

**Revised**  
**Terms of Reference**

**FOR**

**Providing Facility Management and  
comprehensive AMC of IT Equipments  
for Panchayati Raj Department.**

**Government of Odisha  
Panchayati Raj Department  
Bhubaneswar.**

- Panchayati Raj Department proposes to undertake providing Facility Management & Comprehensive AMC of IT equipments as per the Terms of Reference (TOR).
- The intending bidders should have vast experience in the field of providing Facility Management & AMC of IT equipments. The bidders should have carried out similar work in the major Government offices, Public Sectors Undertakings. The Agency/firm should provide the adequate documentary evidences in support of providing similar services.

### 1. Eligibility Criteria:-

- The tenderers are to deposit **Rs. 5,000/-** (Rupees Five thousand only) towards cost of tender paper (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, Special Projects, Panchayati Raj Department, Odisha, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- The Agency/firm should have average annual turnover of Rupees 20 Lakhs in the last three financial years i.e till 31<sup>st</sup> March 2016. Should submit the copy of audited Balance Sheet, Profit & Loss Account statement of the last three financial years. (Copy to be enclosed)
- Should have Valid service tax registration certificate number and copy of the return/amount deposited in the last year. (Copy of both to be enclosed)
- The Bidder must have successfully completed works of similar completed assignment as per following criteria, in last three financial year's i.e till 31<sup>st</sup> March, 2016 in any Govt. Organization. *(Copies of such work orders to be furnished)*
  - (i) One similar work of Rs. 4 Lakhs or more.
  - OR
  - (ii) Two similar works, each amounting to not less than Rs. 2.5 Lakhs.
  - OR
  - (iii) Three similar works, each amounting to not less than Rs. 2 Lakhs
- VAT Clearance Certificate (Form-612)/612-A
- Copy of PAN.
- The Agency/ firm should have his office at Bhubaneswar. (Proof to be enclosed)
- Undertaking that firm is not debarred / blacklisted by Government. (To be enclosed)

### 2(a) Bid Security:-

The bidders shall furnish bid security (also known as earnest money) amounting to Rs.40,000/- of the approximate estimated value of good contract. It is valid for a period of 45 days beyond the final bid validity period. The bid securities of the unsuccessful bidders shall be returned at the earliest after expiry of the final bid validity period and latest by the 30<sup>th</sup> day after the award of the contract. The bid security should be furnished in the form of A/C payee demand draft in favour of Director, Special Project, P.R.Department.

### 2 (b) Bid Price:-

- Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable components shall be excluded in the total price
- 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.
- The Prices shall be quoted in Indian Rupees only.

### 3. Performance Security:-

The successful bidder shall furnish the Performance Security i.e 10% of contract value as caution money. "Performance Security" means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit. It should be valid for 60 days beyond the date of completion of contract. The bid security of successful bidder shall be refunded after signing of contract and deposit of performance security.

### 4. Validity of Bid:-

Bid shall remain valid for a period not less than 30 days from the last date of submission of the bid.

### 5. Evaluation of Tender:-

The evaluation and comparison of the quotations will be determined to be substantially responsive i.e. which

- a. are properly signed ; and
- b. Conform to the terms and conditions, and specifications.
- c. Filled in the Indian Currency

## 6. Scope of Work:-

- IT Equipment include Servers, Desktop, Laptop, UPS system, Printers, Scanner, Hubs and switches for LAN Connectivity, Modems, Speakers and such other IT equipments located at Panchayati Raj Department
- The Agency/Firm shall provide two numbers of System Support Engineers with two support staffs who will work under Joint Director-cum-Joint Secretary in charge of e-Governance Section, Panchayati Raj Department.
- The list of the required manpower is presented below for reference.

Sl.No.	Description	Unit	Unit cost per month	Total cost for One year
1	System Support Engineer	2	Rs.16000/-	Rs.3,84,000/-
2	Support Staff	2	Rs.6000/-	Rs.1,44,000/-

- The System Support Engineers has to maintain a register and will record IT related complaints received from the officers/ sections of the Department and the System Support Engineer shall attend the call immediately for remedial actions to solve the hardware/software problems
- The action taken on the call shall also be recorded in the Register.
- In case of requirement of any spares or services, the same should be immediately brought to the notice of the officer/Section concerned for quick redresal.
- The System Support Engineer shall be responsible for up- keeping of all machines and the equipment and physical shifting of the machines, equipments/articles as and when required.
- The System Support Engineers have to sign the attendance Register and has to work from 10:00 A.M. to 5:00 P.M. during working days and if required in holidays as will be intimated by the office.
- In case of absence of any Facility Management personnel provided by the party on any day or failing to attend duty, the remuneration calculated on day basis will be recovered from the party in every quarter.
- The successful bidder shall have to provide trained expert immediately as and when required by the office and in case of any fault, which could not be rectified /difficulties faced by the deputed System Support Engineer.
- Whenever any fault arises on the items under warranty, the System Support Engineer shall sort out the problem in coordination with the respective suppliers/vendor.
- The successful bidder will not be allowed for frequently change the System Support Engineer.
- Any legal complicacy arising is subject to Bhubaneswar jurisdiction only.
- The Contract Shall be for one year and it can be extendable up-to three years subject to satisfactory performance and mutual consent of both the parties with the existing rates finalized for the purpose.
- Panchayati Raj Department may add/delete the items from the schedule as per requirement and payment will be made on pro-rata basis for such addition or deletion of the items for comprehensive AMC / Co-ordination for items which are already in Warranty & AMC.
- The comprehensive AMC should cover the maintenance of all equipments including software supplied and installed in the system. The contract shall be on comprehensive basis, inclusive of repairs and replacement of spare-parts without any extra payments However, the Software License will be provided by Panchayati Raj Department.
- The Agency/Firm shall attend the failure within 2 hrs. and restore the system within 4 hrs. from the time of informing the failure. The Agency/Firm shall repair and restore the system at the site with own cost and staff. Defective equipment's should be repaired at site within 24 (Twenty-four) hours.

