



**TENDER DOCUMENT**

**FOR**

**ANNUAL MAINTENANCE CONTRACT**

**OF**

**COMPUTER ITEMS**

Cost of Tender Document-`500+VAT5%=`525.00

**Submission** of filled in  
Tender Documents  
by 2.00 P.M. on. 20.06.2015

**Opening** at 3.00 P.M.  
on 20.06.2015 at  
OMFED Corporate Office,  
D-2, Sahidnagar,  
Bhubaneswar-751007

**Name of the Tenderer:**

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No:  
Fax No:  
E-Mail address :

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.,**  
**D-2, SAHID NAGAR, BHUBANESWAR**  
**PHONE : 0674 – 2546030/ 2546121/2540417 FAX NO: 0674 – 2540974**  
**Website : [www.omfed.com](http://www.omfed.com); E.mail : [omfed@yahoo.com](mailto:omfed@yahoo.com)**



**THE ODISHA STATE CO.OPERATIVE MILK PRODUCERS' FEDERATION LTD.,  
D-2, SAHEED NAGAR, BHUBANESWAR-751007**

**Phone No.: 2540273/2544576/2546030/2546121/2540417, FAX:91-674-2540974  
Website : [www.omfed.com](http://www.omfed.com) ; E.mail : [omfed@yahoo.com](mailto:omfed@yahoo.com)**

## **TENDER NOTICE FOR MAINTENANCE OF COMPUTER ITEMS**

OMFED invites two bids Sealed Technical & Commercial offer in separate envelope from reputed experienced and interested company/firms/institution/service provider having adequate facilities, tools, equipment and skilled experienced manpower for taking up comprehensive Annual Maintenance Contract (AMC) of Computers, Printer, UPS and other Hardware installed at different units of Omfed at different location of the state.

Interested bidder may download the tender document from the web site [www.omfed.com](http://www.omfed.com) and submit with tender document fees of `525.00 including VAT. Alternatively the same may be purchased from Omfed Corporate Office by depositing `525/- including VAT 5% in shape of cash or D.D.

The sealed quotation received at OMFED, Corporate Office at D-2, Sahid Nagar, Bhubaneswar by 20.06.2015 by 2.00 P.M only will be considered and opened on the same day at 3.00 P.M. The quotation may clearly indicate "Quotation for AMC of Computer Hardware" on a sealed cover. The Omfed reserves the right to reject any or all the Quotations without assigning any reason thereof.

**Dy.General Manager(MIS)**

## **PART-I- TECHNICAL BID**

A) OMFED invites two bids Sealed Technical & Commercial offer in separate envelope from reputed experienced and interested company/firms/institution/service provider having adequate facilities, tools, equipment and skilled experienced manpower for taking up comprehensive Annual Maintenance Contract (AMC) of Computers, Printer, UPS and other Hardware installed at different units of Omfed at different location of the state. The detail list of hardware items location wise enclosed with this notice. The bidder should have experience in providing service/solution in the field of Novel LAN, WAN and Windows-2003 servers. The **technical bids** should include tender cost, duly filled, sealed and signed on every pages of tender documents and other supporting documents, copy of the documents like the company/firm registration certificate, PAN No., Service tax registration no., copy of the work order of current clients providing service in the similar field, name and address for correspondence, contact person and his phone no. The **commercial bids** should include the AMC cost of all the individual items including all taxes & duties and bidders has to sign & seal in all the financial bids documents.

The period of contract will be one year i.e 01.07.2015 to 30.06.2016. Interested bidder may download the tender document from the web site [www.omfed.com](http://www.omfed.com) and submit with tender document fees of `525.00 including VAT along with EMD of `5000.00. Alternatively the same may be purchased from Omfed Corporate Office by depositing `525/- including VAT 5% in shape of cash or D.D.

The selected offers have to sign an agreement as per the specified format before commencing of work. The management reserves right to split the contract or limit the contract to selected location depending upon the offer received.

B) **GENERAL TERMS & CONDITIONS:-**

1. **Submission of Tender :-**

Tender papers can be downloaded from the website [www.omfed.com](http://www.omfed.com) & filled in tender document along with required Tender Cost, Earnest Money Deposit. The technical bid of the tender documents will be opened in the presence of interested bidders or their authorized representative at 3.00PM on **20.06.2015**.

2. Required documents to be submitted along with filled in tender documents:-

2.1 Cost of Tender document of `525.00 and fresh EMD of `5000.00.

2.2 Copy of the documents like the company/firm registration certificate.

2.3 PAN No.& Service tax registration no.

2.4 Copy of the work order of current clients providing service in the similar field.

2.5 Name and address for correspondence, contact person and his phone no.

2.6 Sealed offer mentioning name of the item at the top of the envelop and Technical & Commercial bid in separate Envelope should be super scribed on the envelopes.

2.7 All the documents should be self attested and sealed.

3. The Tender documents shall be sealed and addressed to the Chairman-cum--Managing Director, The Odisha State Cooperative Milk Producers Federation Ltd., D-2, Sahid Nagar, Bhubaneswar – 751 007 in block capital clearly indicating the tender reference and date of opening at the top of the envelope. Rate must be quoted in the space provided in the **PART – 2** of the Tender Documents.

4. Bidders should state their address & mobile no. to which the orders, notices and correspondences relating to the tender and agreement are to be sent. Any change of address should be notified to the Chairman-cum-Managing Director, OMFED.

5. The bidders shall not be allowed to use his own discretion in any respect once the order placed and agreed for execution.

6. The selected bidder have to sign an agreement as per the specified format before commencing of work. The management reserves the right to split the contract or limit the contract to selected location depending upon the offer received.
7. The bidder shall deposit **FRESH EARNEST MONEY** in shape of Demand Draft drawn in favor of **OMFED payable at Bhubaneswar**. Any tender not accompanied by EMD shall be liable for rejection.
8. Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submission of EMD.
9. The EMD of the unsuccessful bidder will be refunded on receipt of written request letter within 30 days through RTGS/NEFF.
10. The Chairman-cum-Managing Director, OMFED reserves the right to accept/reject any or all the bids without assigning any reason thereof.
11. In case of any doubt of dispute relating to the interpretations of this Tender Document, the decision of the Chairman-cum-Managing Director, OMFED shall be final and binding on both the parties.  
I/we declare that I/we have gone through the above mentioned terms & conditions before filling up our final rates and submission of the tender documents. I/we are agreeable to abide by these conditions until the finalization of tender.

Date: Seal and Signature of the Bidder

Name of the Supplier:

Address:

Contact Details: