

**GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA: GUWAHATI**

NOTICE INVITING TENDER

No. AASC (EQ) 17/2014/54

Dated Guwahati the 23rd June, 2016

Sealed quotations affixed with non-refundable court fee stamps of Rs 8.25/- (Rupees eight and paise twenty five only) are invited from reputed service provider/manufacturers with service centre at Guwahati for Annual Maintenance Contract (AMC) of the following equipment by **July 11, 2016 (2 PM)**. The quotations would be opened on the same day i.e. **July 11, 2016 at 3 PM**.

The interested firms may collect the tender document from the Administrative Officer, AASC on any working day during office hours on payment of rupees five hundred (Rs.500.00) only, which is non refundable.

The tender documents may also be downloaded from the website, www.aasc.gov.in. However the payment of rupees five hundred (Rs. 500.00) will have to be made in any case.

Sl	Description	Make & Model	Quantity
1	Desktop Computers	P-IV HP-Compaq (Windows Vista)	4
		P-IV HP (Windows 7)	20
		P-IV Acer (Windows 7)	18
		Chirag (Windows 7)	67
		Total	109
2	Server	P-IV Acer	1
		P-IV HCL Infinity GL Server	1
		HCL Xeon Server	1
		Total	3
3	Laptop	P-IV Compaq (Windows Vista)	2
		P-IV HP (Windows 7)	5
		P-IV HP (Windows 7)	4
		Total	11
4	Printer	HP Officejet J5500	1
		A3- HP Laserjet 5200	1
		A4- HP Laserjet P 1505	1
		A4- HP Laserjet P 1505n	5
		A4- HP Laserjet P 1007	2
		Network Printer HP Laserjet P 1606dn	2
		Total	12
5	Multiple CD Writer	1:7 U Reach	1
6	Scanner	HP Scanjet G3110	5
7	LCD Projector	INFOCUS LCD	1
		LG (Portable)	4
		Total	5

8	Network Devices	Entire LAN Connection & Wireless Access Points including Router /switches/hubs IO boxes and networking devices etc.	<u>Administrative & Hostel Blocks</u>
			Ground Floor *
			1 st Floor *
			2 nd Floor*
			3 rd Floor*
			Hostel Block *
9	UPS	Total	
		Uniline UPS 5 KVA	1
		MAC UPS 5 KVA	1
		MAC UPS 3 KVA	1
		Total	3
10	All-in-One	HP 4620 Deskjet	1

*Rates to be quoted separately

Sd/-
Director of Training
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati – 22

Terms and Conditions

1. The party should keep ready stock of all spare parts required for rectification of the problems to avoid down time of the systems.
2. The party should allot one/two service engineers to look after all systems at Assam Administrative Staff College (AASC) covered under AMC. He/ She should visit AASC in the morning every day without fail and inspect all the log books of the systems covered under AMC individually, irrespective of any complaints reported by AASC.
3. The service engineer should record in the log book of each system indicating action taken and system up time with signature of authorized officer of AASC.
4. The party should rectify problems related to hardware, operating system and network.
5. Payment will be made for AMC subject to the submission of bank guarantee 10% of the quoted rate.
6. The quotation should be submitted along with the details of existing and former clients.
7. Item wise rates must be quoted. Quoted rates should be inclusive of all charges including all admissible taxes.
8. The Director of Training reserves the right to accept any one or all quotations without assigning any reason thereof.
9. The AMC would include LAN/ maintenance network devices of entire administrative & hostel block of AASC and anti-virus solution for all clients/servers.
10. The parties should enclose certificates of their being authorized service providers of the particular brand and certificates of satisfactory service from reputed customers.
11. The parties should submit copies of PAN and TIN certificates.
12. Up to date tax clearance certificates should be furnished.
13. The contract may be renewed for another one year based on the performance after completion of AMC for the first year on same terms and conditions.
14. For downtime more than two days penalty will be charged @ 10% per day of the quoted rate of the equipment AMC till the system is restored and the amount will be recovered from the bank guarantee submitted by the party.
15. List of service engineers with their contact numbers will have to be shared.
16. Escalation matrix for the service under AMC will have to be provided.

The Director of Training has the right to accept/reject any one/all quotations without assigning any reason whatsoever.

Sd/-
Director of Training
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Jawaharnagar, Khanapara, Guwahati – 22