- If the equipment or system cannot be repaired at the site, the Agency/Firm can take faulty or defective equipment or system to his premises after taking prior permission of the competent authority of the Panchayati Raj Department. The defective equipment will also be taken out for repair in presence of department personnel after providing spare/relief of similar equipment.
- The Agency/Firm shall supply and install the spare equipment in presence of officer In charge or authorized representative of Panchayati Raj Department
- At the time of taking the defective equipments for repair to his premises. The Agency/Firm shall return the repaired equipment and install them in the system in presence of Officer-in charge or the authorized representative of Panchayati raj Department within 15 days from the date of taking the defective equipments for repair as early as possible, ensuring proper functioning of the system.
- The carrying cost of all spares defective and repaired equipment from the site to the Agency/Firm premises and vice versa shall have to be borne by the Agency/Firm itself.
- The Agency/Firm shall supply all the components or parts thereof to repair the equipment and system by his own machinery and at his own cost.
- If the software of the system crash during the AMC period, the Agency/Firm shall have to reinstall the original software. All Software's will be provided by Panchayati Raj Department with original License. No pirated software will be used.
- Recovery of data at free of cost in case of hard disk crashes.
- The Agency/Firm should maintain the database of asset and provide to the competent authority as and when required.

#### **7. Preventive Maintenance:-**

- Preventive maintenance like cleaning and dusting of all equipments along with the checking of the function of the system and taking necessary action for smooth functioning of the system should be done once in a month by taking shutdown of the system (if necessary) after taking prior permission of the competent authority of the Panchayati Raj Department. The attending staff should always endorse his attendance during preventive maintenance and also during attending of any failure from officer in charge of Panchayati Raj Department.
- Attending representative of the Agency/firm should scan for any virus in the softwares in all the systems and if it is found that the softwares are virus infected, they are to be cleaned off during preventive maintenance and also during attending of any failure.

#### **8. Corrective Maintenance:-**

- The Agency/Firm should submit the address of the firm where to be informed in the event of any failure or break down of the system. The Agency/Firm should confirm the call by exchanging suitable code no/private no with the competent authority of Panchayati Raj Department complaint. It is obligatory on the part of the Agency/Firm to indicate the local contact no on which they can be contacted by Panchayati Raj Department authority at any time round the clock.
- Any major software/Hardware modification required for corrective maintenance should be discussed with Director, Special Projects or his authorized representative with written documents and permission obtained from Panchayati Raj Department before execution.
- For all equipments under warranty the Agency/Firm has to log the call with the respective OEM/ authorized dealers and follow-up with them in case of any failure. The Agency/Firm has to maintain a separate register for the same and keep the Officer in charge posted on the status every day.

#### **9. Inspection Of Equipment:-**

The Bidder may inspect and see the condition of all the computer, peripherals and networking before tendering. No complaint after submission of offer about condition of computer will be entertained.

## 10. Movement Of Equipment:-

- Panchayati Raj Department has the right to move a Computer System or other equipment within the premises. This equipment however will continue to be under comprehensive AMC at the new location.
- If any equipment covered under the contract is taken out of the premises of the Panchayati Raj Department for any repair, it shall be under full responsibility of the firm, till the same is returned to the concerned department in satisfactory working condition. Item may be taken out only with the written permission issued by the officer in charge.
- Any faulty part so replaced by the firm needs to be submitted back to Stores of Panchayati Raj Department
- The Agency/Firm shall fully responsible for any damage to the man & machine that occurs due to faulty workmanship of the firm during the period of the contract.
- The Agency/Firm will not be entitled to claim any compensation of what so ever nature if the termination/cancellation of AMC is imposed by Panchayati Raj Department for any reason.
- Any damage caused for Panchayati Raj Department property OR personnel within Panchayati Raj Department premises by the firm's Representative during the operation of the contract will be accountable and recoverable from the firm.

## 11. Penalty Clause:-

In case of failure to attend any minor break down within twenty four hours the penalty will be imposed for every next twenty four hours in the manner of imposing Rs. 100/- per day

## 12. Terms and Conditions:-

- Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each quarter.
- The rate offered by the firm should be valid for one year from the date of signing of Contract. It can be extendable up-to three years subject to satisfactory performance and mutual consent of both the parties with the existing rates finalized for the purpose.
- The Agency/firms have to offer the price for all items OR else the tender paper will not be considered. The Tender documents are to be made following **TWO BIDS SYSTEM (TECHNICAL & FINANCIAL)**. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed separately.
- In case of failure to provide these facility management personnel for the intended period, the contract may be cancelled by the Panchayati Raj Department and performance security may be forfeited.
- This office has right to cancel the bid /contract fully or partially at any point of time (before or after awarding the contract) 'within one months prior notice without assigning any reason.
- The Agency/Firm will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed. Proof of the same with account numbers shall be submitted along with the invoices raised.
- The Agency/Firm shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. The agency/Firm shall also deposit the Tax Deduction at Source (T.D.S) as per the provisions of Income Tax Department, amended from time to time and a certificate to this effect shall be provided to this Panchayati Raj Department.
- The Agency/Firm shall ensure that the personnel deployed to Panchayati Raj Department conform to the prescribed qualification and experience. Screening of candidates based on candidate's qualification and experience shall be conducted by the Agency/Firm before proposing their names to the Panchayati Raj Department.

