

ICAR- CENTRAL INLAND FISHERIES RESEARCH INSTITUTE

BARRACKPORE, KOLKATA – 700 120

Phone No.: (033) 2592 1190/91, Fax: 033 2592 0388

E-mail: cifri@vsnl.com, Website: www.cifri.ernet.in

Speed Post

No. 5/5/2017-S/AMC/Computer & accy/

Date: 23.06.2017

To

**Sub:- AMC for Computer on comprehensive basis & Mobile data Processor/
Note book, Printer, Scanner, Server, Network, Work Station & UPS on
Non-comprehensive basis – Reg.**

Sir,

The Institute invites sealed tender from reputed agencies/firms having expertise and working experience in Government Departments for Annual Maintenance Contract for Computer on comprehensive basis and Mobile data Processor/Note book, Printer, Scanner, Server, Network, Work Station & UPS on non-comprehensive basis as per the details given below:-

- | | | |
|--|---|----------|
| 1. Computer | = | 149 nos. |
| 2. Mobile Data Processor/Note Book | = | 14 nos. |
| 3. Printer | = | 116 nos. |
| 4. UPS | = | 124 nos. |
| 5. Online UPS | = | 09 nos. |
| 6. Scanner | = | 25 nos. |
| 7. Server | = | 02 nos. |
| 8. Workstation (Windows) | = | 04 nos. |
| 9. Coordination with OEMS for
trouble shooting of the computer
and peripherals under warranty.
(Desktop i7 processor) | = | 41 nos. |
| 10. LAN Network of the Institute consisting of 150 nos. of computer connections. | | |

The above list is not exhaustive. The quantity may be increased or decreased.

- a) **About Organization:-** Central Inland Fisheries Research Institute is premier Institute involved in the Research & Development work in the field of Inland Fisheries, located at Monirampore. 5 km away from Barrackpore Railway Station towards Cantonment side. It works under Indian Council of Agricultural, Govt. of India, New Delhi. The computers are mostly being used for the data storage, analysis and office work.
- b) **Qualification of the bidder:-** The bidder should have wide expertise and experience in maintenance of Computer & peripherals. They must have worked in Govt. Organizations/Public sector undertaking. The copy of work orders should be enclosed in support of working experience.
- c) **Details of the firm:-** The details of the firm is to be given as per the proforma enclosed in Annexure I.
- d) **Terms & Conditions:-** The terms and conditions of AMC has been enclosed at Annexure-II. The bidders are requested to go through it carefully and sign at the appropriate place along with seal.
- e) **Quoting of rates:-** The rates of AMC of computer & peripherals should be quoted in the proforma enclosed at Annexure - III. The rate should be quoted separately for each item clearly showing the rate, taxes & duties and total cost involved.

Yours faithfully,


Asstt. Administrative Officer
(Stores)

ANNEXURE - 1

Details of the bidders

1. Name of the bidder : _____
2. Office Address : _____

3. Phone No. & Fax No. : _____
4. Pan No. : _____
5. Whether I.T. return filed
For Last three years
(Enclose copy) : _____
6. Service Tax No. : _____
7. No. of technical employees
With qualification
(enclose copy of the same) : _____

8. Annual turnover : _____
9. Bank Details for making
Payment : Name of Bank :
A/C No. :
IFS Code :
MICR code :

10. Credentials for AMC of Computer & peripherals (Enclose copies of work order)

Sl.No.	Name of Organization	Period	No. of Computer
1.			
2.			
3.			
4.			
5.			
6.			

11. Check list:

1. Tender document, in original
2. Annexure-I
3. Annexure-II
4. Annexure-III
5. Copies of work order
6. Others

Place: _____

Date: _____

Signature of bidder with seal

Annexure II

Terms & Conditions:

1. Name of the work : i) AMC for computer on Comprehensive basis.
ii) AMC for Mobile data processor/Note Book, Printer, Scanner, Server, Network work station and UPS on Non-Comprehensive basis.
- Period of AMC : Initially for a period of One Year.

2. Conditions/ Requirement:

- i.(a) The AMC will be directly maintained by the In-Charge AKMU Cell, ICAR-CIFRI, Barrackpore.
- (b) The contract would be Comprehensive i.e. including replacement of parts of Original Equipments Manufacturers (OEM) for Desktop Computer.
- (c) The contract would be Non-comprehensive for Mobile data processor/Note Book, Printer, UPS, Network, Scanner, Workstation and Server on non-comprehensive basis. The Institute will bear the cost of spares parts but it should be fitted by the Agency. Requirement of replacement of spares parts in any Printer/UPS/Scanner/Network/Workstation/Server should firstly be informed to In-charge, AKMU Cell who will take necessary action for procuring spares and handing over to the firm.
- ii. Preventive maintenance of all machines must be carried out each quarter and a report to be submitted by 10th of subsequent month to the In-charge, AKMU Cell.
- iii. The firm/company must be registered as a firm or as a company with the Registrar of Firms or Registrar of Companies.
- iv. The firm/company should be in existence for over 3 years in the trade with maintenance turnover of more than Rs.5 lakh per annum during the last 3 years & Audit report (past 3 years) ending 31st March 2017 (copies of audit report should be enclosed).
- v. The firm/company should have a previous experience in maintenance of such equipments with Government Department/Public Sector Undertaking of maintaining not less than 100 computers for past 3 years in each Department/PSU. Necessary supporting documents must be enclosed with the technical bid.

