



OFFICE OF THE PRINCIPAL
SAHEED ANURUP CHANDRA MAHAVIDYALAYA

Memo No. 161 /Quotation/2016 Dt 10/06/2016

BURUL, 24 PARGANAS(SOUTH)
WEDNESDAY, 10TH JUNE, 2016

NOTICE INVITING QUOTATIONS

Sealed rate quotations are invited from the registered / authorised firms for the **AMC of approximately 80 Nos. Computers, 4 Nos. Laptops, 80 Nos. UPS, 8 Nos. Laser Printers, 2 Nos. Deskjet Printers and 2 Nos. LAN Connection, (Details Enclosed)** installed at Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, Pin - 743318.

Submission of bids & Time Schedules:

The sealed quotation may be superscribed as : “Quotation for comprehensive AMC of Computers, Printers, UPSs “ and should reach to the Office of the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, Pin - 743318 positively on or before **25/06/2016 by 12 P.M.**

The quotations will be opened by the Establishment Committee on 27/06/2016 at 12 P.M.

Details of terms & conditions and list of Computers, Laptops, UPS, Printers and LAN Connection thereof are mentioned in **Annexure – I & Annexure – II.**

ANNEXURE – I

Terms and conditions for comprehensive AMC of Computers, Laptops, UPS, Laser Printers, Deskjet Printers and LAN Connection.

General Instructions:

1. Preventive maintenance, once in a fortnight, emergency maintenance on call basis between 10.00 A.M. to 4.00 P.M. will have to be attended to on the same day. The firm will provide complaint no., time of booking, fault rectification details, name of the engineers and contact Phone Number.
2. The maintenance / repairing work should be carried out on site. However, in case of serious defects / breakdown / chip-level-repairing, the defective parts / module can be taken out off site with permission or AMC holder’s workshop for maximum 24 hrs. In case, the system can not be restored within 24 hrs then the AMC Firm must provide standby arrangement, till the original item gets repaired and restored.
3. The AMC firm must undertake the responsibility of required software installation/upgradation and regular basis anti-virus scanning.
4. **If any parts cannot be repaired by the AMC firm then the college will provide the necessary spares.**
5. **Inspection before submission:**

The AMC firms are advised to visit the site of concerned PC system during all the working days (Monday to Friday between 12.00 P.M.to 2.00 P.M.) (before quoting rate for AMC) to check the system configuration, performance and vulnerability.

6. AMC will be offered on the basis of minimum quoted consolidated amount for the whole system.

Quoted price should be inclusive of all Taxes e.g. Service Tax etc.

7. The Comprehensive AMC contract will be terminated any time if the service provided by the firm is not found to be unsatisfactory.

8. Payment will be made on Half-yearly basis against the pre-receipted bill (in Duplicate) to be submitted after successful completion of every half year service along with log book test report from users for each computer..

9. Payment shall be made through A/C payee cheque drawn in favour of the firm name/company name.

10. **Earnest Money Deposit(EMD):**

Quotation must be accompanied with refundable demand draft of Rs.2000/- only as EMD payable in favour of Saheed Anurup Chandra Mahavidyalaya payable at Kolkata.

The EMD will be refunded to the bidder(s) as per the following manners--

- (i) If the bidder(s) do not get any offer, the EMD will be refunded without interest after finalization of the tender or within 15(fifteen) days from the date of opening of tender whichever is later. Bidders are requested to approach the Principal, Saheed Anurup Chandra Mahavidyalaya immediately after the finalization of the tender for refund of EMD.
- (ii) If the bidder(s) got the offer, but could not supply the materials, the EMD might be forfeited.

11. This Office reserves the right to accept or reject the offer(s) or cancel the bid at any time without assigning any reasons and without any cost & liability to **Saheed Anurup Chandra Mahavidyalaya**.

12. The bidders can be present at the time of opening of the quotations.

13. **Documents to be submitted:**

Firm must submit **Sales Tax No., Service Tax No., VAT No., PAN No. and Income Tax Return** for the last Financial Year(i.e. FY 2014-15 corresponding to AY 2015-16) along with quotations.

14. Firm should submit details of experience and the technical persons available for the said work.

15. If the entrusted firm fails to attend to emergency calls, the amount of AMC will be reduced pro-rata.

ANNEXURE – II

<u>S.No.</u>	<u>Name of items</u>	<u>Qty.</u>
1.	Desktop Computers (Celeron, Dual Core, Core 2 Duo, i3, i5)	80 Nos.
2.	Laptop (Sony Vaio, Dell, Compaq)	4 Nos.
3.	UPS	80 Nos.
4.	Laser Printer	8 No.
5.	Deskjet Printer	2 Nos.
6.	LAN Connection	2 No.

Principal
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Parganas