Candidates not having the required qualification and experience shall not be sent to Panchayati Raj Department. Failure in this regard, will disqualify the contracting Agency.

- The Agency/Firm shall immediately provide a substitute in the event of any personnel deployed, leaving the job due to his/her personal reasons.
- The contract shall commence from and shall continue for a period of one year, unless it is curtailed or terminated by the Panchayati Raj Department owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work.
- The contract shall automatically expire after one year from commencement of the contract unless extended further by the Panchayati Raj Department.
- The successful bidder / Agency shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this contract to any other agency without the prior written consent of the Panchayati Raj Department.
- The successful bidder / Agency shall provide identity cards to the personnel deployed to the Panchayati Raj Department carrying the photograph of the personnel and personal information as to name, DOB/Age and identification marks etc.
- The Panchayati Raj Department will have no liabilities in transportation, food, medical and any other requirements in respect of the personnel deployed to the Panchayati Raj Department at any stage.
- For all intents and purposes, the Agency/Firm shall be the “Employer” of the personnel deployed.
- In case of termination of this contract on its expiry or otherwise, the personnel deployed by the Agency/Firm shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Panchayati Raj Department. The concerned bidder / Agency should make it known to the personnel deployed
- The Bidder/firm shall maintain the equipments as per manufacture's guidelines and shall use standard and genuine components for replacement
- The firm must provide at least one Landline telephone/Mobile no for reporting the failure of the system round the clock i.e. 24 hrs. for speedy repair of the problem.
- The Successful Bidder will be awarded the Facility Management Support at Panchayati Raj Department (including NREGS Cell and other sections functioning in the premises of SIRD& PR Campus, Unit-VIII, Bhubaneswar) and also be assigned with the AMC of Computers, peripherals, Net working equipments/UPS.

### **13. TERMS OF PAYMENT:-**

- All payment will be made following the manner as mentioned below:
  - a) The payment term will be in quarterly basis.
  - b) No advance payment will be made to the successful bidder for the purpose.
  - c) An agreement will be made between the parties.
  - d) All payments will be made to the payment to the successful bidder for the purpose in phased manner on completion of each quarter subject to submission of Bill along with preventive maintenance reports on monthly basis after end of each month and basing on the satisfactory performances / service.
  - e) All the payments shall be made to the successful bidder for the purpose according to the Guideline of Government of Odisha.
  - f) All bidders are to furnish information in the format (Annexure-I attached) regarding payment of the charges through e-payment.
  - g) The payment for the purpose shall be made subject to recoveries, if any.

#### 14. DISPUTE SETTLEMENT:-

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, Special Projects, Panchayati Raj Department whose decision shall be final and binding on both the parties.

15. Any future clarification/amendment/corrigendum or extension shall be uploaded on the Panchayati Raj Department website only i.e. www.odishapanchayat.gov.in.

#### SCHEDULE OF ITEMS

##### 1. Items for Comprehensive AMC for one year :

Detail list enclosed at Annexure-‘A’

Sl. No.	Items	Quantity	Model	Make
1.	Desktop	Each		
2.	Laptop	Each		
3.	Printer	Each		
4.	Printer with Xerox	Each		
5.	Projector	Each		
6.	Scanner	Each		
7.	UPS	Each		
8.	Other IT equipments, if any	Each		

##### 2. Items which are already under warranty/AMC to be co-ordinated during the contract period are below:

Detail list enclosed at Annexure-B

Sl. No.	Items	Quantity	Model	Make
1.	Desktop	Each		
2.	Laptop	Each		
3.	Printer	Each		
4.	Printer with Xerox	Each		
5.	Projector	Each		
6.	Scanner	Each		
7.	UPS	Each		
8.	Other IT equipments, if any	Each		

##### 3. The Successful bidder shall have to provide the following personnel for managing the activities mentioned above:-

Positioning of Manpower	No of Manpower	Details of assignment	Essential qualification and experience
System Support Engineers	2 (Two)	<ol style="list-style-type: none"><li>1. Support for Desktops, Laptop Printers, Scanners, Internet Connectivity, LCD, Projector, Inverter &amp; IT with other Peripherals.</li><li>2. Management of System Data, allocation and support.</li><li>3. Coordination with vendors for AMC management.</li><li>4. Maintenance of Backups.</li><li>5. Troubleshooting Network Related issues.</li><li>6. User level support.</li><li>7. Help desk management.</li><li>8. Other related works as &amp; when required.</li></ol>	<ul style="list-style-type: none"><li>• Should be within 21- 40 years.</li><li>• PGDCA/Diploma in IT/Computer Science(3 years)</li><li>• Knowledge of Hardware &amp; Networking.</li><li>• Well trained in Internet and LAN function.</li><li>• Working experience of minimum 2 Years in the relevant domain.</li></ul>
Support Staffs	2 (Two)	Assist the System Support Engineers	<ul style="list-style-type: none"><li>• Two years working experience in Hardware and Software</li></ul>

**SECTION -I**  
**APPLICATION FOR TECHNICAL BID**  
**ORGANIZATION PROFILE**

1.	Name of the Agency/Firm (in capital Letters)	
2.	Address of the Agency/Firm	
3.	Name of authorized signatory (in block letters)	
4.	Specimen signature of authorized signatory	
5.	Telephone / Mobile number of authorized signatory/Firm	Office:-  Residence:-  Mobile :-  Fax No :-
6.	Email Address	
7.	Rs. 5,000/- towards cost of tender paper.	D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
8.	Date commencement of business	
9.	Is there any court / arbitration / legal cases against the firm: (Yes / No) (If yes, give a brief note of the cases indicating its present status)	
10.	Whether all documents submitted signed by the authorized signatory of the firm (Yes / No)	

