OFFICE OF THE PRINCIPAL, Ch RANBIR SINGH

GOVT POLYTECHNIC HATHNIKUND,YAMUNANAGAR

Quotations are invited for AMC and other items as format & submit in sealed envelope till 6-11-2025.

No	PARTICULAR OF ITEMS	RATE
1	Service Engineer (AMC) for maintaining equipment Computer's Hardware, Software, Printer, CCTV Camera & other peripherals/networking in the institute till 31-03-2026 **(Minimum 4 Visit during Month)**	
2	02 Additional Visit in institute if required	
3	Refilling of Cartidge Printer (Tonner)	
4	Refilling HP Neverstop Laser MFP	
5	Cartidge Printers (HP/Samsung/Canon/ any)	
6	Printer Drum	
7	Printer PCR, Magnet, Rod and Blade	
8	Keyboard (Dell/ HP/ Samsung/ any if required)	
9	Mouse (Dell/ HP/ Samsung/ any if required)	
10	CAT 6 LAN WIRE	
11	OFC cable and Core	
12	DDR4 8GB RAM	
13	SSD 256 GB	

Mandatory Requirement:

1. Your firm should be registered with District Industries center/ any Govt. authority for providing Repair and maintenance services of computers and peripheral equipments (Attach documents)

2. GST/ any Govt tax shall be paid. (as applicable)

TERMS & CONDITIONS

- Currently institute has approx. 15 LaserJet MFP printers,02 SFP LaserJet Printers, 95 computers, 05 UPS, 25 CCTV, and 01 LCD Projectors.
- Service engineers will remain in the institute for attending the complaints, at least one working days in a week (the days and timing will be decided with mutual consent of both the party).
- The service engineer will check the complaint register (that will be maintained in PA to Principal Office) to note the complaints and make an entry in the register after the resolution or provide a reason in case the complaint cannot be dealt with.
- If any part has to be replaced the cost of that replaced part/new part will be borne by the institute.
- **The service engineer is responsible for doing the following tasks during visit. The institutehas the full right to add or delete any task later on.**
    1. Installation of Computer Systems. Printers, Scanner, Cameras and other networking devices & Maintenance of Printers, Scanners, NVR, CCTV and networking devices.
    2. Complete computer systems maintenance (Hardware and software).
    3. Network maintenance/ Internet troubleshooting
    4. Up- gradation/Virus protection and Virus removal/Software Installation.
    5. Services of the engineer may be taken by the institute any-day in case of emergency.
    6. Service engineer will be allowed to carry related equipment outside the institute forrepair only after the written permission of the officer In charge of Lab.
    7. Contract can be terminated without any reason at any time with oneweek prior notice.
    8. The contract initially will be for a period till 31-03-2026, starting from the date of signing the contract. It can be renewed, provided satisfactory service is given and also other terms and conditions of the institute are fulfilled.

Name / Signature of Owner: **Mobile No.**

Firm Name & Address: