



# Tender for Comprehensive AMC of Computer, Printer, etc.

Tender No. CIRT/IT/AMC/COMP/2026-27/02 dated 30-Apr-2026

## **Central Institute of Road Transport**

Post box No. 1897, Pune – Nasik Road, Pune 411 026

Tel. No. 020-67345300, Fax No. : 020-67345407

[www.cirtindia.com](http://www.cirtindia.com)

# Comprehensive AMC of Computer, Printers, etc.

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## 1. Detailed Tender Notice

Sr. No.	Particulars	Details
1)	Tender Reference No.	CIRT/IT/AMC/COMP/2026-27/02
2)	Tender Publish Date	30-Apr-2026
3)	Tender issuing Authority	Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune - 411026
4)	Name of the Work / Project	Comprehensive AMC of Computers, Printers, etc.
5)	Cost of the Tender	Rs. 1000/- plus 18% GST i.e. Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only) through Demand Draft in favor of “Director, CIRT, Pune”. The cost of the tender document should be paid along with the submission of the tender as per the schedule.
6)	Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty Five Thousand Only) through Demand Draft in favor of “Director, CIRT, Pune”
7)	Submission of Pre-bid queries (For Format Refer Annexure - C)	On or before 07 <sup>th</sup> May 2026 by email to sysadmin@cirtindia.com
8)	Pre-Bid Meeting	11 <sup>th</sup> May 2026, 1430 hrs.
9)	Due date for online submission of bid	03 <sup>rd</sup> June 2026, 1700 hrs.
10)	Physical Submission of Technical bid documents at CIRT, Pune	04 <sup>th</sup> June 2026, 1200 hrs.
11)	Technical Bid Opening	04 <sup>th</sup> June 2026, 1530 hrs.
12)	Commercial Bid Opening	Will be informed to all the technically qualified bidders through email.
13)	Address for Communication and Submission of Proposals	Director Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune – 411026 Tel: 020-67345300 Email: sysadmin@cirtindia.com
14)	Download Request for Proposal & Upload e-tender	A copy of the tender document can be downloaded from <a href="http://www.cirtindia.com/tendernotice.html">http://www.cirtindia.com/tendernotice.html</a> or <a href="https://www.tenderwizard.com/CIRT">https://www.tenderwizard.com/CIRT</a>

**In-charge Admin**

## 2. Information about the e-tender:

- 2.1. **Availability of Tender Documents:** All bid formats (Technical and Commercial) are available online at CIRT's e-tender portal.
- 2.2. **Who can participate for this e-tender:** The vendors registered through CIRT's e-tender portal can only participate in this tender process.
- 2.3. **How to register:** The prospective bidders must register to the CIRT e-tender portal by paying Annual Registration Charge of Rs. 2,000/- (+) G.S.T. (as applicable) through e-tender portal by online payment. On completion of the registration process, the bidders will be provided with user ID and Password. After receiving the User ID and Password, bidders can log on to CIRT e-tender portal for uploading the tender documents.
- 2.4. Bid/Tender Processing Fee including G.S.T. (as applicable Non-Refundable) is payable online on the portal of CIRT e-tendering website for applying the tender online.
- 2.5. **Is there any device requirement for participation in e-tender :** Yes, Bidder should have valid Class III Digital Signature Certificate (DSC) device for participating in e-tender. For integrity of data its authenticity /non-repudiation of electronic records and in compliance with IT Act 2000. It is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class III issued by a Licensed Certifying Authority (CA). The contact details for e-tender-related queries are furnished below:-

Contact Persons: Mr. Sanjay Chandak	Telephone / Moblie: 9665721619 Email : sanjay.kc@etenderwizard.com	For vendor Registration / DSC / Any other issue regarding eTender Process, uploading of tender documents please contact Tenderwizard
Tenderwizard Helpdesk :	Contact No: 080-45811365, 080-45982100 Email: twregdelhi@etenderwizard.com	

- 2.6. All pages of Tender documents must be signed with proper official stamp and date by the Bidder / or authorized power of Attorney holder at the lower right-hand corner.
- 2.7. The bidder should ensure that the physical set of technical documents should match with the online set of technical documents. If any mismatch is found, then the online bid submitted will be treated as final copy.

2.8. Bidders are advised to visit CIRT's e-tender portal regularly for any Addendum / Corrigendum.

2.9. Bidder should submit the tender and EMD fees as per the instructions specified in the tender document. The originals should be submitted in the sealed envelope along with the physical submission of technical documents as specified in the tender document on or before the last date as mentioned in the Tender Notice.

