



No. ILGUS/1M-1/2013/345

Date : August 11, 2014

NOTICE INVITING TENDER

Sealed tenders are invited from reputed and reliable service provider of renowned manufacturers/ bonafide Agencies/ Dealers for Annual Maintenance of Hardware (Desktop of 25 Nos. of **DELL / HP** Desktop computer Monitor CRT and TFT in the office of ILGUS at ILGUS Bhavan Premises , Bidhannagar with the following Terms and Conditions :

Sl. No	Item	Qty.	Unit Rate (₹)	Amount (₹)
1.	Desktop Computer	22 Nos.		

1. The rate should be quoted for 25Nos. Desktop Computers only for Back to Back.
2. The commitment of back to back service should be supported with up-to-date proper Authorisation from at least one of the manufactures mentioned above.
3. The selected Agency should have to execute a formal agreement in prescribed format for the work.
4. The contract will be valid for 1 (one) year.
5. The rate quoted should be inclusive of all taxes, duties, delivery charges, incidental charges etc.
6. The offer of the agencies, those who have not any work experience in Kolkata for a minimum period of 3 (three) years, will not be considered.
7. The agency should attend each complaint within 24 hours (Verbal or Written or mail). Besides, the agency should inspect all the items at least once in each quarter and undertake normal maintenance and repair.
8. Tender accepting authority does not bind himself to accept the lowest offer and reserves the right to reject any or all the tenders received without assigning any reason what-so-ever and also reserves the right to split up the order among different agencies, if necessary.
9. Payment will be made on Quarterly basis on completion of work and subject to the satisfaction of competent authority.
10. The spares, if required for replacement for the Desktop computer, shall be supplied by the Agency. Cost of which should also be included in the quoted rate.
11. The Operating systems and other softwares already installed in the machine or otherwise shall be reinstalled by the agency, if required.
12. The agency should produce the self attested copies of all relevant credentials and documents along with the original for verification by this office at the time of opening of tender.
13. Working day is 24 X 7 and the agency should attend on any day with a prior intimation.

The sealed quotations should reach the office of Institute of Local Government & Urban Studies, ILGUS Bhavan, HC Block , Sector III, Bidhannagar, Kolkata 700106 within **1.00 PM on 28.08.2014** and the same will be opened at **2.00 P.M on 28.08.2014**.

B. N. Kar
Joint Director-in-Charge