LNMI, Patna having at least 3 years similar experience in government sector/PSU is essential. The quotations must reach to the Registrar, L N Mishra Institute of Economic Development & Social Change, Patna before expiry of 7 days of publication/ uploading of the Tender Noitce. Complete Tender documents are also available on LNMI's website <http://www.lnmipat.ac.in> Tender Documents can be obtain from the office by paying Tender Documents fee of Rs 1000/-. The documents can be downloaded by the parties from the website shall be valid for participation in the tender process.

**Eligibility Criteria**

1. Average Annual Financial Turnover for similar service during the last 3 years, ending 31st March 2018, should be at least Rs. 7.00 Lacs. Bidder should submit the Annual Report ( Balance Sheet and Profit & Loss Account) for last three years along with ITR.
2. The Bidder should have the experience of successfully executed at least one single work involving maintenance of at least 100 Desktops/ Laptops, Networking(including networking devices) and Printers at one location per year during last 3 (Three) years ending 31<sup>st</sup> March 2018. (Please submit certificate from client/PO copy as documentary proof).
3. The bidder should have valid Permanent Account Number, GST registration and other statutory registration.
5. The Bidder should have its own Local Establishment/Support Office/Repair/ Service Centre in Patna, Bihar.

  
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### Evaluation Criteria

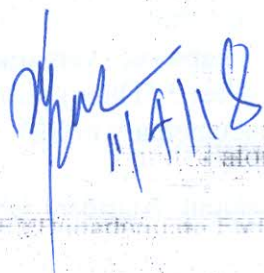
Evaluation of Price Offer shall be done as a package. Total value of all the items (for 1<sup>st</sup> year and 2<sup>nd</sup> year) shall be taken as the criteria for evaluation. Bidders quoting partly shall not be considered. Earnest money amounting to Rs 20,000/- (Rupees Twenty Thousand Only) Demand Draft in favour of "Director, L N Mishra Institute of Economic Development & Social Change, Patna" Payable at Patna shall be submitted along with the tender in a separate envelope.

**Tenders received without EMD/inadequate EMD, and without the requisite Tender Application Fee (Non-refundable) of Rs. 1000/- (Rs. One Thousand only) by Demand Draft shall be summarily rejected. The bidder must officially procure/download the tender documents from the website of LNMI before the last date and time of sale of tender document in order to bid for this tender.**

Micro and Small Enterprises registered with the NSIC/MSME/SSIC are exempted from submission of EMD/Bid and Security Deposit on production of requisite proof in the form of valid certification from NSIC/MSME/SSIC for the tendered item/services.

**Contact for Information:**

Dr. Vijay Bahadur Singh  
Incharge, ICT Division  
LNMI, Patna  
Mob: 94306 03416



SECTION 2

**INSTRUCTIONS TO BIDDERS AND OTHER TERMS & CONDITIONS**

**2.1 Price Basis**

Service at LNMI, Patna, the rate and amount of GST shall be mentioned clearly in the quotation. The Contractor has to raise Tax Invoice. The rate is to be quoted per annum item-wise. For the items against which the expiry date of warranty is mentioned, the AMC period shall start after expiry of warranty period. The period of AMC shall be counted proportionately for the period under AMC. RCM in case GST shall be applicable.

**2.2 Period of Contract**

The period of Contract shall be initially for a period of 2 (Two) years from the date of signing of Agreement extendable for a further period of 1 (One) year, the rate shall be negotiated at the time of extension, with same terms & conditions of the initial contract at the option of LNMI by giving thirty (30) days written notice in advance to the contractor provided the contractor has discharged its obligations hereunder successfully.

**2.3 Payment Terms**

The AMC charges will be paid on quarterly basis at the end of quarter on submission of bill supported with document mentioned in General Terms & Conditions (Preventive Maintenance Reports, Copies of Call Reports and details of Complaints booked duly verified by the competent authority/Incharge).

**2.4 Termination of Contract**

LNMI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor terminate this contract in whole or in parts,

- a) If the contractor fails to maintain any or all equipment within the time periods specified in the contract or any extension thereof granted by the LNMI or
- b) If the contractor fails to perform any other obligations under the contract.
- c) The filing by or against either party of a petition in bankruptcy or insolvency, or for reorganization, or for the appointment of receiver or trustee, or the making of the assignment for the benefit of creditors.
- d) Mutual agreement between the parties to terminate this Agreement by giving one month prior written notice.

**2.5 Performance Bank Guarantee**

The Successful Bidder is required to submit **Performance Bank Guarantee** for a value equivalent to **5%** of the contract value towards performance of the Annual Maintenance Contract valid for AMC period + one month. The Bank Guarantee shall be provided from a Scheduled Bank from its branch in Patna. Performance Bank Guarantee will be submitted along with the acceptance by the successful bidder. EMD will be returned after submission of Performance Bank Guarantee.

**2.6 Coordinating Authority**

**Dr. Vijay Bahadur Singh**

Incharge, ICT Division

LNMI, Patna

Mob: 94306 03416