### 3. List of Documents to be submitted along with Technical Bid (Two Bid System)

Note: Kindly enclose all the required documents in a proper folder. One set of technical documents to be submitted physically at CIRT, Admin Section along with Online mode.

#### 3.1. TECHNICAL BIDS – (Vol - I)

1. DD of Tender Fee, Earnest Money Deposit as mentioned in Tender Notice.
2. Signed Tender Document. All the documents to be signed, stamped, scanned, and uploaded by the bidder on the e-tender portal.
3. Information about the Bidder.
4. All Enclosed forms I, II, III, and IV (Page No. 7 to 8)
5. Copy of a Purchase Order from a Government Department or reputed organization in the last three years.

One set of the sealed technical bid should be superscribed as “Tender document for comprehensive Annual Maintenance of Computers, Printers etc. - **Technical Bid**” and should be submitted to “The Director, CENTRAL INSTITUTE OF ROAD TRANSPORT, BHOSARI, PUNE – 411 026” before the due date as mentioned. Please note that all documents are to be submitted in plastic folder/file with proper indexing.

#### 3.2. COMMERCIAL BIDS – (Vol – II)

The bidder should submit a duly filled Commercial Bid Format on the e-tender portal. An indicative format of the commercial bid is enclosed as Annexure - A. No hard/physical copy of the Commercial Bid shall be submitted. **Commercial bid sent through hard copy will not be accepted and shall be disqualified.**

## 4. Technical Evaluation Parameters

The technical evaluation will be based on three major factors with their related marks indicated alongside:

<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
1	Relevant experience in past projects	80
2	Details of Technical Staff	10
3	Company Profile and Details of Key Personnel	10

Based on form No. I, II, III and IV technical evaluations of the vendors shall be carried out by CIRT. Minimum 75 marks are required to qualify for commercial bid opening.

- CIRT may ask the bidder(s) for additional information, clarification, and documents through email.
- Any proposal not complying with the requirements of the technical criteria will not be processed further.

## 5. Forms

### 5.1.FORM I - Comprehensive Computer Hardware AMC in past Three years - 80 Marks

Sr. No.	Description of Work	Marks	Work Order Ref. No.	Company Name, Contact Person and Designation	Value of Work	Tel. No. / Mobile No.	Email ID
1	<ul style="list-style-type: none"> <li>• The bidder must furnish documentary evidence of at least one single Work / Purchase Order for AMC of Desktops, Printers, Peripherals, etc. of value Rs.6,00,000/- and above OR</li> <li>• Two Work / Purchase Orders each of Rs.4,00,000/- and above OR</li> <li>• Three Work / Purchase Orders each of Rs.2,50,000/- and above.</li> </ul>	60					
2	Full Time Technician Support on Site (Minimum 1 No.)	20					
Note: 1) Please enclose the Work / Purchase Order copies of AMC from the past three financial years (2023-24,2024-25,2025-26). 2) Minimum one AMC with 60 Computers & 60 Printers.							

**5.2.FORM II - DETAILS OF TECHNICAL STAFF - 10 Marks**

(Minimum 5 Technicians)

<b>Sr.No.</b>	<b>Name of Person</b>	<b>Qualification</b>	<b>Experience and/or Expertise</b>	<b>Position Held / Designation</b>	<b>Remarks</b>

**5.3.FORM III – Company Profile and Details of Key Personnel of the firm - 10 Marks**

**a) Company Profile – 5 Marks**

<b>SR.NO.</b>	<b>DESCRIPTION</b>	<b>Details of Enclosures</b>
1.	Company Profile	
2.	Company Est. Date	

**b) Details of Key Personnel of the firm – 5 Marks**

<b>Sr. No.</b>	<b>Name of Person</b>	<b>Position held/ designation</b>	<b>Qualification</b>	<b>Period for which person is associated with the firm</b>

**5.4. FORM IV - DETAILS OF MANDATORY DOCUMENTS TO BE ENCLOSED**

<b>Sr.No.</b>	<b>Description of Work</b>	<b>Enclosed Copy Remarks (Yes / No)</b>
1)	Certificate of Incorporation / Firm Registration Certificate/ Proprietorship certificate	
2)	GST Certificate	
3)	Certificate of PAN Number	
4)	Valid Income Tax Clearance Certificate/ Income Tax Return with PAN.	
5)	Attach Chartered Accountant certificate (with UDIN number) showing Profit/Loss in last 3 years. (22-23, 23-24 and 24-25)	
6)	Chartered Accountant certified Average annual turnover of Rs. 3.5 lakh during last 3 financial years (22-23, 23-24 and 24-25) from AMC service business	

## 6. SCHEDULE OF QUANTITIES (COMPREHENSIVE AMC)

Instructions:

- i) Commercial bid to be filled online only.
- ii) All item rates must be specified, or else the bidder will be rejected.

### 6.1. Desktop Details

Ser No	Brand	Purchase Month & Year	Detail Config of Machine	Qty
1	Dell	Jul-14	Dell Optiplex 9020 SFF, Intel Core i7, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	8
2	Dell	Dec-15	Dell Optiplex 9020 miniTower, Intel Core i7, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	6
3	Dell	Jun-16	Dell Optiplex 9020 miniTower, Intel Core i5, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	32
4	Dell	Jan-17	Dell PowerEdge T30 Intel Xeon E3-1225, 3.3GHZ, 8 GB RAM, 1 TB HDD, 18.5" wide LED monitor, USB Keyboard & Mouse	4
5	Lenovo	Jan-24	Lenovo P360 Workstation ,Intel i9-12900,16Gb DDR5 RAM,512Gb M2 SSD, 22 inch LED Mointer,USB &Mouse	1
6	Dell	Jan-24	Dell Workstation Precision T3660 Core-i7 12th Gen 12700, 16GB DDR5 RAM, 500 GB SSD + 1TB HDD, "24" inch LED Monitor, USB Keyboard & Mouse	1
7	Dell	May-24	Dell Optiplex 7010 i5-13500, 16GB DDR5 RAM, 512GB SSD + 1TB SATA HDD,"24" Inch LED Monitor,USB Keyboard & Mouse.	1
			<b>TOTAL</b>	<b>53</b>

#### Note:-

- i) The quantity of Workstation & Desktop mentioned at Sr. No. 6 & 7 shall increase as and when the OEM warranty of the said items expire and shall be added to the AMC. The same will be updated to the successful bidder. The AMC quarterly bill will be calculated on the quantity already defined in the Work / Purchase Order plus any additional Desktops or Workstations added during the quarter, as per the unit rate.
- ii) Any faulty parts to be replaced with new and same make & brand only (OEM).
- iii) Support & Service is required at OS level and for Application Software installation.

## 6.2. Printer Details

Ser No	Brand	Purchase Month & Year	Detail Config of Machine	Qty
			<b>Laser Printer</b>	
1	HP	Mar-03	HP LaserJet 1150	1
2	HP	Mar-08	HP LaserJet M1005 MFP	12
3	Cannon	Jul-10	Cannon LBP 2900B	2
4	HP	Jul-12	HP LJ 1136 MFP	4
5	HP	Jul-12	HP LJ Pro1108	4
6	HP	Jul-12	HP LJ Pro 1606dn	8
7	HP	Mar-14	HP LJ 1020 Plus	18
8	HP	Jan-15	HP LaserJet Pro MFP M128fn	1
9	HP	Jan-15	HP LaserJet Pro MFP M126nw	8
10	HP	Mar-24	HP LaserJet Tank MFP 2606dn	1
			<b>TOTAL</b>	<b>59</b>

### Note:-

- i) Teflon and other required accessories to be covered leaving outer body.
- ii) Fuser assembly to be covered under AMC.
- iii) ITB assembly to be covered under AMC.
- iv) Cartridges / Tonner not to be considered.

## 6.3. Full Time Technician

Sr. No	Description	No. of Months
1	One Full Time Resident Engineer on all working days of CIRT, for Hardware troubleshooting and resolution. Software Support (Formatting of PC's, Installation of System Software (W7, W8.1, W10, W11, etc.), Backup of important files, Mail Mgt (MS-Outlook/ Office 365), Endpoint Protection installation, Printer handling Laser & Dot Matrix Printers troubleshooting and resolution. IT Network related troubleshooting and fault finding, configuration, crimping, etc. (Monday to Saturday as per office Timings – 0900 hrs to 1730 hrs). If required on holidays may be called not exceeding more than Ten working days. Minimum Qualification of Engineer: Graduate/BCA/B.Sc(IT), Diploma in Computer or IT Engg. or MCSE/MCP/MCITP/CCNA, etc. certified with a minimum of 3 years' experience.	12

Note:- The resident engineer should be covered under Minimum Wages Act notified by the Central Government.

#### 6.4. New Battery Quote

Ser No.	Description	Qty
1	New SMF Battery 12 V / 7 Ah (Preferably Exide)	30

**Note:-**

- 1) Battery payment will be made separately as per ordered battery. (Max 30 batteries in a year).

#### 6.5. Buy Back Battery Quote

Ser No.	Description	Qty
1	Old SMF Battery 12 V / 7 Ah	30

**Note:-**

- 1) The amount of buyback battery will be deducted from the quarterly AMC bill.
- 2) All the above-mentioned PC and Printers to be cleaned internally and externally twice a year. (i.e. in September and April).

### 7. TERMS AND CONDITIONS OF CONTRACT

The bidder should carefully read the following conditions prior to preparing the bid document. Noncompliance of any and/or all conditions may lead to rejection of the bid.

#### GENERAL GUIDELINES FOR PREPARATION OF BIDS

##### 7.1.MANNER & METHOD OF SUBMISSION OF BIDS:

- The Bid shall be made in ENGLISH only.

##### 7.2.FOLLOWING ANNEXURES must be filled up properly and submitted in Technical Bid:

- Technical details as per Form No. I, II, III, and IV.

##### 7.3.The tender is to be submitted in two parts viz. **Technical Bid'** and **'Commercial Bid'**. The Technical bid is to be submitted in a sealed envelope and should accordingly be superscribed "Tender document for Comprehensive Annual Maintenance of Computers, Printers, etc. – Technical Bid". The bidder should strictly submit the duly filled Commercial Bid Format on the e-

tender portal. An indicative format of the commercial bid is enclosed as Appendix. No hard copy of the Commercial Bid shall be submitted to the CIRT. **Commercial bid sent through hard copy will not be accepted and shall be disqualified.** The commercial bid will be opened only after the scrutiny of the technical bid has been done and a short listing of technically acceptable bids has been made. Late submission of tenders will not be accepted. Tenders by “Telex/Telegram/Fax/E-mail” will not be accepted.

- 7.4. The term "Comprehensive" means repair and replacement of all parts, no payment will be made towards repair or replacement of any part excluding consumables like battery, ribbon, cartridge, toner, and adapter, etc.
- 7.5. The Comprehensive Annual Maintenance Contract (CAMC) shall be for the diagnosis and rectification of faults in the computer systems, printers, LAN Network, etc. The vendor shall assist the user in taking back if the Hard Disk needs to be formatted along with preventive maintenance of computer systems and shall also include repair/replacement of faulty components in Computer Systems, printers, etc. and no payment towards repair or replacement in lieu of that.
- 7.6. Sub-Contracting of AMC is strictly not allowed, if the same is found later AMC will be cancelled and EMD amount will be forfeited.
- 7.7. The AMC includes removal of viruses, software patch updating, software installation and other system maintenance, network maintenance of endpoints, software support/troubleshooting to keep the system fully operational.
- 7.8. Preventive maintenance will be carried out twice a year. Preventive maintenance will include cleaning of PC and its peripherals. Cleaning to be done by wiping the surface of the devices with compatible cleaning liquid like Colin, cloth, and brush etc. Use of a blower/vacuum cleaner for cleaning PC cabinet and network racks. The LED monitor to be cleaned without use of Colin or soap solution.
- 7.9. The contract would be comprehensive, i.e. including replacement of parts of Original Equipment's Manufacturer (OEM). If the item is not available in the market to be replaced with similar make with higher configuration/specification with warranty.
- 7.10. To provide and maintain the required software drivers and hardware for maintaining the equipment.

