



NEW ALIPORE COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED • GRADE B)
NEW ALIPORE, KOLKATA-700 053

Ref. No. NAC/22/TN/30

Date 18.06.2022

TENDER NOTICE

Sealed quotations are invited from reputed companies for Annual Maintenance Contract (AMC) of Computers and accessories. The nature of job includes the following:


1. Maintenance of 25 computers.
2. Installation and maintenance of latest versions of softwares specific to Journalism and Mass Communication – Quark Express, Adobe InDesign, Microsoft Word, Microsoft Excell, Adobe Acrobat, related Scanning & Printing software, Avro and Bangla Font, Adobe Photoshop, Adobe Audition, Audacity, Adobe Premiere Pro
3. Technician to be present in the computer laboratories during practical examinations.
4. Formatting and software installation both in windows operating system
5. Any other hardware/software related issues

The bidders also must fulfill the following criteria:

- a. Minimum 3 years of work experience of computer AMC in Govt./Govt. aided/PSU organization
- b. Minimum 3 lacs of annual turnover

List of documents to be enclosed:

1. Self-attested copy of Valid Trade license
2. Self-attested copy of PAN/TAN/TIN of bidding firm.
3. Self-attested copy of Valid GST Registration certificate
4. Photocopy of income tax return for the financial year, 2019-20, 2020-21 FY
5. Professional Tax Clearance Certificate/ Professional Tax deposit receipt challan for 2019-20, 2020-21 Financial Year (FY).
6. Work completion certificates of computer AMC in Govt./Govt. aided/PSU organization
7. Audited Balance sheet and Profit-loss accounts reflecting the annual turnover for 2019-20, 2020-21 Financial Year (FY).
8. Declaration of never been blacklisted by anyone in company letterhead


Principal 18/06/22
New Alipore College
Block-I, New Alipore
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9. Price of AMC per system of computer must be clearly mentioned in quotation.

The quotations must be submitted to the college office drop box within ~~09/07/2022~~

08/07/2022

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