

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

NOTICE INVITING TENDER

No. AASC (EQ) 17/2014/116

Dated Guwahati the 25th of August, 2017

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 **Comprehensive and Preventive Annual Maintenance Contract (AMC)** of the following equipment by **September 11, 2017 (2 PM)**. The quotations would be opened on the same day i.e. **September 11, 2017 at 3 PM** in the presence of the firms or their authorized representatives. The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of Rs. 500/- (Rupees Five Hundred) only in cash which would be non-refundable before **September 6, 2017**.

The tender documents may also be downloaded from the website, www.aasc.gov.in. However, the payment of Rs 500/- in cash will have to be made in any case.

SI	Description	Make & Model	Quantity
1	Desktop Computers and Servers	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
		P-IV HCL Infinity GL Server	1
		HCL Xeon Server	1
		Total	2
3	Laptop	P-IV Compaq (Windows 7)	2
		P-IV HP (Windows 7)	5
		P-IV HP (Windows 7)	4
		Total	11
4	Officejet	HP Officejet J5500	1
5	A3 Laser Printer	HP Laserjet 5200	1
6	A4 Laserjet Printer	HP Laserjet 1010	5
		HP Laserjet 1020	7
		HP Laserjet P 1505	1
		HP Laserjet P 1505n	5
		HP Laserjet P 1007	2
		HP Laserjet Enterprise 500 Color M551	1
		HP Laserjet P1102W	1
		HP Laserjet M1136 MFP	1
7	Network Printer	Samsung ML-1640	1
		HP Laserjet P 1606dn	2
		Total	28

8	Multiple CD Writer	1:7 U Reach	1
9	Scanner	HP Scanjet G3110	5
		HP Scanjet 8270	1
		Total	6
10	LCD Projector	INFOCUS LCD	1
		LG (Portable)	4
		Total	5
11	Online UPS	Uniline UPS 5 KVA	1
		MAC UPS 5 KVA	1
		Total	2
12	All-in-One	HP 4620 Deskjet	1

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

Terms and Conditions

1. The tenderer should have valid Goods and Service Tax (GST), Tax Identification Number (TIN) and Service Tax registration. Up to date tax clearance certificates should be furnished.
2. The average annual turnover of the tenderer during the last three years, ending March 2017 should be at least 10 lakhs. The tenderer should submit the balance sheet and profit and loss account for the last three years i.e 2014-15, 2015-16 and 2016-17.
3. The AMC will be Comprehensive and Preventive.
4. The tenderer should have its own local establishment/support office/service centre in Guwahati.
5. 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.
6. 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.
7. The party should rectify problems related to hardware and operating system.
8. The tender should be submitted along with the details of existing and former clients and details of service engineers along with complete address at Guwahati. The tenderer should provide necessary supporting documents.
9. Item wise rates must be quoted. Quoted rates should be inclusive of all charges including all admissible taxes.
10. The AMC would be comprehensive and preventive and would include anti-virus solution for all clients/servers.
11. The successful bidder will be required to submit a Performance Bank Guarantee for a value equivalent to 10 % of the contract value from a nationalized bank. Payment will be made for AMC subject to the submission of bank guarantee.

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

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