- 7.11. Standby arrangement is to be made in case the equipment is to be taken to a service center for repairs.
- 7.12. Coordination with OEMs for troubleshooting of the computer and other peripherals under warranty.
- 7.13. The L1 bidder needs to sign a contract/agreement with CIRT (Format attached as Annexure - B). The necessary expenditure needs to be borne by the L1 bidder.
- 7.14. Tender without Tender Fee, Earnest Money Deposit will be rejected. Request for exempting payment of Earnest Money Deposit will not be considered.
- 7.15. One full day competent Hardware Technician with minimum three years of experience in handling Windows Operating System, various branded printers, network troubleshooting, etc. will report daily at CIRT. The Technician shall be allowed weekly off, i.e., on Sunday and compulsory public holidays – 26th January, 15th August and 2nd October. In addition, holidays as per the list of CIRT closed holidays may be given during festivals, as mutually decided between the Technician and the Reporting Officer. An amount equal to one day service charge will be deducted if any Service Technician remains absent / leave without providing a substitute.
- 7.16. The successful tenderer shall have to pay 10% of the AMC cost as a security deposit in the shape of a demand draft. The EMD amount will be adjusted proportionately.
- 7.17. The Earnest Money Deposit will be returned by cheque to the unsuccessful bidders after awarding the contract to the successful bidder or within 2 months, whichever is earlier and shall not bear any interest.
- 7.18. The Earnest Money Deposit of the successful bidder will be converted into the security deposit. The security deposit shall be refunded after successful completion of the contract and claim of the contractor.
- 7.19. Late and incomplete tender is liable to be rejected. This institute shall not be responsible for any delay in transit or otherwise due to postal or any other reason.
- 7.20. Tenders will be opened on the due date at Central Institute of Road Transport, Bhosari, Pune – 411 026, in the presence of the bidders or their representative, who may be present at the time of opening.

- 7.21. The power of accepting the tender will vest with the Director who does not bind himself to accept the lowest quotation and reserves the right to reject or partially accept any of the tenders received without assigning any reason.
- 7.22. The rate shall be inclusive of all taxes, including GST and any other taxes laid by the Government of Public Body till date. CIRT will not be liable to pay any of such taxes if subsequently asked for / increased by any of the authorities concerned.
- 7.23. The offer should be kept valid for a minimum period of 60 days after the due date of opening of the tender.
- 7.24. The schedule of probable quantities is liable to alterations, omissions, deductions, or additions at the discretion of the Director during AMC Period. Accordingly, work order value may change.

## 8. GENERAL TERMS AND CONDITIONS

- 8.1. The Technician should be competent enough to handle all Desktop PCs, Laptop, Printers (Laser, Dot Matrix), Networking switchgear, etc.
- 8.2. It is recommended to not change the technician frequently. In the absence of any technician, it shall be the responsibility of the vendor to depute another competent and experienced engineer during the period of absence of the designated technician.
- 8.3. The resident technician deployed shall be responsible for preventive and corrective maintenance of all peripherals, accessories, and existing LAN setup.
- 8.4. It should be ensured by the resident technician before installing any software on the PCs that it is a licensed version of the original software. Unauthorized/ unlicensed software should not be installed on the PCs.
- 8.5. The service Technicians would take up any reported fault within one hour. As far as possible, the repairs would be carried out on-site. However, if the equipment is taken to the service center, the L1 bidder would provide a standby for the same.
- 8.6. The AMC should cover all the spare parts in the computer systems along with the cost of labour & transportation. No additional costs whatsoever shall be payable by CIRT.

8.7.A minimum of 2 Nos. of Desktop and 2 Nos. of Printers (Multifunction 1 No. and Duplex network 1 No.) should be kept as standby till the AMC contract period in CIRT Office.

8.8.The initial period of the contract will be one year from the date of the award of the contract. The unit rates quoted will remain in force for the full period of contract exclusive of taxes. No demand for the revision of the rate on any account shall be entertained during the contract period.

8.9.Mode of payment: Payment will be made **quarterly at the end of each quarter** after satisfactory performance of the support service. Any addition of Desktops or Workstations during the quarter as defined in Note Sr. No. (i) of sub clause 6.1 under Clause 6 Schedule of Quantities (Comprehensive AMC) shall be paid on pro rata basis. The same will be informed to the bidder through email.

To have a clear picture assume 5 Nos. of Workstations / Desktops are included in the AMC from 27<sup>th</sup> Aug 2026. Then, the calculation will be as follows:

- 1) No. of days in August from (27 Aug to 31 Aug) = 5. No. of days in September = 30. Therefore, total days under AMC for 1Q (July to Sep) = 35 Days.
- 2) Assume unit rate of Workstations / Desktops excl. of GST for 12 Months (365 days) = Rs.3650/-. Therefore, unit rate for 1 Day =  $3650/365 = \text{Rs.}10/-$ .
- 3) Therefore, for 35 days for 1 Workstations / Desktop =  $\text{Rs.}10 \times 35 = \text{Rs.}350/-$ . For 5 Workstations / Desktops the AMC amount for the quarter will be  $\text{Rs.}350 \times 5 = \text{Rs.}1,750/-$ . So, an additional amount of Rs.1,750/- will be added to the quarterly bill of AMC.

