

Government of Maharashtra (SWSM)  
State Water and Sanitation Mission  
Water Supply and Sanitation Department  
1 Floor, CIDCO Bhavan South wing CBD Belapur,  
Navi Mumbai-400614 Phone No 022-27562546



Website: www.wssso.in

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Ref: SWSM/M-1221/CR-119/ws-25

Date: 06/03/2023

### NOTICE FOR QUOTATION

Subject: - Request for Quotation (RFQ) for providing Onsite Support Technician for maintenance of computers, printers and allied work etc. for the period of 1 year

Jal Jeevan Mission State Water and Sanitation Mission office is established at CBD Belapur, Navi Mumbai for this state office, SWSM requires to maintain computers, printers and allied work in working condition at any point of time. Therefore, SWSM is inviting this RFQ for providing Onsite Support Technician for maintenance of computers, printers and allied work, etc for the period of one year.

2. You are invited to submit your most competitive quotation for providing use full time onsite Support Technician for maintenance of computers, printers and allied work etc. as per the qualification criteria mentioned below to our office for all working days for the period of one year.

Sr. No.	Particulars	Qualification	Quantity per Month
1	Onsite Support Technician	1. Should be diploma or degree in computer /IT or equivalent 2. At least 3 years' experience in maintenance of computers, printers and allied work	01

### 3. Agency qualification criteria:

- The agency should be registered under Goods and Service Tax
- The agency should be registered under shop & Establishment/ Registration with the other Competent authority. This certificate should be attached with the tariff.
- Should have at least 3 years of experience in computers, printers and allied work maintenance. The average turnover for the last three years should be Rs. 5 lakhs.
- CV of Onsite Support Technician proposed along with the education and experience certificate.

Agency should submit above documents along with quotation

### 4. Quotation Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out initially, dating & rewriting
- The quotation should be inclusive of all duties, taxes & other levies payable by the agency under the contract shall be included in total price except GST.
- GST in connection with the services shall be shown separately. But it will not be taken into account in evaluation.

- d. The price shall be quoted in Indian Rupees only.
- e. The quoted rates shall inclusive of all statutory obligations prevailing in the State of Maharashtra.
- F. The rates quoted by the agency shall be fixed for the duration of contract and in case of award shall not be subject to adjustment on any account.

**5. Validity of quotation**

Quotation shall remain valid for the period not less than 45 days after the deadline date specified for submission

**6. Evaluation of Quotations**

- a. The Purchaser will evaluate and compare the quotations determined to be substantially responsive
- b. signed
- c. Conforms to the terms and conditions;
- d. Fulfil all qualification criteria;
- e. Quotation submitted in a prescribed format
- f. Alternative price/conditional offer shall not be accepted:

**7. Terms and Conditions**

- a. Each agency shall submit only one quotation.
- b. Agency shall not contract other agency in matter relating to this Quotation
- c. Conditional quotations which are not in line with this request for quotation shall be treated as non-responsive
- d. Quotations must be submitted as per the attached format in a sealed envelope Quotation in any other format and by any other means will not be accepted for evaluation.
- e. The agency shall provide one residential hardware engineer throughout the office time. If necessary, agency shall make the service available on holidays as per the need of the SWSM office.
- f. The agency should responsible for insurance and compliance of all relevant laws applicable in the State of Maharashtra.
- g. The maintenance charges will be paid on monthly basis.
- h. The agency should deploy substitute in case the regular deployed technician remains absent.
- i. Proportionate amount will be deducted of the deployed /substitute technician remain absent for the days. In addition to that Rs 1000/- per day will be deducted as a penalty for not providing service.
- j. SWIM reserves the right to terminate the annual maintenance contract (AMC) during the contract period if the performance is unsatisfactory or for whatever reason.

**8. Award of contract:**

- f. Agreement has to be signed on stamp paper of Rs.500 / - within seven days after supply order.
- g. 5% security deposit of supply amount, in the form of bank guarantee for 13 months. The bank guarantee has to be deposited within 7 days after the supply order.
- h. The SWSM will award the contract to the agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- i. Notwithstanding the above, the SWSM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract
- j. The agency whose quotation is accepted will be notified of the award of contract by the SWSM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.



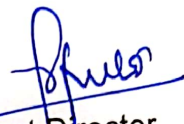
9. **Contract period:** Selected agency should provide Onsite Support Technician for the period of one year from the date of work order

10. **Payment:** The payment will be made within two weeks from the date of submission of original tax invoice along with the attendance report duly certified by the Mission Director, Jal Jeevan Mission after deducting applicable taxes. Applicable GST will be paid on submission of invoice/bill.

11. **Quotation Submission:**

- a. Each agency shall submit only one quotation in a sealed envelope boldly superscript as "Quotation for Providing Onsite Support Technician:
- b. You are requested to provide your offer latest by on 17/02/2023 to State Water and Sanitation Mission, 1st Floor, CIDCO Bhavan South wing, CBD Belapur, Navi Mumbai -400614.

OK  
Rul

  
Project Director  
State Water and Sanitation Mission.