

No. F 20-4/2014 (Spl. Cell)  
Government of India  
Ministry of Culture

Vigyan Bhawan Annexe, New Delhi  
Dated the 27<sup>th</sup> November, 2015

**Subject:- Annual Maintenance Contract for repair/maintenance of computer ,printer and UPS in the Special Cell, Ministry of Culture-Regarding.**

Quotations are called for award of Annual Maintenance Contract (AMC) for repair/maintenance of 23 desktops, Printers & UPS approximately in the Special Cell, Ministry of Culture, Vigyan Bhawan Annexe, New Delhi for a period of one year with prospective effect.

Sl No.	Description of work	Rates quoted in Rs. for one set of computer & printer, UPS ( if claming service tax/vat the same may clearly be mentioned)
1.	Rate of repair and maintenance of one set of computer, printer & UPS such as routine servicing, attending hardware and software complaints from various users like trouble shooting, formatting , date rescue, upgradation, shifting/relocation of computers & printers, reloading of application systems in case of corruption of application system etc. Actual cost of peripherals for computers and printers if replaced will be extra.	Rs.....
2.	Charge per visit of computer Engineer assisting in the presentations during official meetings in the Ministry.	Rs.....
3.	1 GB Ram (HP make)	Rs.....
4.	2 GB Ram (HP make)	Rs.....
5.	Hard disk 250 GB (seagagte make)	Rs.....
6.	Hard disk 320 GB (seagagte make)	Rs.....
7.	Hard disk 500 GB (seagagte make)	Rs.....
8.	DVD writer (Hp make)	Rs.....
9.	Key board (reputed company)	Rs.....
10.	Mouse (reputed company)	Rs.....
11.	SMPS (Power Supply)	Rs.....
12.	Teflon & power Supply card	Rs.....
13.	Mother board repair	Rs.....
14.	Coms battery	Rs.....
15.	Pen drive 4 GB (hp/Kingston)	Rs.....
16.	Pen drive 8 GB (hp/Kingston)	Rs.....
17.	Pen drive 16 GB (hp/Kingston)	Rs.....
18.	UPS battery	Rs.....

2. The quotations/rates may be sent to this Ministry in a sealed cover so as to reach the undersigned in ROOM No.254, Special Cell, Ministry of Culture, Vigyan Bhawan Annexe, New Delhi latest by 21<sup>st</sup> December, 2015 before 3.00 pm. If required, the computer and printer can be inspected on any working day between 3.00 pm to 5.00 pm. The quotations will be opened on the same day at 4.00 pm in the above mentioned room. A representative of your firm, if you so desire, will be permitted to be present at the time of opening of the quotations.

3. The AMC is for a period of one year initially and can be considered for extension for another one year if the company provides good/satisfactory services.

4. It may be noted that the successful bidder will have to number each computer/printer and put a sticker on each equipment placed under AMC. Further, the successful bidder is required to deposit security amount of Rs. 10,000/- in the form of FDR in Favour of DDD, Special Cell, Minister of Culture, Special Cell, Govt of India, New Delhi valid for one year and renewed by another year in case the contract is extended.

5. The Bid document is available on <http://www.Indiaculture.nic.in>

Yours faithfully,

(Arnab Aich)

Under Secretary to the Govt. of India  
23022337

Copy to:-

1. NIC, Ministry of Culture for uploading on Ministry's website.
2. Ministries/Departments, Govt. of India.
3. Reputed selected firms in Delhi as per list attached.