

TENDER NOTICE BY E-PROCUREMENT FOR SERVICES OF COMPREHENSIVE MAINTAINANCE OF DESKTOPS, LAPTOPS , MAC BOOK, PRINTERS/SCANNERS AND NETWORK SWITCHES ETC. AT CFSI HEAD OFFICE,MUMBAI

Children's Film Society, India (CFSI) is an autonomous body under the administrative control of the Ministry of Information & Broadcasting; Govt. of India located at 8TH FLOOR FILMS DIVISION COMPLEX, PHASE 1 BLG, 24 DR. G. DESHMUKH MARG, MUMBAI- 400 026 (TELE NO. 022- 23516136).

On behalf of the Chief Executive Officer invites tender by E-procurement under Two Bids System i.e. Technical Bid & Financial Bid for : "E-Procurement for Comprehensive Maintenance of Desktops, Laptops, Printers/Scanners and Network Switches etc. at CFSI head office.

The details are given in the schedule and appendices of this Tender Enquiry.

The bidder shall submit bid security also known as Earnest Money deposit of Rs. 15,000/- to be paid online.

CRITICAL DATE SHEET:

Event	Date
Availability of RFP Document at https://eprocure.gov.in/eprocure/app Website	13th August, 2020, Thursday 1000 hrs
Last date and time for online submission of completed RFP document	3rd September, 2020,Thursday,1200 hrs
Opening of online Technical Bid, evaluation and short listing for financial bid	4th September, 2020,Friday 1230 hrs
Opening of online Financial Bid	9th September 2020,Wednesday,1100 hrs
Awarding of online contract	14th September 2020, Monday 1100 hrs
Submission of hard copy documents	15th September 2020,Tuesday 1100 hrs

NOTE:-

1. CFSI invites e-bids from reputed firms/Company in two bid system i.e. Technical and Financial Bid from agencies/firms for services Comprehensive maintenance of Desktops, Laptops, Macbook, Printers/Scanners and Network switches etc.
2. The complete bid Document will be available and may be downloaded from CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)
3. Any Change/ modification in the bid enquiry will be intimated through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) only.
4. Bidders must submit their bids online only through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)
5. For submission of e-bids, bidders are required to get themselves registered with CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) along with class II/class-III digital signature certificates issued by CCA under IT Act- 2003.

6. Bidder are therefore, also requested to visit CFSI's website (<https://www.cfsindia.org>) regularly to keep themselves updated.

7. All documents except BOQ submitted by the bidders should be in legible PDF format.

8. The bidder should meet all the requirements as mentioned in the bid document floated in (<https://eprocure.gov.in/eprocure/app>)

9. The rates which is to be finalized and accepted should be operative up to **Three years** from the date of acceptance of award of contract. You may therefore, quote your rates in the BOQ as fixed for **Three years** including GST . Any change in the GST after issue of notification by the Government the same will be revised on actual basis in the invoices raised to CFSI.

10. The detailed specifications of the work is as follows :

- I. Maintenance of 21 computers, 10 Laptops, 1 Mac Book and 12 printers (including scanners) with network switches pre- installed / operational. A daily register for complaints attended would be maintained by the service engineer. Acknowledgment should be obtained from user after completion of the work and same may be submitted to Admin dept. monthly for their records.
- II. The resident engineer should have adequate experience and solve all problems preferable on site.
- III. Networking support with tally would be required.
- IV. A qualified resident engineer shall be provided ,who will look after the maintenance of computers, laptops, and other accessories. The Engineer shall report to CFSI office on all working days of CFSI between 9.30 am to 2.00 pm and if work requires then for the whole day.
- V. During International/National Children's Film Festival a resident engineer should be available for full day from 9.30 am to 5.30 pm for the period of 2 months for preferably October and November
- VI. The firm /company shall carry out preventive maintenance regularly and shall plan the activities, as per schedule of quantities, in such a manner that maintenance is carried out for each equipment at least once in three months. A separate logbook should be maintained to record the preventive maintenance carried out on regular basis on each equipment and got signed by user after satisfactory completion of maintenance services.
- VII. The Schedule of preventive maintenance shall be as follows:
 - a. Cleaning of all equipment using dry vacuum air, brush, soft muslin cloths.
 - b. Running of test programmes to ensure quality print/data reliability.
 - c. Checking of power supply source for proper grounding and safety of equipment.
 - d. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
 - e. Shifting of equipment as and when required.
- VIII. Software support including spam emails would also be provided.
- IX. Vendor needs to provide a list of parts which would be covered under comprehensive contract.
- X. Prior approval for replacement of parts which are not covered under Comprehensive maintenance contract would be required to take by the resident engineer.
- XI. No computer/Laptop will be provided from CFSI to resident engineer. Vendor shall arrange a computer/Laptop for their resident Engineer. .
- XII. If any machine takes more than 2 days for repairing work, then a stand by machine would be provided by vendor, so that work does not suffer
- XIII. It shall be the responsibility of the firm to make all the computers and peripherals work satisfactorily throughout the contract period and to hand over the systems in working condition to the administration after expiry of the contract. In case any damage is found, the firm is liable to rectify it even after the contract or CFSI will recover the damages from the Performance Security.

