



**OFFICE OF THE PRINCIPAL  
GOVERNMENT WOMEN'S COLLEGE, BALANGIR**

(Affiliated to Rajendra University, Balangir, Odisha)

P.O./Dist: Balangir, Odisha - 767001, India

| womenscollegebalangir.in | womenscollegebalangir@gmail.com |

NO. 1377 /GWC

DT. 03.05.25

**QUOTATION CALL NOTICE**


Separate sealed quotations are invited from GEM registered firms having GST registration for Annual Maintenance Contract (AMC) of computer, printer, UPS e.t.c and for CCTV for the session 2025-26. More than 60 numbers of computer and more than 40 numbers of CCTV are working in this institution. Quotation should reach to the undersigned on or before 20<sup>th</sup> May 2025.

For more details, kindly visit our website [www.gwcbalangir.in](http://www.gwcbalangir.in).

  
Principal  
Govt. Women's College, Balangir  
Govt. Women's College  
Balangir

Memo No. 1378 Dt. 03.05.25

Copy to the Account Bursar/ Administrative Bursar/ Academic Bursar/  
Account Section for information.

  
Principal  
Govt. Women's College, Balangir  
Govt. Women's College  
Balangir

Memo No. 1379 Dt. 03.05.25

Copy to the Dist. NIC Officer, Balangir for uploading the same in the Dist.  
NIC Website for wide circulation.

  
Principal  
Govt. Women's College, Balangir  
Govt. Women's College  
Balangir

## **ANNUAL MAINTENANCE CONTRACT (AMC)**

**For Computer Systems, Smart Board, Multifunction Printers & Printers etc.**

### **ELIGIBILITY CRITERIA**

The firm must be GEM registered with respective authorities like Company of Registrar, GST, etc., as per rules.

Valid copies of such registration certificates must be submitted. Copy of Income Tax Return for the last three years also to be submitted.

- i. The firm should be in existence for over 3 years in the trade with the maintenance business of Computers/Peripherals, etc. Last 2 years balance sheet, profit & loss A/C) must be attached.
- ii. The office or a service provider outlet of the firm should be located in Balangir so that immediate quick service can be delivered at a short notice.

### **SCOPE OF WORK/SERVICE**

The firm should agree to provide the following services under the contract to keep the system in good working condition. For this the selected firm has to carry out the following AMC works:-

- I. Preventive maintenance on a monthly basis for each equipment.
- II. Breakdown calls to be attended within 1 working day.
- III. Repairs to be made on-site; if offsite repair is required, equivalent replacement equipment must be provided, is possible.
- IV. Minor faults (i.e. except in case of major faults) should be repaired immediately.
- V. Maintenance includes cleaning, software checks, virus protection, and hardware inspections.
- VI. Maintenance includes all softwares already installed in computers and smart boards and the software to be installed at later stages.
- VII. The number of items viz. PCs, Printers, UPS, Smart Board, Projector etc. may increase or decrease during the contract period and the chargeable amount payable to vendor will be calculated/ adjusted accordingly on the basis of per unit price.
- VIII. A technician must visit the college once a month; service completion must be certified by the Head of the Departments (HOD).

- IX. A maintenance logbook must be maintained and signed monthly by the HODs.

**EQUIPMENT LIST & RATE FORMAT TO BE QUOTED:**

Sl. No	Equipment	No. of Units	Per Unit Rate (₹)
1	Computer System and accessories including UPS	1	
2	Smart Boards	1	
3	Multifunctional Printer	1	
4	Normal Printer	1	
5	Scanner	1	
6	Projector	1	
Total Annual Cost			

The total annual maintenance cost shall be calculated by multiplying the unit rate of each item by the corresponding number of units available for maintenance. The college has more than 60 Computer systems, 8 Smart Boards, more than 20-25 printers and scanner and projectors. Exact number of units will be finalized once the contract will be awarded.

**PAYMENT TERMS**

- Payment will be made once every six months (bi-annually), i.e., in two equal installments.
- No advance payment will be made.
- Payment will be processed only after submission of service reports duly certified by the HOD.

### **VALIDITY**

The contract is valid for a period of one year from the date of agreement. However, the contract may be extended for further period of two years (one year on each occasion) on mutual consent/agreement and on same unit price, terms, conditions and if services of the selected firm are found to be satisfactory during the contract period.

