



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
महानिदेशक लेखापरीक्षा का कार्यालय  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
रेलवे उत्पादन इकाईयाँ एवं मेट्रो रेलवे, कोलकाता  
RAILWAY PRODUCTION UNITS & METRO RAILWAY, KOLKATA



No. RPU/EDP/AMC/2023/ 2051


Dated: 28<sup>th</sup> March 2023

**NOTICE INVITING TENDER**

Sealed tenders as per tender format are invited for 'Annual Maintenance Contract of Information Technology Assets/Computers' for the period commencing from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 at O/O the Director General of Audit, Railway Production Unit & Metro Railway, 14, Strand Road, New Koilaghat Building (5<sup>th</sup> Floor), Kolkata-700001.

Intending bidders should fulfill the following terms and conditions:

1. The intending bidders should have past experience in Government/Semi Government organization.
2. Sealed quotations should be duly superscripted 'Quotation for AMC of IT Assets' and addressed to the Sr. Audit Officer/EDP, O/o the Director General of Audit, Railway Production Unit & Metro Railway, 14, Strand Road, New Koilaghat Building (5<sup>th</sup> Floor), Kolkata-1. The quotation may be sent by post/hand to be reached by **12<sup>th</sup> April 2023 at 15.00 hrs.** Quotation received after stipulated date and time shall not be entertained.
3. The successful tenderer will have to deposit security money @ 10% of tender value in the form of Bank guarantee for minimum of one year with any nationalized bank. The same may be forfeited in case of breach of contract, if any.
4. The contract will be valid for **11 months** commencing from **01.05.2023 to 31.03.2024**. Payment will be made in equal quarterly installments.
5. The maintenance service will consist of preventive and corrective maintenance of computers and will include supply and replacement of parts of hardware except for CRT/TFT Monitor.
6. The firm shall provide required support service from Monday to Saturday be way of actual maintenance during the office hours of weekdays from 10.00 hrs to 18.00 hrs as well for emergency call on weekends/holidays.
7. Conditional Quotation will not be accepted. The Committee reserves the right to negotiate the amount of L-1 bidders, in case of multiple L-1 bidders.
8. The quotation should be neatly typed. No erasure or overwriting will be accepted.
9. A copy of terms and conditions duly signed by the Tenderer in token of having understood and agreed to the same may be attached along with the tender.
10. Documents in support of past experience in the field for which quoted are required to be submitted along with quotation.
11. The Director General of Audit, RPU & MR, Kolkata reserves the right to cancel the contract without assigning any reason.

  
Sr. Audit Officer, EDP  
RPU & MR, Kolkata

14, Strand Road, New Koilaghat Building (5<sup>th</sup> Floor), Kolkata – 700 001  
Phone: 91-33-2230-9246. Fax: 91-33-2248-2813. E-mail: [pdarlrpu@cag.gov.in](mailto:pdarlrpu@cag.gov.in)