

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF
COMPUTERS AND PERIPHERALS**

Nature of Work:	Annual Maintenance contract (Comprehensive & non Comprehensive) for server, Computers, Printers, Laptop, and Network with one Resident Engineer on site in Filmcity.
Date of Issue of Tender Form	: From 21-06-2021 to 30-06-2021
Last Date of submission of Tender Form	: Up to 1.00 p.m.
Date of Opening Tender & Place	: at 3.00 p.m. (if possible) Dadasaheb Phalke Chitranagari, Goregaon (E), Mumbai 65.
Period of AMC	: Two Years

Any other details required can be obtained from office of The Dy. Engineer Elect. during office hours on telephone number 28408966.

The Competent Authority reserves right to accept any Tender and/or reject all Tender without assigning any reasons therefore.

1. Name of Tenderer
2. Tender Form No.
3. Receipt No.

MAHARASHTRA FILM, STAGE & CULTURAL DEVELOPMENT CORPORATION LIMITED

(A GOVERNMENT OF MAHARASHTRA UNDERTAKING)

DADASAHEB PHALKE CHITRANAGARI, GOREGAON (EAST), MUMBAI 400 065.

Tel: 28401533/28401755 Fax No. 28400734 www.filmcitymumbai.org

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF
COMPUTERS AND PERIPHERALS**

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QUOTATION NOTICE

1. Managing Director of the Corporation invites sealed quotation from reputed Software companies or system / Maintenance Service providers for **Annual Maintenance Contract** (Comprehensive) with deputation of on Site Resident Engineer for maintenance of Computers and peripheral at its office, Dadasaheb Phalke Chitranagari, Goregaon (East), Mumbai 400 065.
2. On written request, blank tender forms can be obtained from the office of the Dy.Engineer (Electric) during office hours up to 30-06-2021 Complete and sealed tenders in the given format should be submitted (in two envelopes- Technical and Financial) in the office of the Dy.Engineer (Electric) on or before up to 1.00 p.m. which may be opened on the same day at 3.00 p.m if possible.
3. The competent authority reserves the right to accept any Tender and / or reject all Tenders without assigning any reasons there of.

Sd/-

MANAGING DIRECTOR
DADASAHEB PHALKE CHITRANAGARI

महाराष्ट्र चित्रपट, रंगभूमी आणि सांस्कृतिक विकास महामंडळ मर्यादित

दादासाहेब फाळके चित्रनगरी, गोरगांव (पुर्व), मुंबई ४०० ०६५

दुरध्वनी २८४०१५३३, २८४०१७५५ फॅक्स २८४००७३४ वेबसाईट www.filmcitymumbai.org

निविदा सूचना

महामंडळाच्या व्यवस्थापकीय संचालक यांचे द्वारा या कार्यालयामध्ये उपलब्ध असलेल्या संगणक सर्व्हर, प्रिंटर आणि नेटवर्कींग इत्यादींचा द्विवार्षिक देजभाल दुरुस्ती करार (Comprehensive) (साहित्यासह) व एक निवासी संगणक तज्ञ (On Site Resident Engineer) नेमजुज करण्याकरीता नामांकित संस्थेकडून मोहोरबंद निविदा दर दोन लिफाफा पध्दतीत (Technical & Financial) मागविण्यात येत आहेत.

जे-या निविदा अर्ज लेखी अर्जाद्वार कार्यालयीन वेळेत Dy.Engineer (Electric) यांचे कार्यालयातून दि. पर्यंत प्राप्त करता येतील.

पूर्ज भरलेली निविदांची स्विकृतीची अंतिम तारीख व वेळ दुपारी १.०० वाजेपर्यंत आहे. मा. व्यवस्थापकीय संचालक यांच्या परवानगीने (शक्य झाल्यास) त्याच दिवशी दुपारी ३.०० वाजता निविदा उघडण्यात येतील.

उपरोक्त कार्यक्रमाच्या वेळेत फेरफार व निविदेचा अंतिम निर्णय घेण्याचा अधिकार मा. व्यवस्थापकीय संचालक यांचेकडे राखून ठेवण्यात येत आहे.

सही/-

व्यवस्थापकीय संचालक
दादासाहेब फाळके चित्रनगरी

INTRODUCTORY NOTE

Maharashtra Film Stage and Cultural Development Corporation Limited was established in 1977 and registered under Companies Act, 1956 having registered office at Dadasaheb Phalke Chitranagari, Film City, Goregaon (East), Mumbai 400 065. Herein referred to as The Corporation.