1. Turnover of the tendering IT Facility Agency/Firm for the last Three Financial Years.

Financial Year	Turn Over Amount (In Rs.)	Remarks, if any
2013-14		
2014-15		
2015-16		

2. Give details of the major similar contracts handled by the tendering IT Facility Agency/Firm during the last three years in the following format:

(Attach separate sheet, if required)

Sl. No.	Name of client, address, telephone & Fax No.	Details of services provided	Amount of contract (In Rs.)	Duration of contract	
				From	To

**N.B.:** 1) Submission of Tender documents without Paper cost shall be rejected.  
2) Additional information, if any:  
2) To be enclosed in separate sealed envelope.



## SECTION -II

### APPLICATION FOR FINANCIAL BID

Providing IT Facility Management Service to Panchayati Raj Department

1. Name of the tendering IT Facility Management Agency/Firm:

**Table -A**

**Price to be quoted for the following mentioned I.T. equipments  
towards Comprehensive Annual Maintenance Contract.**

1	2	3	4	5	6
Sl. No.	Items	Quantity	Model	Make	Unit Price (In Rs.) Exclusive of Taxes.
1.	Desktop	Each			
2.	Laptop	Each			
3.	Printer	Each			
4.	Printer with Xerox	Each			
5.	Projector	Each			
6.	Scanner	Each			
7.	UPS	Each			
8.	Other IT equipments, if any	Each			

Total quoted price in Table-A (excluding Taxes) in Rs. \_\_\_\_\_ (In Figure)  
\_\_\_\_\_ (In Words)

**Table -B**

**Price Quotation format for the Hardware which are already  
under warranty/AMC to be co-ordinated for one year :**

1.	2.	3.	4.	5.	6.
Sl No	Items	Quantity	Model	Make	Unit Price (In Rs.) Exclusive of Taxes for one year
1.	Desktop	Each			
2.	Laptop	Each			
3.	Printer	Each			
4.	Printer with Xerox	Each			
5.	Projector	Each			
6.	Scanner	Each			
7.	UPS	Each			
8.	Other IT equipments, if any	Each			

Total quoted price in Table-B (excluding Taxes) in Rs. \_\_\_\_\_ (In Figure)  
\_\_\_\_\_ (In Words)

**Table –C**  
**Price Quotation format for System Support Engineer& Support Staff**

Category of the Employee	Rate per person Per Month (In Rs.) including all statutory dues and excluding all taxes	Rate per person for 12 months (In Rs.) including all statutory dues and excluding all taxes
System Support Staff (2)		
Support Staff(2)		

Total quoted price in Table-C Rs. \_\_\_\_\_ (In Figure)  
\_\_\_\_\_ (In Words)

**Summary Sheet:-**

SI No.	Particulars	Amount (In Rs.) (Exclusive of all Taxes,leviesandCessec.)
1.	Table –A (excluding Taxes)	
2.	Table –B(excluding Taxes)	
3.	Table – C (excluding Taxes)	
4.	Any other Charges (excluding Taxes)	
<b>Grand Total Quoted Amount</b>		

**N.B:-Lowest Price shall be evaluated by summing up Sl. 1 to Sl. 4 of Summary Sheet excluding all taxes.**

Grand total quoted price in Rs. \_\_\_\_\_ (In Figure)  
\_\_\_\_\_ (In Words)

## DECLARATION

1. I/We \_\_\_\_\_ Son/daughter \_\_\_\_\_ of \_\_\_\_\_ Proprietor/Partner /Director/ Authorized Signatory of \_\_\_\_\_ am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I have apprised myself fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

Signature of the Authorized Representative

Name:

Seal:

Date:

Place:

### **N.B.:**

1. No escalations shall be allowed under any circumstances.
2. The bid with lowest evaluated amount will be awarded with contract.
3. The payments shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by System Support Engineer as per the actual.
4. The Panchayati Raj Department will not be bound to accept the lowest quotation and work order can be placed on any other firm whose service are found superior or as per the requirements of Panchayati Raj Department The decision of the Panchayati Raj Department shall be final in this regard.
5. In case of any wrong calculation found in total amount/average amount, the unit price shall be considered for the evaluation.
6. The tenderer must understand the work before quoting. The submission of quotation shall be deemed to have been done after careful study and examination of the tender papers as well as site of work with full understanding of the implication there-of.

**UNDERTAKING FORMAT**  
(Original signed copy with seal on Firm letter head)

Letter No.

Dated:

To

The Director, Special Projects,  
Panchayati Raj Department,  
Bhubaneswar.

Sub:- Declaration letter for Providing Facility Management and  
comprehensive AMC of I.T Equipments in Panchayati Raj Department

Sir,

This is to notify that our firm \_\_\_\_\_(*insert name of the firm*) intends to submit tender in response to the advertisement for Providing Facility Management and comprehensive AMC of I.T Equipments in Panchayati Raj Department, we also declare that our firm or any partners of the firm has not been blacklisted by any government or any other organization in respect of any assignment or behavior.

