



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

CCRT/31014/6/2017
February 27, 2019

Subject: Annual Maintenance Contract of Computers with Parts

Sir,

CCRT invites sealed quotations for the annual maintenance contract with parts of Computer for its office situated at Plot No.15 A Sector 7 Dwarka, New Delhi 110075 as per the details mentioned below:

S.No.	Item wise Description (Computers & Printers	Total No.
1.	Intel I3	19
2.	Intel I5	02
3.	Intel I7	02
4.	P IV and Intel Core Duo	38

The quotation should be addressed to the Director, CCRT, New Delhi. The quotation is to be submitted in one sealed packet containing two sealed envelopes One envelope will contain "Technical Bid" and the other envelope will contain "Financial Bid". Both the sealed envelopes should superscribe on the right hand upper side of the format of the envelopes "Technical Bid" or "Financial Bid" (as the case may be). **The firm would have to submit both the envelopes. The last date of submission of sealed quotations is March 18, 2019 by 3.00 PM. quotation will be opened on the same day at 04.00 PM**

"Technical Bid" (Envelope I) should contain the following details:

1. The details of company profile and their technical competence, with list of technical persons with their qualifications and experience.
2. The number of the years company has been in the business of maintenance of Computer and Printers. (the company should have been carrying out the work for at least 3 years)
3. The details of the Company's turnover for the last 3 years.
4. The details of existing clients including Government/Semi-Government organization.
5. The tax clearance details.
6. Periodicity of regular visits of Technicians
7. Reaction time to the complaints lodged.

Financial Bid (Envelope-II) should contain the rates for the comprehensive (with parts) AMC for the above mentioned items. Also clearly specify the tax and vat etc.

The estimate value of the services range Rs.40,000/- per year.

Envelope I should be superscribed in Bold letters "**Comprehensive Quotation for AMC of Computers – Technical Bid**"

Envelope II should be superscribed in Bold Letters "**Comprehensive Quotation for AMC of Computers - Financial Bid**"

After finalization the firm has to sign an Agreement with CCRT for AMC of Computers and Printers with parts.

Yours faithfully,

(Dr. Chetan Singh)
Deputy Director (Gen.Admn. and Training.)