

**Office of Joint Director**  
**Flood Management Improvement Support Centre**  
**2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Block-A, Patna-**  
**800002 Email Address: fmiscbihar@gmail.com**  
**Phone No. 0612 - 2256999**

Quotation No. (Short): FMISC/08/2025-26

**Short Notice Inviting**

Quotation for 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'

Letter No.: - 844/ Patna

Date: - 02/09/2025

- 1) Joint Director, Flood Management Improvement Support Centre, Patna invites sealed most competitive quotation from the intending reputed Bidder/ Supplier/ Firm/ Vendor /Service Provider for 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'. Details and the quotation documents are available on the Website: [https:// fmiscwrdbihar.gov.in/fmis/](https://fmiscwrdbihar.gov.in/fmis/) .
- 2) The quotation document contains the following Annexures:
  - (i) Brief Description of the Goods
  - (ii) General guidelines for Quotation
  - (iii) Technical Specification
  - (iv) Information Sheet of Bidder
  - (v) The Financial Bid

**Important Dates**

|   |   |
|---|---|
| Last Date and Time of Submission -        | <b>Date: 16/09/2025, Time 16:00 Hrs</b><br><b>(Accepted only through speed post/registered post/courier/ Physical delivery)</b> |
| Cost of Quotation Document -              | Not Applicable  |
| Bid Security/ Earnest Money Deposit -     | ₹14,300.00/- (Rupees fourteen thousand three hundred Only).)  |
| Date & Time of Opening of Technical Bid - | <b>Date: 16/09/2025, Time 16:30 Hrs.</b>  |
| Date & Time of Opening of Financial Bid - | <b>Date: 16/09/2025, Time 16:45 Hrs.</b>  |



Joint Director

Flood Management Improvement Support centre,  
Patna

Letter No:- 844/ Patna

Date:- 02/09/2025

Copy to: Mr. Prem Kumar, Software Engineer, Mr. Dheeraj Kr. Singh Web Master/Web Design Specialist, FMISC Patna for information and Publication in FMISC Website and Public Relation Officer , Water Resources Department, Sichai Bhawan , Patna for information and publication in daily newspaper.

Enclosure:-Soft copy Enclosure:-Soft copy



Joint Director

Flood Management Improvement Support centre,  
Patna

**Annexure (i) - Brief Description**

| #  | Brief Description of the Goods   | Quantity | Specification/<br>Installation<br>Requirements |
|----|--|----------|--|
| 1. | DeLL Workstation <b>Precision Tower 7910</b> with Display (2 nos. each) DeLL U2717D Type - A | 2 Nos.   | As given in<br>Annexure-(iii)                  |
| 2. | DELL Workstation <b>Precision Tower 5810</b> with Display DELL U2717D TYPE- B                | 14 Nos.  |  |

### Annexure (ii) - General Guidelines for Quotation

- 1) The Bidder must unconditionally accept all of the terms and conditions of this quotation document.
- 2) On all pages, the individual signing the Quotation or other documents must include his full name below his signature.
- 3) The Bidder is advised to visit and examine the Site of maintenance, including others necessary as required and its surroundings and obtain all information for itself on its responsibility for preparing the quotation and entering a contract for successful execution. The costs of visiting the Site shall be at the Bidder's own expense.
- 4) **Eligibility of the Bidder** - To avoid rejection or disqualification of the Quotation, the Bidder should verify its eligibility conditions as indicated below before submitting it and enclosing the required papers in the order listed below.
  - (i) The Bidder should have an **office/ a service base in Patna, Bihar**. In this regard, the Bidder shall produce supporting evidence in the form of a Registration/Certificate of incorporation mentioning the address/ rent or lease agreements of the premises.
  - (ii) The Suppliers/ Firms/ Vendors /Service Providers that have been **blacklisted / debarred** in participating in any procurement activities by any State or Central Government or other government organizations in India are not allowed to bid. In this regard, the Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/ debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU.
  - (iii) The Suppliers/ Firms/ Vendors /Service Providers should have **similar experience of two years** in Govt. Ministry or Department/Public sector/Govt. Autonomous Body. **In this regard, the Bidder shall produce Work/Purchase orders with its completion certificates.**
- 5) **Cost of quotation documents:** The quotation documents cost is not applicable. The quotation documents can be downloaded from the website:  
<https://fmiscwrbihar.gov.in/fmis/>
- 6) The CAMC Quotation must be submitted in two parts :- **(A) Technical bid & (B) Financial bid**. The two bids must be submitted in two separate sealed envelopes marking the Bid's name and must be put in the single outer cover subscribing as **'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'** and also the quotation number.