The Corporation is engaged in providing Shooting Locations indoor studios and outdoor shooting locations and other allied facilities for the shooting of film, television serials, advertisement etc. The Corporation is conducting these activities round the clock at more than 40 outdoor locations and 16 shooting floors of different sizes in the complex, which is popularly known as Dadasaheb Phalke Chitranagari / Filmcity.

Scope of Work:

The Corporation is using Talley ERP Gold accounting software & web based online booking software. Pay soft salary software, Biometric Attendance System, Mail Server MTNL Broadband & cable net for Internet & other application software.

The Corporation is having 48 Desktop computers, 43 printers, 7 Laptops, work group Network, one RF ID within the premises.

Therefore, all these IT infrastructure needs to be managed and maintained by one Expert Resident Engineer (Level II) having at least 3 years experience on day to day basis & has be provided by the successful Tenderer under AMC.

Inventory of computers and peripherals to be taken in Comprehensive AMC is attached in Annexure "A" & Annexure "B". All UPS are having separate AMC.

**IMPORTANT TERMS & CONDITIONS AND INFORMATION TO BE NOTED AND /
OR SUBMITTED BY TENDERER.**

1. The tenderer shall take approval test and make inventory of all the equipment before making offer.
2. The Annual Maintenance Contract will be in following categories:
 - a) Comprehensive AMC for 48 Computers and 43 Printers, 7 Laptop, Router and 11 Switches, 9 D-Link WIFI Routers, Complete Network, Software support and Antivirus update
 - b) One Resident Engineer on Site.
3. This AMC will be non-transferable for Two years but price of AMC has to be Quoted for one year.
4. The tenderer must be in IT Hardware Sales and Service Business since last 3 years (certified copy for proof of registration under Shop and Establishment Act to be attached) and GST Number.
5. The Tenderer preferably should be ISO: 9001: 2008 certified.
6. Franchise certificate from authorized service provider e.g. HP or Microsoft etc.
7. Tenderer will maintain sufficient stock of spares on site for emergency use.

9. Tenderer has to co-ordinate with other vendors who are providing software and hardware support to the Corporation.
10. Tenderer will ensure about the safety and confidentiality of Data and software that Corporation is using.
11. Resident Engineer provided by the tenderer will look after the whole IT set up and maintain log book for equipment and submit report to the authorized person of the Corporation.
12. Resident Engineer provided by the tenderer must be Diploma / Certificate Holder and well experienced for 3 years (Level – II) in handling server, computer, network, printers, OS, back up and antivirus management and should be paid as per government wages act.
13. Resident Engineer will remain present on all working days **Monday to Saturday 9.30 a.m. to 6.00 p.m. except Sunday and Public Holidays**. In case of leave taken by the Resident Engineer a back up will be provided by the tenderer.
14. If tenderer is not able to repair or rectify the stipulated problem within the time limit or causing indefinite delay the equipment will be made good by calling another expert and their charges will be deducted from the contract amount of the successful tenderer.

16. There will be no extra charges or fees towards any opinion sought for improvement or smooth working of the equipment i.e. free consultancy for mutual benefit to save on cost and labour if required.
17. PMC has to be carried out every three month.
18. The successful tenderer will have to sign detailed agreement separately with Corporation. Cost of agreement will be borne by the tenderer.
19. The following parts may be excluded from the scope of comprehensive AMC.
 - a) Printer Head
 - b) External knobs of the printer for paper movement.
 - c) External plastics parts damaged due to mishandling.
 - d) Consumables like Papers, CD Rom Media, UPS Batteries, Floppy Media, Printer ribbon, Cartridges, Toner, and MO Drive.
 - e) Cat – 6 Cables, RJ – 45 Connectors, Network Switches, I/O Boxes.
- 20 All the other parts are presumed to be inclusive under the Comprehensive Annual Maintenance Contract on the subject work.

PAYMENT TERMS:

1. Tenderer have to quote single amount (inclusive of all taxes) for
 - a) Comprehensive AMC for 48 Computers and 43 Printers, 7 Laptop, Router and 11 Switches,9 D-Link WIFI Routers, Complete Network, Software support and Antivirus update
 - b) One Resident Engineer on site
2. The Annual Contract amount will be paid in quarterly installments (3 months each) after each quarter on submission of bill for that period.
3. The contract may be terminated by either side on one month's advance notice or unsatisfactory service rendered.
4. **Security Deposit** :

Rs. 10,000/- shall be retained towards Security deposit and performance of the contract during contract period.
5. Place of jurisdiction will be Mumbai.

