

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-12-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	13-12-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Accountants General, West Bengal
कार्यालय का नाम/Office Name	Pr.accountant General (g&ssa)
वस्तु श्रेणी /Item Category	Annual Maintenance Service - Desktops, Laptops and Peripherals - Comprehensive Annual Maintenance Contract of Server, Desktop, Laptop and IT peripherals; Composite OEMs
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

PAO

Office of Accountant General (A&E), West Bengal 2, Govt. Place (W), Treasury Buildings, Kolkata-700001 "PAO (Audit), O/o the AG (A&E), WB" payable at "Kolkata."

(Pao Audit)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued

by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

### Annual Maintenance Service - Desktops, Laptops And Peripherals - Comprehensive Annual Maintenance Contract Of Server, Desktop, Laptop And IT Peripherals; Composite OEMs ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Asset	Comprehensive Annual Maintenance Contract of Server, Desktop, Laptop and IT peripherals
Make/Brand of Assets	Composite OEMs
Status of Annual Maintenance Service Provider	Neither OEM nor ASP
Periodicity of Preventive Maintenance Services	Quarterly
Onsite Service Engineers Requirement	As Indicated in Bid Document.
Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines	Exclusive
<b>एडऑन /Addon(s)</b>	
Requirement of Resident Engineer	Yes
Requirement of Technicians	No

#### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents



**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of each Asset for AMC	अतिरिक्त आवश्यकता /Additional Requirement
1	Sandipan Roy	700001,Office of Pr Accountant General, Treasury Building Kolkata	1	<ul style="list-style-type: none"><li>• Number of month for resident engineers : 12</li><li>• Number of Resident engineers : 1</li><li>• Number of technicians : 0</li></ul>

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions****1. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

**2. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Bidders/Vendors are advised to go through the tender notice no.EDP/24/AMC/2025-26/38 dated 01.12.2025 in details before participating in the tender process.

**अस्वीकरण/Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake

compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



सत्यमेव जयते

**Office of The Principal Accountant General (Audit-I), West Bengal**

\*\*\*\*\*

**Notice Inviting Tender  
for  
Comprehensive Annual Maintenance Contract  
of Computer Hardware and IT Peripherals**

**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. THE COMPETENT AUTHORITY OF THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BOUND TO ACCEPT THE LOWEST TENDER. FURTHER COMPETENT AUTHORITY WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATION TO THE AGENCIES WHO'S BIDS ARE REJECTED.

संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Auditor  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)  
Office of the Pr. Accountant General (Audit-I)  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट पार्क  
Treasury Buildings, 2, Govt. Park  
कोलकाता / Kolkata-700 001

भारतीय लेखापरीक्षा और लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I)  
पश्चिम बंगाल  
2, गवर्नमेंट प्लेस (पश्चिम), ट्रेजरी बिल्डिंग्स,  
कोलकाता - 700 001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (AUDIT-I),  
WEST BENGAL  
2, GOVT. PLACE (WEST), TREASURY BUILDINGS,  
KOLKATA-700 001  
Ph. (033) 2213-3151/52, Fax (033) 2213-3174  
e-mail : agauwestbengal1@cag.gov.in

## NOTICE INVITING TENDER

### EDP SECTION

Tender Notice No. EDP/24/AMC/2025-26/38

Date: 01.12.2025

To  
All prospective Vendors,

**Sub: Comprehensive Annual Maintenance Contract (CAMC) for  
IT Hardware and Peripherals FY 2025-26 – reg.**

Sir/Madam,

The Office of the Principal Accountant General (Audit-I), West Bengal (hereinafter referred to as the Purchaser), invites sealed quotations for providing on-site Computer Maintenance and Customer Support (CAMC) for Computer Hardware and IT Peripherals from reputed Agencies/Firms/Individuals, etc. hereinafter referred to as the **Vendor**, possessing sound financial standing, relevant technical capabilities, and sufficient expertise in the desired field to participate in a **two-bid system**, i.e., **technical bids and financial bids**. The contract period shall commence from January 1, 2026 or from the contract commencement date.

#### Instruction to the Vendors:

Vendors are requested to observe all instructions/guidelines carefully while participating in the Bidding process.

