



NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(Deemed to be University)

Campus: A-19, Institutional Area, Sector-62, NOIDA, UP - 201309

Regd. Office: 1st Floor, National Museum, Janpath, New Delhi - 110011

Website: www.nmi.gov.in **Phone:** 0120-2975625, 2975623

F. No. F.6(7)/2016-NMI/176

Date: 13-06-2022

QUOTATION NOTICE

For AMC of Computers and related Equipment/Peripherals

Subject: Quotations calling for Annual Maintenance Contract of Computers and related Equipment /Peripherals in the National Museum Institute.

National Museum Institute invites Tender under two bid systems (Technical and Financial) from registered, authorized and reputed service provider / Computer AMC contractors for award of Annual Maintenance Contract in respect of Computers and related Equipment / Peripherals in the National Museum Institute for NOIDA Campus at A-19, Institutional Area, Sector 62, Noida, Uttar Pradesh - 201309 and for Regd. Office at National Museum Campus, Janpath, New Delhi - 110011 as per the details given below.

1. The contract shall be on an annual maintenance service basis. During the currency of the contract period it will be the responsibility of the Company /Firm to keep the equipment in perfect working order.
2. The Contractor shall deploy one full time qualified Service Engineer in the National Museum Institute at NOIDA Campus on all working days (Monday - Friday) from 09.30 a.m. to 06.00 PM. The service engineer may also be asked to come to the Institute's Regd. Office, Janpath, New Delhi to resolve the issues and complaints of the Regd. Office. They should be equipped with maintenance kits comprising tool box, pen drive, external hard disk, multi meter, diagnostic software and external DVD Writer/combo drives, pen drives and any other tools required for carrying out such services. A penal deduction @ Rs.500/- per working day shall be made from the bills for the number of days the Engineer remain absent.
3. The firm will also have to carry out preventive maintenance of the PCs, Peripherals and accessories like cleaning of temporary files, unused programs & viruses from PCs, cleaning dust from inside the equipment removing spilt ink, if any from inside the printer etc. atleast once in every month, by a separate team. The service consists of physical cleaning of the items to keep the items in a good presentable form.
4. The Contractor shall rectify the minor complaints on the same day or latest by the next day. In case of, major complaints, the equipment shall be set right and restored in working condition within two days from the date of reporting of fault. In case of a major fault, a standby unit shall have to be provided by the Contractor immediately so that the work of the user/section does not suffer.

5. The Company/Firm must have at least five years' experience dealing with AMC of Computer and its Peripherals.
6. National Museum Institute reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.
7. The contract will be valid for a period of one year from the date of award of work contract. It shall be open to the National Museum Institute to extend the terms of the agreement on the same terms & conditions for a further period, if necessary.
8. The payments towards Annual Maintenance Contract shall be made in four instalments each at the end of three months/each quarter on submission of bills along with on production of satisfactory reports from concerned users.
9. National Museum Institute reserves the right to abandon or terminate the contract at any time without assigning any reason, after giving one month notice to the Contractor.
10. The rates may be quoted on **comprehensive basis** for all the items mentioned below.
11. Specifications of Computers and Other Peripherals:

Sr.No.	Description	Quantity (approx.)
1.	Desktop Computers	42 nos. <i>(Out of 42, 03 are Apple iMac Computers)</i>
2.	Laptops	20 nos. <i>(Out of 20, 05 are Apple MacBook Pro)</i>
3.	Computer Printers (Color)	07 nos.
4.	Computer Printers (B&W)	21 nos.
5.	Computer Server	02 nos.

12. Interested parties / service providers are requested to submit their tender comprising technical bid in one envelope super scribed as "**Technical Bid**" and financial bid in other envelope super scribed as "**Financial Bid**" and both envelopes in a single envelope super scribed "**Quotations for Annual Maintenance Contract of Computers**" to the office of **Registrar, National Museum Institute, A-19, Institutional Area, Sector - 62, NOIDA, Uttar Pradesh - 201309** by date **04-07-2022, 05.00 pm**. This Institute reserves the right to accept/reject any or all tender(s) without assigning any reason/notice thereof. Last date of submission of the tender may also be mentioned on the envelope containing the tender.

(Dr Savita Kumari)
Registrar I/c