



The Institution of Engineers (India)

(IEI)

8 Gokhale Road, Kolkata-700020

Tender

for Comprehensive Annual Maintenance Contract
of Desktop / Laptop / Networks / Switch / Scanner / Printers
/IT Peripherals and software support

Tender No. : T-1740

(Visit us at <https://www.ieindia.org>)



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/T-1740

Dated: 04.01.2022

Comprehensive onsite Annual Maintenance Contract (AMC) of Hardware (Desktop / Laptop / Networks / Switch / Scanner / Printers / IT Peripherals etc.) and Software maintenance support in the Computer Systems at IEI.

Sealed Tender in Single Stage two Envelope bid system is invited for Comprehensive onsite **Annual Maintenance Contract (AMC) of Hardware** (as Computers, Laptops, Printers, Scanners, IT Peripherals, LAN cabling etc.), Networking and Software (as OS, Patches etc.) installed in the Computer Systems at IEI.

The tender document is to be downloaded from the website of the Institution (www.ieindia.org).

The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part – (Envelope – 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement, **Earnest Money Deposit of Rs.10,000/-**, GST Registration certificate, company profile and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – 'B'**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, "**Tender for Comprehensive Annual Maintenance Contract (AMC) of Hardware (Computers, IT Peripherals) and Software at IEI**" with Tender No. should be addressed to **Director (Administration)** sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., **upto 16.00 hrs of 17.01.2022**.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

Shukla Das
Director (Administration)

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Qualification of Bidder

1. The company who already have the experience of maintaining a minimum of 200 PCs/ Laptops, 100 Printers/Scanners with peripherals for any one of the last three preceding years in Government/Autonomous bodies / PSU / Reputed Private Organisation.
2. The company should have at least Rs. 50.00 Lakhs of Annual Turnover, in last three financial years. Balance Sheet duly certified by Chartered Accountant is to be enclosed.
3. The company should have adequate physical infrastructure to support AMC project like in-house Test and Repair Centre at Kolkata. This may be inspected by IEI authorities in case if needed.
4. The Company should have an experience of similar work contract (in a single order) of Rs. 10.00 Lakh (Minimum), in last 3 year, preferably in Government/Autonomous bodies/PSU.
5. Company should be a registered company
6. Bidder should valid GST and PAN registration

General Terms and Conditions

1. Annual Maintenance Contract (AMC) would be comprehensive i.e., including cost of new /original spares for proper functioning of all systems and sub-systems
2. **Initial work order will be placed for one year and thereafter same may be renewed for another one / two years at the same rate with existing terms and conditions.**
3. The price shall include all taxes, duties, levies, delivery charges, installation charges etc and no additional payment shall be admissible on any account.
4. The bidder has to deposit an earnest money of Rs 10,000/- along with quotation. In case of non-execution of the order by the successful bidder, the earnest money deposited will be forfeited. The earnest money deposited by unsuccessful bidders will be refunded on finalization and execution of the contract with the successful bidder. However, EMD of successful bidder shall be retained as Performance Guarantee for one year. The bank Draft should be drawn in favour of "**The Institution of Engineers (India)**", payable at **Kolkata**.
5. The vendor will have to submit Income Tax Return and GST Registration Certificate.
6. Standard LD Clause for delay in supply @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
7. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
8. Vendor shall not subcontract the hardware maintenance jobs to any outside agency including their franchisee
9. Payment shall be made quarterly at the end of each quarter on providing satisfactory services. No advance payment will be made

**Signature of bidder with
date & seal**

10. The number of PCs/peripherals under AMC mentioned in list can be increased or decreased at the discretion of this office. The quarterly payment shall be made for actual number of hardware under contract. The item-wise rate given in the AMC will be applied to the peripheral added during the period of contract.
11. It is the responsibility of the firm to ensure the safety of the Equipment during Rectification, Testing, Transportation etc, and also their personnel. Standard and safe practices should be followed in packing & Transporting of the equipment when ever required to be transported by the Firm.
12. The agency shall specifically ensure compliance of various Laws/Acts, including, but not limited to the following and their re-enactments/amendments/modifications:-
 - Contract Labour [Regulation & Abolitions] Act 1970
 - Employees Provident Fund & Miscellaneous Provision Act. 1952
 - Employees State Insurance Act. 1948
 - Minimum Wages Act. 1948
 - Payment of Wages Act. 1936
 - Payment of Bonus Act. 1965
 - The West Bengal Labour Welfare Act. 1974

OTHER TERMS AND CONDITIONS

1) General Information:

For the purpose of this onsite AMC, following interpretations should be made

- a. Hardware - This would include the actual components/assemblies/sub-assemblies of the PC i.e. the hard disk, monitor, mouse, Keyboard, floppy disk, DVD/CD-ROM, RAM, SMPS, motherboard etc. This would also include the components/ assemblies / sub-assemblies / sub-assemblies of peripherals and other accessories and Connectors/ Calves / Cords and any other physical appliances required to run the computers etc.
- b. Printers - This would includes deskjet, officejet, laserjet printers. This would also include the components/ assemblies / sub-assemblies / sub-assemblies of peripherals and other accessories and Connectors/ Calves / Cords and any other physical appliances required to run the device
- c. Scanner- This includes the scanner with its components/ assemblies / sub-assemblies / sub-assemblies of peripherals and other accessories and Connectors/ Calves / Cords and any other physical appliances required to run the device
- d. Switch: This includes any network equipment e.g. switch / hub/Access point/router etc. with its components/ assemblies / sub-assemblies / sub-assemblies of peripherals and other accessories and Connectors/ Calves / Cords and any other physical appliances required to ensure proper functioning of device.
- e. Software- The software maintenance includes Operationalizing, loading/reformatting/installation /uninstallation of software /discs with software like any Operating System (e.g. windows, Linux etc.), Microsoft Office, Other Miscellaneous Software (e.g. Image Processing, DTP, Acrobat etc.), Browsers like Internet Explorer, Chrome, Mozilla etc. and Mailing Software (e.g. Outlook Express), Antivirus software, any customised Software, Data retrieval and installation/uninstallation of any other software as per requirement of IEI. It also includes removal of virus and reinstallation of software, if corrupted.

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date & seal**

- f. Network- Includes comprehensive maintenance network services of existing LAN including Optical Fibre Backbone, Cat 5/6 cabling and all accessories (etc. IO box, cable, conduit, RJ45, patch cord, Media convertor, Testing etc.) those are essential for the smooth functioning of network connectivity. It excludes managed switch installed at IEI
 - g. Services – This includes troubleshooting of devices, preventive maintenance and data backup in case of replacement / reloading of a device. Also includes providing technical assistance to users.
 - h. IT Peripherals- Includes Webcam, Speaker, CD-ROM/DVD-ROM/ barcode scanner drive etc. those are attached with the PC.
- 2) The vendor will physically inspect all the hardware to be covered under AMC and submit concurrence in respect of the items mentioned in **Annexure-I** before submission of proposal.
 - 3) The vendor shall depute one qualified/certified service technician, Indian National only, having experience of at least 3 years to attend maintenance call full time at our site for all working days and if required on holidays also
 - 4) The Firm is required to provide evidence in dealing/maintenance in respect of qualification and experience, which would be checked by IEI to verify the suitability/competency of the service engineer.
 - 5) AMC Technician can be replaced either on the request of this office or due to unavoidable reasons like resignation, long leave, etc. in the middle of the contract period and in that case suitable replacement acceptable to this office must be provided as approved immediately.
 - 6) In case of absence of technician due to leave or any other reason, the vendor has to provide a replacement technician.
 - 7) Vendor has to assign a dedicated account manager and account manager should visit this office at least once in two months to discuss the problems and their immediate rectification
 - 8) **Consumables like floppies, printer ribbons, toner, cartridge, tapes, and stationary will not be included in AMC. The printer heads , power cables, Monitor picture tubes, battery for Laptop, SMPS , Main board, LAN cards, printer knobs, keyboards, fuse, Networking cables, batteries and all other components of H/W shall be included in the AMC.**

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date & seal*

- 9) Vendor has to rectify problems as per following time schedule beyond which penalty will be imposed.

Item	Commitment to rectify faults within
a) PC-Nodes	24 hours
b) HP LaserJet	48 hours
c) HP DeskJet	48 hours
d) Network switches/hub	24 hours
e) LAN connectivity	12 hours

- 10) In case standby is not provided, and the item is non-functional beyond the above mentioned schedule then a penalty of Rs 200/- per day shall be imposed, which shall be adjusted with Bank Guarantee/Security of the Annual Maintenance period or from the AMC charges/bills

- 11) Vendor has to submit unit rate of items which are required for laying of extra LAN connectivity.