The terms and conditions of the contract are enclosed within this tender notice.

- 1) The e-tender is being invited through GeM for providing a Comprehensive Annual Maintenance Contract (CAMC) for IT hardware and peripherals in the Office of the Principal Accountant General (Audit-I), West Bengal.
- 2) Tenders must be submitted exclusively through the GeM portal. Vendors are required to submit both their Technical Bid and Financial Bid online via the GeM portal: **<https://gem.gov.in>**. All instructions and guidelines provided by GeM for bidding shall be strictly adhered to.

संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), प.ब.  
O/o the Pr. Accountant General (Audit-I), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001




- 3) A complete list of items for which CAMC is to be provided, is enclosed in Annexure-III & IV for reference.
- 4) Vendors shall quote for all listed items; failure to do so will result in rejection of the bid at the Financial Evaluation stage. The quoted rate shall be in Indian Rupees only. The rates quoted by the bidder shall remain fixed throughout the entire period of the contract and shall not be subject to variation on any account.
- 5) The opening of financial bids will be conducted only for those vendors who qualify at the technical evaluation stage.
- 6) The Vendor shall bear all costs associated with the preparation and submission of the bid, including site inspection. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 7) The Purchaser reserves the right to –
  - (a) Accept or reject the lowest rate without assigning any reason for non-acceptance.
  - (b) Cancel the entire tender process at any time without assigning any reason.
- 8) Vendors are required to deploy a qualified engineer having suitable experience for carrying out repair, rectification, and replacement of parts.
- 9) Vendors are expected to examine all instructions, eligibility criteria, forms, and terms & conditions stipulated in the tender document. Failure to furnish complete information as required by the tender document shall result in rejection of the bid
- 10) Vendors may contact the Senior Audit Officer (EDP) over telephone or calling or by email to **edpau1.wbl.au@cag.gov.in** for any clarification.

While all efforts have been made to avoid errors in the drafting of these tender documents, Vendors are advised to check for any corrigendum notified through the GeM portal exclusively during the validity period of this Tender.

**Yours faithfully**

Enclo: As stated

  
**Senior Audit Officer (EDP)**  
O/o the Principal Accountant General (Audit-I), West Bengal,  
2, Govt. Place (W), 1<sup>st</sup> floor, Treasury Buildings, Kolkata – 700 001  
Tel: 033-2213-3090, Mobile Number 7980555193  
Email: edpau1.wbl.au@cag.gov.in  
\*\*\*\*\*

সদীপন রায় / SANDIPAN ROY  
প্রাথমিক হিসাবরক্ষণ কর্মকর্তা / Sr. Audit Officer  
গণসংসদ, ২, গবর্নমেন্ট প্লেস (পশ্চিম)  
০১, গণসংসদ, ২, গবর্নমেন্ট প্লেস (পশ্চিম)  
Treasury Buildings, 2, Govt. Place (West)  
Kolkata-700 001

## Terms & Conditions

### Eligibility Criteria:

1. The Vendor participating in this tender must have its office and service setup located in the operational area of this office to ensure seamless service delivery. The permanent office address and contact details of designated personnel (Escalation Matrix) should be included in the bid documents.
2. Intending Vendors must possess at least three (3) years of experience in successfully executing AMC for computer hardware and peripherals within a Government Organisation/PSU. Copies of Work Orders/GeM contracts for Financial Years 2022-23, 2023-24, and 2024-25 should be provided as supporting documentation.
3. Vendors participating in the tender process must be registered with the Income Tax and Goods and Services Tax (GST) authorities and submit copies of the last three (3) GST and Income Tax returns.
4. The Vendor should have an annual turnover of more than INR 15 lakhs in the last three (3) years, as certified by audited accounts.
5. The Vendor should be registered with the "Registrar of Companies" or "Registrar of Firms." If a partnership firm, a Partnership Deed must be submitted; for proprietorship firms, an affidavit must be provided; and for companies registered under the Companies Act, a registration certificate must be enclosed with the bid documents.
6. The Vendor should not have been blacklisted by any Government organisation/agency in the last three (3) years and must submit a signed declaration confirming this.
7. Conditional, customized, illegible, ambiguous, partially completed, or incomplete tenders, and tenders lacking requisite attachments shall be liable for rejection without assigning any reason.

