



**Cement Corporation of India Limited**  
**Rajban Cement Factory,**  
**Distt. Sirmour (HP)-173028**  
 (AN ISO 9001-2015 CERTIFIED COMPANY)  
**CIN-U74899DL1965GOI004322**

**TENDER NOTICE**

E-mail ID: [rajban@ccilttd.in](mailto:rajban@ccilttd.in), [mandcsrjo@gmail.com](mailto:mandcsrjo@gmail.com)

Fax No.(01704)- /Ph:292733,266221

Sealed Tenders are invited in the prescribed form separately SUPERSCRIBING Tender No. & Name of Work for the following works/items as detailed below:-

Tender No.& Scope of work	Qty	EMD by DD (Rs.)	Dt. of opening for sale	Last date of sale of tender with time.	Last date of Submission of Tender with time.	Date & time of opening of Techno-comm. Bid.
<b>RCF/M&amp;CS/AMC/COMPUTERS/2024-25</b> Tender for Comprehensive annual maintenance contract of PCs, Laptops, UPS and printers at CCI Rajban.	<b>As defined in scope of work</b>	-----	24.01.2024	04.02.2024 14:00:00 hrs	04.02.2024 14:30:00 hrs	04.02.2024 15:00:00 hrs

- Only those tenders will be considered who fulfill the terms & conditions mentioned in the tender documents. Techno commercial bid & Price bid shall be submitted in different envelop.
- The validity of the offer should be kept open for acceptance for 120 days from the date of opening of commercial and technical bid.
- The price- bid should be only as per CCI's price - bid format otherwise the tender is liable for rejection.
- Tenderer must visit CCI web site [www.ccilttd.in](http://www.ccilttd.in) for Part-I & II and submit the same along with the Annexure 1 to 9. Part-I & Part-II and their annexure are part of this tender, tenderer must sign and send hard copy along with techno- commercial bid of the tender. Part-I & II is available in English as well in Hindi in website for better understanding, however, in case of any contradiction in Hindi & English version, English version shall prevail.

**HOD (M & CS)**

**List of Annexure****The tender documents comprise of following: -**

Annexure: I	Covering letter which must be submitted by tenderer duly filled in.
Annexure-II	Part-I – Instruction to tenderers (to be taken from CCI websites <a href="http://www.ccilttd.in">www.ccilttd.in</a> )
Annexure-III	Part-II- General terms & conditions & Annexure 1 to 9 ( to be taken from CCI websites <a href="http://www.ccilttd.in">www.ccilttd.in</a> )
Annexure-XI	Part-III- Special terms & conditions, Techno-commercial bid.
Annexure: XII	Price Bid Performa (Price schedule)

(ON THE LETTER HEAD OF THE BIDDER)  
COVERING LETTER

Ref:-

Date:- .....

To

HOD (M&amp;CS)

Cement Corporation of India Ltd.,

Rajban Cement Factory,

Rajban-173028, Sirmour Distt.( . H.P.)

**SUB: Tender for Comprehensive annual maintenance contract of PCs, Laptops, UPS and printers at CCI Rajban.**

REF: Your NIT No: \_\_\_\_\_

Dated .....

Dear Sir,

With reference to your NIT no. RCF/M&amp;CS/AMC/COMPUTERS/2024-25

Dated .....

We/I hereby submitting hard copies of following documents for your reference.

SR.NO.	ITEM	YES/NO/N.A
1	Signed & Stamped copy of covering letter (Annexure-1)	
2	Submission of EMD (Cash/DD/BG/ Gateway)	Not applicable
3	Signed & Stamped copy of GST Registration Certificate and PAN Card	
4	Signed & Stamped copy Partnership Deed / Memorandum & Article of Association	Not applicable
5	Signed & Stamped copy Balance Sheet for last 3 financial years.	Not applicable
6	Signed & Stamped copy of duly filled and signed Integrity Pact Annexure-2	
7	Signed & Stamped copy Udyog Aadhar Number (For MSME bidders)	
8	Signed & Stamped copy Annexure 3 (Declaration of relation to officer of CCI)	
9	Signed & Stamped copy Annexure 4 (unexecuted / present contracts / jobs in hand)	
10	Signed & Stamped copy Annexure 5 (Bidder's firm/company profile)	
11	Signed & Stamped copy Annexure 6 (Details of plant & machinery installed)	
12	Signed & Stamped copy Annexure 7 (Details of testing facilities installed)	
13	Signed & Stamped copy Annexure 8 (Details of orders executed including CCI during the last three years)	
14	Signed & Stamped copy Annexure 9 (Declaration letter of having read and understood the GTC)	
15	Signed and stamped Copy of Part-I – Instruction to tenderers.	
16	Signed and stamped Copy Part-II- General terms & conditions.	
17	Signed and stamped Scanned Copy of Part-III- Special terms & conditions,	
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Yours faithfully,

(SIGNATURE OF THE TENDERER WITH SEAL)

Tender No: - RCF/M&CS/AMC/COMPUTERS/2024-25

**SPECIAL TERMS AND CONDITIONS  
PART -III**

**Tender for Comprehensive annual maintenance contract of PCs, Laptops, UPS and printers at CCI Rajban**

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In addition to the General Terms and Conditions of tender under PART – I & II, the following special terms and conditions will also apply to the contract. These special terms and conditions, if contradictory to any conditions given in PART – I & II, will prevail upon the conditions given therein. In addition to the above, the following will also apply

**PRESENT SYSTEM:**

**Brief description of Plant:**

Rajban Cement Factory (RCF) is a unit of Cement Corporation of India Limited (CCI), (A Govt. of India Enterprise) is an integrated plant having single kiln plant using dry process technology of 750 TPD clinker.