- 12) IEI has right to add/delete any items from list of AMC on prorated basis as per the need of IEI

- 13) The cost of Processing Fee will not be refunded under any circumstances. The EMD shall be refunded to the unsuccessful tenderers except L1, soon after deciding the tenders.

- 14) The Bidder must keep his tender valid for a period of (3) three months. If the Bidder withdraws his offer within the validity period the security deposit/EMD will be forfeited.

- 15) Any wrong declaration in this regard, if comes to notice at a later stage will disqualify him from tendering. IEI reserves the right to accept / reject any or all the tenders without assigning any reasons thereof.

- 16) IEI reserves the right to reject / cancel / accept any of the tender(s) without assigning any reasons there for.

- 17) The successful Bidder need to maintain the adequate spares in stores to ensure 100% up to date of the Machines.

- 18) If the successful Bidder fails to maintain the Annual Maintenance Contract (AMC) according to the rates quoted, action will be initiated against such Bidder holding him/them responsible duly forfeiting the security deposit and EMD.

- 19) Indemnity: The vendor will indemnify IEI against any claims due to vendor's violation of any patents and copy rights, in such a form as prescribed by IEI.

- 20) Force Majeure : If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.

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date & seal**

- 21) Arbitration : In the event of a dispute or difference of any nature whatsoever between the vendor and IEI during the course of the assignment arising as a result of this order, the same will be referred for arbitration to a Board of arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise two arbitrators and an Umpire. Vendor and IEI will each nominate an arbitrator to the Board and these arbitrators will appoint the Umpire. Arbitration will be carried out at a place mutually decided by Vendor and IEI.
- 22) Confidentiality : The Vendor shall keep information related to IEI confidential and will not divulge to outside agencies without written consent from IEI.
- 23) Contact Information : For any clarifications vendor may contact Deputy Director (System Administration), The Institution of Engineers (India), 8 Gokhale Road, Kolkata - 700020.

*Signature of bidder with
date & seal*

Scope of Work

The scope of work covers comprehensive AMC of Hardware's (such as Computers, Laptops, Printers, Scanners, Switch, IT Peripherals etc. of different make and model), Networking and various Software's installed in the Computer Systems located in various floors at IEI building.

The AMC services include the following:

1. AMC will include proper functioning of all the installed hardware and other accessories installed during the operation of the contract.
2. General support includes System Configurations, operating system & Software package Installations, System problems, Optimization setup, Partitioning, Formatting, Interconnections, virus removal etc is part of the Contract.
3. Call to be attended within 30 min. of receipt of complaint.
4. The aim of AMC is to get the services smoothly from the existing Hardware, Software and Network.
5. Vendor has to assign a unique ID to each devices which shall be treated as Identification ID of the device
6. Maintenance that includes replacement of each and every malfunctioning part of Computer, Printers, Scanner, Switch and related items listed at **Annexure-I**, like Hard Disk, Floppy Drive, CD/DVD Reader/Writer, Mother Board, Keyboard, Mouse, RAM, Printer Heads, Fuser assembly, roller drums, data cables, scanning unit, switch/hub/Access Point, power supply / power adapter, display card etc. except consumables are under this AMC by the Service Provider.
7. All parts to be replaced by the Service Provider must be of the same make or at least of equivalent quality.
8. Machine down time should not be more than 24 hours from the time of report of fault. In case of failure and if it takes longer time a fully functional standby / replacement should be given. This would include the attached peripherals also.

9. Software Support includes the following

- a. Loading /Reloading of Operating System Windows, Linux or any other OS as per requirement of IEI
- b. Installation and configuration of Windows OS component (e.g. telnet, ftp, IIS etc.) as per requirement of IEI
- c. Trouble shooting of issues pertaining to .Net Framework
- d. Installation device driver and configuration of device attached to the system.
- e. Installation and configuration software like MS-Office, Email-Client, Acrobat and other Miscellaneous Software (e.g. Image Processing, DTP, online meeting tools etc.)
- f. Technical Support for Online meeting / events
- g. Install / Support for web browser like Internet Explorer, Chrome and Mozilla etc.
- h. Installation of Antivirus client and ensuring updated virus signature database. Running of virus scan on suspect machines to detect and clean computer viruses.
- i. Installation/copy of various customized software as per the need of IEI
- j. The necessary software required to install shall be provided to the residence technician by IEI
- k. Troubleshooting of issues pertaining to Operating System and other installed software
- l. Management, configuration, troubleshooting & maintenance of Wi-Fi Access Points installed.

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date & seal**

10. The AMC technician shall be required to report on all working days from 9:30 AM to 6:00 PM and may need to stay beyond office hours in case of any such requirement.
11. AMC Technician may need to report in duty even in holiday as per the need of IEI.
12. Vendor has to maintain a minimum spare including stand by PC as part of AMC as per the following list

a) PC with i3/i5, 500 GB HDD, 4GB RAM	02 nos
Mouse, Keyboard	
b) SMPS	05 nos
c) Intel i3/i5 Motherboard	02 nos
d) 24 port switch	01 nos
e) 2 GB DDR RAM	02 nos
f) Power cable	05 nos
g) Patch cord	05 nos
h) Keyboard	05 nos
i) Mouse	05 nos
j) Monitor	02 nos.

13. The following items are treated as consumables and are not covered under the scope of the contract. The same will be supplied by IEI as and when necessary
 - For PCs: Back Up Media
 - For Dot Matrix/Heavy Duty Printers: Ribbon
 - For Desk Jet printers: Ink Cartridges
 - For LaserJet Printers: Toner Cartridges
14. Provide IT assistance during conference/meeting or similar event
15. Shifting the location of PC/Printer/scanner etc. However, manpower required to shift the items / devices shall be provided by IEI
16. Providing comprehensive networking service for existing Optical Fibre Backbone and Cat 5/6 cabling including all accessories
17. Identifying Network connectivity problem and repair/rectifying the same as and when required
18. Diagnosing & troubleshooting problems related to slow speed in wired LAN related to PC, Network printers and other network devices.
19. Laying of extra LAN point for connectivity as per the finalised unit rate.
20. Management, configuration, troubleshooting & maintenance of Wi-Fi Access Points
21. Management of VLAN and IP Addresses
22. Maintain the daily call log and Preventive maintenance log register
23. Preventive Maintenance and carrying out the necessary repairs and fittings of replacement parts wherever applicable. Replaced parts become the property of Service Provider
24. Preventive Maintenance shall be carried out at least once in every quarter.
25. All replaced parts as a part of maintenance work become vendor's property.
26. The Technical Persons deputed at IEI must be equipped with mobile phone for quick communication.
27. The Technical Persons of the Firm should report daily at the respective office timings to Computer Coordinator on all working days. **The Firm should maintain Attendance Register, Complaints Register, and Preventive Maintenance Register at IEI.**

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date & seal*

28. Technical Persons shall maintain a daily record of complaints Received/Attended/Not attended, whether received on-line or otherwise, details of spares replaced and put up report on quarterly/monthly basis to the Deputy Director (IT)
29. AMC technician has to submit a complete incident report for abnormal operations

PART - A

TECHNICAL BID

QUALIFICATION REQUIREMENT:

(Necessary documents in support of following qualification requirement are to be submitted as proof of credential etc)

1. Letter of submission of Bid addressed to Director (Administration), The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020
2. The company who already have the experience of maintaining a minimum of 200 PCs with peripherals for any one of the last Three preceding years in Central Government Departments / Ministries/ Govt. undertakings / Reputed Private Organisations.

(Copy of Order, Completion Certificate / Final Bill payment certificate / Bank statement showing settlement of final bill to be submitted)

3. The company should have at least Rs. 50.00 Lakhs of Annual Turnover from its AMC/AMC business only, in last three financial years.

(Copy of Balance Sheet duly certified by Chartered Accountant is to be enclosed).

4. The company should have adequate physical infrastructure to support AMC project like in-house Test and Repair Center at Kolkata. This may be inspected by IEI authorities in case if needed.

(Declaration on the letter head about the availability of Testing & Repairing Centre at)

5. Company should be a registered company

(Copy of the Certificate of incorporation to be submitted)

6. Bidder should valid GST and PAN registration

(Copy of the GST and PAN certificate to be submitted)

*Signature of bidder with
date & seal*

Part - B

Financial Bid

Financial Bid for Comprehensive onsite Annual Maintenance Contract (AMC) of Hardware (as Computers, Printers, Laptops, Network switch etc.) , Network Service and Software installed in the Computer Systems at IEL.

