

NOTICE INVITING QUOTATION

dr. 17 AUG 2020

The undersigned on behalf of President of India hereby invites the rates in sealed envelope from authorized or reputed firm/agency/contractor having PAN & GSTIN for job of Annual Maintenance (Comprehensive) of Desktop, Laptop, HP Laserjet Printer, Epson colour Printer, Scanjet Scanner, Flatbed Scanner, HP Scanner cum Printer, UPS, Networking Hardware's and Accessories, installed at this office as per detail of items subject to the Terms & Conditions in para "2" below. The quotations should be sent in sealed cover superscribed with the word '**Quotation for Annual Maintenance (Comprehensive) of Computer Items**' to O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.

DETAIL OF ITEMS

Sl.No.	Name of the materials / works	Quantity	Rate to be quoted
01.	Desktop	33 Pc.	each
02.	Laptop	4 Pc.	each
03.	HP Laserjet Printer	24 pc.	each
04.	Epson Colour Printer	5 pc.	each
05.	Scanjet Scanner	7 pc.	each
06.	HP Scanner cum Printer	2 pc.	each

2. Terms & Conditions:-


- (i) The rate should be quoted for maintenance, periodical service including all consumables & spare parts as per specification of OEM. Taxes & GST if applicable should be quote separately, item-wise.
- (ii) The firm's/agency's/contractor's engineer/mechanic should have to inspect this office once in every week for regular maintenance.
- (iii) Any reported fault would be taken by the up on priority by the Firm (service Engineer) within 24 hours. As far as possible, the repairs would be carried out on site itself. However, in case of breakdown of any equipment the firm/agency/contractor will provide a standby machine for the same.
- v) The Contract includes support for users and troubleshooting of commercial software packages and removal of virus and re-installation of software, if corrupted.
- vi) The firm/agency/contractor will coordinate with OEMs for troubleshooting of the computer and other peripherals, if the same is/are under warranty provided by OEM.
- vii) Any other maintenance works are also to be undertaken related to the computer/peripherals.
- viii) This office has the full rights to add/remove any item to/from AMC during the contract period on written request. The payment will be released as per the original equipments/machines under the AMC.
- ix) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement; the original specification/ characteristics /features shall not be changed without any written approval.
- x) The necessary support of maintaining VIRUS free computer environment and help upgrading the software's Virus Detection mechanism would be provided by the Firm.
- xi) The Firm must be specialized in LAN troubleshooting.

P.T.O.

- xii) A Complaint Register shall be maintained by this office in which the Service Engineer (s) of the Firms shall record his comments regarding action taken with dated signature. All the complaints received shall be attended by the firm/agency/contractor within 24 hours (Minor faults) and 72 hours (Major faults), except those items which are to be got serviced from authorized service centre of manufactures.
- xiii) The firms shall also be responsible for cleaning of all hardware's using suitable cleaning material and equipment. Each equipment has to be cleaned once in a month regularly. A register shall be maintained showing cleaning of each equipment.
- xiv) The contract shall initially be for a period of **one year** and may be extendable for further one year on the basis of performance of last year at the discretion of competent authority.
- xv) The contract can be terminated at any time by the Department after serving advance notice of three months. The Department shall have the sole right to terminate the contract without assigning any reason, whatsoever to the firm/agency/contractor
- xvi) The contract shall be comprehensive basis, inclusive of repairs and replacements of spare parts and consumables without any extra payments.
- xvii) Shifting of equipment as and when required

3. The quotation should be reached at the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block- DF, Sec-1, Salt Lake City, Kolkata-700 064, latest by **14.00 Hrs. of 02/09/2020 (last date)**. The rates should be inclusive of all type of taxes / GST etc.

- 3.1 Conditional quotations and those quotations received after the stipulated date and time are likely to be rejected.
- 3.2 The rates as quoted should hold good up to **entire contract period**. No change in the rates or modification thereof will be permitted.
- 3.3 In all cases payment will be made by NEFT / RTGS after submission of bill / invoice. Payment will be released after deduction of TDS (PAN & GST) at source.
- 3.4 The undersigned reserves the right to reject or accept or prefer any quotation either in full or in part without assigning any reason thereof in the interest of public services.
- 3.5 The undersigned will not be responsible for loss of any quotation in transit or otherwise.
- 3.6 The quotations should be sent to the following address :- O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.


Superintending Archaeologist (I/C)

F.No. KC/IT-2020-2021-

Date :

To

1. NOTICE BOARD of the ASI, Kolkata Circle, Salt Lake, Kolkata.
2. NOTICE BOARD of the Kolkata Sub-Circle Office, Currency Bldg., 1, BBD Bag, Kolkata.
3. ASI web site of ASI, Kolkata Circle.