



त्वरित डाक  
SPEED POST

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भारत सरकार/Government of India

कौशल विकास एवं उद्यमिता मंत्रालय (डीजीटी)

Ministry of Skill Development and Entrepreneurship (DGT)

केंद्रीय कर्मचारी प्रशिक्षण एवं अनुसंधान संस्थान

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

ई एन-81, सॉल्ट लेक सिटी, कोलकाता- 700091

EN- 81, Sector -V, Salt Lake City, Kolkata – 700091

Ref. No.-STARI/D-16019/GL/2011/VOL.-II/39

Dated;-31.05.2019

To  
The Reputed Agencies

Office Copy

Sub;- Tender for Comprehensive Annual Maintenance contract for Desktop PC & Networking System (LAN)- reg.

Your quotation on the above subject for Comprehensive Annual Maintenance Contract (CAMC) is invited under terms & Conditions mentioned on next page. The quotation should be addressed to the Director, CSTARI, Salt Lake, Kolkata-700091, West Bengal to reach on or before 20.06.2019. The quotation will be received up to **03.00 PM on 20.06.2019.**

**The above Comprehensive Annual Maintenance Contract (CAMC) is for**

- iii. Desktop PC- 28 nos.
- iv. Networking System (LAN) - 50 nos.

Including Equipment. Software, Tools with an objective to ensure smooth functioning of all these installations at CSTARI.

This may include the following:-

4. Repair / rectification of faults in the system.
5. Identification and rectification of faults as per complaints lodges.
6. Identification of defective parts and replacement.

Contd. to next page.....

(Ref. from Pre-page)

While submitting your quotations, the following points/terms & conditions shall be observed:-

1. The tender/quotation shall be submitted in a sealed cover marked with "QUOTATIONS" and the reference number and date of enquiry (Ref. No. STARI/D-16019/GL/2011/VOL.-II/ 39 dated 30.05.2019) on the envelope.
2. The tender/quotation will be opened on 20.06.2019 at 03.20PM. You may depute an authorized representative with a letter of authority to be present at the time of opening of the quotations in this office.
3. Your quotations should be valid for 30 days from the date of opening.
4. Quotations received after 03.00 PM on 20.06.2019 will not be considered.
5. Items tendered should confirm to the specifications shown in the Comprehensive Annual Maintenance Contract (CAMC) Work.
6. Tenders can be rejected without assigning any reasons.
7. Any system including operating system, equipment, software should not be out of order for more than one working day.
8. The technicians have to submit their call attended / work completion report in Maintenance Section of this Institute for each of the visit.
9. All the defective items / parts are to be replaced by the agency.
10. All necessary spare parts required for petty maintenance to be supplied by the agency.
11. Adequate safety precautions are to be taken while working. At the event of any accident happened during working, CSTARI, Kolkata will not be responsible.
12. Rate / Contract value to be quoted on per machine per month basis assuming value of services to be provided & replacement of spare parts.
13. TDS is applicable for all bills with pre-receipt as per Rules.
14. Bills to be submitted in triplicate every month duly re-receipted with Revenue Stamp.
15. The contract will be valid for one year from date of issue of contract. However Director/HOD, CSTARI reserves the right to extend further or terminate the contract without assigning any reason.
16. In case of complaints not attended or any system (equipment, software, and operating system) remaining out of order for more than three working days as per the above terms and conditions a Liquidity Damage (LD) charge will be deducted @20% of the monthly contract value per day of delay subject to a maximum of 10% in a month. At any point of time during the currency of contract if the cumulative LD becomes 30% of yearly value of the contract then the contract will be liable to be cancelled.

  
(B V S Seshā Chari)  
Director