Sincerely,

(Signature of the authorized person)

Name:

Designation:

Name of the Firm:

Date :

Place:

**CHECK LIST:-**

Sl.No.	Particular	Yes/No	PageNo.
1.	Selfattested copy of service tax registration certificate number and copy of the return/amount deposited in the last year.		
2.	Copy of audited Balance Sheet, Profit & Loss Account statement of the last three financial years i.e till 31 <sup>st</sup> March 2016		
3.	Copy of work order of at least 3 similar assignments(Proving IT Personnel) in Govt./Pvt. Sectors during the last three years		
4.	Selfattested copy of PAN Card.		
5.	Proof for office in Bhubaneswar.		
6.	Undertaking that firm is not debarred / blacklisted by Government.		

# PRINTER

## Annexure-A

SERIAL NO.	HP PRINTER SERIAL NO.	DATE OF PURCHASE	PRICE(excluding tax)PER UNIT		REMARKS
1	VNC3D 41492-	28/01/2013	10,550/-		
2	VNC3D41476-				
3	VNC3D42217				
4	VNC3D42043-				
5	VNC3D41486-				
6	VNC3D42047-				
7	VNC3D42215-				
8	VNC3D41487-				
9	VNC3D44548-				
10	VNC3D41495-				
11	VNC3D42042				
12	VNC3D41506-				
13	VNC3D42035-				
14	VNC3D41484-				
15	VNC3D41510-				

## SAMSUNG ML—1640 PRINTER

	PRINTER SERIAL NO.	Date of purchase	PRICE(including tax)PER UNIT		REMARKS
1	4R67BKBQA 05351L	23/03/2009	5,940/-		
2	4R67BKEQA 00507E				
3	4R67BKBQA 04558Z				
4	4R67BKBQA 04427J				
5	4R67BKBQA 04195T				
6	4R67BKBQA 04689F				
7	4R67BKBQA 5341K				
8	4R67BKBQA 04676F				
9	4R67BKBQA 04428M				
10	4R67BKBQA 4678H				
11	4R67BKBQA 04573F				
12	4R67BKBQA 04566V				
13	4R67BKEQA 00233P				
14	4R67BKEQA 00152K				
15	4R67BK				
16	4R67BK				
17	4R67BK				
18	4R67BK				

**Colour printer****Annexure-A**

Serial No.	Sl. No. of the Printer-	DATE OF PURCHASE	PRICE (excluding tax)PER UNIT		
1	HP-model-2320	13/12/2010	6,538/-		
2	HP-model-2320	13/12/2010	6,538/-		
3	HP-model-2320	13/12/2010	6,538/-		
4	HP-model-2320	13/12/2010	6,538/-		
5	HP-model-2320	13/12/2010	6,538/-		
6	HP-model-2600	15/02/2008	18,173/-		
7	HP-model-5035	03/04/2008	Rs.2,23,600/-		
8	HP--176N(DD-MIS )				

**BLACK AND WHITE PRINTERS**

Serial No.	Sl. No. of the Printer-	DATE OF PURCHASE	PRICE (excluding tax)PER UNIT Rs.		
1	HP-1505-CNCJ-106938		6,538/-		
2	HP-1505-CNCJ-305807-		6,538/-		
3	HP-1505-CNCJ-305802		6,538/-		
4	HP-1505-CNCJ-106934		6,538/-		
5	HP-1505-CNCJ-200291		6,538/-		
6	HP-1505-CNCJ-200605		6,538/-		
7	HP-1505-CNCJ 106931		6,538/-		
8	HP-1505-CNCJ-305804		6,538/-		
9	HP-1505-CNCJ-305808		6,538/-		
10	HP-1505-CNCJ-		6,538/-		
11	HP-1505-CNCJ-		6,538/-		
12	HP-1010SGFB649549				
13	HP-1020-CNCJ-0524712	14/03/2007	6,199/-		
14	HP-1020-CNC-0552729	14/03/2007	6,199/-		
15	HP-1020-CNC-0543191	14/03/2007	6,199/-		
16	HP-1020	14/03/2007	6,199/-		
17	HP-1020	14/03/2007	6,199/-		
18	HP-B/W-3027LAS-JET	06/03/2009	Rs.70,720/-		

**DESKTOP COMPUTER.**

**Annexure-A**

Serial no.	Monitor No.	CPU No.	Date of purchase/warranty coverage	PRICE (excluding tax)PER UNIT	Remarks
1	V-117923	L945548	WARRANTY EXPIRED		
2	V1NYP23	L-93AG11			
3	V-105969	L-945362			
4	L-V-106951	L-945442			
5	V-105967	L-945471			
6	V-105928	L-945456			
7	V-117967	L-945408			
8	V1NYP87	L-93AH-80			
9	V-106921	L-93AE76			
10	VIFYR59	L-91VL-90			
11	V-118305	L-945409			
12	V-106914	L-945349			
13	V-117170	L-93AE94			
14	V1NFB31	L-93AH75			
15	V-117921	L-945385			
16	V1NYP35	L-91VL85			
17		L-91VK62			
18	V-117878	L-945415			
19	V-105976	L-945437			
20	V-105935	L-945382			
21	V-106928	L-945483			
22	V1NYP65	L-93AF36			
23	V-105923	L-91VK90			
24	V-106873	L-945517			
25		L-945404			
26	V1NYH60	L-93AF07			
27	V-106985	L-945405			
28	V-117940	L-945309			
29	V-105676	L-945342			
30		L-91VM14			
31	V-117972	L-945344			
32	V1NYN23	L-93AL36			
33	V1NYR27	L-91VL97			
34	V1NYH70	L-91VL30			
35		L-9NFBVV			
36	V1NYP40	L-91VM02			
37		IBM-9NFBVN			
38		L-930342			
39	V-105938	L-945419			
40	V-117971	L-93AG24			
41		L-9A2877			
42	V1FYR59	L-91VL90			
43		L-945513			
44	V1NYP71	L-93AG29			
45	V-117855	L-945509			
46	V1NFA82	L-91VL36			
47	V1NYP54	L-91VL16			
48	V1NYP43	L-91VK69			
<b>Serial no.</b>	<b>Monitor No.</b>	<b>CPU No.</b>	<b>Date of purchase/warranty</b>	<b>PRICE (excluding</b>	<b>Remarks</b>



