

भारत सरकार  
भारत मौसम विज्ञान विभाग  
GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL DEPARTMENT

METEOROLOGICAL CENTRE  
BIJUPATNAIK AIRPORT  
BHUBANESWAR-751020



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No. COMP-001/ (LOOSE)/ 22

Dated: 05 / 04 / 2024.

GSTN: 21AAAGD0276J2ZT

To  
All concerned.

**EXTENSION-NOTICE INVITING QUOTATIONS**

As per decision of competent authority, sealed quotations are invited from registered firms for Comprehensive Annual maintenance Contract (CAMC) for Computers and peripherals. The sealed quotations may be superscripted on the top of the envelope "Quotation for CAMC of IT Equipments" and should be reached to "Head, Meteorological Centre, BPI Airport Bhubaneswar-751020" on or before 12/04/2024(4PM) (Friday).

**Those firms who have submitted sealed quotation earlier are not required to submit again.**

You may visit this office and access the items during office hours from 1000-1700 hrs IST except Saturday, Sunday & Govt. holidays. **The terms and conditions of quotations is enclosed (Annexure-I)**. Rate of CAMC charges including GST & other charges/taxes for each item should be reflected in your quotations. GSTN registration/ firm regd. number should be mentioned in your quotation letter. The payment of CAMC charges will be made quarterly on pre-receipted bill basis after satisfactory performance of the service render by the firm.

The competent authority reserves the right to cancel the quotation without assigning any reason.

*B C Behera*  
05/04/2024  
(B C Behera)  
for Sc-F & Head  
M C Bhubaneswar

Copy to:

- 1) Notice Board
- 2) IMD Odisha web-site

TERMS AND CONDITIONS FOR CAMC OF COMPUTERS AND PERIPHERALS

1. The firm should submit two separate quotations for financial and technical bids in two separate wax sealed cover.
2. Technical bids should contain the following details:
  - i. Experienced technical personnel of the firm.
  - ii. Firm must possess robust chip level repairing infrastructure.
  - iii. Firm should furnish details of previous computer CAMC contracts (at least five) undertaken. Firms having previous recommendation letters will be preferred.
3. Quoted price in financial bid should be inclusive of all Tax, GST, delivery and installation charges and any other extra charges, if any. Rate for each items mentioned in **Annexure-II** should be mentioned explicitly.
4. Firm should replace / repair any defective items within 24 hours of detection of the problem failing which CAMC contract will be liable to termination without any warnings.
5. If any defective parts/module /accessories are declared as permanently unserviceable and not repairable at all, the same are to be replaced with new item of identical or higher specification with any cost but with prior approval from M C Bhubaneswar.
6. Firm shall provide maintenance services between 10:00 AM to 05:00PM on working days and if required on very special cases on Saturday–Sunday and certain national holidays by deputing well qualified and experienced personnel.
7. Payment will be made on pre-receipted bill (in triplicate) basis quarterly after successful completion of work and satisfactory service.
8. Payment will be made after submission of the name of the person / company (in block letters) against whom the bank A/C is existing, name of the bank and various other details, which are present in the mandate form of this office. Mode of payments will be through RTGS from the D.D.G.M, Regional Meteorological Centre, Kolkata.
9. This office reserves the right to accept or reject the offers or cancel the bid at any time without assigning any reasons and without any costs and liability to the Government of India.
10. Firm should submit copy of Firm's Registration Certificate, GSTIN registration No. PAN No., Income Tax returns.
11. The contract shall be for period of one year which will commence from the date of signing of the contract by the parties concerned on non-judicial stamp paper, which could be terminated by this office at any time without assigning any reason and payment of CAMC service would be made at proportionate rate of contract.
12. It shall be the responsibility of the firm to handover all the equipment under contract in working condition at the end of the contract period.
13. The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the competent authority and no extra payment would be made on this account. Firm would also be required to provide alternate equipment.
14. Failure to repair / service the equipment in question within specified time without adequate reasons and to return the repaired machine within week's time may entail proportionate deduction in the bill in respect of the period.
15. Preventive Maintenance each month for all item under CAMC would include:
  - i. Cleaning of all computers and peripherals.
  - ii. Checking and cleaning of all electrical components to prevent any mishap
16. Firm shall not sub-contract the hardware maintenance jobs to any outside agency without the permission of this office.
17. The firm and its engineers shall be responsible for data recovery and data security in case of system failure and crashing of hard drive/disc of any computer system under the maintenance contract.
18. The firm will also maintain the system configuration (antivirus updates, device drivers etc.) and Net work Configuration as and when required. The engineers will not change the setting of any computer and upload any software without seeking prior permission.
19. Firms are requested to read carefully and understand the terms and conditions of maintenance contract in the foregoing paragraphs before sending their quotations. No violation of the aforesaid terms and conditions shall be permitted/accepted the Firm's Quotations.
20. **The numbers of items indicated is only tentative (Annexure-II). The Final list will be prepared once the contract is awarded.**
21. Compliance statement for the above terms and conditions has to be submitted along with the Financial & Technical bids.

*Handwritten signature*

## CERTIFICATE OF ACCEPTANCE

This is with reference to "Comprehensive AMC for computers and peripherals". We agree with the terms and conditions set forth in "Annexure-I" for maintenance of computers and other peripherals.

Yours faithfully,

For M/S \_\_\_\_\_

(Authorized Signature)