

REF: ENG/MSD/RKM/AMC COMPU/223
DUE DATE: 25.09.2014 by 15.00 Hrs
OPENING : 25.09.2014 by 15.30 Hrs

Date : 03.09.2014

Dear Sirs:

Please quote your lowest price in a sealed envelope for the following item ON **TOP MOST URGENT BASIS**, indicating related terms and conditions.

SI No.	Item	Quantity
1	ANNUAL MAINTENANCE OF COMPUTER HARDWARE, LIST OF COMPUTERS & PERIPHERALS ATTACHED, FOR THE PERIOD OF 01.10.2014 TO 30.09.2015 (For Kalyani Works)	1 Set

MAINTENANCE CONTRACT: FOR ONE YEAR I.E. FROM 01.10.2014 TO 30.09.2015.

EMD @ 1% of the quoted value must be submitted by a Crossed DD/A/c Payee Cheque, payable at par, alongwith your quotation. Please note that if the offer value is less than Rs: 1.00 lakh and or registered with MSME then EMD is not required to be submitted.

SECURITY DEPOSIT: The successful bidders is required to deposit a sum of Rs: 5000.00 as Security Deposit towards the satisfactory performance of the contract which will be released after the successful completion of the AMC.

Price basis - Ex- Works. (Kalyani works)
Terms of Payment - 30 days credit from the date of receipt of Bill.
Validity of price - Till completion of the Contract period.

VAT : PLEASE SPECIFY WITH VAT NO. IF APPLICABLE.
SERVICE TAX: PLEASE SPECIFY SERVICE TAX REGISTRATION NO., IF APPLICABLE.

Please note that AYCL reserve the right to reject any or all quotations without assigning any reason.

Please note that Offer shall be submitted strictly in line with our requirement. ANY HAND WRITTEN OFFER , OVER WRITING AND ERAZING IN PRICE will be liable for REJECTION.

Other terms and conditions for Annual Maintenance Contract (AMC) of Computers and its peripherals.

1. The computer systems will be repaired as and when required. If necessary you will have to collect the computer systems to service centre for repairs and deliver the same back to the respective department/side after repairs using their own resources.
2. You will be responsible for smooth functioning of all computer systems within the contract period.

-contd -

3. You will have to carry out preventive maintenance once in a month for all Computer systems and its peripherals.
4. You will have to attend the calls for maintenance as and when required and also for cleaning the viruses.
5. Computer systems shall be returned in the full working condition.
6. You will be fully responsible for any damage to the man and machine occurs due to faulty workmanship.
7. If repair demands the shifting of the defective equipment for a long period, a standby has to be provided at Free of cost.
8. You will have to attend the fault on the same if the complaint is lodged before noon and on the next day if complaint lodged in the afternoon of any day. If necessary a standby system shall be provided, so that work is not affected.
9. The AMC includes all expenditures including maintenance charges, visit charges and other charges and components will Processor, RAM, SMPS, Monitor Power Supply, Monitor Logic Board, Monitor switch, Printer Logic Board, Power supply etc. but does not include Ribbon/ Cartridge, Printer Head, Picture Tube of Monitor, Mother Board accessories and other spares.
10. The AMC also include maintenance of LAN set up at KW as well as installation of operating systems, antivirus packages and other softwares, wherever required.
11. You will have to maintain the logbook in the manner prescribed by AYCL.

Please ***submit your quotation in a sealed envelope, super-scribing enquiry number, positively within the due date.*** You may depute your representative at the time of tender opening.

Thanking you,

Yours faithfully,
For ANDREW YULE & COMPANY LTD

P MAJUMDAR
Manager (Purchase)