



To,

Sub: - Award of works of Annual Maintenance Contract for the Computers and it's Peripherals at the NSD.

Dear Sir/Madam,

National School of Drama is a premier theatre institute imparting training in dramatic arts leading to three years diploma. It is an autonomous organization fully financed by Ministry of Culture, Govt. of India.

The NSD intends to award the job of Annual Maintenance Contract (AMC) for the Computers and its peripherals installed in the NSD. The details of computers and its peripherals are attached hereunder at Annexure 'A'

Interested computer firms, who fulfill the terms & conditions as mentioned below may submit their rates in a sealed envelope addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi - 110001 along with Earnest Money Deposit (EMD) of Rs. 10,000/- by way of demand draft in the name of Director, National School of Drama.



Terms & Conditions :-

1. The firm should produce self-attested photocopies of documents related to PAN & GST.
2. The firm should have done AMC job in government organizations (Ministries/ Govt. Departments/ PSUs) in Delhi during last 05 years (attach copies of at least two work orders)
3. The firm should have the capability of maintaining reputed computer brands like HP I series, HCL, IBM, Wipro, Apple, Mac etc.
4. Maintenance of design based software's like Coral Draw, PageMaker and Photoshop etc.
5. Two full time engineers will have to be provided by the firm on all working days.
6. The firm should clearly mention about the taxes, discounts in the quotations.

Quotations complete in all respects should reach the undersigned on or before ~~24~~ Aug. 2020 till 5:00 pm.

Thanking You.

Yours faithfully,


Pradeep K. Mohanty
Registrar




Annexure 'A'

**NATIONAL SCHOOL OF DRAMA
NEW DELHI**

**QUOTATION FOR AMC OF COMPUTER & PERIPHERALS INSTALLED IN THE
NSD**

Sr.No.	Name of Equipment	No. of Units	Rate per Unit	Total Amount
01.	Computer core 2duo, i3, i5 i7 Make HP, Dell etc.	171 Units		
02.	Server – HP	05 Units		
03.	Printer Laser Jet HP 1020, 1022, 1007etc.	162 Units		
04.	LaserJet Fax/Scanner/Photo copier/Printer	20 Units		
05.	Color Laser Jet Printer 2600n	02 Units		
06.	A3 Size Colored Inkjet Printer 1180c, 1280	10 Units		
07.	Printer Dot Matrix (Epson LQ Series)	08 Units		
08.	High Speed Dot Matrix Printer (Lipi)	03 Units		
09.	Scanner A4, A3	31 Units		
10.	U.P.S. 800 VA. , 1 KVA	210 Units		
11.	UPS Online	09 Units		
12.	Networking maintenance of nodes (includes wire, connectors, junction box etc.)	130 Units		
13.	Switches Cisco 24 ports (manageable)	12 Units		
14.	Switches Cisco Wireless	05 Units		
15.	Laptop 17", 14", 15" (HP, DELL, TOSHIBA)	64 Units		
16.	iPad (Apple)	02 Units		
Total				

Date :

(Signature of the Bidder)

(Name of the firm and Stamp)