

**CENTRAL ELECTRICITY REGULATORY COMMISSION**

Ground Floor, Chanderlok Building,  
36, Janpath, New Delhi - 110 001

No. 1/7(15)/2017/Gen Adm/CERC

Dated, the 25 Aug 2017

**Sub: Invitation of bids for Comprehensive Maintenance of IT infrastructure, IT equipment, Network, Bandwidth and Rendering Facility Management services**

**Important dates**

<b>Last date of submission of bid</b>	Upto 15.00 hrs on 15 Sep 2017
<b>Tender opening date</b>	16.00 hrs on 15 Sep 2017

Central Electricity Regulatory Commission (CERC) invites sealed quotations for Comprehensive Maintenance of IT infrastructure, IT equipment, network and rendering Facility Management Services for the period of one year preferably from an authorised service provider of reputed companies like HP, INTEL, and IBM etc. Certificate to this effect shall be submitted in the bids.

**1. Eligibility Criteria of the bidder:**

1.1 The bidder desirous of participating in the tender should have its registered/ Branch office located in Delhi or NCR of Delhi.

1.2 The bidder must have a valid PAN/ TAN Number and G.S.T Registration Number and other statutory clearances.

1.3. The firm must have expertise and experience in network maintenance. The bidder should have executed satisfactorily minimum 5 AMC maintaining Network and Servers.

1.4. The bidder shall have minimum 10 years of experience preferably in maintenance of computers, servers, Network Equipment's, Software, Plasma, Digital Camera, Laptops and peripherals & system integration managing and providing support similar to the existing IT hardware.

1.5. The firm may enclose sufficient documents regarding execution of Government work order, specifically maintenance of Network/computer hardware, servers etc. including work completion certificate, (if any). The hardware supply contracts and support during warranty period shall not be considered for eligibility.

1.6. The bidders must have a minimum annual turnover more than Rs. 50 lakhs during last three years. Copy of the balance sheet of last three years may be enclosed for reference.

1.7 The bidder shall submit an affidavit in support of the claim that he/she has not been blacklisted during the last five years by any organisation/ Government Departments.

1.8 The bidder must submit documentary evidence in support that he/she fulfils the eligibility criteria as mentioned above.

2. **Scope and description of work:-** Activities covered in the scope of this assignment are as follows:-

2.1. The bidder shall be responsible for comprehensive maintenance of all the items such as Networks, Laptops, Personal Computers, Printers and UPS without any exception. The details of IT peripherals available in CERC is given in **Annexure-III**. Items in the list may change from time to time. Item wise break up cost shall be considered for necessary price adjustment.

2.2. The scope of work includes maintenance of software installed in the computers and peripherals including the maintenance and configuration of Networks and servers of the CERC.

2.3. The bidder shall provide three Site Engineers to render the Facility Management services to CERC.

2.4. The bidder shall be responsible to maintain the Antivirus software and keep all the desktops, laptops, network etc. of CERC free from virus.

2.5. The bidder shall be responsible for maintaining and configuring the Servers, Networks and also take regular backups of the data.

2.6. The bidder shall provide call log software which enables to collect the complaints from all workstations and maintains the log of all complaints received and resolved along with timestamp. The software should support the generation of certain basic reports like list of complaints during the month, pending un-resolved complaints including the statistics on different types of complaints etc.

2.7. The bidder shall maintain location-wise and user-wise inventory of all the IT assets of CERC.

2.8. Expenses related to data recovery in case of crashed hard disk drives, shall be borne by firm.

2.9. The necessary support for maintaining VIRUS free computer environment in the Department and help in upgrading the software/Virus Detection mechanism should be provided by the firm.

2.10. The firm shall proactively carry out the maintenance activities. Every fortnight the site engineers shall be required to check the individual machines, delete temporary files and remove any spam applications, browser tools. The record of maintenance same shall be maintained for every machine in the software along with user feedback.

2.11. Maintenance & Service of Servers, Desktops, Laptops etc, on a comprehensive basis including replacement of all spare part etc.

2.12. Maintenance & service of UPS on comprehensive basis including replacement of all spare part like Logic card, transformer, switches etc.

2.13. Antivirus in all desktops and laptops of users and updation (as and when required) and Antivirus license will be provided by this office.

2.14. Maintenance & repair of all printers including replacement of Teflon, Logic card etc.

3. **Deployment of manpower:-** The successful bidder has to depute three Site engineers onsite to resolve the hardware problems, between 9:30 AM to 6:00 PM on all working days. Out of three engineers, one must have expertise in server and network administration. These engineers are also liable to work on all holiday and Saturday/Sunday, if services are required and no additional amount will be paid. They are also required to handle ipad, Laptops, Plasma, projector, routers for official meetings/works. The actual number however may increase depending upon the requirement of CERC from time to time. The fee for Site Engineer shall be as per the rate quoted in financial bid as per **Annexure –II**. The minimum educational qualifications, experience of the candidate and other terms and conditions are as under:-

3.1 ***Qualification and experience:-*** The Site Engineer deployed under this contract should have minimum Degree/ Diploma/BCA in Computer/ Electronics/ Telecommunication Engineering with relevant certification course having three years experience in computer hardware/ IT facility management /software maintenance/ network management, hardware installation, maintenance, virus management, trouble shooting, coordination with OEM suppliers for maintenance etc. Engineers must have experience of three years after completing technical course in related field.