- 7) Bid Security /Earnest Money Deposit (EMD) of ₹ 14,300.00/- (*Rupees fourteen thousand three hundred Only*) will be paid in the form of a Bank/ Demand Draft duly pledged in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security /EMD will not carry any interest.
- 8) Submission of Quotation and Other Documents Required -
- (i) The quotation documents must be filled in completely and signed by the authorized signatory of the Bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document.
  - (ii) The completed document must reach to "Office of Joint Director, Flood Management Improvement Support Centre, 2<sup>nd</sup> Floor, Block-A, Jal Sansadhan Bhawan, Anisabad, Patna - 800002 by the last date of submission under a sealed cover by *speed post/registered post/courier/ Physical delivery*. The quotations received after the due date & time are liable to be rejected. The Quotation by FAX/ e-mail or any other media will not be entertained.
  - (iii) The envelope containing the Quotation must be super-scribed as 'Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations' and the quotation number with the due date & time of submission.
  - (iv) The **Office of Joint Director** is not responsible for delay, loss or non-receipt of quotation documents sent by the posts.

The Quotation should contain the following documents.

**A. Technical Bid containing-**

- (i) Self-attested copy of **PAN, GST registration and Registration** issued by appropriate government authority for the required services.
- (ii) The Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU and regarding the correctness of the document submitted.
- (iii) Bid Security/Earnest Money Deposit (EMD) ₹ 14,300.00/- (*Rupees fourteen thousand three hundred Only*) in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest. EMD is Mandatory (There Will be no exemption for **Startup** and **MSME** on any ground) otherwise without EMD of required amount, the Technical bid will not be entertained.
- (iv) For similar experience verification, the Bidder shall produce Work/Purchase orders with its completion certificates.
- (v) The service provider should have an average annual turnover of at least 5 lakh rupees (Rupees five lakhs only) during the last three financial years (2021-22, 2022-23 and 2023-24). In this regard the firm shall produce valid

supporting document.

- (vi) The Bidder should have an office/ a service base in Patna, Bihar. In this regard, the Bidder shall produce supporting evidence in the form of a certificate of incorporation mentioning the address/ rent or lease agreements of the premises.

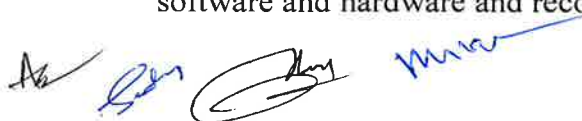
**Financial Bid containing -**

- (i) Cost for '**Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations**' in the prescribed format (**Annexure v**).
- 9) The Quotation is liable to be cancelled, and the Bid Security/ EMD shall be forfeited in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation document or in the event of Bidder withdrawing his offer before the expiry of the bid. A bid without the required Bid Security/ EMD amount will be summarily rejected.
- 10) The **Office of Joint Director** reserves the right at the time of award of the order to increase or decrease the quantity of the Goods specified in the Financial Bid without any change in the unit price of the items.
- 11) The quotation document is not transferable. The quotations submitted by the bidder in a proforma other than those mentioned in the quotation document shall not be accepted. While filling up the forms / offering any other information, it shall be done using typewriting/ printing.
- 12) Bid Price and its Validity :-
- (i) The contract shall be for the full quantity as described. The bidder shall quote the rate per unit item.
  - (ii) The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
  - (iii) All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price. The cost of service, installation, commissioning, and demonstration shall also be at the Supplier.
  - (iv) The bidder shall also indicate the applicable prevailing GST.
  - (v) The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - (vi) Quotation shall remain valid for not less than 90 days after the deadline date specified for submission.
- 13) Evaluation and Award of Contact -
- (i) The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which -
    - All the essential documents mentioned in the General Guidelines for Quotation are submitted and properly signed.
  - (ii) On all the matters relating to this quotation call document, the decision of the **Office of Joint Director** shall be final and binding, and the same cannot be referred to the court of law. The **Office of Joint Director** reserves the right to reject any or all of the quotations without assigning any reason whatsoever.