### 8. Earnest Money Deposit (EMD):

- (i) Bidders must submit an EMD of INR 20,000 (Twenty Thousand Rupees only) in the form of a Demand Draft issued by any Scheduled Commercial Bank, payable to "PAO (Audit), O/o the AG (A&E), WB" payable at "Kolkata."
- (ii) Bids received without EMD will be rejected without consideration, except for exemptions/relaxations notified by the GoI from time to time.

संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प. वं.  
O/o the Pr. Accountant General (Audit-I), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001




- (iii) The original copy of the Demand Draft (EMD), where applicable, shall be submitted to the Sr. Audit Officer (EDP Section), Office of the Principal Accountant General (Audit-I), West Bengal, 2, Govt. Place (West), 1st Floor, Treasury Buildings, Kolkata - 700001, by hand or through Registered Post or Speed Post in a sealed cover marked "Technical Bid for CAMC of IT 2025-26 Assets" on or before the closing date specified in the GeM Timeline.
- (iv) The EMD (without interest) will be returned to all bidders except the successful Vendor after awarding of the contract.
- (v) The EMD may be forfeited:
  - (a) If a Vendor withdraws their bid during the bid validity period specified on the Bid form. Or,
  - (b) In the event of a successful Vendor's failure to: i) Sign the contract; ii) Furnish Performance Security; or iii) Provide false/incorrect certificates.

**9. Performance Security Deposit:**

- (i) The successful bidder (whose tender is accepted) shall furnish a Performance Security (in standard format) equivalent to 5% (five percent) of the final contract value in the form of a Bank Guarantee from any Scheduled Commercial Bank in India, within fourteen (14) days of contract award.
- (ii) The Performance Security shall remain valid for 60 days beyond the expiry date of the contractual period.
- (iii) No claim shall lie against the Government/Department/Office (Purchaser) for any loss of interest on the Security Deposit.
- (iv) EMD received from the successful Vendor will not be released until the Performance Security is deposited.

**10. Corrupt or Fraudulent Practices: -**

- (i) Vendors bidding for this tender are expected to adhere to the highest standards of ethics.
- (ii) The Purchaser may reject bids if the selected bidder found engaged in corrupt or fraudulent practices during the competitive process.

  
SANDIPAN ROY / Sr. Audit Officer  
Pr. Accountant General (Audit-I), West Bengal  
2, Govt. Place (West), 1st Floor, Treasury Buildings, Kolkata-700 001



- (iii) Any attempt by a Vendor to negotiate directly or indirectly with the authority competent to accept the tender, or to influence the acceptance of the tender in any manner, will result in the exclusion of their tender from consideration.

  
संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.  
O/o the Pr. Accountant General (Audit-1), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001

### Scope of Work:

#### 11. List of IT Assets to be covered under CAMC:

- (i) Main Office (refer to Annexure-III)
- (ii) LAD (refer to Annexure-IV)

12. The scope of work encompasses on-site comprehensive preventive and breakdown maintenance of Servers, Desktop PCs, Laptops, HDDs, all types of Printers, Scanners, NAS drives, and UPS, etc., (as specified in Annexure-III & IV) belonging to the Office of the Principal Accountant General (Audit-I), West Bengal (The Purchaser). All spares, including Motherboards, Laptop batteries, UPS batteries, CMOS batteries, etc., except cartridges and printer heads, shall also be covered under the scope of work.

13. The CAMC shall include the installation and updating of all software, including Operating Systems, Office Applications, and Anti-Virus, on the Servers/Computers. (The necessary anti-virus software will be provided by this office).

14. All PCs, Laptops, printers, peripherals, etc., shall be configured for optimal utilization. In the event that formatting of a hard disk/SSD of any Laptop/PC is deemed absolutely essential, the Resident Service Engineer shall ensure that a proper backup of the data is created in the presence of the user and that permission from the system administrator (Sr.AO/EDP) is obtained prior to such formatting.

