

File no- 2(43)/SENET/2018-19(Pt)/ 2859

Dated: 04-01-2019

NOTICE INVITING QUOTATION

Director, MSME-Development Institute, Ministry of MSME, Govt. of India, Bamunimaidam, Guwahati-781021 invites sealed quotation from the Registered Micro & Small Service enterprises/ reputed service provider for comprehensive Annual Maintenance Contract for Desktop Computers, Printers, UPS, Scanners, Laptops & LAN for one year as per details as under:

Sl No.	Description	Quantity (Nos)	Specifications
1	Desktop PCs	31	Core i7, i3, Core & P4
2	Laptop	05	Core i5 Pavilion G6-1 NoCore Core i7 Toshiba-2 Nos Dual Core-HCL-1 No Make Lenovo- 1 No
3	UPS	31	600 VA- 25 Nos 1 KVA- 6 Nos
4	Printer	31	Leserjet-25 Nos. Deskjet (all in one)- 4 Nos.
5	Networking	32	LAN connectivity with 20 PCs for internet

Interested firms are requested to submit Quotations in Sealed Envelops super scribing "Quotation for Annual Maintenance Contract for Desktops, Laptops, UPS, Printers & Networking" and should reach this office on or before 3:00 PM, 21-09-2019. No quotation will be received after 3:00 PM, 21-09-2019.

Terms & Conditions:

1. The Annual maintenance Contract shall be for one year and will be comprehensive in nature including replacement of all defective parts.
2. The firm will depute full time experienced & qualified Service Engineer to rectify the fault instantly.
3. Bank details may be furnished (required for E-Payment).
4. E-Payment will be made on quarterly basis on production of bills in duplicate for rendering maintenance services.
5. In case of breach of any condition of the contract and for all types of losses caused on the part of the contractor, the Director, MSME-Development Institute, Guwahati shall make deduction, as deemed fit, from the bills preferred by the contractor or that may become due to the contractor under this contract.
6. The price quoted should be in Indian Rupees and should be inclusive of all taxes.
7. Each bidder shall submit only one quotation. Quotations submitted through email/fax will not be accepted.
8. Quotations shall remain valid for a period not less than 90 days after the last date of submission of quotation.

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9. The Competent authority will award the contract reserves the right to accept or reject any quotations and cancel the bidding process and reject all quotations at any time prior to the award of the contract.
10. Decision of the Director, MSME-Development Institute, Guwahati shall be binding on all issues relating to the quotation.
11. The firm submitting quotation shall have at least **5(five) years of experience** in the relevant field and shall submit self attested copies experience along with the quotation.
12. Details of work carried out in Central govt/State Govt departments/PSUs/Banks in last three years shall also be provided along with the quotation.
13. The bidder should have an office in Guwahati.
14. TIN No. (Attach Copy).
15. Replacement of defective parts should be made with spares/ parts of the same specification and, in case these are not available, then higher specification will have to be installed. In no case will any defective part be replaced with old spares.
16. The repair work will have to be carried out at the location of the equipment except in the exceptional case 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.
17. In case repair is not possible at the institute (MSME-DI, Guwahati) the equipment shall be transported to the place where the component repairing facility is available and after repair the equipment shall be transported & returned back at the institute and install at the same place at firms cost. In major repairs **standby machine** is to be provided till the repair is carried out.
18. The AMC will be for comprehensive maintenance of PCs, Laptop, Printers, UPSs & LAN connectivity etc (including replacement of UPS battery, laptop Battery, all kinds of spares, LAN cables etc.)



(N. Sutradhar)
Director In-charge

Copy To:

1. Website of MSME-DI, Guwahati (web: <http://www.msmedi-guwahati.gov.in>)
2. Notice Board, MSME-DI, Guwahati
3. Notice Board, Bamunimaidam Post Office, Guwahati
4. Notice Board, Commissioner of Industries & Commerce, Udyog Bhavan, Bamunimaidam, Guwahati