3.2 On selection, bidder shall provide resume/ bio-data of competent Site Engineers and CERC shall conduct interview and suitable, competent Site Engineers shall be selected on the basis of performance in interview and the experience.

3.3 Once Site Engineer is deployed, the contractor should not normally change the Site Engineers without the prior permission of CERC. However, in extreme situation, bidder shall inform CERC at least 15 days in advance and submit resume/ bio-data of competent Site Engineers so that appropriate personnel can be interviewed, selected without delay. Following is brief descriptions of activities to be carried out which is over and above the activities specified in other clauses of this document:-

- (i) Manage routine network activities and ensure continuous availability to the access of internet.
- (ii) Manage routers switches firewall leased lines and LAN cabling I/O box and patch panel connectivity.
- (iii) 3.6. Manage Wi-Fi routers. Upgrade Wi-Fi routers as per the need and approval from respective authority.
- (iv) Manage Video Conference including booking and conduct in line with NIC Net. Provide single window to all officers for interaction with NIC for network usage.
- (v) 3.8. Manage Installation, support and upgrade of approved antivirus as per the guidelines.

(vi) The successful bidder will not be allowed to frequently change engineer, if it is found that the engineers are changing regularly then an amount of 10% of entire AMC contract value will be deducted from the quarterly payment of AMC.

(vii) Any other work assigned by IT Division.

3.4. **Duty hours**:- Normal working hours would be 9.30 A.M to 6.00 P.M. The Site Engineers may be, if required, called even on Saturdays, Sundays and other gazetted holidays, and may also be asked to stay beyond the normal working hours of CERC in case of exigency of work for which no extra payment shall be made.

3.5 The Site Engineers under this contract shall maintain proper office decorum.

3.6 CERC may require the service provider to replace any Site Engineer, employed by the bidder on the ground of misconduct/ unsatisfactory performance or incompetence.

3.7 The bidder shall provide suitable substitute in case the services of the Site Engineer are not found to be satisfactory or he/she remains absent for a period of more than two days.

3.8 The service provider shall conduct necessary verifications of antecedents of the Site Engineer to be deployed in CERC.

3.9 **Non disclosure**: The Site Engineers shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as the work involved is of confidential/secret nature. They shall not disclose/ share any secret official information or documents to any unauthorized persons/ third parties.

3.10. The Site Engineer shall be responsible for preventive maintenance of virus detection and appropriate corrective action in all IT peripherals covered under this contract.

#### 4. **General Terms and conditions of Maintenance of IT equipment**:-

4.1. The bidder shall keep at least two latest configuration Desktop computers in CERC so that the same may be used for immediate replacement in case of breakdown of any computers of key officers.

4.2 It shall be the responsibility of the bidder to rectify/ maintain all the Laptops, computers and peripherals satisfactorily throughout the contract period and to hand over all the systems in proper working condition to the CERC on expiry of the contract. In case of any damage, except physical breakage, the bidder is liable to rectify the same even though the contract has expired.

4.3. The bidder shall be responsible for taking regular backup of all servers and for restoration of data as per deployed backup policy.

4.4. The bidder shall maintain the equipment as per manufacturer's guidelines and shall use standard and genuine components for replacement.

5. **Cleaning:-** The bidder shall also be responsible for deployment of necessary staff for cleaning of all hardware's using suitable cleaning material and equipment. Each IT equipments is to be cleaned at least once in three months regularly. A register shall be maintained indicating the date of cleaning of each equipments.

6. **Attending fault:-** Any reported fault would be taken up by the Site Engineers in the following manner :-

6.1. Either the complaint shall be logged by the end user or by the Site Engineer in the complaint management software.

6.2. Site Engineer shall promptly attend to all the complaints. All efforts shall be undertaken to close the complaint within one hour.

6.3. Any complaint requiring the replacement of parts covered in comprehensive AMC should be closed within eight hours or other-wise a stand by equipment should be provided.

6.4. The service engineers would take up any reported fault within one hour. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by for the same. Also stand-by inventory of monitor, CPU, HDD, RAM, Mouse and UPS should be kept in the Department. The firm will also provide maintenance and repair services on holidays in case of emergency. In case of non-availability of Drivers of the machine (Branded one -HP, HCL, IBM, Dell, Acer, etc.) in the Ministry, they will arrange from their own sources.

6.5. If any PC/accessory is not repaired within 24 hours, the firm will provide a standby PC/accessory. If, however, the firm fails to repair or provide a stand-by PC/accessory within 24 hours, then a penalty of Rs. 200/- (Rupees two hundred only) per day will be charged for delay beyond the 24 hours till time PC/accessories are repaired/provided. In case the parts that require change are not available, the same should be replaced with a higher level of part which is compatible with *the* system. In case of any network breakdown/ failure (complete/ partial / part)the firmshall be required to restore the network within 4 hours. In case the firm fails to restore the network within 4 hrs., then a penalty of Rs. 2000/- per day shall be levied till complete network is restored.

6.6. The bidder shall be responsible for taking backup data and programme available on PCs before attending the fault and shall also be responsible for reloading the same. The backup data are to be returned to the users, with acknowledgement.

