

## REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF VENDOR FOR MAINTENANCE OF PCs &  
PERIPHERALS  
THROUGH COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT  
FOR BRANCHES/ OFFICES UNDER

BHADOHI FOR PERIOD OF 01.04.2022 TO 31.03.2023.

RFP REF NO- BUPB: ROBHA: P&E: RFP: ITEQUIP: 2021-22 DATE: 17-02-2022



**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF COMPUTER  
HARDWARE AND PERIPHERAL**

**Request for proposal: CAMC contract for maintenance and service of Computer Hardware and Peripherals.**

Sealed quotations are invited from the reputed manufactures/companies/firms for on-site maintenance of computer hardware and peripherals installed at various branches/offices of our Bank located in Bhadohi and Jaunpur District under control of administrative office of Regional Office, Bhadohi.

Last Date and time for receipt of Bid: - 11.03.2022 till 01:00 PM

Date and time of opening of Bid Address for communication: -

**Date and Time: 11.03.2022 at 5:00 PM**  
**THE REGIONAL MANAGER,**  
**Baroda U.P. Bank Regional Office**  
**Chauri Road, Tiwari Bhavan, Sant Ravidas Nagar- 221401**  
**E-mail Address: [planning.robhad@barodauprrb.co.in](mailto:planning.robhad@barodauprrb.co.in)**  
**Mobile: 7000525628 Amar Narayan tripathi(I.T.)**  
**9415816532 Sharad kumar nagar(I.T.)**  
**9958443307 Siddhartha Shukla(PE)**

**Eligibility Criteria:**

- The bidder should have adequate turnover/facilities for services/maintenance of computer hardware and peripherals.
- The firms/companies should have minimum 3 years of experience in field of Comprehensive Annual Maintenance Contract in PSBs and Financial Institutions.
- The firm should have been registered with Sales Tax Department for Work contract and shall provide PAN/GSTIN No with the bid.
- The firm should have its support office at Bhadohi/Jaunpur or Varanasi.
- The firm/Company should not have been blacklisted by any public sector/bank/PSU/Government department in the past. A

**Payment Terms:-**

- Comprehensive Annual Maintenance Charges shall be paid on pro-rata basis at the end of each quarter after submission of satisfactory service report from all the branches.
- No advance payment shall be made in any case.
- TDS to be deducted as applicable.

**Other Terms and Conditions:-**

Earnest Money Deposit (EMD): Earnest Money Deposit of Rs. 25,000.00 {Rupees Twenty Five Thousand Only) has to be submitted by the way of Demand Draft Banker's Cheque/ Pay Order drawn in favour of "Baroda UP Bank" payable at Bhadohi. Earnest Money Deposit will not carry any interest.

- The Earnest Money Deposit of unsuccessful bidders will be refunded accordingly in due course.
- The Earnest Money Deposit of the successful bidder shall be refunded one month after successful completion of CAMC tenure subject to renewal of CAMC if any.
- Under the Government guidelines "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2018" interested MSEs firms may submit their quotation with all relevant documents and valid certificate for relaxation of EMD.



**The Earnest Money Deposit will be forfeited if:**

- The successful bidder withdraws from the CAMC without any notice to the bank before completion of CAMC period/tenure. Bidder must inform the bank and would need to provide service for minimum period of 2 months from the date in case of withdrawing from AMC before date mentioned in contract.
- The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Bank.
- The bidder violates any of the provisions of the terms and conditions of this TENDER specification.
- Earnest Money Deposit will be refunded for the unsuccessful bidders within one month from the date of opening of bids.

**>> Bids must be submitted either through registered post or by hand to hand at Regional Office, Bhadohi.**

**>> The bid must contain two Envelopes as per procedure given below.**

**FIRST ENVELOPE SHALL CONTAIN THE DOCUMENTS GIVEN BELOW:**

- Annexure – A duly filled with all details
- Details of infrastructure in order to provide proper services.
- Attested photocopy of document w.r.t. registration of firm along with GSTIN No.
- Photo copy of duly attested PAN.
- Photo copy of duly attested GSTIN.
- Income tax Return for the last three years.
- Certificate/document w.r.t. Experience.
- The entire tender document shall be duly signed by the vender as a mark of acceptance of terms and condition of the tender document.
- All the documents should be self-attested along with stamp of the Firm.

**>> IF ANY OF THE ABOVE DOCUMENTS IS/ARE EITHER NOT SUBMITTED OR SUBMITTED BUT NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED.**

**>> IT MUST BE MENTIONED ON ENVELOPE "DOCUMENT SUBMITTED FOR BID OF CAMC OF COMPUTER HARDWARE AND PERIPHERAL".**

**SECOND ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

Second envelope must contain only bid with below mentioned documents.

- The price must be submitted on the prescribed format (Annexure-B) along with document.
- Demand Draft / Banker's Cheque / Pay Order drawn in favour of "Baroda U.P. Bank" payable at Bhadohi.
- Price bid will not be accepted on any other format or document.

IT MUST BE MENTIONED ON "PRICE BID OF CAMC OF COMPUTER HARDWARE AND PERIPHERAL".

**BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED "BID FOR CAMC OF COMPUTER HARDWARE AND PERIPHERAL".**