Instructions for filling and submission of tender

1. Person signing the form No 1 and 2 shall be deemed to be authorized signatory.
2. Envelope No1 marked as **Technical Bid** and Envelope No 2 marked as **financial bid** should be sealed and placed in a big envelope marked as **Annual Maintenance Contract for computers and peripherals.**
3. Envelope No. 2 shall be opened only in case of that tenderer, who qualifies after opening first envelope.
4. All the details should be filled in the original Tender document purchased by you.
Additional sheet may be used for specific information.

Contents of Envelope No.1

Details of Tenderer

Details filled in this form must be accompanied by sufficient documentary evidence in order to verify the correctness of the information.

1. Name of the Company:

2. Address:

3. Tel .Number _____ Fax Number _____

4. E-mail,

5. website

6. Name of authorized person

7. Mobile Number:

8. Experience in years in relevant field:

9. Performance statement (separate sheet may be attached)

10. Name of existing clients & contact no.

1)

2)

3)

11. Annual return copy for F.Y 2019-20 - Rs. _____

F.Y 2020-21 - Rs. _____

Total Rs. _____

12. Registration Number under Shop Establishment Act (Gumashta)

13. Company's GST No. _____

14. Company's Service Tax No. _____

15. The above information is true and correct the person signing hereunder is authorized to sign this tender.

Place: Mumbai

Signature

Name of Person

Date:

Seal of Company.

Contents of Envelope No.2

I / We M/s. _____ have gone through the tender document, scope of work and terms & conditions mentioned therein. Our total charges (inclusive of all taxes) for one year for the following will be as under.

a)	Comprehensive AMC for 48Computers and 43 Printers, 7 Laptop, and 11 Switches, 9 D-Link WIFI Routers, Complete Network, Software support and Antivirus update	Rs. _____
B)	One Resident Engineer on site	Rs. _____

Total amount for (a + b) shall be Rs. _____ in words (Rupees _____) per annum.

We agree with all terms and conditions and ready to execute detailed agreement if tender is awarded to us.

Place: Mumbai

Signature and Name of Person

Date:

Seal of Company.

Annexure - Status of Computer, Peripherals for Comprehensive AMC

SR	USER NAME	DEPARTMENT	BRAND	AMC	CONFIG	HDD GB	RAM	CD/DVD W	MONITOR	OS
1	Priya Mhatre	JTMD PA	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
2	Sanjay Loke	Admin	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
3	Anita Kamble	MD PA	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
4	Ravindra Dalvi	N U Typist	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
5	Mangesh Raul	PRO	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
6	CAO CABIN	Admin	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
7	Akshata Shigwan	Studio	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	XP P
8	Counter - 2	Studio	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
9	Ass. Manager	Studio	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
10	Managers Assistant	Studio	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	w 7
11	Spemail	Server Room	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
12	Megha Bhosale	N U Typist	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
13	Mohan Sharma	Accounts	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
14	Harish Joshi	Cashier	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
15	Pratibha Jadhav	Steno	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
16	C. Kolekar	DY. Engineer	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
17	Shankar Surayawanshi	Admin	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
18	Pramod Lokhande	Engineer	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
19	Ashok Jadhav	Security Officer	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
20	Kiran Mandlekar	Accounts	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
21	Sheshikala Shetty	Admin	HP C 6200	COMP	I 5	500	4 GB	DVD	HP-LE2002X	W 7
22	Auditor 1 st Floor	Accounts	Lenovo	COMP	G3220	500	4GB	DVD	Lenovo	W 7
23	Mukesh Bhardwaj	SWFC	Lenovo	COMP	G3220	500	4GB	DVD	Lenovo	W 7

24	Sheetal Hande	Accounts	Acer	COMP	I 5	500	4 GB	DVD	Acer	W 8
25	Biomatric PC	Accounts	ACER	COMP	I 3	500	4 GB	DVD	ACER 19 TFT	W 7
26	MSF	GATE No.1	ACER	COMP	C-2-D	320	4 GB	DVD	ACER 19 TFT	XP P
27	Q H SERVER	Server Room	DELL	COMP	C-2-D	160	2 GB	DVD	DELL 17 TFT	XP P
28	Sneha Sonavane	Admin	DATAMINI	COMP	C-2-D	160	1 GB	DVD	DELL 17 TFT	XP P
29	Auditor 1st Floor	Accounts	DATAMINI	COMP	C-2-D	160	1 GB	DVD	DELL 17 TFT	XP P
30	Swanil Jagtap	SWFC	DELL	COMP	C2D	160	2 GB	DVD	DELL	XP P
31	Company Secretary	Accounts	Lenovo	G3220	500	500	4GB	DVD	Lenovo	W 7
32	Rajani More	Eng. Dep	DELL	COMP	C2D	160	2 GB	DVD	DELL 17 TFT	XP P
33	MD	MD	LAPTOP(DELL)	COMP	I 5	320	4 GB	DVD		W 7
34	JTMD	JTMD	LAPTOP(DELL)	COMP	I 5	320	4 GB	DVD		W 7