#### 15. Resident Service Engineer (RSE):

- (i) The Vendor shall provide a qualified Resident Service Engineer (RSE) with sufficient knowledge and expertise in troubleshooting computer hardware and peripherals, networking, and related systems, to attend maintenance calls full-time at the site on all working days, and if required, on holidays, upon request. Any overtime pay incurred by such engineer shall be borne by the Vendor and not by the Purchaser.
- (ii) No change in the RSE deployed at the Purchaser's premises shall be made without prior written permission from this Office. In the event of unsatisfactory performance by a particular support personnel or if the personnel are found incompetent by the Purchaser, the Vendor shall promptly replace the RSE.
- (iii) It shall be the responsibility of the Vendor to ensure the data security and integrity of the Purchaser's IT Assets, as well as network security. The Vendor shall at all times adhere to the IT security and confidentiality policies issued by the Department/Office and the Government of India from time to time.

  
संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.  
O/o the Pr. Accountant General (Audit-I), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001

**16. Preventive Maintenance:** Preventive maintenance shall be performed quarterly for all systems covered under the CAMC. This shall inter alia include:

- (i) Defragmentation of hard disk drives and scanning for disk errors.
- (ii) Inspection and cleaning of the exterior and interior of all PCs, Laptops, Printers, and their peripherals.
- (iii) Specialized cleaning of monitors, printers, keyboards, mice, etc., using appropriate liquid cleaners.
- (iv) A report of preventive maintenance shall be submitted quarterly by the 5th day of the succeeding month, following the expiry of the quarter to the Senior Audit Officer/EDP, Office of the PAG (Audit-I), West Bengal (the Purchaser), in writing.
- (v) In the event of non-adherence to the preventive maintenance schedule, a penalty equivalent to 2 (two) % of the quarterly CAMC charges shall be deducted for each instance of non-compliance.

**17.** CAMC shall encompass the repair or replacement of defective parts with components of equivalent or superior specification, and details of such replacements, including specifications, shall be provided to Senior Audit Officer/EDP of the Purchaser. Should any equipment/part require removal for repair, the Vendor shall provide a standby unit/part of similar configuration.

**18.** If the Vendor fails to rectify any reported defects within 15 (fifteen) days, the Purchaser reserves the right to execute the rectification work directly at the Vendor's risk and expense. The costs incurred by the Purchaser in undertaking such action shall be recovered from the subsequent instalment of payment due to the Vendor.

**19.** If the Vendor repeatedly fails to rectify faults within a period of 15 (fifteen) days or fails to fulfil its contractual obligations to the Purchaser's satisfaction, in addition to performing repairs at the Vendor's risk and cost, the Purchaser may terminate the contract with immediate effect and withhold further payments.

**20. Maintenance of Log Register:**

- (i) A log register shall be maintained in the EDP Section of the Purchaser for recording received complaints.
- (ii) The date, time, and type of each complaint shall be recorded in the register. The time of complaint recorded in this register shall be considered the log time.
- (iii) The RSE shall record the date and time of rectification, along with dated signature, and details of any standby arrangements, in this register. This shall then be reviewed





and authenticated by a designated officer/official of the Purchaser, and the complaint shall be considered resolved.

- (iv) If a standby arrangement has been provided, the time for replacement of the standby with the original equipment shall be calculated from the time of authentication by the EDP Section on behalf of the Purchaser.
- (v) Upon return of the original equipment after repair, representatives of the Vendor and the Purchaser shall record the same in the log register, and the complaint shall be treated as resolved.