A. AMC Rate:

Sl. No.	Description	Quantity	Rate (Rs.)	GST Rate (in %)	Total
1.	AMC rate for PCs	112 Pcs			
2.	AMC rate for Laptops	10 Pcs			
3.	AMC Rate for Printers	42 Pcs			
4.	AMC Rate of High End Printer HP MFP4555 / HP MFP4345	02 Pcs			
5.	AMC Rate for Scanners	16 Pcs			
6.	AMC Rate of High End Scanner HP-N1920	01 Pcs			
7.	AMC Rate for Network Services	-			
8.	AMC Rate for 48/24 port Switch	02 Pcs			
9.	AMC Rate for 16/8 port Switch	07 Pcs			
10.	AMC Rate of Access Point	03 Pcs			
11.	AMC Rate of 42U Industry Standard Rack with required Accessories	01 Pcs			
TOTAL					

* Pro-rata increase / decrease in case of variation in numbers is agreed

Total Amount against Sl. No. ----to---- as mentioned above will be Rs.....

(Rupees.....)

B. Unit Rate of Networking Items for Laying of Additional LAN Point:

Sl. No.	Description	Unit	Rate (Rs.)	% of GST	Total
1	Cat 5/6 cable	Mtr			
2	IO box with face plate	Pcs			
3	RJ 45 connector	Pcs			

Sl. No.	Description	Unit	Rate (Rs.)	% of GST	Total
4	Val make 6U wall mountable Rack	Pcs			
5	Delink/ Digisol Make 8 Port 10/100/1000Mbps Gigabit Switch	Pcs			
6	Delink/ Digisol Make 16 Port 10/100/1000Mbps Gigabit Switch	Pcs			
7	Delink/ Digisol Make 24 Port 10/100/1000Mbps Gigabit Switch	Pcs			
8	5 AMP x 5 Socket Power Distribution Unit	Pcs			
9	PVC Conduit for caseing	Mtr			
10	Network tray rack	Pcs			
11	Delink /Digisol Make 24-port Patch Panel	Pcs			
12	Patch cord -2 mtr	Pcs			
13	Patch cord -5 mtr	Pcs			
14	Charges for Laying of UTP Cable with Supply and Fixing of PVC Caseing and Capping / PVC Pipe on Surface of Wall, Roof and Inside Ceiling as per Requirement	Mtr			

- Vendor can add additional items, if deemed required

Name :

Designation :

Signature :

Company Name :

Address :

Phone No. :

E-mail :

Date :

Seal of the Company

PC (s)						
SL NO	Model/Make	Department/Section	Sitting Location	RAM	CPU	HDD (GB)
1	Assembled PC	SDG Office	7th Floor	8GB	Core i5	500
2	HP 3090MT	SDG Office	7th Floor	3GB	C2D	320
3	HP dx2480	SDG Office	7th Floor	3GB	C2D	160
4	Dell Vostro 3268	SDG Office	7th Floor	4GB	Core i3	500
5	Dell Optiplex 9010	SDG Office	7th Floor	4GB	Core i5	500
6	Dell Optiplex 9010	Intnl Cell	7th Floor	4GB	Core i5	500
7	Dell Optiplex 390	Intnl Cell	8th Floor	6 GB	Intel Core i5	500 GB
8	Dell Optiplex 9010	CA	7th Floor	6GB	Core i5	500
9	HP 3090MT	CA	7th Floor	3GB	C2D	320
10	Dell Vostro 3800	Finance	6th Floor	4GB	Core i3	500
11	Dell Optiplex 9010	Finance	6th Floor	4GB	Core i5	500
12	Dell Optiplex 9010	Finance	6th Floor	4GB	Core i5	500
13	Dell Optiplex 9010	Finance	6th Floor	4GB	Core i5	500
14	Dell Optiplex 390	Finance	6th Floor	2GB	Core i5	500
15	HP 406G1MT	Finance	6th Floor	4GB	Core i3	500
16	HP 406G1MT	Finance	6th Floor	4GB	Core i3	500
17	HP 406G1MT	Finance	6th Floor	4GB	Core i3	500
18	HP 3090MT	Finance	6th Floor	3GB	C2D	320
19	Dell Vostro 3800	Finance	6th Floor	4GB	Core i3	500
20	Dell Optiplex 390	Finance	6th Floor	4GB	Core i3	500
21	Dell Vostro 3800	Finance	6th Floor	4GB	Core i3	500
22	HP dx2480	Finance	6th Floor	3GB	Duel Core	250
23	HP 406G1MT	Finance	6th Floor	4GB	Core i3	500
24	Dell Optiplex 7050 server	Finance	6th Floor	16GB	Core i7	2TB
25	HP 406G1MT	Finance	6th Floor	8GB	Core i3	500
26	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500
27	Dell Vostro 3268	Technical	5th Floor	4GB	Core i3	500
28	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500
29	Assembled PC	Technical	5th Floor	8 GB	Core i5	1 TB
30	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500