8.10. If any Computer / Printer or any other related item cannot be used for more than three consecutive days for want of service/repairs, an amount of Rs.500/- per day of delay per item shall be deducted from the AMC.

8.11. Scope of software includes installation of Operating System & licensed application software, installing and updating security updates/patches, drivers, antivirus definitions, etc.

8.12. The Technician should strictly ensure privacy, confidentiality, and security of this office.

8.13. The Vendor shall be solely responsible for ensuring that the

working conditions of its employees deployed at CIRT comply with all applicable labour laws, occupational health and safety regulations, and contractual obligations. The Vendor shall provide a safe, healthy, and legally compliant work environment for its personnel, and shall remain liable for any breach of such obligations. CIRT shall not be held responsible for the Vendor's failure to maintain proper working conditions

- 8.14. Immediately on the award of the contract, the L1 bidder will give a report taking over all equipment with the configuration details. It shall be the responsibility of the L1 bidder to make all the equipment work satisfactorily throughout the contract period and to hand over the systems to the Department in working conditions on the expiry of the contract. In case any damage to the systems due to technician negligence is found, compensation which would be determined by the Competent Authority will have to be paid by the L1 bidder.
- 8.15. No employer and employee relationship will be created between the CIRT and service Technician due to the present contract. Services of service Technician will be discontinued without notice immediately in case of misconduct, misbehavior, and unsatisfactory work by the service Technician.
- 8.16. In case of dispute between both the parties, the same will be referred to the sole Arbitrator as per the Arbitration and Conciliation Act 1946 as amended by Arbitration and conciliation (Amendment) Act 2015. The Arbitrator will be appointed by CIRT at their discretion. The venue of the arbitration proceeding will be at Pune, and the cost of the arbitration proceeding will be borne by each of the parties as to 50%. The language of the arbitration proceeding will be in English.

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## 9. INDICATIVE FORMAT OF COMMERCIAL BID

(To be filled Online on the E-tender portal)

S.No		Brand	Purchase Month & Year	Description of Items	Qty	Unit	Quoted rates are negative or positive	Unit Rate Without Tax	Total Without Tax	Amount & 18% GST	Total Inclusive of all Taxes
1	Dell	Jul-14	Dell Optiplex 9020 SFF, Intel Core i7, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	8	NOS	Normal Item		0.00		0.00	0.00
2	Dell	Dec-15	Dell Optiplex 9020 miniTower, Intel Core i7, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	6	NOS	Normal Item		0.00		0.00	0.00
3	Dell	Jun-16	Dell Optiplex 9020 miniTower, Intel Core i5, 4 GB RAM, HDD 500GB, 18.5" wide LED monitor, USB Keyboard & Mouse	32	NOS	Normal Item		0.00		0.00	0.00
4	Dell	Jan-17	Dell PowerEdge T30 Intel Xeon E3-1225, 3.3GHZ, 8 GB RAM, 1 TB HDD, 18.5" wide LED monitor, USB Keyboard & Mouse	4	NOS	Normal Item		0.00		0.00	0.00
<b>SUB TOTAL</b>				<b>50</b>				<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

B) Printer											
Laser Printer											
1	HP	Mar-03	HP LaserJet 1150	1	NOS	Normal Item		0.00	0.00	0.00	0.00
2	HP	Mar-08	HP LaserJet M1005 MFP	12	NOS	Normal Item		0.00	0.00	0.00	0.00
3	Cannon	Jul-10	Cannon LBP 2900B	2	NOS	Normal Item		0.00	0.00	0.00	0.00
4	HP	Jul-12	HP LJ 1136 MFP	4	NOS	Normal Item		0.00	0.00	0.00	0.00
5	HP	Jul-12	HP LJ Pro1108	4	NOS	Normal Item		0.00	0.00	0.00	0.00
6	HP	Jul-12	HP LJ Pro 1606dn	8	NOS	Normal Item		0.00	0.00	0.00	0.00
7	HP	Mar-14	HP LJ 1020 Plus	18	NOS	Normal Item		0.00	0.00	0.00	0.00
8	HP	Jan-15	HP LaserJet Pro MFP M128fn	1	NOS	Normal Item		0.00		0.00	0.00
9	HP	Jan-15	HP LaserJet Pro MFP M126nw	8	NOS	Normal Item		0.00		0.00	0.00
10	HP	Mar-24	HP LaserJet Tank MFP 2606dn	1	NOS	Normal Item		0.00		0.00	0.00
<b>SUB TOTAL</b>				<b>59</b>				<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