## 21. Vendor's Role/Compliance towards Log Register:

- (i) The Vendor shall maintain a separate record of all service calls attended, pending issues, preventive maintenance records, and details of all replaced spare parts, if required.
- (ii) Whenever a service call is lodged, a complaint shall ordinarily be attended within 2 hours if no spare part replacement is involved. However, in cases requiring spare part replacement, the complaint shall be resolved within 48 hours of lodging of the complaint.
- (iii) If the system is not repaired within 48 hours, an alternative system of similar or higher specification shall be provided as standby backup.
- (iv) Maintenance services shall be performed during normal office hours, primarily at the Purchaser's premises. Should the Vendor determine that on-site repair of the equipment is not feasible, the Vendor may transport the defective equipment to the designated workshop for repair and return the fully functional equipment to the Purchaser at the Vendor's sole cost and risk. The repaired unit shall be returned within a period of fifteen (15) days in any event.
- (v) Any worn-out or defective parts withdrawn from the IT equipment/Systems and replaced by the Vendor shall become the property of the Vendor, and the parts replacing the withdrawn parts shall become the property of the Purchaser.
- (vi) Items that are not serviceable by the Vendor due to obsolescence of technology or non-availability of parts/assemblies/components will be excluded from the maintenance contract. The Purchaser's decision regarding non-availability and obsolescence of technology and exclusion of these items from the maintenance



contract shall be final. Exclusion of such items shall be communicated to the Vendor, and equivalent maintenance charges shall be deducted accordingly.

- (vii) The Vendor shall maintain an adequate stock of spares for various items covered under CAMC at the Purchaser's premises at the Vendor's sole risk and expense. Furthermore, in the event that any faulty hardware is replaced with a suitable hardware component from the maintained stock, the buffer stock shall be promptly replenished to ensure adequate spare parts are available until the original hardware is returned or replenished following rectification.

**22. Retention of HDD:** In accordance with the IS security policy of this office, any faulty HDDs/SSDs from servers, Desktop PCs, Laptops, and NAS Drives, etc., shall remain the property of this office.

**23.** It shall be the responsibility of the Vendor to ensure all computers and peripherals function satisfactorily throughout the contractual period and to deliver the systems in working order to the Purchaser upon expiry of the contract.

**24.** At the conclusion of the AMC contract period, both the Purchaser and the Vendor shall provide separate certifications confirming that the Computer systems/Electronic devices are in satisfactory working condition and that no faults or pending complaints exist.

**25. Payment Terms:**

- (i) The Vendor shall submit separate invoices for the Main Office (for IT items listed in Annexure-III) and LAD (for IT items listed in Annexure-IV) for payment.
- (ii) Payment shall be made on a pro-rata basis quarterly, upon satisfactory performance of maintenance services during the billing period. The invoice amount (inclusive of all taxes) less any other applicable deductions and Tax Deducted at Source (TDS) shall be paid to the Vendor via online mode.
- (iii) Requests for advance payment will not be considered.
- (iv) Payment for any addition or deletion of computer equipment and peripherals during the AMC period shall be calculated on a pro-rata basis. For new equipment or when the AMC price for an asset cannot be determined on a pro-rata basis, it shall be determined by mutual consent of both parties.

  
संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.व.  
O/o the Pr. Accountant General (Audit-I), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001



- (v) Fluctuations in taxes, duties, or component prices shall not affect the agreed CAMC (capital annual maintenance contract) rate throughout the entire AMC period. [No additional payment or claim shall be made as a result of such fluctuations.]
- (vi) The Purchaser reserves the right to deduct amounts from the Vendor's payment in the event of negligence in work execution.

## 26. Penalty Clauses:

- (i) If the Vendor fails to address a complaint within four (4) hours of logging, a penalty of 0.25% per day of the Annual Maintenance Contract (AMC) charges for the non-operational equipment shall be levied.
- (ii) If adequate backup is not provided, a penalty of 0.5% of the AMC charges for the affected equipment shall be levied for each subsequent day exceeding 48 hours from the date and time of complaint registration.
- (iii) If the original unit, removed from office premises for repair, is not repaired and returned within fifteen days, a penalty of 10% of the unit's contracted AMC charge per day per peripheral shall be levied, not exceeding 10% of the total contract value.
- (iv) A penalty of ₹200 (Rupees Two Hundred) only per working day shall be levied for the absence of the Resident Engineer.
- (v) For failure to provide preventive maintenance, an amount of ₹25 per peripheral per quarter shall be deducted from the AMC amount payable to the firm.

