



# SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta  
Recognized by the University Grants Commission



Memo No. : 193(1)/SAEM/Quotation/2022

Date : 12.12.2022

## NOTICE INVITING QUOTATION

Saheed Anurup Chandra Mahavidyalaya invites tenders/quotations in sealed cover for allotment of the **Annual Maintenance Contract (AMC) for its Computers, Printers, Laptops and Scanner** installed at the address mentioned above. List of items to be maintained is as follows:-

Sl. No.	Equipments	Numbers
1.	Desktops	97
2.	Laptops	3
3.	Printers (Deskjet & Ink Tank)	20
4.	Scanner	1

### 2. GENERAL CONDITIONS:-

- Interested agencies are requested to submit their quotation/tender in a sealed cover duly super scribed "**Quotation for AMC for Computers**".
- The quotations in sealed covers should be sent or submit in Tender Box, kept in ground floor of this office, addressed to the "Teacher-in-Charge, Saheed Anurup Chandra Mahavidyalaya, Vill.+P.O.- Burul, P.S.- Nodakhali, South 24 Parganas, Pin – 743318.
- The quotations may be sent by post or delivered at reception at the above office address.
- The quotation in sealed cover containing the bids paper and other documents must reach this office **on or before 20.12.2022 up to 04.00 p.m.** Bids received after the due date/time shall not be entertained.
- The received bids shall be opened in this office on 21.12.2022 at 1.00 p.m.in the presence of the authorized persons of the bidders.**
- The Undersigned reserves the right to reject any or all Tenders/Quotations without assigning any reason what so ever.**
- Bids received after due date, incomplete quotation, bids not contained in a sealed envelope, bids not accompanied with the required and supporting documents or quotations or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
- The validity of the quotation shall be for 3 months from the date of its receipt in this office.
- The rates quoted shall be valid for 1 year from the date of work order issued.



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### 3. TERMS AND CONDITIONS:-

A) Selected agency will be **responsible for repair/maintenance work of the Computers and Peripherals including replacement of defective parts (except consumables)**. The complete responsibility for smooth functioning of all the computers, printers and all peripherals under this contract shall rest with the contractor. He shall provide trouble free and prompt service throughout the period of contract.

B) The Contractor would carry out preventive maintenance of each machine once in every month, in order to forestall any major failure of the same. Contractor should also ensure proper cleaning of the machines on quarterly basis.

C) The charges for repair and maintenance/replacement of defective parts/components of the Computers, Printers, Scanners, if any, shall be payable separately by the College Office to the Contractor after producing the original bill. To the extent possible, all repair and maintenance work would be carried out in this office premises only. Wherever it is possible to conduct the repair within the office premises the contractor shall obtain prior permission of the competent authority to conduct repair outside the office premises.

D) No transportation charges will be given to contractor for removal of any component to the workshop for repairs and back to office for installation.

E) A dedicated Service Engineer will be provided by the contractor from college hours on specific days in every week. In addition, the deputed engineer should also be able to load or reload and attend to other minor problems related to Software such as Windows, MS Office, Antivirus and also Internet Connectivity.

F) In emergency purpose, the contractor will be required to attend to the complaints within 24 hours of their being lodged.

G) The College Authority may, in its own discretion, add more computers to the AMC or withdraw some or all the equipment from AMC.

H) In any case, the rates once approved will not be increased by the AMC provider.

I) In case the contractor's services are found to be consistently unsatisfactory, the contract shall be terminated after giving one week's notice.



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J) The Contractor shall be responsible for the loss of any Government property owing to negligence on his or his representative's part while maintaining the machine.

K) No advance payment will be made in any case. The payments will be released after making statutory deductions like GST, TDS, etc. and at the end of each calendar quarter.

#### 4. ELIGIBILITY/QUALIFICATION CRITERIA:-

a) The bidder shall have **relevant experience** preferably in managing & providing support for computer hardware, software, laptops and other peripherals similar to the existing IT hardware in this office.

b) The bidders who are **registered / approved by any Government Department/ Organization** will be given preference.

c) The firm should have an **experience to execute the similar work in Government/PSU** or any org. / dept. The firm may enclose sufficient documents regarding execution of Government Work Order, etc.

d) All bidders must enclose **GST Certificate with latest GST Return Document, PAN Card, Trade License**, along with tender documents.

#### 5. SCOPE OF WORK:-

i) Maintenance, installation & service of computers and peripherals as and when required.

ii) The bidder should be fully responsible for functioning of LAN Connectivity for all users.

iii) **Installation of Antivirus** in all desktops of users and further updating, as and when required (Antivirus license will be provided by this office separately).



*[Signature]* 12/12/2022  
Teacher-In-Charge  
Saheed Anurup Chandra Mahavidyalaya  
Burul, South 24 Pgs.



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**Copy to:**

1. College Notice Board/Website.
2. Budge Budge II BDO Office.
3. Burul Panchayat Office.
4. "Bartaman" News Paper.