



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
PHONE: 0364-2222594, 2210203 Email: rtishillong@cag.gov.in


75
Azadi Ka
Amrit Mahotsav

No. RTI/AMC/2021-22/1260, 1261, 1262, 1263

Date:

24 MAR 2022

To

M/s Lignum, Laban, Shillong-793004.
M/s Softech, Upland Road, Laitumkrah, Shillong – 793003.
M/s Techweb, Keating Road, Shillong – 793001.
M/s Spectrum, Keating Road, Shillong – 793001.

Subject : Invitation of Sealed quotation of AMC for Server, Printer, UPS, Desktop Computers etc.


Sir/Madam,

I am to request you to kindly submit your sealed quotation for Annual Maintenance Contract in respect of Items at Annexure-A (copy enclosed) of this institute for one year. The quoted rate must be for comprehensive AMC. The quotation should be submitted latest by 30th of March 2022 (2:00 PM). The rate must be quoted for all items and quoted separately for each item inclusive of all taxes.

The terms and conditions of contract are enclosed in Annexure 'B'. The sealed quotation can be dropped in the drop box available in the RTI, Shillong during working hours upto 30th March 2022 (2:00 PM). The quotations will be opened on the same day at 4.00 PM.

This issues with the approval of the Director General.

Yours faithfully,


Core Faculty (IT)

Memo No. RTI/AMC/2021-22/1264, 1265

Date: 24 MAR 2022

Copy to :

1. The Dy. Accountant General (Admin), O/o the Pr. AG (Au), Meghalaya, Shillong with a request to display in the notice board.
2. The Dy. Accountant General (Admin), O/o the Pr. AG (A&E), Meghalaya, Shillong with a request to display in the notice board.
3. Website of RTI, Shillong (www.cag.gov.in/rti/shillong/page-rti-shillong-tenders).



ANNEXURE A

List of Items to be covered by AMC

Sl.	Particular of Items/Brand/Model	No. of Units
1	Mid-Range Server, HCL Infiniti	1
2	Mid-Range Server, HCL-2701 BC	1
3	24 Port Switch, 3 com Super Stack	1
4	Laserjet Printer, HP 1108	2
5	Laserjet Printer, HP 2055	1
6	Laserjet Printer, HP 1015	2
7	Laserjet Printer, 6L Pro	1
8	Laserjet Printer, HP 1200	1
9	Laserjet Printer, HP 1007	2
10	Laserjet Printer, HP Pro M202dw	2
11	Laserjet Printer, HP Pro CP 1025	1
12	Brother LaserJet Mono Printer (HL-L6200DW)	2
13	5 KVA UPS, Numeric	1
14	5 KVA UPS online, Uniline	2
15	Desktop Computers, HCL Intel Core i5	24
16	Desktop Computers, Zenith	10
17	Desktop Computers, Hp Intel Core i5	39
18	Desktop Computers, HP Intel Core i3	7
19	Laptop, Asus X510UN, i5 8th Gen, 8GB DDR4, 1 TB	1
20	Projector, Epson EB-S41	1
21	Projector, Epson EB-X31	2
22	Scanner, HP Scanjet 200	1
23	Scanner, HP 2000s1	1
24	Scanner, Epson V39	1


A. Retan

ANNEXURE B

TERMS AND CONDITIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC)

The following terms and conditions shall govern the Annual Maintenance Contract (AMC) and shall be binding on the customer i.e. Director General / Principal, Regional Training Institute (IA & AD), Laitumkhrah, Shillong and the Vendor .

1. The Contract is effective for the period of one year from the date of signing the agreement.
2. Payment Terms: Payment will be made on quarterly basis.
3. Vendor's Engineer will be required to call on us twice a day, once in the morning and once in the evening during our office working hours to ensure that all the above computers and peripherals are in working condition. A detailed log book will be maintained for this purpose and the engineer will be required to sign the same on each visit. The engineer is also required to report to us any defect after inspecting all the machines and set it right.
4. In the event of incomplete solution on a particular day, by the visiting engineer and if the engineer concerned fails to continue/render his service on the following day, he shall be responsible to provide feedback to his/her colleague as well as vendor and ensure that the work is completed by his/her colleague in his absence.
5. This maintenance contract shall be both preventive and corrective one for the items listed under AMC and will include supply, repairs and replacement of parts of all the computer hardware & peripherals.
6. Any defect noticed in any of the machines listed in ANNEXURE-A will be intimated to the service engineers who will be visiting the site twice a day or when intimated to the local representative of the vendor over phone. It is important that the defects will have to be rectified within 24 hours which will include repairs/replacement/supply of necessary components to the defective machines. If the defect to any desktop is not rectified within 24 hours of reporting, a penalty @, Rs. 200/-only per day for each desktop computer will be levied after the first 24 hours.
7. In the event of any question, dispute or difference arising under these conditions or in connection with this contract, the same shall be referred to the sole arbitration of a Gazetted Officer appointed as Arbitrator by the Director General / Principal Director, Regional Training Institute, Meghalaya Shillong. The Gazetted Officer to be appointed as arbitrator, shall not be one of those who had an opportunity to deal with the matters to which the contract relates or who in the course of this duties had expressed view on all or any of the matters under this dispute or difference. The award of the Arbitrator shall be final and binding on the parties to this contract.


Core Faculty (IT)