



MAHARAJA SRISCHANDRA COLLEGE

NAAC ACCREDITED

20, RAMKANTO BOSE STREET, KOLKATA - 700 003

Phone : 2555 5810 (Office), 2543 2949 (Principal), 2543 6687 (Teachers' Room)

E-mail : msccollege20@yahoo.com, Website : www.msccollege.org

Date.....20.....

Ref. No.

Date: 24.02.2026

SECTION - I

Annual Maintenance Contract (Comprehensive & Non Comprehensive) for Desktop Computers/Laptop/Printer)

1. The College invites **sealed quotations** for ANNUAL MAINTENANCE CONTRACT (AMC) for different equipment (desktop, laptop, printer etc.)
2. The bidders should mention the rates '**with spare parts**' and '**without spare parts**' separately within the sealed quotations.
3. The bidders must have at least three years experience in the related field. The bidder should submit a client list serviced in last three years in support of their claim.
4. No additional information will be entertained after due date.
5. The bids should indicate clearly the item-wise separate rates.
6. The college reserves the right to reject any or all tenders without assigning any reason whatsoever.
7. Payment of bill will be made through crossed account payee cheque.
8. Address at which tender is to be submitted:

Office of Maharaja Srischandra College
20, Ramkanto Bose Street
Kolkata- 700003

Time and date for receipt of Tender: Up to 7 pm on 5th March, 2026

Maharaja Srischandra College shall not be responsible for any postal delay about non-receipt / non-delivery of the documents.

9. For any query regarding items contact college office.



SECTION – II

Details of the equipment for which AMC is sought for

SL No	Item	Number of items
1	Desktop (Tower Cabinet) Computer	30
2	All-In-One Desktop Computer (2 Dell and 11 HP)	10
3	Laptop (all HP)	10
4	Mini Laptop (All Asus)	04
5	Laser- jet Printer (all HP) (1 colour printer, 1MFP and 9 Standalone laser printer)	11
6	Canon Image Runner 2520 (Printer cum Photocopier)	2

**** The number of items may be changed.**



SECTION – III

TERMS & CONDITIONS

1. Scope of Work

The contractor shall provide comprehensive/non-comprehensive maintenance services for Computers, Laptops and Printers installed at the college premises, including preventive maintenance, breakdown repair, troubleshooting, and necessary servicing to ensure smooth functioning.

2. Contract Period

The contract shall remain valid for a period of one year from the date of issue of the work order, extendable based on satisfactory performance and mutual consent.

3. Preventive Maintenance

Preventive maintenance shall be carried out at least once every month or as directed by the competent authority. Service reports must be recorded and duly signed by the authorized college representative.

4. Breakdown Maintenance

Complaints shall be attended within 24 hours of reporting. Critical equipment shall be given priority to minimize downtime.

5. Deployment of Personnel

The contractor shall deploy qualified and experienced service engineers. The college reserves the right to seek replacement of personnel found unsuitable.

6. Replacement of Parts

In case of comprehensive AMC, defective components shall be replaced with genuine parts of equivalent or higher specification at no extra cost. In non-comprehensive AMC, replacement shall be chargeable as per approval.

7. Log Book & Documentation

The contractor shall maintain a service logbook/register indicating complaint details, action taken, parts replaced, and signatures of the concerned department.



8. Payment Terms

Payment shall be made quarterly/half-yearly/annually upon submission of invoice and certification of satisfactory service by the competent authority, subject to statutory deductions (including GST/TDS as applicable).

9. Penalty Clause

In case of failure to attend complaints within stipulated time or unsatisfactory performance, the college reserves the right to impose penalties or deduct charges as deemed appropriate.

10. Exclusions

The AMC shall not cover damages caused by: Fire, theft, natural calamities, or electrical surge Mishandling or unauthorized intervention Consumables unless specifically included

11. Termination Clause

The college reserves the right to terminate the contract at any time without assigning reasons by giving written notice (normally 30 days). Immediate termination may occur in case of breach of contract.

12. Risk & Responsibility

The contractor shall be responsible for safety of equipment during servicing. Any damage caused due to negligence shall be rectified at contractor's cost.

13. Confidentiality

The contractor shall maintain confidentiality of institutional data and shall not access or disclose any information without authorization.

14. Unavoidable Casualty

Neither party shall be liable for failure to perform obligations due to events beyond reasonable control such as natural disasters, strikes, or government restrictions.

15. Dispute Resolution

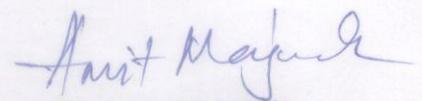
Any dispute arising out of this contract shall be resolved amicably; failing which it shall be subject to the jurisdiction of the courts at Kolkata.

16. Acceptance

The contractor shall sign the agreement as token of acceptance of all terms and conditions.



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Dr. Amit Majumder
Principal
Maharaja Srischandra College
Kolkata 700003