### **GENERAL TERMS**

- I. Consumables (toners, cartridges, etc.) are not covered under AMC.
- II. Any replacement part shall be of equal or better quality.
- III. Contractor must maintain a logbook of all services and faults.
- IV. No change in AMC cost is allowed during contract period.
- V. Rates mentioned on the tender if accepted will not be allowed to be enhanced during the contract period.
- VI. Subcontracting of AMC is strictly prohibited.
- VII. The interested firm has to submit the sealed tender papers addressing to the Principal, Government Women's College, Balangir either by post or hand over directly.
- VIII. Contractor must have minimum 3 years of relevant experience and an office within the state.
- IX. The College reserves the right to accept or reject any tender without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned.
- X. The selected firm has to deposit the performance Security Deposit of Rs.15,000/-.
- XI. In case the contracting firm is not able to do the work after accepting the contract, security deposit of the selected firm shall be forfeited. In such event the college will award such contract to the L2 firm and so on.
- XII. Any blacklisted Firm/Agency shall not be allowed to participate in the tender.
- XIII. Any legal dispute is subject to the Civil Courts of the local jurisdiction.

**ANNUAL MAINTENANCE CONTRACT (AMC)**  
**FOR CCTV SURVEILLANCE SYSTEMS**

**ELIGIBILITY CRITERIA**

The firm must be GEM registered with respective authorities like Company of Registrar, GST, etc., as per rules.

Valid copies of such registration certificates must be submitted. Copy of Income Tax Return for the last three years also to be submitted.

- i. The firm should be in existence for over 3 years in the trade with the maintenance business of Computers/Peripherals, etc. Last 2 years balance sheet, profit & loss A/C) must be attached.
- ii. The office or a service provider outlet of the firm should be located in Balangir so that immediate quick service can be delivered at a short notice.

**SCOPE OF WORK/SERVICE**

The firm should agree to provide the following services under the contract to keep the system in good working condition. For this the selected firm has to carry out the following AMC works:-

- a) Monthly inspection and health-check of all CCTV units and DVR/NVR systems.
- b) Breakdown calls to be attended within 2 working day.
- c) Minor faults (i.e. except in case of major faults) should be repaired immediately.
- d) Maintenance includes clean camera lenses and housings, check and adjust recording settings, replace faulty connectors or wires (minor parts only).
- e) The number of CCTV may increase or decrease during the contract period and the chargeable amount payable to vendor will be calculated/ adjusted accordingly on the basis of per unit price.
- f) A technician must visit the college once a month; service completion must be certified by all the members of CCTV Maintenance Committee.
- g) A maintenance logbook must be maintained and signed monthly by the Office In-charge (OIC), CCTV Maintenance Committee.

### **EQUIPMENT LIST & RATE FORMAT TO BE QUOTED:**

<b>Sl. No</b>	<b>Equipment</b>	<b>No. of Units</b>	<b>Per Unit Rate (₹)</b>
1	CCTV Cameras	1	
2	DVR/NVR Units	1	
3	Monitor/Display	1	
Total Annual Cost			

The total annual maintenance cost shall be calculated by multiplying the unit rate of each item by the corresponding number of units available for maintenance. The college has more than 40 Units of CCTV. Exact number of units will be finalized once the contract will be awarded.

### **PAYMENT TERMS**

- Payment will be made once every six months (bi-annually), i.e., in two equal installments.
- No advance payment will be made.
- Payment will be processed only after submission of service reports duly certified by all the members of CCTV Maintenance Committee.

### **VALIDITY**

The contract is valid for a period of one year from the date of agreement. However, the contract may be extended for further period of two years (one year on each occasion) on mutual consent/agreement and on same unit price, terms, conditions and if services of the selected firm are found to be satisfactory during the contract period.

### **GENERAL TERMS**

- i. Consumables parts, if any are not covered under AMC.
- ii. Any replacement part shall be of equal or better quality.
- iii. Contractor must maintain a logbook of all services and faults.
- iv. No change in AMC cost is allowed during contract period.
- v. Rates mentioned on the tender if accepted will not be allowed to be enhanced during the contract period.
- vi. Subcontracting of AMC is strictly prohibited.

- vii. The interested firm has to submit the sealed tender papers addressing to the Principal, Government Women's College, Balangir either by post or hand over directly.
- viii. Contractor must have minimum 3 years of relevant experience and an office within the state.
- ix. The College reserves the right to accept or reject any tender without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned.
- x. The selected firm has to deposit the performance Security Deposit of Rs.15,000/-.
- xi. In case the contracting firm is not able to do the work after accepting the contract, security deposit of the selected firm shall be forfeited. In such event the college will award such contract to the L2 firm and so on.
- xii. Any blacklisted Firm/Agency shall not be allowed to participate in the tender.
- xiii. Any legal dispute is subject to the Civil Courts of the local jurisdiction.