



SITALKUCHI COLLEGE

P.O. SITALKUCHI, DIST. COOCHBEHAR, PIN- 736158, WEST BENGAL. PHONE : 7076862323
E-mail : csitalkuchi@gmail.com, csitalkuchi@yahoo.com Website : www.sitalkuchicollege.ac.in



Ref. No.: SLK/98/844/24

Date: 27.04.24

Scaled quotations are invited from the interested vendors for Annual Maintenance Contract (AMC) for CPU, UPS, Printers, Photo Copier, Television and Projectors.

The interested vendors should submit their quotation with self-attested copy of valid trade license, PAN Card, GST registration wherever with necessary credentials addressed to the office of the undersigned by 02.05.2024.

Scope of Work:

Annual Maintenance Service also includes:

1. Regular hardware and software diagnostics.
2. System updates and upgrades.
3. Troubleshooting and repair services.
4. Virus and malware protection.
5. Data backup and recovery services.
6. Helpdesk and technical support.
7. On-site and remote assistance as needed.

Terms and Conditions:

1. Maintenance services will commence on 01.04.2024 and continue until 31.03.2025 unless terminated by either party with prior notice.
2. The Contracting Agency will depute experienced and qualified Resident Engineer to rectify the faults instantly.
3. Replacement of defective parts should be made with spares/parts of the same specification and, in case these are not available, the higher specification will have to be installed. In no case will any defective parts be replaced with old spares.
4. The maintenance charges also include free supply and replacement of all spare parts required for perfect running of the item.
5. The Resident Engineer of the Contracting Agency should provide maintenance service as and when necessary on all working days from 10 AM to 5.30 P.M. on any working days or up to late hours, as per requirement. Provision for availability of service engineers on Saturdays, Sundays or other holidays should be made in case of emergency.
6. The repair work will have to be carried out at the location of the equipment except in the exceptional cases where the equipment or any component may be required to be taken out for Repairs. Under such cases, necessary intimation should be made with the competent Officer.



7. An agreement shall be signed with the successful bidder as per specimen enclosed.
8. Technical bid, duly filled and signed in the format as per **Annexure-A**, **Annexure-B** and **Annexure-C**, along with the supporting documents be submitted in sealed cover.

(Dr. Sangeeta Roychowdhury)
Teacher-in-charge
Sitalkuchi College
Teacher-in-charge
Sitalkuchi College
Sitalkuchi College



Details of Computers, Printer, UPS, Projectors and Photo Copiers etc.

Annexure-A

Sl. No.	Name of the Items	Quantity
1	Computers	65
2	UPS	30
3	HP Laserjet 1020+ Printers	05
4	HP Laserjet 1020w Printers	01
5	Epson M100 Inkjet Printers	08
6	HP Smart Tank 670 Printer	02
7	Epson L3110 Printer	01
8	HP Ink Tank 319 Printer	03
9	Photo Copiers	03
10	Televisions	03
11	Projectors	04

Remarks: Please inspect and visit the site before submission of quotation

Annexure-B

TECHNICAL BID

1	Name	
2	Address	
3	Name/s of proprietor/partner/shareholders	
4	Name of the authorized signatory	
5	Specimen Signature of the Authorized signatory	
6	Mobile Number of the authorized signatory	
7	PAN number (Copy to be enclosed)	

Date:

Name and Signature of Bidder with
Corporate Seal and Mobile No.