31	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500
32	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500
33	Assembled PC	Technical	5th Floor	8GB	Core i5	1TB
34	HP 406G1MT	Technical	5th Floor	4GB	Core i3	500
35	Dell Vostro 3800	Technical	5th Floor	4GB	Core i3	500
36	Dell Vostro 3800	Technical	5th Floor	4GB	Core i3	500
37	HP Z210CMT	Technical	5th Floor	4GB	Core i5	320
38	HP 3090MT	Technical	5th Floor	1GB	C2D	320
39	Dell Vostro 3268	Membership	4th Floor	4GB	Core i3	500
40	Dell Optiplex 9010	Membership	4th Floor	8GB	Core i5	500
41	Dell Optiplex 390	Membership	4th Floor	6GB	Core i5	500
42	HP 406G1MT	Membership	4th Floor	8GB	Core i3	500
43	HP 406G1MT	Membership	4th Floor	4GB	Core i3	500
44	Dell Optiplex 390	Membership	4th Floor	2GB	Core i5	500
45	Dell Optiplex 9010	Membership	4th Floor	4GB	Core i5	500
46	Dell Optiplex 9010	Membership	4th Floor	4GB	Core i5	500
47	Dell Optiplex 9010	Membership	4th Floor	4GB	Core i5	500
48	Dell Vostro 3800	Membership	4th Floor	4GB	Core i3	500
49	Dell Optiplex 390	Membership	4th Floor	6GB	Core i5	500
50	HP 406G1MT	Membership	4th Floor	4GB	Core i3	500
51	HP 406G1MT	Membership	4th Floor	4GB	Core i3	500
52	Dell Optiplex 9010	Membership	4th Floor	4GB	Core i5	500
53	Dell Vostro 3800	Membership	4th Floor	6GB	Core i3	500
54	Dell Vostro 3268	Examination	3rd Floor	4GB	Core i3	500
55	HP dx2480	Examination	3rd Floor	2GB	C2D	320
56	Dell Vostro 3800	Examination	3rd Floor	4GB	Core i3	500
57	HP 406G1MT	Examination	3rd Floor	4GB	Core i3	500
58	Dell Optiplex 9010	Examination	3rd Floor	4GB	Core i5	500
59	HCL	Examination	3rd Floor	3GB	Duel Core	250
60	HP dx2480	Examination	3rd Floor	3GB	C2D	320
61	HP dx2480	Examination	Ground Floor	3GB	C2D	160
62	HP 3090MT	Examination	3rd Floor	3GB	C2D	320
63	Hp Pro 3090 MT	Examination	3rd Floor	3GB	Core i5	500

64	HP 406G1MT	Examination	3rd Floor	4GB	Core i3	500
65	Dell Vostro 3800	Administration	2nd Floor	4GB	Core i3	500
66	HP 406G1MT	Administration	2nd Floor	4GB	Core i3	500
67	Dell Optiplex 9010	Administration	2nd Floor	4GB	Core i5	500
68	Dell Vostro 3800	Administration	2nd Floor	4GB	Core i3	500
69	Dell Optiplex 9010	Administration	2nd Floor	4GB	Core i5	500
70	HP 3090MT	Administration	2nd Floor	1GB	C2D	320
71	HP 406G1MT	Administration	1st Floor	4GB	Core i3	500
72	HP dx2480	Administration	8th Floor	2GB	C2D	250
73	HP dx2480	Despatch	2nd Floor	1GB	C2D	320
74	Assembled PC	Receiving	2nd Floor	4GB	Core i3	1TB
75	Assembled PC	Receiving	2nd Floor	4GB	Core i3	1TB
76	Assembled PC	Receiving	2nd Floor	4GB	Core i3	1TB
77	HP 3090MT	Receiving	2nd Floor	1GB	C2D	160
78	HP 3090MT	Receiving	2nd Floor	1GB	C2D	320
79	HP 406G1MT	Store & Purches	2nd Floor	4GB	Core i3	500
80	HP 3090MT	Store & Purches	2nd Floor	3GB	C2D	160
81	HP dx2480	Records	2nd Floor	1GB	C2D	160
82	Dell Vostro 3268	Scanning Cell	2nd Floor	4GB	Core i3	1TB
83	Dell Vostro 3268	Scanning Cell	2nd Floor	4GB	Core i3	500
84	Dell Vostro 3268	Scanning Cell	2nd Floor	4GB	Core i3	500
85	Assembled PC	Scanning Cell	2nd Floor	4GB	Core i3	500
86	Assembled PC	Reception	Ground Floor	4GB	Core i3	500
87	Assembled PC	Reception	Ground Floor	4GB	Core i3	500
88	HP 406G1MT	IT	1st Floor	8GB	Core i5	500
89	Assembled PC	IT	1st Floor	8GB	Core i5	1TB+240 SSD
90	HP 406G1MT	IT	1st Floor	8GB	Core i5	500
91	Assembled PC	IT	1st Floor	8GB	Core i5	1TB+240 SSD
92	Assembled PC	IT	1st Floor	8GB	Core i5	1TB+240 SSD
93	Dell Optiplex 390	IT	1st Floor	4GB	Core i5	500
94	HP 406G1MT	IT	1st Floor	8GB	Core i5	500
95	HP 406G1MT	IT	1st Floor	8GB	Core i3	500
96	Dell Optiplex 9010	IT	1st Floor	4GB	Core i5	500

