

Inviting Quotations

Sealed quotations are invited for the **Annual Maintenance Contract (AMC)** of the **Computer Systems** of the college upto 12/05/2025. The interested vendor/firm may submit the sealed quotation either by registered post to the Principal, A. I. Jat H.M. College, Rohtak or through email aijhmcollegerohtak@gmail.com or can submit in person in the office of undersigned on any working day between 9:00 am to 3:00 pm. The terms and conditions are also uploaded on college website.


Principal 2/5/25

Terms & conditions of AMC of Computers

1. The contract is valid for one year from the date of signing of memorandum of understanding (MOU) on AMC. Contract is non-transferable. This may be renewed annually subject to rendering of satisfactory service & fulfilling the term & conditions.
2. The Successful firm should give their acceptance within 5 days from the issue of letter of intent.
3. All the complaints received in person or over phone shall be entered in a Register and Register shall be duly maintained giving the following details: Date, Complaint no, Time of Complaint, Nature of Complaint, Complaint made by, Time of attending the complaint, Signature of the engineer who attended the complaint and Signature of the staff who made the complaint. The register will be used for monitoring the delays and the same is submitted to the college. After completing the preventive as well as corrective maintenance work, the service engineer shall meet/communicate the office in charge.
4. All equipments mentioned in the quotation list must be checked frequently at least once in a month in the presence of a staff member of the department. The service engineer will visit weekly to the college during working hours and stay for minimum of two hours.
5. Maintenance contract includes maintenance of Desktop PC (Monitors, UPS, and CPU), Printers and Networking/LAN installed in college premises, library, boys' hostel & girls' hostel. The contractor would also be required to check optimum bandwidth utilization, collusion, data loss over the network, if any. Points of concern noticed by them along with explanatory note should be submitted to the office.
6. Refilling of cartridge of Printer must be done within one day from the reporting time. Refilling is to be done with original ink and in this case no compromise in respect of quality and quantity shall be entertained.
7. Minor problems (software related) should be rectified the same day on which it is reported.
8. The equipment/machine parts those have to be replaced must be new. The servicing agency may provide such parts and the price may be fixed by mutual consent. Unserviceable parts will be handed over to the college in case replacement is done. In case an equipment/machine is being taken for servicing to service centre, the firm will take prior permission of the In-charge of concerned department before taking the equipment out.
9. The details of spare parts removed and replaced shall be duly entered into register maintained in concerned Lab/Department/Office and signed by both college (Concerned In-charge) and contractor's agents.
10. The AMC amount included the travelling cost for rendering service throughout the year for one or all locations & for one or all systems.
11. The payment for last quarter would however be made only on successful handing over all equipments/machines mentioned in Point No 5 in working conditions.

SP Rathu
02/05/25

JL
2/5/25

DB
2/5/25

Bunee

Telev