Chapter-I- Instructions to bidder

- 1) Bidders must submit their bids online only through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)
- 2) For submission of e-bids, bidders are required to get themselves registered with CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) along with class II/class-III digital signature certificates issued by CCA under IT Act- 2003.
- 3) Bidder **has to** upload the following **self-attested** documents in legible PDF format in a technical bid if any of the following is missing the technical bid will not be eligible for Financial Bid
 - I) Scanned copy of GST registration certificate
 - II) Scanned copy of PAN, TAN registration
 - III) Scanned copy of Certificate of Incorporation Company / Firm / Proprietary
 - IV) Scanned copy of Pamphlets/Brochure/Company profile/credentials.
 - V) Scanned copy of cancelled cheque along with bank details for online payment / refund of EMD.
 - VI) Scanned copy of EMD payment receipt.
 - VII) Any other relevant document.
- 4) The bidders registered with MSME ,as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are **EXEMPTED** from submission of Bid Security (EMD).
- 5) Bidders are required to submit the Bid Security(Earnest Money Deposit) of Rs. 15,000/- as bid security in the form of online fund transfer as per the bank details given below in favour of "**CHILDREN'S FILM SOCIETY, INDIA**" payable at Mumbai. The fund transfer of the EMD should reach Chief Executive Officer, Children's Film Society, India Mumbai before bid opening date (**4th September 2020, Friday 1230 hrs**) otherwise the bid will be summarily rejected.

FOR NEFT/RTGS PAYMENTS:

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|-----------------------|---|---|
| ○ Name of Beneficiary | : | CHILDREN'S FILM SOCIETY, INDIA |
| ○ Name of the Bank | : | State Bank of India |
| ○ Address of Bank | : | Kalpataru, 39, Pedder Road, Mumbai - 400 026. |
| ○ Account No. | : | 39196676349 |
| ○ Type of Account | : | Current Account |
| ○ IFS Code | : | SBIN0000510 |

- 6) The Earnest Money Deposit shall be forfeited by Children's Film Society, India in the following events:
 - i) If tender is withdrawn during validity period or any extension thereon
 - ii) If tender is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
 - iii) If a bidder whose tender has been accepted but fails to furnish the Performance Security deposit, performance bank guarantee within 14 days of acceptance of Tender.
- 7) **The period of the tender should remain valid for a period of 90 days.**
- 8) The Financial Bid in the BOQ is available in excel format
- 9) The Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of tender on request received on email Id admin@cfsindia.org and accounts@cfsindia.org alongwith bank details ,scanned copy of cancelled cheque for refund of EMD online.
- 10) The Earnest Money Deposit of successful bidder will be returned by online fund transfer only after on receipt of Performance Security Deposit.

11) **No interest will be paid on EMD and Performance Security Deposit.**

12) The tenderer has to quote rates with their specification in the format of BOQ (Bill of quantity) only.

13) Prices should be quoted in Indian rupees and indicated in words and figures in BOQ.

14) At the first instance the Technical bids will be opened by the Department online and the same will be evaluated by the Competent Committee or Authority. The bidder may be required to arrange a demonstration/presentation of the products offered. At the second stage, Financial bids of only the technically acceptable offers will be opened online for evaluation and ranking before awarding the contract.

15) Rate which is to be finalized and accepted, should be operative up to Three years from the date of acceptance of tender. No variation of rates will be accepted at a later date.

16) The successful Bidder will have to furnish performance Security @ 10% of the value of the contract in the form of online fund transfer drawn in favour of "**CHILDREN'S FILM SOCIETY, INDIA**" payable at Mumbai" as per the bank details mentioned at point no. 6 above. Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider including warranty obligations.

17) The last date for uploading the tender in the CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) is **3rd September 2020, Thursday till 1200 hrs**

18) The tenders will be opened at Children's Film Society, India, 8th Floor, Phase-1, Films Division Complex, 24, Dr. G.Deshmukh Marg, Mumbai 400026 on **4th September 2020, Friday at 1230 hrs**

19) The firms/companies/proprietors interested to provide services mentioned above can speak to Ms. Deepa Rasam, JTO/AAO (Addl. Charge), Tel No. 022 23516136 or email on admin@cfsindia.org for any clarification if required.

Chapter-II-Terms and conditions

1. The successful bidder will be required to start his services as from the date mentioned in the award of contract.
2. Failure to deliver in given timelines regarding maintenance consecutively for 3 times within a quarter may attract a penalty of 2% of the order value.
3. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
4. The successful bidder will be awarded a contract online for three years and as per the terms and conditions prescribed by this office. However, CFSI has right to cancel the contract under Indian Law if the successful bidder fails to execute the orders within stipulated time or the quality of services provided are found to be inferior or violate any condition of the contract.
5. No advance payment will be made under any circumstances. The payment will be made on quarterly basis on certification with due satisfaction for quality of service provided to all departments (CFSI Mumbai). The payment will be made within 15 days of the receipt of the tax invoice after end of the each quarter.

6. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Chief Executive Officer, Children's Film Society, India, Mumbai and her decision in this regard is final and binding.
7. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.
8. Any dispute arising shall be referred to the sole Arbitration. The selection of arbitrator will be made by CEO, CFSI. The arbitrator's decision shall be final and binding on both the parties.
9. The CFSI reserves the right to cancel the tender in the following cases:
 1. The bidder fails to comply with the terms and conditions of the tender.
 2. The bidder makes changes in the tender, the bidder fails to submit the required documents as mention in the Chapter I - point 3 above deliver the satisfactory services on time.
 3. The bidder fails to submit the technical and financial bids in the required format as specified in point no. 1 and 7 of NOTE and point no. 3 of Chapter I above.
 4. The bidder becomes bankrupt or goes into liquidation.
11. In case of any inclusion of a clause the same will be included subsequently by way of addendum with consent of both the parties.

Yours faithfully,

Accounts Officer & Administrative Officer (Addl.Chg.)
For Chief Executive Officer

Signature of authorized signatory