			coverage	tax)PER UNIT	
49	V1NFB46	L-91VK73	WARRANTY EXPIRED		
50	V1NFB60	L-93AG71			
51	V1NHX01	L-91VM47			
52		L-945520			
53	V1NYP89	L-91VL61			
54	VINYP53	L-93AH82			
55		L-93AF26			
56	V-106933	L-945445			
57	V-117888	L-945411			
58		IBML-9A2889			
59		IBM-29R7077			
60		IBM-L980332			
61	IBM-23MRFP9	IBM-L980356			
62		IBM-9NFBVH			
63	V1NFA94	L-93AG46			
64	V1NYK10				
65	V1NYK01				
66	V1NYP67	L-93AF28			
67	V1NYP59	L-91VK62			
68	V1NYP58	L-91VK90			
69	V-106820	L-945525			
70	V1FYR59	71Y3622			
71	V1GT11				
72	V105954	L-945501			NREGSCCELL
73	V-106081	L-945468			NREGSCCELL
74	IBM-23TK286	L-9FBVR			NREGSCCELL
75	V-117861				NREGSCCELL
76	V-117185	L-945418			NREGSCCELL
77	805062038580	4063A1125053			NREGSCCELL
78	V-106921	L-945311			
79		L-945309			
80		L-945437			
81		L-945507			
82		L-945268			
83		L-945549			
84	V-106066	L-945353			
85	V-105693	L-945479			
86	V-117219				
87	V-117889	L-945435			
88	V-106041	L-945516			
89	V-106982	L-945301			
90	2FFKW51	IBM-MTB195N47			

Serial no.	ENERG	APC	OCAC	HCL	POWERZEBR ONIC	KEPTRON
1	1700	45842	PS to Director,NRLM	1	PLAN&BUDG.	E-DESPATCH
2	1860	18090	2466	2		
3	0407	23440	PDO-	OM		
4	1539	24392	2482	PADM		
5	2064	24485	2556	DO, DRDA		
6	FA	S.MAJHI	CFC/SFC	PAR		
7	0011	SO-ASOK SAHU	P&B	E .GOV		
8	1346	61439	5919	MIS		
9	1345	ENGG.ESTA	EGOV-DO	MIS		
10	1657	3924	EGOV-DO	MIS		
11	1676	ACCOUNT-II		LEGAL-CELL		
12	1906	CFC/SFC	store	store		
13	DY.SECY-BDO	45647	Store	Store		
14	1317	1140	store	Store		
15	1849	APC-WHITE	Store	Store		
16	1644	8725	Store			
17	1940	10378	Store			
18	0005	38085	Store			
19	0010	24653	Store			
20	0440	vigilance				
21	0439	7267				
22	1576	26557				
23	0713	Store				
24	0138	Store				
25	2063	Store				
26	1865	Store				
27	0009	Store				
28	1752	Store				
29	1466	Store				
30	1776	Store				
31	1658					
32	1455					
33	1941					
34	1751					
35	1698					
36	1441					
37	1913					
38	1643					
39	1697					
40	1793					
41	0006					
42	1965					
43	1458					
44	1710					
45	1485					
46	1768					
47	0381					
48	1794					
49	0408					
50	0402					
51	1318					

52	1817					
53	1767					
54	1888					
55	1465					
56	1723					
57	1858					
58	0382					
59	1442					
60	0401					
61	1714					
62	1905					
63	1850					
64	1724					
65	0012					
66	1470					
67	1859					
68	1486					
69	2332					
70	2654					
71	NOT SEEN					
72	2511					
73	2504					
74	2633					
75	1469					
76	1457					
77	0120					
78	0122					
79	1489					
80	1939					
81	1966					

Serial no.	Brand & Serial no.	Date of purchase/ warranty	Price	Remarks
1	HCL-2093A1279612-	28/03/2009	Rs.38,500/-	STORE
2	HCL-2093A1279613-			STORE
3	HCL-2093A1279614			X
4	HCL-2093A1279616-			
5	HCL-2093A1279617			X
6	HCL-2093A1279619			
7	HCL-2093A1279618-			ASST.DIR,BELA JENA
8	HCL-2093A1279627			X
9	HCL-2093A1279620			X
10	HCL-2093A1279621-			SK SWAIN,NOC
11	HCL-2093A1279622-			SK PARIDA
12	HCL-2093A1279623			
13	HCL-2093A1279624-			STORE
14	HCL-2093A1279625-			GB DASH,DD MIS
15	HCL-2093A1279626-			
16	HCL-2093A1279628-			
17	HCL-2093A1279629-			
18	HCL-2093A1279630-			STORE
19	HCL-2093A1279631-			ormas
20	HCL-2093A1279632			
21	HCL-2093A1279633-			Store Bhmesh sir
22	HCL-2093A1279634-			store
23	HCL-2093A1279635			
24	HCL-2093A1279636-			STORE
25	HCL-2093A1253542-			ormas
26	HCL-2093A1253543-			S C Mallick SO,BDO
27	HCL-2093A1253553-			
28	HCL-2093A1253555-			
29	HCL-2093A1253575-			
30	HCL-2093A12535			
31	MAC BOOKAIR-A-1270-	15/04/2010		store
32	MAC BOOKAIR-A-1466- CO2L3NWWF5V7		74,900/-	PAtoDR.SPL.PROJECTjawale sir
33	APPLE-A-1304- W89350VP9A5			COMM-CUM-SECRETARY
34	ACER ASPIRE- NXMBKS10053430C- 9012000	23/08/2014		COMM-CUM-SECRETARY
35	SONY VIO-27548976- 7005450			SKSAMAL,IT- SPECIALIST(NREGS)
36	SONY VIO-27548976- 7005449			DY.SECY.(MADAM)
37	SONY VIO- 275076717000928			S O PKRAY(NREGS)
38	SONY VIO- 275489767005441			STORE

