



Ref. No.: SAPDC/P&C/PCD- 175-/2020 - 606

Dated: 26.07.2020

### Notice Inviting Quotation

Sealed quotation is herewith invited for “Annual Maintenance Contract (AMC) for all IT equipment installed at office complex and various project sites & TCs of SAPDC Arun-3 HEP, Nepal” on following terms and conditions:

#### Terms & Conditions:-

1. The duly filled in NIQ shall be submitted in a sealed cover on or before 31.08.2020 (3:00 PM), which will be opened on 01.09.2020 at 4:00 PM in the office of Chief Engineer (P&C), SAPDC, Arun-3 HEP, Satluj Bhawan, Arun Sadan, Tumlingtar, Distt. Sankhuwasabha, Nepal. Phone: +977-29-575154, 9852058517.
2. **Contract period:** Contract period for AMC shall be for one year from the date of issue of Letter of Acceptance which may be extended further on mutual agreement for six months on same rates, terms & conditions.
3. **Scope of work:** Scope of work shall include maintenance/repair/troubleshooting/servicing of IT related works of SAPDC at various project location such as Tumlingtar office complex, Powerhouse site, Diding, Pukhuwa, Dam site, Dovan, Phaksinda, Chichila etc. as per instruction of EIC. Detailed scope of work is as per Annexure-A.
4. **Prices:** The rates quoted under **Annexure-B ‘BOQ’** should be inclusive of all taxes and duties including VAT, servicing, conveyance charges etc. complete as per scope of work and nothing extra shall be payable by SAPDC on account of above. No payment on account of travelling, Boarding & lodging will be provided by the SAPDC.
5. SAPDC reserves the right to adjust arithmetical or other errors (if any) noticed in the quotation as follows:
  - i) Where there is a discrepancy between unit rate in figures and in words, the unit rate in words will govern; and
  - ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted in words will govern.
  - iii) In case error due to wrong extension of quantities, the quantities as specified in the NIT/NIQ will be considered and multiplied by the unit rates quoted in words to obtain the amount.

The amount stated in the Bid will be adjusted by the SAPDC in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, his bid will be rejected.

6. No material and Tools & Plants will be issued by SAPDC.

7. **Payment:** Payment shall be made on quarterly basis within 15 days after receipt of Bill duly verified by Engineer-in- Charge. Statutory deductions as applicable shall be effected from the payment.
8. **Award Criteria:-** The bid shall be evaluated on overall basis and the award shall be made to the Bidder who has offered the lowest evaluated bid price for whole work as per Annexure-B provided the evaluated Bid Price is within a reasonable variation of the estimated amount of Work.
9. **LD Charges:** If the agency fails to respond within 2 days on emergency call on any given day, amount of NPR 2000/- per day shall be deducted from monthly bill. Further, five of such failure shall lead towards termination of contract without serving any prior notice to the firm/agency.
10. The agency shall be deemed to have inspected and examined the site/area and its surroundings and collected information available in connection with and to have satisfied himself, before, submitting his bid, as to the form and nature thereof, including the subsurface conditions, the hydrological and climatic conditions, the extent and nature of work and the means of access to the site and, in general, shall be deemed to have obtained all necessary information, subject as above mentioned, as to risks, contingencies and all other circumstances which may influence or affect his bid.
11. In view of remote and difficult Project site, it is advised that the agency may obtain appropriate insurance cover on account of his manpower deployed for the work. In case of any eventuality SAPDC shall not entertain any claim what so ever on account of fatal/non-fatal accident and medical emergency.
12. Courts of Chainpur (Nepal) shall have exclusive Jurisdiction for adjudication upon the dispute arising out of the subject cited supply between the parties
13. SAPDC reserves the right to accept or reject the bid or to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for the SAPDC action.

**Yours faithfully,  
For & on behalf of SAPDC**

**Chief Engineer (P&C),**  
SAPDC, Arun-3 HEP  
Mob. No.: +977-9852058517  
E-mail Address: [pnc.sapdc@gmail.com](mailto:pnc.sapdc@gmail.com)

### **Scope of Works**

The Scope of works shall include Maintenance/repair/troubleshooting/Service of following IT related works of SAPDC at various project locations such as Tumlingtar office Complex, Powerhouse site, Diding, Pukhuwa, Dam Site, Dovan Phaksinda, Chichila etc. as per instruction of EIC:-

1. CCTV System Installed at Tumlingtar Office Complex and Site Offices
2. EPBX System Installed at Tumlingtar Office Complex and Site offices
3. Internet System of SAPDC at Tumlingtar Complex and project Sites
4. Printers and Photocopiers installed at SAPDC Offices
5. Desktop Computers and Laptops Installed at SAPDC Offices
6. Television System/Dish Home connection at Tumlingtar Complex and Sites
7. UPS and stabilizers connected at SAPDC offices
8. Telephone Line connection at SAPDC Complex
9. Optical Fiber Cable(OFC) and Local Area Network (LAN) connection at different sites
10. Video Conference (VC) system installed at Tumlingtar office
11. Projector and sound system installed at SAPDC offices
12. Installation of new IT system whenever required
13. Other IT related works.

The AMC shall be for one year period, which include one regular monthly visit at Tumlingtar office Complex, Powerhouse site and Dam site separately. In addition to regular per month visit, there will be complimentary visit for emergency services on call basis for any IT related works. Minor repair, Software updation, troubleshooting is in the scope of firm. All travel, boarding & lodging is in the scope of firm. Monthly report will be submitted by the firm regarding present status of said equipment and modification/change suggested for better. Complaint register will be maintained in SAPDC office which will be taken care during monthly visit. All dismantling and recommission of existing equipment is in the scope of firm. Tools and plants required for maintenance/repair is in the scope of firm.

If major repairs required i.e. change of hardware. Firm will submit the offer or advice alternative arrangements.

## Bill of Quantities (BOQ)

<b>Name of Work :- Annual Maintenance Contract (AMC) for all IT Equipments installed at Office Complex and various project sites &amp; TCs of SAPDC Arun-3 HEP, Nepal.</b>						
<b>Sr. No.</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (NPR including all taxes and duties, VAT)</b>		<b>Amount (NPR including all taxes and duties, VAT)</b>
				<b>In figures</b>	<b>In words</b>	
1.	Annual Maintenance Contract (AMC) for Servicing & maintenance of all IT Equipments and service installed at SAPDC office and various project sites &TCs.	Month	12			
<b>Total Amount (NPR including all taxes and duties, VAT)</b>						

Date:-

Place: -

Bidders Name and Signature along with seal