**LOCATION AND APPROACH**

	Sirmour , Himachal Pradesh
Nearest Highway	NH-707
Nearest Railway Station	Dehradun , Yamunanagr
Nearest Commercial Airport	Dehradun



**GENERAL TERMS & CONDITIONS****1.1 Scope of works: -****Tender for Comprehensive annual maintenance contract of PCs, Laptops, UPS and printers at CCI Rajban**List of equipment and specifications stated below:

<b>Sr. No.</b>	<b>Product Description</b>	<b>Quantity</b>
1.	Desktop Computers (PC with separate Monitor)	04 Nos.
2.	All-in-One Computers (17 Nos. Under warranty)	46 Nos.
3.	Dell Laptops	03 Nos.
4.	HP Laser jet Multi-Function Printers (Model: 1005,1136 & 136-137NW)	22 Nos.
5.	HP Laser jet (Model: 1007 & 1020)	07 Nos.
6.	Uninterrupted power supply (UPS, Rating -600VA (single battery) & 1000VA (Double battery)	35 Nos.
7.	Dot Matrix Printers	03 Nos

1. The contract will be a completely comprehensive contract covering all parts of computers , laptops, printers and UPS system. The consumable items like UPS battery, Laptop battery , printer cartridges , CD/Floppies, ribbons, toner shall not be covered under this contract.
2. Maintenance is to be carried out in the event of malfunctioning which prevents the operation of the computer system. Breakdown maintenance includes fault finding, repair or replacement of spare parts and functional checking of the equipment including cleaning of the system.
3. The contractor will have to provide one preventive maintenance visit at the end of 3 months (Quarterly visit) to our site in case no failure reported during three months period. If any equipment inspected at the site by Service Engineer proves not to have any defect, then such visit shall be counted towards the preventive maintenance.
4. The AMC vendor have to be maintained during the entire period of contract in working condition with regular Quarterly Preventive Maintenance and servicing of the computer hardware and software (including all installed equipment's software and hardware). The vendor has to provide onsite support, when required.
5. CCI reserves right to call for visit of service engineer as per requirement/ Shutdown /breakdown/emergency calls at free of charge. During the contract period the contractor shall bound to attend breakdown service.
6. Backup machine has to be provided in case repair is likely to take more than 7 days' time. In case of failure of mother board, similar or higher version mother board with controller cards for HDD, display

board and serial ports along with compatible hard disc is to be provided to keep the machine functional/ operational.

7. In case of failure of Hard Disk or Disk having developed more than 20% bad sectors, contractor shall replace it with similar or higher capacity HDD.
8. The AMC vendor will replace necessary parts, with equivalent or updated / branded parts or higher configuration, without any additional cost and deviation, if any, from terms and conditions will not be entertained.
9. The AMC includes removal of virus, software patch updating, HDD crash recovery, data backups, system administration (software installation and other system maintenance), video conferencing software, MS Windows, MS Office, software support/troubleshooting to keep the system fully operational.
10. **03 new keyboards and mouse will be provided by the contractor per month.**
11. CCI will not maintain any spare parts or tools & instruments for operation & maintenance of these machines. It is the responsibility of the contractor to come with all spare parts along with necessary tools & instruments to attend repair of computer system at our site.
12. The contractor shall take care of all preventive/corrective steps for trouble free performance of the system.
13. The contractor shall guarantee that all the item supplied/repared by them whether manufactured by them or their sub-contractor or purchased from any other source shall be free from all defects.
14. No extra payment for additional visits will be claimed by the Contractor/ Service Engineer due to non-availability of the spares from the original equipment supplier etc. It is the responsibility of the contractor to maintain all the required spares for our computers.
15. The AMC vendor shall provide necessary support for maintaining **VIRUS-free** computer environment in the department and in upgrading the software as and when necessary. Anti-virus software will be provided by the CCI Rajban.
16. Corporation reserves the right to carry out the works on the risk & cost of the contractor from open market by tender or by any other mode in respect of such work that contractor fails to carry out in accordance with the terms agreed, after giving due notice to contractor.
17. The contract is subject to review after each quarter and CCI-Rajban reserves the right to terminate the contract with a week's notice, if the service provided is found unsatisfactory.
18. Contractor shall be responsible of safe execution of job at site. Contractor shall do risk assessment of job prior to start of work. In any case if any damage occurred during the entire course of work, contractor shall be liable for the payment of repair cost what so ever reason may be.