39	DELL-34900992037+DVD WRITER 3734208234			NB Jawale Sir
40	DELL-LATITUDE E-4310	17/02/2011	76,040/-	SO,GM section
41	DELL-XT2	17/02/2011	1,10,892/-	STORE
42				
43	SAMSUNG-GALAXY TAB-	06/05/2011	26,730/-	STORE
44	IBM2887NQ7-L3AMCRY-06/04			SO,.AK GOUDA
45	IBM-1830NQ3-L3PXATN			STORE

## Scanner

Serial no.	Brand & Serial no.	Date of purchase/ warranty expired	Price Rs.	Remarks
1	HP-G-2410	15/02/2008	Rs.2495.20	
2	HP-G-2410	15/02/2008	Rs.2495.20	
3	HP-G-2410	15/02/2008	Rs.2495.20	
4	HP-G-2410	29/02/2008	Rs.2495.20	
5	HP-G-2410	29/02/2008	Rs.2495.20	
6	HP-G-2410	29/02/2008	Rs.2495.20	
7	HP-SJ-8270 (NREGS CELL)CN-13GA218 L-1975A	03/05/2011	Rs.92,144/-	SKMISHRA, JT.SECY 13/10/2014
8	HP-SJ-8270	03/05/2011	Rs.92,144/-	PA TO SECRETARY
9	HP-SCANJET -7500	08/10/2012		SUPPLY BY OCAC
10	HP-SCANJET -7500	08/10/2012		SUPPLY BY OCAC
11	CANNON-DR2010C-EF-477284	14/08/2012		SUPPLY BY GA DEPTT.
12	CANNON 110			
13	CANNON 110			
14	HP-5590			

**Monitor/CPU****Annexure-B**

Serial no.	Monitor No.	CPU No.	DATE OF PURCHASE/WARRANTY COVERAGE	PRICE	REMARKS
1	SVK296207	SPG00MCA8	18/03/2016	Rs.45,766/	
2	SVK296212	SPG00MC9Y		-	
3	SVK296227	SPG00MCAK		(excluding tax)	
4	SVK296237	SPG00MCA5	Warranty Covered		
5	SVK294445	SPG00MCAF			
6	SVK296258	SPG00MCAT			
7	SVK296262	SPG00MCAQ			
8	SVK296270	SPG00MC9K			
9	SVK296272	SPG00MCA9			
10	SVK296274	SPG00MCA2			

## Annexure-B

## Printer

Serial no.	DATE OF PURCHASE/ warranty	PRICE - EXCLUDING TAX	SERIAL NO. OF PRINTER MODEL-SLM-3320ND		REMARKS
1	23/02/2016	Rs.9,900/-	ZD7GBJCGC0008QE-AUDIT SEC		
2	Warranty Covered  (PR Deptt.)	Rs.9,900/-	ZD7GBJ CGC0002WP-Type		
3			ZD7GBJAGC0006KD-Issue		
4			ZD7GBJAGC0006CJ-Usecy.		
5			ZD7GBJCGC00045V-JT.Secy		
6			ZD7GBJAGC00017Y-Acct.Officer		
7			ZD7GBJCGC00021M Dy. Secy.		
8			ZD7GBJAGC00076Y-DDO		
9			ZD7GBJCGC0002MJ-DY.SECY		
10			ZD7GBJCGC0002 JV-PA-TO-FA		
11			23/02/2016	Rs.9,900/-	ZD7GBJCGC0002EK
12	Warranty Covered ( for NREGS CELL)	Rs.9,900/-	ZD7GBJCGC00053Z		
13			ZD7GBJAGC0006ST		
14			ZD7GBJCGC00033W		
15			ZD7GBJCGC00040Z		
16			ZD7GBJAGC0002NF		
17			ZD7GBJAGC000CXJ		

HP LASERJET M1005					
SERIAL NO	SERIAL NO. OF PRINTER	DATE OF PURCHASE	PRICE PER UNIT		REMARKS
1	CNH8H 5DB81-CFC/SFC	13/10/2015 Warranty Covered	Rs.14,499/- (including tax)		
2	CNH8H 4Q7S1-CFC/SFC				
3	CNH8H 4Q7MM-JOINT SECY-S.NDAS				
4	CNH8H 4Q7Q8-PADM				

# Printer

Annexure-B

Serial No.	Sl. No. of the Printer-	DATE OF PURCHASE	PRICE (excluding tax)PER UNIT		
1	081NB8KG7F008WA	28/12/2015	Rs. 15,200/-		
2	081NB8KG9F002CF	Warranty Covered			
3	081NB8KG9F002FY				
4	081NB8KG9F002VL				
5	081NB8KG9F002ZM				
6	081NB8KG9C002SE				
7	081NB8KG9C002YF				