## Other Terms & Conditions:

- 27. If the Annual Maintenance Contract (AMC) rate exceeds 6% of the purchase value of each item, the bidder quoting the lowest rates shall reduce their rates to a maximum of 6 percent of the purchase value.
- 28. The period of the annual contract shall commence on January 1st, 2026, or from the date of awarding of the contract, subject to acceptance by the selected Vendor and fulfilment of all the terms and conditions and Service Level Agreement stipulated in the tender document/GeM. The Purchaser reserves the right to terminate the contract at any time without assigning any reason.
- 29. The Vendor shall not sub-contract hardware maintenance services to any external agency, including their franchisees.

  
संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.व.  
O/o the Pr. Accountant General (Audit-1), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001

30. No individual below the age of 18 years shall be employed or deputed to this office by the Vendor.

31. Authorized Executive/Representatives of the Vendor shall meet quarterly with the Senior Audit Officer (EDP) to assess the quality of services provided.

32. No increase in the contract amount shall be considered during the term of the Annual Contract. No additional charges, such as transportation fares, will be payable for the execution of work.

33. **Termination of Contract:** The Purchaser shall have the right to terminate this Contract, in part or in full, under any of the following circumstances:

- i) Repeated delays or inadequate response in handling Preventive/Breakdown Maintenance.
- ii) Declaration of bankruptcy or insolvency of the Vendor.
- iii) Breach of contractual obligations by the Vendor.
- iv) Breach of security by employees of the Vendor.
- v) Misconduct or indiscipline by employees of the Vendor.
- vi) Decision of an Arbitration Tribunal.
- vii) The contract shall be subject to review after each quarter, and the Purchaser reserves the right to terminate the contract with one month's notice if the service provided is deemed unsatisfactory.
- viii) In the event of cancellation of the AMC on the aforementioned grounds, any future payment due shall lapse, and the firm shall have no claim for such amounts.
- ix) At the Office's discretion, without assigning any reason, after providing a 30-day notice.

34. **Arbitration Clause:** Any dispute arising out of or relating to this contract shall be resolved through Arbitration. The Arbitration panel shall consist of one Arbitrator, to be appointed by the Principal Accountant General (Audit-I), West Bengal. The seat of Arbitration shall be Kolkata, West Bengal, and the Arbitration proceedings shall be governed by Indian law and applicable laws.

\*\*\*\*\*

संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.प.  
O/o the Pr. Accountant General (Audit-I), W.B.  
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001



# Annexure-I

## TENDER APPLICATION FORM

S/N	Particulars	To be filled in by the Bidder
1.	Name of the Vendor/ Firm/Agency	
2.	Full Postal Address	
3.	Telephone Nos.	
	Mobile Nos.	
	Fax Nos.	
	Email	
4.	Date of Establishment of Firm	
5.	Nature of the Concern (Partnership / Limited Co./ Government Co./PSU/ Proprietorship)	Please provide documents in support of your claim
6.	Annual Turnover for the last 3 years as per certified annual accounts	Please provide documents in support of your claim
7.	Registration No. (attested / self-attested copy of registration / partnership deed / ownership deed should be attached)	Please provide documents in support of your claim
8.	Whether the Vendor possess minimum three year's continuous experience in the similar field in Government/Quasi -Government Department. (Documentary evidence should be attached)	Please provide documents in support of your claim
9.	Details of Government/Quasi-Government Contracts executed during the last three years. (List of such contracts should be attached)	Please provide documents in support of your claim
10.	PAN Account No. (attested/self-attested copy of PAN should be attached)	Please provide documents in support of your claim
11.	GST No. /Service Tax No. (Attested/self-attested copy of GST/Service Tax should be attached)	Please provide documents in support of your claim



संदीपन रॉय / SANDIPAN ROY  
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
कार्यालय प्रधान महोदय (लेखापरीक्षा-I), ग. नं.  
010 the Pr. Accountant General (Audit-I), G. N.  
ट्रेजरी बिल्डिंग्स, 2, Govt. Place (पश्चिम)  
Treasury Buildings, 2, Govt. Place (West)  
कोलकाता / Kolkata-700 001

(SIGNATURE OF BIDDER)

(Official Seal)

Full Name and Designation



**ANNEXURE-II**  
**BID APPLICATION CUM DECLARATION FORM**

(To be submitted with technical bid Bidder's letter head)

To,  
**The Dy. Accountant General (Admn),**  
O/o the Principal Accountant General (Audit-I), West Bengal,  
2, Govt. Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001.