SR	USER NAME	DEPARTMENT	BRAND	AMC	CONFIG	HDD GB	RAM	CD/DVD W	MONITOR	OS
1	Anant Patil	Electric	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
2	FACAO	Accounts	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
3	Studio Manager	Studio	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
4	Tukaram Khot	Admin	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
5	Rajiv Rathod	Accounts	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
6	M K Patil	Telephone	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
7	Ruchita Patil	Studio	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
8	Subhash Gurav	Studio	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
9	Vijay Tekam	Store	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
10	Akanksha Pujari	Civil Engineering	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10
11	Sandeep Kapure	Civil	DELL Optiplex 3050MT	NON COMP	I 5	1 TB	4 GB	DVD	DELL	WIN 10

		Engineering								
12	MD CABIN	Admin	DELL ALL IN ONE Optiplex 3050	NON COMP	15	1 TB	8 GB	DVD	DELL	WIN 10
13	JTMD CABIN	Admin	DELL ALL IN ONE Optiplex 3050	NON COMP	15	1 TB	8 GB	DVD	DELL	WIN 10
14	MD Home		APPLE ALL IN ONE MK442HNA	NON COMP	15	1 TB	8 GB	DVD	APPLE	MAC OS
15	Vice-President Cabin	Admin	DELL ALL IN ONE Optiplex 3050	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
16	Vice-President PA	Admin	DELL ALL IN ONE Optiplex 3050	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
17	SWFC	SWFC	DELL LATITUDE 3580(LAPTOP)	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
18	Minister Office	Minister Office	DELL LATITUDE 3580(LAPTOP)	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
19	JTMD	Admin	DELL VESTRO 15 (LAPTOP)	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
20	MD	Admin	DELL Inspiron 13(LAPTOP)	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10
21	Minister Office	Minister Office	DELL Inspiron 13(LAPTOP)	NON COMP	15	1 TB	4 GB	DVD	DELL	WIN 10

COMPUTER TOTAL LIST				
SR NO	BRAND	COMP		TOTAL
1	HP	21		21
2	LENOVO	3		3
3	ACER	3		3
2	DELL	14		14
3	DATA MINI	2		2
4	APPLE ALL IN ONE	1		1
3	DELL ALL IN ONE	4		4
4	DELL LAPTOP	7		7
	TOTAL	55		55

NETWORK PERIPHERAL WIFI ROUTER LIST				
SR NO	USER	DEVICE NAME	COMP	TOTAL
1	JTMD CABIN	D-LINK WIFI	1	1
2	PRO CABIN	D-LINK WIFI	1	1
3	CAO CABIN	D-LINK WIFI	1	1
4	SECURITY CABIN	D-LINK WIFI	1	1
5	ELECTRIC ROOM	D-LINK WIFI	1	1
6	STUDIO MANAGER	D-LINK WIFI	1	1
7	STORE ROOM	D-LINK WIFI	1	1
	MD CABIN	D-LINK WIFI	1	1
	JTMD Bunglow	D-LINK WIFI	1	1
	TOTAL		9	9

NETWORK PERIPHERAL ROUTER & SWITCHES LIST				
SR NO	USER	DEVICE NAME	COMP	TOTAL
1	SERVER ROOM	CISCO ROUTER	1	1
2	SERVER ROOM	24 PORTS SWITCHE	2	2
3	STUDIO	8 PORTS SWICHE	1	1
4	PRO CABIN	8 PORTS SWICHE	1	1
5	STUDIO MANAGER	8 PORTS SWICHE	1	1
6	AUDITOR ROOM	8 PORTS SWICHE	2	2
7	Vice-President Office	8 PORTS SWICHE	1	1
8	FIRST FLOOR	24 PORTS SWITCHE	2	2
	TOTAL		11	11

PRINTER TOTAL LIST				
SR NO	BRAND	COMP		TOTAL
1	HPL P1007	7		7
2	HPL P1505	4		4
3	B- MFC8370DN	6		6
4	HPL P1020 Plus	3		3
5	Epson L	1		1
6	Epson L 220 Series	1		1
7	HPL M1005 MFP	11		11
8	HPL M-1522 NF	1		1
9	Canon MX308	1		1
10	HPD INK A 3545	1		1
11	HP-M1218nfs MFP	1		1
12	HPL P2015 DN	1		1
13	HP ColorJet CP1515N	1		1
14	EpsonM 205	1		1
15	Epson L 485	3		3
	TOTAL	43		43