## **2.0 ELIGIBILITY CRITERIA :-**

- A. The contractor/bidder should have at least 03 years of experience in execution of maintenance and service of PCs, Laptops, UPS and printers . The contractor/bidder has to submit quotations/offers should be accompanied with necessary proof of execution of such order.

## **3.0 PAYMENT TERMS:**

- 3.1 No advance payment will be made.
- 3.2 Bill will be raised on quarterly basis and payment of quarterly running bill will be made after deduction of 5% security deposit and applicable taxes & within 15 days from submission of bill duly certified by concerned department by way of RTGS/NEFT. The security amount will be refunded after 1 month of satisfactory completion of the contract.
- 3.3 Income tax/TDS shall be recovered from bills as per I.T Act/Rates.
- 3.4 Paying Authority: HOD (Finance), CCI Rajban.

## **4.0 EARNEST MONEY DEPOSIT (EMD): NIL**

**5.0 LIQUIDATED DAMAGES: -**

In case of any fault in any equipment, the contractor has to attend the fault within 36 hours of reporting on phone/ Email etc. failing which will invite a penalty at the rate of 0.5% per day subject to a maximum of 5% of the contract value on each occasion in case delay is without sufficient cause and CCI Ltd –Rajban shall have the right to get the AMC equipment's repaired in any way and the cost of repair will be deducted from the bills of the contractor. No claim from the contractor on this account shall be entertained.

**6.0. TRANSPORTATION /LODGING AND BOARDING:**

- No travel expenses will be paid by CCI for their employees.
- Accommodation may be provided to maintenance staff in our guesthouse subject to availability on chargeable basis. No other expenses will be provided by CCI.

**7.0 INPUT-TAX CREDIT**

Tenderer are entitled for availing of INPUT-TAX Credit in respect of GST paid on materials. For availing INPUT-TAX Credit, following documents are required to be submitted along with supply of materials: -

- a) A clear GST invoice, having HSN code duly stamped and signed by the supplier.
- b) The GST rate and amount should be clearly shown separately in the Tax-invoice.
- c) The copy of the Tax-invoice or as specified in GST meant for transporter.
- d) Supplier will pay GST timely to Govt. & will upload GST invoice on GST Portal.
- e) Tenderer shall confirm all the documents would be submitted along with each and every supply for availing the INPUT-TAX Credit. In case any of the documents is not submitted, INPUT-TAX Credit is not allowed by Tax authority on the GST paid by CCI, then the amount will be debited from your bill for the concerned supply or other payment.

**8.0 PERIODICITY / DURATION OF CONTRACT:**

The contract will be for a period of 01 (one) year initially, However, Management may extend it for another 01(one) year subject to satisfactory performance.

**9.0 INSURANCE OF WORKING STAFF :-**

The contractor will have to produce group insurance certificate of the workers deployed for the job before taking up the job, at site. The contractor shall be solely responsible for any accident / injuries to his personnel or to third parties arising out of or in the course of employment of such personnel and shall adhere to all the formalities, regulations / obligations, such as reporting to the appropriate authorities, treatment of the injured and meeting the expenses incidentals therein, payment of compensation etc. The contractor shall be solely responsible for all acts of commissions or omissions on the part of the labour posted at the Corporation's premises.

**10.0 COMPENSATION:**

The contractor shall have to compensate for if he or his labour caused loss or damage to CCI or its property in any manner. Appropriate action including legal action will be taken to recover fined compensation in the event of contractor's failure to pay the compensation within the stipulated time limits on demand. The contractor shall be responsible to pay compensation under the Employee's Compensation Act, 1923 to such of the workmen who may suffer injuries/ death due to accident while on duty.

**10.0** In case of any dispute in regard to the contract, the jurisdiction shall be the court of Paonta sahib.

**Annexure: XII**

Tender No: RCF/M&amp;CS/AMC/COMPUTERS/2024-25

**(Price Bid)**

Sr. No.	Description of Job	QT Y	Units	Unit Rate (Rs.)	G.S.T %	G.S.T AMOUNT	TOTAL AMOUNT
		(a)		(b)	(c)	(d) = b x (c/100)	(e)=b +d
01	COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF PCs, LAPTOPS, UPS AND PRINTERS AT CCI RAJBAN AS PER SCOPE OF WORK	01	Yearly Lumsum				
<p><b>Note: -</b></p> <ol style="list-style-type: none"> <li>1) Certified that the GST indicated as above are as per the prevailing Act of GST and provision made there under.</li> <li>2) The overall Lowest Bidder (L-1) shall be evaluated on the basis of net cost to the corporation.</li> <li>3) GST applicable and payable will be paid extra. TDS of Income Tax as applicable.</li> <li>4) Rate shall be quoted on FOR basis.</li> <li>5) Nothing is payable other than rate quoted above.</li> </ol>							
<p><b><u>DECLARATION: -</u></b></p> <p>I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.</p>							

**Note:** Quotation is based on the specification given above. The Price Bid is returned Separately in our Price Bid Envelop.

(Signature of Authorized Signatory with date and seal of the Company)