

NOTICE INVITING TENDER

Sealed tenders are hereby invited from reputed and reliable service provider of renowned manufacturers/bonafide Agencies/Dealers for Annual Maintenance of Hardware (Desktop of 23 Nos. of **IBM ,Lenovo, HP, Accer** Desktop computer Monitor CRT and TFT in the office of CMU at ILGUS Bhavan Premises , Salt Lake and Writers Building with the following terms and conditions

Sl. No	Item	Qty.	Unit Rate Rs.	Amount Rs.
1.	Desktop Computer	20 Nos.		
2	AIO Desktop Computer	2 Nos.		
3	HP Workstation	1 No.		

1. The rate should be quoted for 23Nos. Desktop Computers.
2. The selected Agency should have to execute a formal agreement in prescribed format for the work.
3. The contract will be valid for 1 (one) year
4. The rate quoted should be inclusive of all taxes, duties, delivery charges, incidental charges etc. complete
5. The offer of the agencies, who have no work experience in Kolkata for a minimum period of 5 (five) years, will not be considered.
6. The agency should attend each complaint within 24 hours (Verbal or Written or mail). Besides, the agency should inspect all the items at least once in each quarter and undertake normal maintenance and repair.
7. Accepting authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason what-so-ever and also reserves the right to split up the order among different agencies, if necessary.
8. Payment will be made on Quarterly basis on completion of work and subject to the satisfaction of competent authority.
9. The spares, if required for replacement for the Desktop computer, shall be supplied by the Agency. Cost thereof should also be included in the quoted rate.
10. The Operating systems and other software's already in the machine or otherwise shall be reinstalled by the agency, if required.
11. The agency should produce all relevant credentials and documents (xerox copy) along with the original for verification by this office at the time of quotation.
12. Working day is 24X7 and the agency should attend on any day.

The sealed quotations should reach the office of Change Management Unit, ILGUS Bhavan, HC Block , Sector III, Salt Lake, Kolkata 700106 within **1.00 PM on 23.02.2018 and the same will be opened at 2.00 P.M on 23.02.2018** The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason therefor.