C) Full Time Resident Engineer							
1	One Full Time Resident Engineer on all working days of CIRT, for Hardware trouble shooting and resolution. Software Support (Formatting of PC's , Installation of System Software (W7,W8.1, W10, W11, etc.), Backup of important files, Mail Mgt ( MS-Outlook/ Office 365), Endpoint Protection installation, Printer handling Laser & Dot Matrix Printers troubleshooting and resolution. IT Network related troubleshooting and fault finding, configuration, crimping, etc. (Monday to Saturday as per office Timings – 0900 hrs to 1730 hrs). If required on holidays may be called not exceeding more than Ten working days. Minimum Qualification of Engineer: Graduate/BCA/B.Sc(IT), Diploma in Computer or IT Engg. or MCSE/MCP/MCITP/CCNA, etc. certified with minimum 3 years experience.	12	Months	Normal Item		0.00	
<b>SUB TOTAL</b>		<b>12</b>				<b>0.00</b>	<b>0.00</b>

D) New Battery Quote							
1	New SMF Battery 12 V / 7 Ah ( Preferably Exide)	30	NOS	Normal Item		0.00	0.00
<b>SUB TOTAL</b>		<b>30</b>				<b>0.00</b>	<b>0.00</b>

E) Buy Back Old Battery Quote							
1	SMF Battery 12 V / 7 Ah	30	NOS	Normal Item		0.00	0.00
<b>SUB TOTAL</b>		<b>30</b>				<b>0.00</b>	<b>0.00</b>

F) Summary of All Items							
A)	Desktop	50	NOS	Normal Item		0.00	0.00
B)	Printers	59	NOS	Normal Item		0.00	0.00
C)	Full Time Resident Engineer	12	Year	Normal Item		0.00	0.00
D)	New Battery	30	NOS	Normal Item		0.00	0.00
<b>Comprehensive AMC Cost</b>						<b>0.00</b>	<b>0.00</b>
In words ( Rupees Only)							
E)	Less Buy Back Old Battery	30	NOS	Normal Item		0.00	0.00
<b>Comprehensive AMC Cost after Buy back of old battery</b>						<b>0.00</b>	<b>0.00</b>
In words ( Rupees Only)							

**ANNEXURE - B**

10.Sample of Agreement/Contract

## **AGREEMENT**

This Comprehensive Annual Maintenance Contract Agreement is made and entered into on \_\_\_\_\_ at Pune.

Between

M/s. \_\_\_\_\_ registered under the Companies Act 1956, having its registered office at \_\_\_\_\_ represented through \_\_\_\_\_ (hereinafter called as "Company" which expression shall mean and include its successor.)

Party of the first Part.

And

Central Institute of Road Transport is registered under the Society Act having its registered office at Delhi named ASRTU represented through \_\_\_\_\_ (hereinafter called as "CIRT" which expression shall mean and include its successor.)

Party of the other Part.

Whereas Company is engaged in the business of maintenance of Computer, Printer, etc. and its upkeep. They are providing their services of maintaining Computer, Printer, etc. in Pune and other places. The Company participated in the tender procedure of CIRT which is accepted by CIRT.

CIRT has activities related to Training, Consultancy and Testing services in the Transport sector. CIRT has considerable qty. of PC, Printer, etc. Hence, to upkeep the maintenance of these CIRT had floated the tender which is accepted to the Company.

Whereas both the parties herein agreed for the assignment of maintenance work of Computer, Printer, etc. on the following terms and conditions. Schedule of Qty. is attached with this agreement. It is part & parcel of the agreement.

AMC Terms & Conditions:

Witness

\_\_\_\_\_)

(Representing

M/s.

- 1) Name :  
Signature:

Transport)

Head-ASD  
(Representing Central Institute of Road

- 2) Name :  
Signature:

Prebid Queries Format

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

FORMAT FOR SUBMISSION OF PRE-BID QUERIES

Sr. No.	Clause No.	Sub Clause No.	Page No.	Existing Clause	Query

- Email to be sent to [sysadmin@cirtindia.com](mailto:sysadmin@cirtindia.com)
- Preferably in Excel format.