

# DEPARTMENT OF COMPUTER SCIENCE

ANANDA CHANDRA COLLEGE  
(GOVERNMENT SPONSORED)

AFFILIATED TO UNIVERSITY OF NORTH BENGAL

P.O. & Dist. Jalpaiguri  
West Bengal India,  
PIN Code – 735101



E-mail – acccsdept@gmail.com

Ref. No. - 2025/Q-CS/1-2

Dated : 01-11-2025

## NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed and experienced vendors for the Annual Maintenance Contract (AMC) of computer systems, peripherals, and networking equipment of the Department of Computer Science, Ananda Chandra College, Jalpaiguri.

Interested and eligible firms are requested to submit their quotations in sealed envelopes and drop them in the **Quotation Drop Box** kept in the college office or send their quotations by email to **accpurchase2020@gmail.com** on or **before 10/11/2025**.

### Scope of Work

The AMC shall cover maintenance and repair of all computer systems, peripherals (e.g., printers, scanners), UPS, projectors, and LAN networking equipment as listed

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The AMC shall cover maintenance and repair of all computer systems, peripherals (e.g., printers, scanners), and networking equipment listed in Annex- I.

#### Preventive Maintenance

Preventive maintenance must be carried out **once every month** and should include but not limited to system cleaning, hardware and software checks.

#### Response Time

The vendor must respond to any service request **within 12 working hours** from the time of complaint.

#### Resolution Time

All issues must be **resolved within 2 working days** from the time of complaint registration. In case of delay, a justification must be submitted in writing.

#### Service Verification

After each service visit, the work done must be **verified by an designated authority** or department in charge.

#### Liability

The vendor is liable for any physical or data damage caused by negligence during maintenance.

#### Contract Period

The AMC shall be valid for **one year** from the date of signing and may be renewed based on performance and mutual agreement.

#### Termination Clause

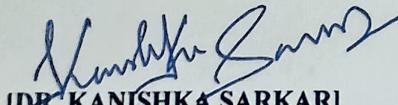
The college reserves the right to terminate the contract with **one month's notice** in case of unsatisfactory performance or violation of contract terms.

#### Password Policy

Technicians are strictly prohibited from setting or changing any system password without prior written permission from the designated authority or department in charge.

#### Annex- I:

ITEMS	QUANTITY
Desktops	26
Laptops	03
Projectors	03
UPS	30
Printer	02
LAN Networking	Entire Department

  
[DR. KANISHKA SARKAR]

Assistant Professor

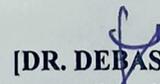
Department of computer Science

Ananda Chandra College

Assistant professor

Dept. of Computer Science

Ananda Chandra College

  
[DR. DEBASHIS DAS]

Principal

Ananda Chandra College

Principal

Ananda Chandra College  
Jalpaiguri