

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
AN INSTITUTE CERTIFIED UNDER THE STANDARDS OF ISO 9001:2015
JAWAHARNAGAR, KHANAPARA; GUWAHATI-22
PHONE NO.2363325, FAX NO.0361-2362361

NOTICE INVITING TENDER

No. AASC (EQ) 17/2014/167

Dated Guwahati the 30th of May, 2019

Sealed tenders in two bid system affixed with non-refundable court fee stamps of Rs 8.25 (Rupees eight and paise twenty-five) only are invited from reputed service provider with service center at Guwahati for **Comprehensive and Preventive** Annual Maintenance Contract (AMC) of the equipment in table below by **13th of June, 2019 (11 AM)**. The tenders would be opened on the same day i.e. **13th of June, 2019** at **12 noon** in the presence of the firms or their authorized representatives. The interested firms may collect the tender documents from the office during the office hours on payment of Rs. 500.00 (Rupees Five Hundred) only in cash which would be non-refundable before **12th of June, 2019**.

The tender documents may also be downloaded from the website, www.aasc.assam.gov.in. However, the payment of Rs 500.00 in cash will have to be made in any case.

Sl	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
		Acer i5 Desktops	60
		Total	169
		P-IV HCL Infinity GL Server	1
		HP Xeon Server	1
		Total	2
2	Laptop	P-IV Compaq (Windows 7)	2
		P-IV HP (Windows 7)	5
		P-IV HP (Windows 7)	4
		Total	11
3	Officejet	HP Officejet J5500	1
4	A3 Laser Printer	HP Laserjet 5200	1
5	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

		Samsung ML-1640	1
		Ricoh SP 310 DN	6
		HP Laserjet Pro M403dn	1
6	Network Printer	HP Laserjet P 1606dn	2
		Total	35
7	Scanner	HP Scanjet G3110	5
		HP Scanjet 8270	1
		Canon Portable Scanner DR-P201	10
		Canon DR-C230 Scanner	4
		Total	20
8	LCD Projector	INFOCUS LCD	1
		LG (Portable)	4
		Total	5
9	Online UPS	MAC UPS 5 KVA	1
		Total	1
10	All-in-One	HP 4620 Deskjet	1

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

Terms and Conditions

1. The tenderer should submit copies of valid trade license, Goods and Service Tax (GST) registration.
2. The tenders should be accompanied by EMD in form of Demand Draft/Bankers Cheque of Rs. 10000.00 (Rupees Ten Thousand) only in favour of “Director, Assam Administrative Staff College Society”, which will be refundable.
3. The Annual Turnover duly certified by a Chartered Accountant for the last three years is to be submitted.
4. The AMC will be comprehensive and preventive.
5. The tenderer should have its own local establishment/support office/service center in Guwahati.
6. 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 every day without fail and inspect all the log books of the systems covered under AMC individually, irrespective of any complaints reported by AASC.
7. 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.
8. The party should rectify problems related to hardware and operating system.
9. 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.
10. Item wise rates must be quoted. Quoted rates should be inclusive of all charges including all admissible taxes.
11. The AMC would be comprehensive and preventive and would include installation of Operating System, anti-virus for all clients/servers/OS including network issues.
12. If the equipment proposed in AMC is nonfunctional for more than 24 Hrs then a pro-rata penalty per day will be deducted, minimum of which will be three times the amount for every day or part of the day on pro-rata basis. In case if a server or networking equipment is nonworking the penalty will be charged cumulatively on and all the equipment(s) which are idle because of server/network equipment downtime. If any equipment is out of order / non-functional for more than 7 days, then AASC the right to get the faulty equipment repaired some other agency at the RISK AND COST OF THE CONTRACTOR.
13. The agreement between the successful tenderer and AASC will be initially for a period of one year extendable for another 2 more years’ subject to satisfactory performance.
14. 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 within 15 days of receipt of work order. 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