Ref: Tender Notice no: \_\_\_\_\_

Sir,

With reference above I/We am/are to submit tender documents for Comprehensive Annual Maintenance Contract (CAMC) for Server, Desktop Computer, Laptop, Printer, Scanner, Peripherals, UPS, and NAS along with annexure of Tender Notice.

**Declaration:**

1) I/We

\_\_\_\_\_  
Son/Daughter/wife of \_\_\_\_\_ Sri  
\_\_\_\_\_  
Proprietor/Director/authorized  
signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

- 2) I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance.
- 3) The rates quoted by me/us are valid for \_\_\_\_\_ days from bid opening and binding upon me for the entire period and it is certified that the rates quoted are minimum and rational as per existing market rate.
- 4) Until a formal Work Order of Contract is prepared and executed, this Bid together with my acceptance thereof in your notification of award shall constitute a binding contract between us.
- 5) I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I/We fail to abide by any terms and conditions or to carry on the contract satisfactorily, I/We will be liable to the termination of contract as mentioned in the terms and conditions.
- 6) I/We understand that you are not bound to accept the lowest or any bid, you may receive.
- 7) The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 8) I/We am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

Full Name:

Seal:

সন্দীপন রায় / SANDIPAN ROY  
বরিশত লেখাপরীক্ষক / Sr. Audit Officer  
কোম্পালয় প্রধান মহালিখাকার (লেখাপরীক্ষা-1), প. ব.  
O/o the Pr. Accountant General (Audit-I), W.B.  
জেজরী বিল্ডিংস, 2, গবর্নমেন্ট প্লেস (পশ্চিম)  
Treasury Buildings, 2, Govt. Place (West)  
কলকাতা / Kolkata-700 001

Date:

Place:

## ANNEXURE-III (MAIN OFFICE)

## Financial Bidding

Sl. No.	Item of Hardware with brief configuration		Qty.	AMC Period		Quoted rate for each for the coverage items (inclusive of GST) (in Rs.)	Total Quoted rate for each for the coverage items (inclusive of GST) (in Rs.)
	Item	Make/Model		From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (col- 4x7)
1.	Server	IBM, Intel Xeon Processor E5-2620, 16 GB RAM, 600 GB HDD	01	01.01.2026	31.12.2026		
2.		DELL, Power Edge R730 2X Xeon E5-2620V4, 64 GB RAM, 10X1.2 TB HDD	01	01.01.2026	31.12.2026		
3.	All in One Desktop Computer	Dell, Intel core i5, 16 GB RAM, 1 TB HDD	03	01.01.2026	31.12.2026		
4.		Dell, Intel core i7, 16 GB RAM, 1 TB HDD	01	01.01.2026	31.12.2026		
5.		HP, Intel Core i5, 16 GB RAM, 1 TB SSD	01	26.03.2026	31.12.2026		
6.	Desktop Computer	HP, Intel Core i3, 8 GB RAM, 500 GB SSD	58	12.05.2026	31.12.2026		
7.	Laptop	HP, Intel Core i5, 16 GB RAM, 512 GB SSD	22	14.04.2026	31.12.2026		
8.		HP, Intel Core i5, 8 GB RAM, 512 GB SSD	111	12.05.2026	31.12.2026		
9.		Apple Mac Book AIR2, 8 GB RAM, 256 GB SSD	01	01.01.2026	31.12.2026		
10.	IPAD	Apple IPAD Pro 11-inch, 8 GB RAM, 256 GB SSD	01	01.01.2026	31.12.2026		
11.		Apple IPAD Pro 11-inch, M4 Chip, 256 GB SSD	01	03.03.2026	31.12.2026		
12.	Multi - Function Machine	Brother	03	01.01.2026	31.12.2026		
13.		Brother	01	24.01.2026	31.12.2026		
14.	Scanner	Canon	04	01.01.2026	31.12.2026		
15.	Colour Laserjet Printer	HP MFP M176n	01	01.01.2026	31.12.2026		
16.		HP Pro 200 M 251N	01	01.01.2026	31.12.2026		
17.		HP 252 N	02	01.01.2026	31.12.2026		
18.	Ink Jet Printer	HP 8730	01	01.01.2026	31.12.2026		
19.	Mono Laserjet Printer	HP P 1020	02	01.01.2026	31.12.2026		
20.		HP P 1005	01	01.01.2026	31.12.2026		
21.		HP P 1505	02	01.01.2026	31.12.2026		
22.		HP P 1007	05	01.01.2026	31.12.2026		
23.		HP P 1008	06	01.01.2026	31.12.2026		