97	HP 3090MT	IT	1st Floor	1GB	C2D	
98	HP 3090MT	IT	1st Floor	2GB	C2D	320
99	Assembled PC	IT	1st Floor	8GB	Core i5	1TB
100	HP 406G1MT	IT Server Room	1st Floor	4GB	Core i3	500
101	Dell Vostro 3800	IT Server Room	1st Floor	4GB	Core i3	500
102	Dell Vostro 3800	IT Server Room	1st Floor	4GB	Core i3	500
103	Dell Vostro 3268	IT Server Room	1st Floor	4GB	Core i3	500
104	Dell Optiplex 3050	IT Server Room	1st Floor	8GB	Core i5	500
105	Dell Optiplex 3050	IT Server Room	1st Floor	8GB	Core i5	500
106	HP 406G1MT	RNM	Library-Ground Floor	4GB	Core i3	500
107	HP 406G1MT	RNM	Library-Ground Floor	4GB	Core i3	500
108	HP 406G1MT	RNM	Library-Ground Floor	2GB	C2D	320
109	HP dx2480	RNM	Library-Ground Floor	4GB	Core i3	500
110	HP 406G1MT	RNM	Library-Ground Floor	4GB	Core i3	500
111	HP 406G1MT	RNM	Library-Ground Floor	4GB	Core i3	500
112	Dell Optiplex 9010	RNM	Library-Ground Floor	4GB	Core i5	500GB

LAPTOP						
SI No	MAKE / MODEL	Dept	Location	RAM	HDD (GB)	CPU
1	Dell 3542	President	7th Floor	4GB	500GB	Core i3
2	HP Probook 430 G2	SDG	7th Floor	4GB	500GB	Core i5
3	SONY VAIO	CA	7th Floor	2GB	320GB	Core i3
4	Dell 3542	Finance	6th Floor	4GB	500GB	Core i3
5	Dell 3542	Technical	5th Floor	4GB	500GB	Core i3
6	Dell 3542	Membership	4th Floor	4GB	500GB	Core i3
7	Dell 3542	EEA	3rd Floor	4GB	500GB	Core i3
8	Dell 3542	Administration	2nd Floor	4GB	500GB	Core i3
9	Dell 3542	IT	2nd Floor	4GB	500GB	Core i3
10	Dell 3542	IT	1st Floor	4GB	500GB	Core i3

