

Quotations are invited for AMC and other items as format & submit in sealed envelop till 19.06.2026.

S.no.	Particulars of items	Rate
1	Service engineer (AMC) for maintaining equipment computer hardware, software, printer, motherboard, CCTV camera & other peripherals/ networking in the institute till 31.12.2026. (Minimum 04 visits during a month)	
2	02 additional visit in institute if required	
3	Refilling of cartridge printer(HP/cannon/any)	
4	Printer drum	
5	Printer PCR, magnet, rod, blade etc.	
6	Keyboard of computer	
7	Mouse	
8	Cat 6 LAN wire	
9	OFC cable and core	
10	DDR4 8 GB RAM	
11	SSD 256 GB	
12	CCTV installation	
13	Networking	

Mandatory requirements:

- Your firm should be registered with district industries/ any government authority for providing repair and maintenance services of computer and peripheral equipments (attach document).
- GST/any government tax shall be paid as applicable.

TERMS & CONDITIONS

- Currently institute has approx. 15 laser printers MFP printers, 02 SFD laser printers, 95 computers, 05 UPS, 25 CCTV, and 01 LCD projectors.
- Service engineer will remain in the institute for attending the complaints , at least one working day in a week (the days and time will be decided by mutual consent of both the parties).
- The service engineer will check the complaint register (that will maintain in PA to principal office) to note the complaints and make an entry in the register after resolution or provide a reason in case the complaints 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 institute has the full right to add or delete any task later on.**
 - Installation of computer systems, printers, scanner, cameras, and other networking devices and maintenance of printer, scanner, NVR, CCTV, and other networking devices.
 - Complete computer system maintenance (software and hardware).
 - Network maintenance and internet troubleshooting.
 - Upgradation/virus protection and virus removal/ software installation.
 - Service engineer may be taken by the institute any day in the case of emergency.
 - Service engineer will be allowed to carry related equipment outside the institute for repair only with prior permission from the competent authority.
 - Contract can be terminated without any reason at any time with one week prior notice.
 - The contract is initially will be for a period till 31.12.2026, 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: