



सत्यमेव जयते

क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग पूर्वोत्तर क्षेत्र:लछतलेत कम्प्लेक्स, शिलांग-  
793003

REGIONAL TRAINING INSTITUTE (IA & AD) NE REGION: LACHATELETTE COMPLEX  
LAITUMKHRAH, SHILLONG-793003  
PHONE:0364-222594,2210203  
FAX NO.0364-2223314

**No. RTI/AMC/2-18/2018-19/1539**

**Date: 16.01.2019**

**To,**

- 1. All the Registered Firms**
- 2. Official Website**
- 3. Notice Boards of all the sister offices in the Station.**

**Sub: Sealed quotation of Annual Maintenance Contract (AMC) for Server, Printers, UPS, Desktop Computers etc. .**

**Sir,**

I am to request you to kindly submit your sealed quotation for Annual Maintenance Contract (AMC) in respect of items at Annexure-I of this Institute for one year. The quoted rate must be for comprehensive AMC. The quotation should be submitted latest by 31st January, 2019 (4 PM). The rate must be quoted separately for each items Inclusive of all taxes. 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 31st January, 2019 (4 PM). The same day quotation will be opened at 4.30 p.m.

Yours faithfully,

Sd/-

Core Faculty (Admn.)

### Annexure-I

#### Items at (A)

Sl. No.	Item	Make/Model	Qty
1	Mid-Range Server	HCL Infiniti	1
2	Mid-Range Server	HCL-2701 BC	1
3	24 Port Switch	3 Com Superstack	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 C 1025	1
11	5 KVA UPS	Numeric	1
12	5 KVA UPS online	Uniline	2
	Total		

#### Items at (B)

Sl. No.	Item	Make/Model	Qty
1	Desktop Computers	HCL i5	24

#### Items at (C)

Sl. No.	Item	Make/Model	Qty
1	Desktop Computers	Zenith Computers (Intel Core Tm 2 Duo)	10

#### Items at (D)

Sl. No.	Item	Make/Model	Qty
1	Desktop Computers	HP i5	39

#### Items at (E)

Sl. No.	Item	Make/Model	Qty
1	Desktop Computers	HP i3	7

## **ANNEXURE-“B”**

### **TERMS AND CONDITIONS OF AMC FOR COMPUTER HARDWARE & PERIPHERALS.**

The following terms and conditions shall govern the Annual Maintenance Contract (AMC) and shall be binding on the customer i.e. Principal Director, 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 your engineer will be required to sign the same on each visit. Your 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 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 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.

Sd/-  
Core Faculty (Admn.)