Printers (s)			
SL. NO.	ITEM (MAKE / MODEL)	DEPT	LOCATION
1	HP Deskjet 1510	President	7th Floor
2	HP Officejet PRO 8610	SDG	7th Floor
3	HP Deskjet 2335 All_in One	SDG	9th Floor
4	HP Deskjet 2020	Secretariat	7th Floor
5	HP AIO Laserjet M128FN MFP	Secretariat	7th Floor
6	HP AIO Officejet 7110	Intl Cell	7th Floor
7	HP Laserjet M128 MFP	CA	7th Floor
8	HP Laserjet 1606 DN	CA	7th Floor
9	HP Laserjet P1505n	Finance	6th Floor
10	HP Laserjet 1606 DN	Finance	6th Floor
11	HP Laserjet 1020	Finance	6th Floor
12	HP Laserjet M202DW	Finance	6th Floor
13	HP Laserjet M128 MFP	Finance	6th Floor
14	HP Laserjet P2055 DN	Finance(Cash)	6th Floor
15	HP Officejet 8710 MFP	Technical	5th Floor
16	HP Laserjet M436DN A3	Technical	5th Floor
17	HP Laserjet 1320 N	Technical	5th Floor
18	HP Laserjet 1606 DN	Technical	5th Floor
19	HP Laserjet M202DW	Technical	5th Floor
20	HP Laserjet 1606 DN	Technical	5th Floor
21	HP Officejet PRO 8610	Membership	4th Floor
22	HP AIO Laserjet M128FN MFP	Membership	4th Floor
23	HP Laserjet M203 DN	Membership	4th Floor
24	HP Officejet PRO 8610 MFP	Membership	4th Floor
25	HP Laserjet M436DN A3	Membership	4th Floor
26	HP Deskjet 4665	EEA	3rd Floor
27	HP Laserjet 1606 DN	EEA	3rd Floor
28	HP Officejet 8710 MFP	EEA	3rd Floor
29	HP AIO Laserjet M226DN MFP	EEA	3rd Floor
30	Epson L6170 ink tank Printer	Administration	2nd Floor
31	HP Laserjet 1606 DN	Administration	2nd Floor
32	HP Laserjet M128 MFP	Administration	2nd Floor

33	HP Laserjet M202DW	Administration	2nd Floor
34	HP Laserjet 1606 DN	Administration	1st Floor
35	HP Laserjet 1606 DN	Administration	8th Floor
36	HP Laserjet 1606 DN	Receiving	2nd Floor
37	HP Laserjet M202DW	Records	2nd Floor
38	HP Laserjet 1606 DN	S&P	2nd Floor
39	HP Laserjet 1606 DN	IT	1st Floor
40	HP Color Laserjet M552DN	IT	1st Floor
41	HP Laserjet M202DW	RNM	LIBRARY
42	HP Laserjet 1020	IT-Hardware Room	1st Floor
High End Printer			
1	HP Laserjet 4555 MFP	IT	1st Floor
2	HP Laserjet M4345 MFP	Intnl Cell	7th Floor

Scanner(s)			
SL. NO.	ITEM (MAKE / MODEL)	DEPT	LOCATION
1	HP Scanjet 7000 S2	CA	7th Floor
2	HP Scanjet 7000 S3	Scanning Cell	2nd Floor
3	HP Scanjet 7000 S3	Scanning Cell	2nd Floor
4	HP Scanjet G3110	EEA	3rd Floor
5	HP Scanjet 5590	Finance	6th Floor
6	HP Scanjet 5590	Finance	6th Floor
7	Canon LIDE300(sl:KMTS22255)	Membership	4th Floor
8	HP Scanjet 5590	Membership	4th Floor
9	Canon LIDE300(sl:KMTS16789)	Membership	4th Floor
10	Canon LIDE300(sl:KMTS16127)	Membership	4th Floor
11	Canon LIDE300(sl:KMTS22029)	Membership	4th Floor
12	HP Scanjet 5400C	RNM	Library
13	HP Scanjet 5590	S&P	2nd Floor
14	HP Scanjet 5590	Technical	5th Floor
15	HP G3110	Technical	5th Floor
16	HP G2410	IT	1st Floor
High End Scanner			
1	HP Scanjet N9120	Scanning Cell	2nd Floor

Switch/Hub(s)				
Sl No	Make	Port	Type	Floor / Location
1	Dlink/Digisol/Molex 10/100/1000 Mbps Ethernet Switch/Hub	8	Unmanaged	6th Floor
2		16	Unmanaged	2nd Floor
3		8	Unmanaged	2nd Floor
4		8	Unmanaged	1nd Floor
5		24	Unmanaged	1nd Floor
6		16	Unmanaged	1nd Floor
7		24	Unmanaged	5th Floor
8		8	Unmanaged	7thFloor
9		8	Unmanaged	7thFloor

Access Point (s)			
Sl No	Model	Type	Floor / Location
1	CISCO	Access Point	President
2	CISCO	Access Point	SDG
3	CISCO	Access Point	8th Floor Guest House

Rack			
SL. NO.	ITEM	No of Server Mounted	LOCATION
1	42U Industry Standard Rack	4	IT Server Room