24.		HP P 1108	17	01.01.2026	31.12.2026		
25.		HP 1108	04	01.01.2026	31.12.2026		
26.	UPS	Microtek 650 VA	10	01.01.2026	31.12.2026		
27.		Microtek 625 VA	25	01.01.2026	31.12.2026		
28.		Microtek 01 KVA Online	01	01.01.2026	31.12.2026		
29.		BPE 650 VA	76	01.01.2026	03.02.2026		
30.		BPE 2 KVA	01	01.01.2026	31.12.2026		
31.		Cyber Power 600 VA	56	01.01.2026	31.12.2026		
32.	External HDD	Seagate 4 TB	01	01.01.2026	31.12.2026		
33.		Toshiba 4 TB	01	01.01.2026	31.12.2026		
34.		Seagate 4 TB	06	01.01.2026	31.12.2026		
35.	Internal HDD	Western Digital 2 TB	03	01.01.2026	31.12.2026		
36.		Western Digital 4 TB	01	01.01.2026	31.12.2026		
37.		Seagate 10 TB	01	01.01.2026	31.12.2026		
38.	NAS Drive	Seagate NAS Drive 2 Bay 4 TB	01	01.01.2026	31.12.2026		
Total quoted price for Comprehensive AMC charges (in Rs.)							
Taxes @....., if any (in Rs.)							
<b>Grand Total for Comprehensive AMC charges (in Rs.)</b>							

*Sandipan Roy*  
 संधिपन रॉय / SANDIPAN ROY  
 वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer  
 कागजालय प्रधान महालेखाकार (लेखापरीक्षा-1), मंत्रालय  
 O/o the Pr. Accountant General (Audit-I), Ministry  
 लेखरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)  
 Treasury Buildings, 2, Govt. Place (West)  
 कोलकाता / Kolkata-700 001

Date: -

Place:

(SIGNATURE OF BIDDER)

(Official Seal)

Full Name and Designation

## ANNEXURE-IV (LAD)

## Financial Bidding

Sl. No.	Item of Hardware with brief configuration		Qty.	AMC Period		Quoted rate for each for the coverage items (inclusive of GST) (in Rs.)	Total Quoted rate for each for the coverage items (inclusive of GST) (in Rs.)
	Item	Make/Model		From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (col-4x7)
1.	Desktop	HP 400 G9, Intel Core i3, 8 GB RAM, 256 GB SSD	16	03.05.2026	31.12.2026		
2.	Laptop	HP 240 G9, Intel core i5, 16 GB RAM, 256 GB SSD	13	19.04.2026	31.12.2026		
3.		HP 240 G9, Intel Core i5, 8 GB RAM, 256 GB SSD	59	09.05.2026	31.12.2026		
4.		ACER TMP214-53, Intel Core i3, 8 GB RAM, 256 GB SSD	20	13.04.2026	31.12.2026		
5.	Printer	Brother MFC-L3735CDN	01	01.01.2026	31.12.2026		
6.		HP Colour Laser Jet Pro	02	01.01.2026	31.12.2026		
7.		HP LJ Pro MFP M429FDW	04	01.01.2026	31.12.2026		
8.	Scanner	Canon ADF DR -C230	02	01.01.2026	31.12.2026		
9.	UPS	Frontech 650 VA	50	01.01.2026	31.12.2026		
10.		Microtek 650 VA	15	01.01.2026	31.12.2026		
Total quoted price for Comprehensive AMC charges (in Rs.)							
Taxes @....., if any (in Rs.)							
Grand Total for Comprehensive AMC charges (in Rs.)							

Date: -

Place:

(SIGNATURE OF BIDDER)

(Official Seal)

Full Name and Designation