

**DIRECTORATE OF AUDIT
GOVERNMENT OF N.C.T. OF DELHI
C-WING, 4TH LEVEL, DELHI SACHIVALAYA
I.P. ESTATE, NEW DELHI**

No. F. 101(115)/IAC/Store/2007

Dated :

To

Sub:- Request for Annual Maintenance Contract.

Sir/Madam,

Please quote your most competitive rates for the above mentioned work. The description of machines (PCs, Printers) is given in Annexure-IIA.

You should quote your rate inclusive of taxes in sealed envelop in the following Performa only completing all the columns failing which the quotation shall not be entertained :-

S.No.	Machine Description #	Quantity	Unit AMC Rate (in Rs.)	Total AMC (in Rs.)
1.				
2.				
3.				
4.				

#As indicated in the description sheet.

You are advised to visit this office to see the hardware on any working day between 3.00 p.m. to 5.00 p.m. till **05.10.2011**.

The sealed envelop should reach this office by **07.10.2011** by 1.00 p.m. The same will be opened on the same day at 3.00 p.m. in the presence of purchase committee. If any tenderer/authorized representative intends to be present he may come on the day and time as mentioned above.

Department reserves the right to reject any or all the quotations without assigning any reason.
Yours faithfully,

**Sd/-
(KULGEET SINGH)
SR. ACCOUNTS OFFICER (HQ)**

Encl:- As below

Annexure-IIA

S. NO.	Desktop Description	Complete Configuration of Desktop	Qty.	Working / Non-working
1	Celeron Machine Infiniti Plus BL 1055	38 cm (15)/HCL color monitor-1 GHz with 128 MB SDRAM, 20 GB HDD, CDROM, WIN XP HOME	02 Nos.	Working
2	P-IV Client Acer	2.4 GHz with HT, 256 MB DDR RAM, 40 GB HDD, 15" Monitor OEMM, MM, 52x CD ROM or higher, Win XP Prof/Win	06 Nos.	Working
3	P-IV Client Acer	Pentium ® 4 CPU 2.80 GHz, 248 MB RAM, 40 GB HD	01 No.	Working
4	HCL	Pentium(R) 4 256 MB (RAM) Hard disk (19.5+34.1+20.8)GB	01 No.	Working
5	HCL	(DDO) Pentium (4) R 256 MB (RAM) Hard Disk (28.2+3.99)GB (Admn.) Pentium (4) R 256 MB (RAM) Hard Disk (14.6+14.6)GB	02 Nos.	Working
6	HCL	Pentium (4) R 256 MB (RAM) Hard Disk (19.5+17.7GB	02 Nos.	Working
7	HCL	Pentium (4) R 248 MB (RAM) Hard Disk (28.2+3.99)GB	03 Nos.	Working
8	HCL	Pentium (4) R 512 MB RAM 160 GB HD	10 Nos.	Working
S. NO.	Printer Description	Complete Configuration of Printer	Qty.	Working / Non-working
1	Laserjet	HP Laserjet 6L	02 Nos.	Working
2	Laserjet	HP Laserjet 1010	05 Nos.	Working
3	Deskjet	HP Deskjet 3550	03 Nos.	Working
4	Deskjet	HP Deskjet 3325	02 Nos.	Working
5	Laserjet	HP Laserjet 1022	4 Nos.	Working
S. NO.	Laptop Description	Complete Configuration of Laptop	Qty.	Working / Non-working
1	IBM Thinkpad	T-30 Intel P-4 Processor 256 MB DDR RAM 40 GB HDD IBM USB FDD with Web Camera	01 No.	Working