- (iii) The **Office of Joint Director** reserves the right to call the bidders and to conduct negotiations, if necessary and can select more than one bidder for one or more items at its discretion.
- (iv) The Service provider shall not assign or makeover the contract, the benefit or burden thereof to any other person, persons, or body corporate. The Service provider shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.
- (v) The **Office of Joint Director** may reject the bid even if accepted, but the successful bidder fails to execute any guidelines, terms and conditions mentioned in this quotation document or misrepresent or conceals any fact that may otherwise affect the quotation. In that case, Bid Security/ EMD amount will be forfeited.
- (vi) The Client/Purchaser will award the contract to the Bidder whose Quotation has been substantially responsive and offered the lowest evaluated quotation price.
- (vii) Notwithstanding the above, the Client/Purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.
- (viii) The Bidder whose Bid is accepted will be notified by contract/ Purchase Order/ Work Order award by the Client/ Purchaser before the quotation validity period expires. The terms of the accepted offer shall be incorporated into the contract/ Purchase Order/ Work Order award.

**14) Services and Payment-**

- (i) Intending Vendor are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. The vendor should be ready to service all parts with no exclusion except physical damage arising due to natural disaster, fire, short circuit.
- (ii) The Service provider must take care of technological changes
- (iii) Vendor will have to conduct **Monthly** onsite preventive maintenance (PM) to ensure that the device is functioning without defect. No call for PM activity will be logged by FMISC. Updated upgrades and patches by the vendor shall be applied as required.
- (iv) In case of software/hardware issue, vendor shall reinstall or install the software and hardware and reconfigure the device.





- (v) **Hardware:** Vendor will provide replacement of defective spares for all the hardware's covered under CAMC.
- (vi) The spare Parts replacement shall be Original as supplied by the OEM, if OEM spare is not available equivalent and compatible will be accepted by client only if the unavailability of spare parts is certified in writing by the OEM. The Spare should be of the same or higher specification as the original spare.
- (vii) **Penalty Terms:-** Repairs of the equipment against the complaint lodged will be attended on-site immediately in case of minor faults (within three hours), where minor faults signifies no part replacement required

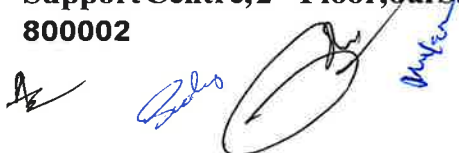
The major faults shall be resolved within a day by replacement of faulty equipment with available spares or by providing similar standby equipment to user. In case of replacement unit being supplied as standby, the original faulty equipment must be repaired/replaced within a maximum period of two weeks failing which a penalty of 0.5% of contract value per day with a maximum of 10% of contract value will be deducted from the **quarterly bills** (Taxes extra as applicable).

- (viii) **Payment Terms:** No advance payment will be admissible. Payment will be made on quarterly basis after the submission of invoice at the end of the **Quarter**
- (ix) The Service provider shall submit all bills in triplicate on hard copy.
- (x) All payments will be released based on separate invoices submitted to the **Office of Joint Director** by the Service provider /Vendor..

**15) Other terms and conditions -**

- (i) The **Office of Joint Director** reserves the right to cancel the purchase order if the Service fail to meet the terms and conditions of this quotation document. The **Office of Joint Director** shall not be held responsible for any loss or damage suffered by the bidder due to the cancellation of the purchase order.
- (ii) Any dispute arising from the deal shall be subjected to the court's jurisdiction at Patna within the State of Bihar.
- (iii) Each Bidder shall submit only one Quotation.

**16) Billing Address - Office of Joint Director, Flood Management Improvement Support Centre, 2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Block-A, Patna - 800002**



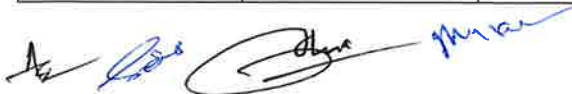
### Annexure (iii) -Technical Details

#### Dell Workstation Type - A

| Name     | CPU Model | CPU Service Tag | Monitor Model | Monitor Service Tag |
|----------|-----------|-----------------|---------------|---------------------|
| Type_A_1 | PT-7910   | BT8YPM2         | U2717D        | 1TV9572             |
|          |           |                 | U2717D        | BJ9RBC2             |
| Type_A_2 | PT-7910   | BT90QM2         | U2717D        | HSV9572             |
|          |           |                 | U2717D        | JH9RBC2             |

