

**NATIONAL MUSEUM INSTITUTE**  
**OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY**  
**JANPATH, NEW DELHI-110011**

**No.F.6(9)/2015-NMI/**

**January 14, 2016**

**Quotations for Annual Maintenance Contract of Computers and Peripherals and Local Area Networking (LAN) connectivity:**

Quotations are invited for the award of Annual Maintenance Contract for Computers and Peripherals and Local Area Networking connectivity in the National Museum Institute, Janpath, New Delhi – 110011, as per the details given below.

1. The contract shall be on an annual maintenance service basis. During the currency of the contract period it will be the responsibility of the Company/Firm to keep the equipment in perfect working order.
2. The Company/Firm shall deploy one full time qualified Service Engineer in the National Museum Institute on all working days (Monday – Saturday, except Second Saturday) from 09.30 a.m. to 05.30 p.m. He should be equipped with maintenance kits comprising tool box, pen drive, external hard disk, multi meter, diagnostic software and external DVD Writer/combo drives etc. and any other tools required for carrying out such services. A penal deduction @ Rs.500/- per working day shall be made from the bills for the number of days the Service Engineer remain absent.
3. The Company/Firm will also have to carry out preventive maintenance of the PCs, Peripherals and accessories like cleaning of temporary files, unused programs & viruses from PCs, cleaning dust from inside the equipment removing spilt ink, if any from inside the printer etc. atleast once in every month, by a separate team. The service consists of physical cleaning of the items to keep the items in a good presentable form.
4. The Company/Firm shall rectify the minor complaints on the same day or latest by the next day. In case of, major complaints, the equipment shall be set right and restored in working condition within two days from the date of reporting of fault. In case of a major fault, a standby unit shall have to be provided by the Contractor immediately so that the work of the user/section does not suffer.
5. The Company/Firm must have at least five years' experience dealing with AMC of Computer and its Peripherals and Local Area Networking.
6. The contract will be for a period of one year from the date of award of contract. It shall be open to the National Museum Institute to further extend the terms of the agreement on the same terms & conditions according to satisfactory service of the firm.
7. The payments towards Annual Maintenance Contract shall be made in four instalments each at the end of three months/each quarter on submission of bills along with on production of satisfactory reports from concerned users.
8. National Museum Institute reserves the right to terminate the contract at any time without assigning any reason, after giving one month notice to the Company/Firm in writing.
9. The rates may be quoted on comprehensive & non comprehensive basis for all the items mentioned below:

**Specifications of LAN:**

Sr. No.	Description/Particulars	Quantity (Pcs.)
1.	LAN Nodes	40
2.	Wireless LAN Nodes	10
3.	Wireless Router	5

**Specifications of Computers and other Peripherals:**

Sr. No.	Description/Particulars	Quantity (Pcs.)
1.	Apple (Mac) Desktop AMC with parts	2
2.	Desktop AMC without parts	23
3.	Desktop AMC with parts	17
4.	Apple (Mac) Laptop AMC without part	2
5.	Laptop AMC with parts	23
6.	Colour Printer with parts	15
7.	B&W Printer with parts	15
8.	Scanner	12

10. National Museum Institute reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.

Quotations in a sealed envelope prescribing as "QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS AND PERIPHERALS AND LAN CONNECTIVITY" may be submitted to the Registrar, National Museum Institute, First Floor, National Museum, Janpath, New Delhi – 110011, so as to reach the undersigned by **03.00 p.m. on or before 28-01-2016.**

**(Dr. Manvi Seth)**  
**Registrar**

Contact Nos. (Administration Section):  
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