6.7. All timelines shall be monitored with the reports generated by Call logging software. Bidder shall submit quarterly reports along with the bill for release of payments.

7. **Repair and replacement:-**

7.1. The replacement of components shall be free of charge.

7.2. The replacement also involves all items of equipments including major parts such as monitor components, print heads of printers, HDD, DVD/CD Drive, SMPS, CPU, motherboards, RAM, Key board and Mouse but excluding, consumables such as printer cartridges etc.

7.3. The bidder shall provide inventory of fast moving items, low cost petty items like RJ45 Connectors, Patch Cable, Power Cables etc. on payment basis. The payment would be released on actual consumption basis and submission of bill.

7.4. The replacement of components shall be as per manufacturer's instructions.

7.5. In case, the equipment is covered by warranty, the Site Engineer shall appropriately co-ordinate with the concerned agency to rectify the complaint. All such entries should also be included in call log software.

7.6. Register of replacement of spare parts is to be maintained.

7.7. In case, any component/ equipment is found to be beyond repair, the bidder shall submit a report specifying the reasons for the same before declaring the product obsolete or beyond economical repair.

7.8. If the equipment is required to be transported to service workshop for rectification of repairs, the same shall be undertaken at the risk and cost of the bidder (including transportation charges).

8. The bidder shall be responsible for compliance with the provision of the all applicable Labour laws including but not limited to the following:-

8.1. Contract Labour (Regulation & Abolition) Act, 1970.

8.2. Minimum Wages Act as notified by the Ministry of Labour and Employment, Government of India

8.3. Workmen's Compensation Act.

8.4. Any other rules, regulations and / or statutes as may be applicable to them from time to time.

9. The deployment of Site Engineer under this contract will be purely on contract basis. There will be no employee-employer relationship between the Site Engineer and CERC. The person so deployed shall have no claim for regular appointment in CERC due to his/her services under this contract. The Site Engineer shall not be entitled to any other remuneration or reimbursement or perquisites or facilities or other allowances what so ever.

10. **TOOLS and EQUIPMENTS:-**The bidder shall arrange at its own expense all necessary tools, equipments and parts which are required for proper execution of the work. All the Site Engineers shall be equipped with personal appropriate handy tool kits including LAN tester, Screw Driver etc.

11. **Earnest Money Deposit:**

11.1. The bidder shall submit (along with the technical bid) an Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousands only) in the form of a demand draft/Bankers Cheque drawn in favour of Assistant Secretary, Central Electricity Regulatory Commission, New Delhi. Such DD/Bankers cheque shall remain valid for a period of minimum three months.

11.2. If the bidder claims exemption from payment of EMD, necessary documentary proof needs to be submitted along with bid.

11.3. In case of failure to provide EMD in the form of DD/Bankers cheque or failing to provide the necessary documentary proof for exemption from EMD, the bid will not be considered valid.

11.4. EMD of unsuccessful bidder shall be returned to them at the earliest.

12. **SECURITY DEPOSIT:-**

12.1. The successful bidder shall be required to deposit a security deposit equal to 5 % of the total value of the contract. The EMD paid by the successful bidder shall be converted into Security Deposit at the time of awarding the contract. The bidder has to pay the balance amount (if any) in the form of Demand Draft / Bankers Cheque drawn in favour of Assistant Secretary, Central Electricity Regulatory Commission payable at New Delhi within one month from the date of award of contract.

12.2. The amount of security deposit is liable to be refunded within one month of the termination of the contract.

12.3. No interest shall accrue on the said security deposit.

13. **TENURE OF CONTRACT:-**

13.1. The tenure of the contract shall be one year. However, the competent authority of CERC, may in its discretion, allow extension of the contract, up to two spells of one year each, subject to satisfactory services of the bidder.

13.2. The competent authority however reserves the right to terminate the contract at any time before completion of the contract, in case the services of the bidder are found unsatisfactory or in violation of the terms of the contract.

13.3. CERC also reserves the right to cancel the contract without assigning any reasons whatsoever.

14. **SATISFACTORY SERVICES:-**The decisions of Assistant Secretary (P&A), CERC or any other officer authorized by the Secretary, CERC, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.

15. **PROHIBITION OF SUB CONTRACT:-**The bidder shall not appoint any sub contractor for this work under any circumstances.

16. **RESOLUTION OF DISPUTE:-**In case of disputes, the decision of Secretary, CERC shall be final.

17. **Deficiency in quality**:- In case of failure on the part of bidder to remove the defect/ provide maintenance within prescribed time as mentioned above, the CERC shall have the discretion to get it rectified from other sources at the risk and cost of the bidder.

17.1. **Penalty Clauses**:-Any delay in attending to the repair/ maintenance beyond prescribed time, shall render the bidder to a penalty of up to 10% of the total quarterly payment as deemed fit by competent authority of CERC.

18. **Payment of Bill**:-

18.1. The contractor has to raise the bill towards comprehensive Facility Maintenance Service on quarterly basis (i.e. on completion of every 3 months from the date of assuming the work) along with the call log reports generated by the software and list of parts replaced.

18.2. **Deduction of Income Tax at Source**:- Since it is a “Works Job Order”, Income Tax shall be deducted at source from all the accepted payments to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.

18.3. The payment shall be released through RTGS after adjusting TDS and penalty (if any). For enabling RTGS payment, the Contractor shall submit the details of bank account along with the bill.

19. **Force-majeure**:- All the terms and conditions of the contract shall apply except under force majeure conditions, such as riots, strikes, closure etc or for any such reasons which could not be foreseen.

20. **Information to Contractors**:-The interested bidders may inspect the site for assessment of exact quantum of work before quoting their tenders.

21. **SUBMISSION OF TENDER**: The tender must be submitted in the prescribed pro-forma provided in **Annexure- I** and **Annexure- II** along with documentary evidence for relevant experience. Tenders not in the prescribed pro-forma are liable to be rejected.

22. **TECHNICAL BID**: The Technical bid, in the pro-forma prescribed at **Annexure-I** may be kept in a sealed cover and super scribed as “Technical Bid”. The technical bid will be used for ascertaining the eligibility of the bidder. EMD should be kept separately.

23. **FINANCIAL BID**: The Financial bid may be furnished in separate cover in the prescribed pro-forma given in **Annexure –II** and shall be kept in a sealed cover super scribed as “Financial Bid”.

24. Three separate sealed covers containing the Technical Bid and the Financial Bid and EMD may be kept in another sealed cover and addressed to the Assistant Secretary, CERC. The cover should be super scribed as “**Tenders for Comprehensive Facility Maintenance Service of IT Infrastructure, Network and Peripherals.**”



25. **Last Date to receive bid**:- Quotations strictly as per the above specifications and terms and conditions may kindly be sent to the undersigned in sealed cover on or before Friday, the 15 Sep 2017 up to 15.00 hrs. Any clarification in this regard may kindly be addressed to the undersigned. After submission of bid, additional information, unless sought by Commission shall not be entertained.

26. **OPENING OF TENDER**: The Bids shall be opened at 4.00 P.M. on the last day of receipt of tender. All bidders are invited to attend the bid opening. The Financial Bids of those bidders whose technical bid is found valid shall only be opened on a date to be notified later. The result of successful bidder shall be placed on the website.

27. **Issue of LOI**: The successful bidder(s) shall be issued LOI. After the successful bidder(s) given his acceptance of LOI, he will be requested to enter into a contract for the subject work.

28. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reasons what so ever.

( Kamal Kishor)  
Assistant Chief (Adm.)  
Tel: 23753921

CENTRAL ELECTRICITY REGULATORY COMMISSION  
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**Technical Bid**

**Tender reference No:-** No. 1/7(15)/2017/Gen Adm/CERC dt. 25 Aug 2017

1. Name of the Firm \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_
4. Date of Registration of the Firm: \_\_\_\_\_
5. PAN / TAN No.: \_\_\_\_\_
6. Labour Licence No. (if any): \_\_\_\_\_
7. Earnest Money Deposit of Rs.50,000/-  
(i) DD/Banker's cheque No. \_\_\_\_\_  
(ii) Issuing Bank and Branch \_\_\_\_\_
8. Contact person of the bidder: \_\_\_\_\_
9. List of clients (Additional sheet may be used if the space provided at below is insufficient) for last two years (enclose copies of experience certificate/ copy of contract):-

Sl. No.	Name of the Client Organization	Duration of service			Name of concerned person with Mob No.
		From	To	Total	

10. Turnover during last 3 years (Enclose Annual Reports & Auditor certificate) in this regard.

Year	Turnover ( in Rupees)	Turnover from maintenance of IT infrastructure, equipment, Network, Bandwidth etc.
2016-17		
2015-16		
2014-15		

11. **Undertaking:**We \_\_\_\_\_ (Name of the firm) hereby undertake that we accept the terms and conditions laid down in CERC's NIT.

Dated: \_\_\_\_\_ (Signature of the authorized signatory of the Firm)

Full Name  
Mobile No.  
Company Seal

**List of Enclosures:**

- (i) DD/Banker's cheque for EMD.
- (ii) Attested copy of TAN/PAN No.
- (iii) Attested copy of Registration No. of firm.
- (v) Experience certificate from client organizations.
- (vi) Other prescribed documents.

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**Financial Bid**

**Tender reference No:-**No. 1/7(15)/2017/Gen Adm/CERC dt. 25 Aug 2017

1. Name of the Firm \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_

Sl. No.	Description	Rate quoted	Remarks (if any)
(a)	Annual Comprehensive Facility Management Service charges of IT infrastructure, network and peripherals (Items wise breakup of charges must be attached separately)		
(b)	Monthly charges of providing Site Engineer (per person)		

4. The rates quoted should be exclusive of taxes. The break up of applicable taxes as on the date should be specified. Statutory changes, if any, in the applicable taxes would be admissible for payment.

Dated: \_\_\_\_\_ (Signature of the authorized signatory of the Firm)

Full Name \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Company Seal \_\_\_\_\_

**ITEM WISE BREAK OF CHARGES**

Sl.No.	Description	Unit charges of AMC (per annum) for the items covered under warranty	Unit charges of AMC (per annum) for the items not covered under warranty
(i)	Desktop		
(ii)	Laptop		
(iii)	UPS		
(iv)	Printer & Scanner		
(v)	Switch		

**LIST OF DESKTOP**

Sl. No.	CPU Model	CPU Serial No.	Configuration	Warrant Status
1	HP Compaq Dc 7700	INA7410MXH	Core duo/2.0/2GB/150	
2	HP Compaq 7800	INA 840 03MN	CD/3/3GB/160GB	
3	HP Compaq 7800	INA 84003L4	CD/3/3GB/160GB	
4	HP Compaq 7800	INA 84003P3	CD/3/3GB/160GB	
5	HP DC 7800		CD/3/3GB/160GB	
6	HP Compaq Dc 7900	SGH001R407	C2D/2GB/3.2/250	
7	HP Compaq Dc 7900	INA9120BPR	C2D/3.0/2GB/250	
8	HP Compaq Dc 7900	INA92606V4	Core duo/3/2GB/500	
9	HP Compaq Dc 7900	INA92604XF	C2D/3.0/2GB/250	
10	HP Compaq Dc 7900	INA 9470 MPG	Core duo/3.0/2GB/240	
11	HP Compaq Dc 7900	INA92604YB	C2D/3.0/2GB/250	
12	HP Compaq Dc 7900	SGH001R43D	C2D/2GB/3.2/250	
13	HP Compaq Dc 7900	INA835040R	C2D/3.0/2GB/250	
14	HP Compaq Dc 7900	INA9330B4V2	C2D/3.0/2GB/250	
15	HP Compaq Dc 7900	INA 9260 70N	C2D/2/3.00/230	
16	HP Compaq Dc 7900	INA 92604YWV	C2D/2/3.00/230	
17	HP Compaq Dc 7900	INA 92604W7	Core duo/300/2GB/240	
18	HP Compaq Dc 7900	INA 92606 NV	i5/3.20/2GB/150	
19	HP Compaq Dc 7900	INA02003W1	Core duo/300/2GB/240	
20	HP Compaq Dc 7900	SGH001R426	C2D/3.0/4GB/250GB	
21	HP Compaq Dc 7900	SGH001R43R	C2D/3.0/4GB/250GB	
22	HP Compaq Dc 7900	INA83503XR	C2D/3.0/4GB/250GB	
23	HP Compaq Dc 7900	SGH005PUPL	C2D/3.0/4GB/250GB	
24	HP Compaq Dc 7900	INA9120B7F	C2D/3.0/4GB/250GB	
25	HP Compaq Dc 7900	INA 9120BMQ	Core duo/300/2GB/240	
26	HP Compaq Dc 7900	INA 91601RK	C2D/2/3.00/230	
27	HP Compaq Dc 7900	INA9260511	Core duo/ 3.00/2GB/240	
28	HP Compaq Dc 7900	SGH001R40Y	Core duo/ 3.00/2GB/240	
29	HP Compaq Dc 7900	SGH001R40R	Core duo/3.00/2GB/240	
30	HP Elite 8000		C2D/3.0/2GB/250GB	
31	HP Compaq 8000 Elite	INA02002WQ	C2D/3.0/2GB/250GB	
32	HP Compaq 8100 Elite	INA109VQXD	i5/3.00/512/80	
33	HP Compaq 8100 Elite	INA109VRHF	i5/3.2/2GB/300	
34	HP Compaq 8100 Elite	INA050PYTk	i3/3.2/2GB/300	
35	HP Compaq 8100 Elite	INA 109VQWG	i5/32/2GB/300	
36	HP Compaq 8100 Elite	INA 109VQS5	i5/3.2/2GB/300	
37	HP Compaq 8100 Elite	INA 109 VQHP	i5/3.2/2GB/300	
38	HP Compaq 8100 Elite	INA 103 YQHY	i5/3.20/2GB/300	
39	HP Compaq 8100 Elite	INA 052 RHIF	i5/3.20/2/500	
40	HP Compaq 8100 Elite	INA 050 PYWS	i3/3.20/2GB/500	
41	HP Compaq 8100 Elite	INA 109 VQPN	i5/3.20/2/500	
42	HP Compaq 8100 Elite	INA109VQSZ	i5/3.2/2GB/320	
43	HP Compaq 8100 Elite	INA 109 VQWN	i5/3.20/2/500	
44	HP Compaq 8100 Elite	INA109VQJB	i5/2/3.2/300	

45	HP Compaq 8100 Elite	INA 109VQHT	i5/3.20/2GB/300	
46	HP Compaq 8100 Elite	INA 109VQH5	i7/3.4/2GB/300	
47	HP Compaq 8100 Elite	INA 109VQWZ	i5/3.20/2GB/150	
48	HP Compaq 8100 Elite	INA 109 VQQ1	i5/3.20/2GB/300	
49	HP Compaq 8100 Elite	INA109VQS7	i5/3.20/2GB/300	
50	HP Compaq 8100 Elite	INA110WBCG	i5/3.20/2GB/300	
51	HP Compaq 8100 Elite	INA109VQX8	i5/3.20/2GB/300	
52	HP Compaq 8100 Elite	INA109VQWK	i5/3.20/2GB/300	
53	HP Compaq 8100 Elite	INA110WBCD	i5/3.20/2GB/300	
54	HP Compaq 8100 Elite	INA050PYV5	i3/3.20/2GB/300	
55	HP Compaq 8100 Elite	INA049PBDP	i3/3.20/2GB/300	
56	HP Compaq 8100 Elite	INA 436 RZLZ	i7/3.4/4GB/500	
57	HP Compaq 8100 Elite	INA109VQVC	i5/3.20/2GB/300	
58	HP Compaq 8100 Elite	INA 109VQX6	i5/3.20/2GB/300	
59	HP Compaq 8100 Elite	INA109VQS7	i5/3.20/2GB/300	
60	HP Compaq 8100 Elite	INA050PYTQ	i3/3.20/2GB/300	
61	HP Compaq 8100 Elite	INA109VQNH	i5/3.20/2GB/300	
62	HP Compaq 8100 Elite	INA050PYWM	i3/3.20/2GB/300	
63	HP Compaq 8100 Elite	INA 109VQQO	i5/3.2/2GB/300GB	
64	HP Compaq 8100 Elite	INA 050 PYTD	i3/3.2/2GB/300GB	
65	HP Compaq 8100 Elite	INA052RH7G	i5/3.2/2GB/300GB	
66	HP Compaq 8100 Elite	INA 304VVLB	i7/3.4/2GB/500	
67	HP Compaq 8100 Elite	INA 050PYR9	i3/3.2/2GB/300	
68	HP Compaq 8100 Elite	INA049PPJW	i5/3.2/2GB/300GB	
69	HP Compaq 8100 Elite	INA052RHBF	i5/3.2/2GB/300GB	
70	HP Compaq 8100 Elite	INA109VQVK	i5/3.2/2GB/300GB	
71	HP Compaq 8100 Elite	INA 050 1YV1	i3/3.20/2GB/300	
72	HP Compaq 8100 Elite	INA 109 VQJF	i5/3.20/2GB/300	
73	HP Compaq 8100 Elite	INA 109 VQTS	i5/3.20GHZ/2/300	
74	HP Compaq 8100 Elite	INA 110 NBCB	i5/3.20/2/300	
75	HP Compaq 8200 Elite	SGH322TR0G	i7/3.4/8GB/1TB	
76	HP Compaq 8200 Elite	SGH322TR1Q	i7/3.4/8GB/1TB	
77	HP Compaq 8200 Elite	SGH322TR64	i7/3.4/8GB/1TB	
78	HP Compaq 8200 Elite	SGH 322TR3D	i7/3.4/8GB/1TB	
79	HP Compaq 8200 Elite	SGH 322TR47	i7/3.4/8GB/1TB	
80	HP 8300 SFF	INA214HR1	i7/3.4/2GB/500GB	
81	HP 8300 SFF	INA30VV42	i7/3.4/2GB/500GB	
82	HP 8300 SFF	INA 436 RZLV	i7/3.4/2GB/500GB	
83	HP 8300 SFF	INA05WCGH	i7/3.4/2GB/500GB	
84	HP 8300 SFF	INA304VVLP	i7/3.4/2GB/500GB	
85	HP 8300 SFF	INA305WCFT	i7/3.4/2GB/500GB	
86	HP 8300 SFF	INA305WC42	i7/3.4/2GB/500GB	
87	HP 8300 SFF	INA305WCJ8	i7/3.4/2GB/500GB	
88	HP 8300 SFF	INA 251 TGR2	i7/3.4/2GB/500GB	
89	HP 8300 SFF	INA 249 SS99	i7/3.4/2GB/500GB	
90	HP 8300	INA419XP38	i7/3.4/2GB/500GB	
91	HP 8300		"	
92	HP 8300		"	
93	HP 8300		"	
94	Lenovo/IBM	L9T2026	P4/3.00/512 MB/80GB	
95	Lenovo/IBM	L9AF457	PD/2.8/2GB/160	
96	Lenovo/IBM	L9A6065	PD/2.8/1GB/150GB	

97	Lenovo/IBM	L9B3752	PD/2.8/2GB/150GB	
98	Lenovo/IBM	L9AF583	PD/2.8/2GB/150GB	
99	Lenovo/IBM	L92 4122	PD/2.8/2GB/150GB	
100	Lenovo/IBM	L9B3218	PD/2.8/1GB/150GB	
101	Lenovo/IBM	L9B 3615	PD/2.8/2GB/150GB	
102	Lenovo/IBM	L9T 1485	P4/2.8/2GB/150GB	
103	Lenovo/IBM	L9A F552	PD/2.8/2GB/150GB	
104	Lenovo/IBM	L9D L873	PD/2.8/2GB/150GB	
105	Lenovo/IBM	L9AF564	P4/2.8/2GB/150GB	
106	Lenovo/IBM	L9B2067	P4/2.8/2GB/150GB	
107	Lenovo/IBM	99C4191	Xeon/3/16GB/145*6	
108	Lenovo/IBM	L9B3257	PD/2.8/2GB/150GB	
109	Lenovo/IBM	L9B3360	PD/2.8/2GB/150GB	
110	Lenovo/IBM	L9b2840	P4/3.02/2GB/80GB	
111	Lenovo/IBM	L9B3281	PD/2.8/2GB/150GB	
112	Lenovo/IBM	L9B3395	PD/2.8/1GB/150GB	
113	Lenovo/IBM	L9AF574	P4/3.02/2GB/80GB	
114	Lenovo/IBM	L9AF572	PD/2.8/2GB/150GB	
115	Lenovo/IBM	L9AF481	P4/3.02/2GB/80GB	
116	Lenovo/IBM	L972254	P4/3.02/2GB/80GB	
117	Lenovo/IBM	LNAF44	Dual2.8/2GB/160GB	
118	Lenovo/IBM	L9B3003	P4/3.02/1GB/80GB	
119	Dell Optiplex 760	760 170301908008	Core 2 Quad/8GB/2.3/600	
120	Dell Optiplex 760	7 TNC3 BS	Core 2 Quad/8GB/2.3/600	
121	HP AIO-23-r011	3CR52201QJ		
122	HP AIO-A256	4CS322017M		
123	HP DX2480	INA8430K5M	Dual Core/ 2.8/1GB/160GB	
124	HP 406G1	INA 538RC2Q	i7/3.4/4GB/500	
125	HP 406G1	INA 538RCCT	i7/3.4/4GB/500	
126	HP 406G1	INA 538RC5Y	i7/3.4/4GB/500	
127	HP Elite Desk 800 G1	SGH4452FS	i7/3.4/4GB/500GB	
128	HP Elite Desk 800 G1	SGH4405298	i7/3.4/4GB/500GB	
129	HP Elite Desk 800 G1	SGH4162506	i7/3.4/4GB/500GB	
130	HP All in One AIO23	3CR52201QJ	i5/4GB/1TB	
131	HP Elite 800 G1	INA436RZVD	i7/3.4/4GB/500GB	13 Nov 17
132	HP Elite 800 G1	INA 436 RZ WX	i7/3.4/4GB/500GB	13 Nov 17
133	HP Elite 800 G1	INA449XZ02	i7/3.4/4GB/500GB	13 Nov 17
134	HP Elite 800 G1	INA436RZQW	i7/3.4/4GB/500GB	06-Jan-18
135	HP Elite 800 G1	INA436RZLN	i7/3.4/4GB/500GB	06-Jan-18
136	HP Elite 800 G1	INA436RZNW	i7/3.4/4GB/500GB	06-Jan-18
137	HP Elite 800 G1	INA 436 RZRT	i7/3.4/4GB/500GB	06-Jan-18
138	HP Elite 800 G1	INA436 RZQY	i7/3.4/4GB/500GB	06-Jan-18
139	HP Elite 800 G1	INA449XZ33	i7/3.4/4GB/500GB	06-Jan-18
140	HP Elite 800 G1	SGH440S2B7	i7/3.4/4GB/500GB	06-Jan-18
141	HP Elite 800 G1	INA436RZQ5	i7/3.4/4GB/500GB	06-Jan-18
142	HP Elite 800 G1	INA436RZG4	i7/3.4/4GB/500GB	06-Jan-18
143	HP Elite 800 G1	INA449XZ42	i7/3.4/4GB/500GB	06-Jan-18
144	HP Elite 800 G1	INA436RZRD	i7/3.4/4GB/500GB	06-Jan-18
145	HP Elite 800 G1	INA436RZK7	i7/3.4/4GB/500GB	06-Jan-18
146	HP Elite 800 G1	INA436RZWG	i7/3.4/4GB/500GB	06-Jan-18
147	HP Elite 800 G1	INA436RZRH	i7/3.4/4GB/500GB	06-Jan-18
148	HP Elite 800 G1	INA436RZNH	i7/3.4/4GB/500GB	06-Jan-18
149	HP Elite 800 G1	INA436RZVY	i7/3.4/4GB/500GB	06-Jan-18
150	HP Elite 800 G1	INA436RZFZ	i7/3.4/4GB/500GB	06-Jan-18
151	HP Elite 800 G1		i7/3.4/4GB/500GB	06-Jan-18
152	HP Elite 800 G1	INA436RZSN	i7/3.4/4GB/500GB	06-Jan-18
153	HP Elite 800 G1	INA 436 RZS8	i7/3.4/4GB/500GB	06-Jan-18
154	HP Elite 800 G1	INA 436RZZ5	i7/3.4/4GB/500GB	06-Jan-18
155	HP Elite 800 G1	INA436RZVY	i7/3.4/4GB/500GB	06-Jan-18
156	HP Elite 800 G1	INA449XZQR	i7/3.4/4GB/500GB	06-Jan-18
157	HP Elite 800 G1	INA436RZZY	i7/3.4/4GB/500GB	06-Jan-18