#### Dell Workstation Type - B

| Name      | CPU Model | CPU Service Tag | Monitor Model | Monitor Service Tag |
|-----------|-----------|-----------------|---------------|---------------------|
| Type_B_1  | PT-5810   | 8BKNQM2         | U2717D        | 7SV9572             |
| Type_B_2  | PT-5810   | 8BNMQM2         | U2719D        | DM2CRS2             |
| Type_B_3  | PT-5810   | 8BFMQM2         | U2717D        | BRV9572             |
| Type_B_4  | PT-5810   | 8BSLQM2         | U2717D        | 7TV9572             |
| Type_B_5  | PT-5810   | 8BGSQM2         | U2717B        | CSV9572             |
| Type_B_6  | PT-5810   | 8BQM2           | U2717D        | FWV9572             |
| Type_B_7  | PT-5810   | 8BMNQM2         | U2717D        | FSV9572             |
| Type_B_8  | PT-5810   | 8BDLQM2         | U2717D        | 5SV9572             |
| Type_B_9  | PT-5810   | 8BCQQM2         | U2717D        | 9WV9572             |
| Type_B_10 | PT-5810   | 8BRLQM2         | U2717D        | 9SV9572             |
| Type_B_11 | PT-5810   | 8BJRQM2         | U2717D        | 7WV9572             |
| Type_B_12 | PT-5810   | 8BTRQM2         | U2717D        | 1SV9572             |
| Type_B_13 | PT-5810   | 8BPNQM2         | U2717D        | 8TV9572             |
| Type_B_14 | PT-5810   | 8BHRQM2         | U2717D        | CWV9572             |



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**Annexure (iv) - Information Sheet of Bidder**

| #  | Description  | To be filled by the Supplier/ Vendor/Service Provider, as applicable |
|----|--|--|
| 1. | <b>Name of the Supplier/ Vendor/Service Provider, as applicable</b>  |  |
| 2. | <b>Address with phone No/FAX/ e-Mail</b>   |  |
| 3. | <b>Contact Person(s) Phone No./Mobile No.</b>  |  |
| 4. | <b>Details of Bank Draft towards the cost of quotation documents</b>   |  |
| 5. | <b>Details of Bank Draft towards EMO</b>   |  |
| 6. | <b>GST registration details</b>  |  |
| 7. | <b>PAN Details</b>   |  |
| 8. | <b>Similar Experience Details (with proof of orders from the organization to which service provided earlier)</b> |  |

DECLARATION:- We hereby certify that the information furnished above is full and correct to the best of our knowledge. We hereby agree to all Terms and Conditions of this quotation .We understand that if any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

(Signature of the Authorized signatory of the Bidding Organization) Name

Designation

Date :

Seal

Business Address:



Annexure (v)

Annexure (v) -The Financial Bid

FORMAT OF QUOTATION

| #                    | Name of Comprehensive Annual Maintenance Contract (CAMC) of Workstations', as applicable of Goods/ Equipment/ Hardware/ Software/ Services, as applicable | Unit | Qty. | Unit Price | Total Amount | GST% | Total Amount with GST |
|----------------------|---|------|------|------------|--------------|------|-----------------------|
|                      |   |      | (A)  | (B)        | (C=A*B)      | (D)  | (E=C+(C*D))           |
| 1.                   | DELL WORKSTATION P RECISION TOWER 7910 WITH DISPLAY (2 NOS. EACH) DELL U271 7D TYPE - A   | 2    |      |            |              |      |                       |
| 2.                   | DELL Workstation Precision Tower 5810 with Display DELL U2717D TYPE-8   | 14   |      |            |              |      |                       |
| <b>Total Amount:</b> |   |      |      |            | -            |      | -                     |

Gross Total Cost: .....

We agree to **Comprehensive Annual Maintenance Contract (CAMC) of Desktop Workstations'** accordance with the quotation document for a total contract price of ..... (Amount in figures) (Z ..... amount in words) within the period specified in the Invitation for Quotations.

Signature of Supplier/  
Vendor/Service Provider, as  
applicable