# Monitor

## Annexure-B

Serial no.	Monitor No.	CPU No.	Date of purchase/warranty coverage	PRICE (excluding tax)PER UNIT	Remarks
1	SV1FYN 14	L 98E458	20/07/2012 AND 15/03/2017  Warranty Covered		
2	SV1FYM 72	L 98E868			
3	V1GNY 51	L 98E242			
4	SV1FMZ 43	L 98E272			
5	SV1FYM52	L 98E901			
6	SV1FYM 24	L 98E559			
7	SV1FYP 75	L 98E835			
8	SV1FMZ 41	L 98E898			
9	SV1FYM 76	L 98E448			
10	SV1NMV 05	L 98E523			
11	SV1FYM67	L 98E727			
12	SV1FYR 29	L 98E 454			
13	SV1FYM 42	L 98E 424			
14	SV1FXW 20	L 98E 241			
15	SV1FYM 46	L 98E 513			
16	SV1FMY 72	L 98E 296			
17	SV1FYYR 30	L 98E 902			
18	SV1FMY 36	L 98E 552			
19	SV1FYR 25	L 98E 447			
20	SV1FMZ 51	L 98E 601			
21	SV1FXW 73	L 98E 878			
22	SV1FXW 71	L 98E 848			
23	SV1HGY 29	L 98E 854			
24	SV1HGL 76	L 98E 473			
25	SV1FMZ 91	L 98E 595			
26	POA46978	L 98E 864			
27	SV1NNF 04	L 98E 441			
28	SV1FYM 07	L 98E 706			
29	V1NMN 08	L 98E 876			
30	SV1FYR 06	L 98E 477			
31	SV1FMY 47	L 98E 817			
32	SV1FMZ 79	L 98E 303			
33	V1HGX 99	L 98E 869			
34	SV1FMZ 06	L 98E 619			
35	SV1FYR 20	L 98E 532			
36	SV1FMZ 80	L 98E 626			
37	SV1FYP 68	L 98E 610			
38	SV1FYP 49	L 98E 430			
39	SV1FYM 74	L 98E 465			
40	SV1FYN 02	L 98E 446			
41	SV1NMN 84	L 98E 414			
42	SV1FYP 79	L 98E 587			
43	SV1FYM 97	L 98E 248			
44	SV1FMZ 04	L 98E 879			
45	SV1NNA 76	L 98E 417			
46	SV1G GZC 84	L 98E 884			
47	SV1GZC 93	L 98E 633			

Serial no.	Monitor No.	CPU No.	Date of purchase/warranty coverage	PRICE (excluding tax)PER UNIT	Remarks
48	SV1NMT 84	L 98E 716	20/07/2012 AND 15/03/2017  Warranty Covered		
49	SV1NMV 63	L 98E 286			
50	SV1NNA55	L 98E 645			
51	SV1GZD 11	L 98E 903			
52	V1HGF 74	L 98E 243			
53	SV1GNM 99	L 98E 585			
54	SV1GZC 40	L 98E 266			
55	SV1GNN08	L 98E 556			
56	SV1FYR 81	L 98E 819			
57	SV1FYR 22	L 98E 882			
58	SV1NMV27	L 98E 764			
59	POA46978	L 98E 455			
60	SV1FYM 55	L 98E 264			
61	SV1NMT 91	L 98E 758			
62	SV1FYM 79	L 98E 535			
63	SV1FMZ46	L 98E 483			
64	SV1GZD31	L 98E 449			
65	SV1NYV 74	L 98E 718			
66	SV1GZC 19	L 98E 267			
67	SV1 GZC57	L 98E 276			
68	SV1 GZC 80	L 98E 546			
69	SV1FMZ 85	L 98E 625			
70	SV1NNA63	L 98E 300			
71	SV1GNM88	L 98E 211			
72	SV1FYR 04	L 98E 597			
73	SV1FYR 16	L 98E 498			
74	SV1FYR 28	L 98E 512			
75	POA46978	L 98E 773			
76	POA46979	L 98E 603			
77	SV1NMV24	L 98E 823			
78	SV1NMV 42	L 98E 642			
79	SV1NMV 17	L 98E 577			
80	SV1NMV 07	L 98E 640			
81	SV1NMY 81	L 98E 250			
82	SV1NMV 01	L 98E 726			
83	SV1NMV 61	L 98E 410			
84	SV1FYR 23	L 98E 224			
85	SV1FYR 47	L 98E 225			
86	SV1FYYP 93	L 98E 735			
87	V1NML 89	L 98E 435			

Desktop

Annexure-B

1	VK296232	PG00MC9E	18/03/2016	Rs.45,766/-	
2	VK296728	PG00MC9P			
3	VK296269	PG00MCA3			
4	VK294442	PG00MCAX			
5	VK296345	PG00MC9F			
6	VK294455	PG00MCAV			
7	VK296254	PG00MCAY			
8	VK296265	PG00MCAR			
9	VK294444	PG00MC9R			
10	VK296219	PG00MC9L			
11	VK296703	PG00MCA4			
12	VK296220	PG00MC90			
13	VK294447	PG00MCAN			
14	VK296234	PG00MCAG			
15	VK296266	PG00MCAD			
16	VK296271	PG00MC9H			
17	VK296129	PG00MC9U			
18	VK296230	PG00MCAC			
19	VK296229	PG00MCAA			
20	VK296225	PG00MCAW			
21	VK296729	PG00MC9M			
22	VK296228	PG00MC96			
23	VK296140	PG00MC94			
24	VK296231	PG00MC9S			
25	VK296263	PG00MC9B			
26	VK296256	PG00MC8Y			
27	VK296701	PG00MCAU			
28	VK296208	PG00MC9G			
29	VK296223	PG00MC9D			
30	VK296730	PG00MC9T			
31	VK296732	PC05XYCW			