158	HP Elite 800 G1	INA436RZIN3	i7/3.4/4GB/500GB	06-Jan-18
159	HP Elite 800 G1	INA436RZMR	i7/3.4/4GB/500GB	06-Jan-18
160	HP Elite 800 G1			06-Jan-18
161	HP Elite 800 G1			06-Jan-18
162	HP Elite 800 G1			06-Jan-18
163	HP Elite 800 G1			06-Jan-18
164	HP Elite 800 G1			06-Jan-18
165	HP Elite 800 G1			06-Jan-18
166	HP Elite 800 G1			06-Jan-18
167	HP Elite 800 G1			06-Jan-18
168	HP Elite 800 G1			06-Jan-18
169	HP 406 I-7	INA719TFVY	i7/4GB/500GB	12 May 2020
170	HP 406 I-7	INA719TFWF	i7/4GB/500GB	12 May 2020
171	HP 406 I-7	INA719TFWG	i7/4GB/500GB	12 May 2020
172	HP 406 I-7	INA719TFWM	i7/4GB/500GB	12 May 2020
173	HP 406 I-7	INA723VN22	i7/4GB/500GB	14 Jun 2020
174	HP 406 I-7	INA723VN23	i7/4GB/500GB	14 Jun 2020
175	HP Pavillion 24-Q254 all in one touch	8CC70307QV	i5/8GB/1TB	16 Jul 2020
176	HP Pavillion 24-Q254 all in one touch	8CC70307QF	i5/8GB/1TB	16 Jul 2020
177	HP Pavillion 24-Q254 all in one touch	8CC70307PV	i5/8GB/1TB	16 Jul 2020
178	HP Pavillion 24-Q254 all in one touch	8CC70307R2	i5/8GB/1TB	16 Jul 2020



### LIST OF LAPTOPS

<b>S.No</b>	<b>ITEM</b>	<b>Model</b>	<b>Nos.</b>	<b>Status</b>
1	Laptop	HP Notebook 430G2	2	
2	Laptop	HP Pavilion P-073TX	1	
4	Laptop	Sony SVE14117GNB	2	
5	Laptop	HP Probook 440G1	7	<b>In Warranty Upto Jan 2018</b>
6	Laptop	Sony VPCEB3AGG	5	
7			1	
8	Laptop	Sony SVE1413YPNB	6	
10	Laptop	HP Probook 440G2	5	<b>In Warranty Upto Dec 2018</b>
11	Laptop	HP 2230S	2	
13	Laptop	HP 348G4	5	<b>In Warranty Upto Apr 2020</b>
<b>Total</b>			<b>36</b>	

### LIST OF UPS

<b>SI No</b>	<b>UPS Model</b>	<b>Quantity</b>	<b>Power in VA</b>
1	APC	23	500/650
2	SUPRA	22	800
3	Luminous	0	800
4	Microtek	1	800
5	assorted	2	NA
	<b>Total</b>	<b>48</b>	

**LIST OF SWITCH**

<b>SI No.</b>	<b>Model</b>	<b>Qty.</b>
1	Cisco SF 300	6
2	Cisco Catalyst 2960 G	6
3	Netgear JFS516	1
4	Cisco SG-300	1
<b>Total</b>		<b>13</b>

Under warranty upto 30  
May 2018

**LIST OF PRINTERS & SCANNER**

<b>S.No</b>	<b>Model</b>	<b>Date of purchase</b>	<b>Qty</b>
1	HP laserjet 1015	23-09-2004	1
2	HP officejet al in one 4355	27-07-2007	1
3	HP officejet 5610	14-05-2008	1
4	HP laserjet P1005	18-06-2008	1
5	HP laserjet 1505N	17-02-2008	2
6	HP J 3608	22-12-2008	1
7	HP J 3608	15-09-2008	1
8	HP J 3608	31-03-2009	3
9	Konica Minolta 1350W	01-09-2009	10
10	HP laserjet 2320nf	30-11-2009	1
11	HP colour laserjet 1515n	01-02-2010	1
12	HP colour laserjet 2320nf	14-05-2010	1
13	HP laserjet 1007	14-07-2010	1
14	HP laserjet 1007	14-07-2010	1
15	HP laserjet 1007	14-07-2010	1
16	HP officejet 4580	15-09-2010	1
17	HP colour laserjet CM 1312	03-12-2010	1
18	HP officejet 4500	14-04-2011	1
19	HP laserjet 1007	25-04-2011	2
20	HP officejet 4500	14-07-2011	1
21	HP 1606DN	28-03-2012	1
22	HP P 1108	28-03-2012	1
23	HP laserjet P1108	25-05-2012	1
24	HP deskjet 4500	23-07-2012	1
25	HP laserjet P1108	03-10-2012	2
26	HP officejet 4500	28-01-2013	3
27	HP laserjet M-475DN	31-01-2013	2
28	HP laserjet M-475DN	05-03-2013	1
29	HP officejet 8600	24-05-2013	1
30	HP laserjet M-475DN	30-12-2013	1
31	HP officejet 8600	11-10-2014	1
32	HP Envy 110e	11-10-2014	2
33	HP deskjet ink advantage 3545e	14-02-2015	2
34	HP deskjet ink advantage 3545e	03-09-2015	2
35	HP Laserjet M128FN	15-09-2015	1

36	HP deskjet ink advantage 3545e	04-11-2015	3
37	HP deskjet ink advantage 3545e	17-11-2015	2
38	HP laserjet P1108	11-01-2016	2
39	HP laserjet P1108	21-06-2016	2
40	HP laserjet P1108	30-09-2016	1
41	HP laserjet P1108	07-10-2016	1
42	HP Pagewide pro MFP 477dw	31-07-2017	1
			67

**LIST OF SCANNER**

<b>SI. NO.</b>	<b>Scanner</b>	<b>Qty.</b>	<b>Qty.</b>
1	HP ScanJet N9120	30.12.2014	2
2	HP ScanJet 5590	14-07.2010	1
		Total	<b>3</b>