# COMP/AMC/ENQ/18-19/04 15th June 2018

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| All interested vendors |

Sub: Enquiry for purchase of Quick Heal Antivirus Total Security

Dear Sir,

With reference to the above we would like to invite quotations in a sealed envelope for procurement of Quick Heal Antivirus Total Security to be installed at our Head Office, Fairlee Place, Liluah & Howrah branch. Quotation for the list of items should be made as per price schedule given below. The terms and conditions of Procurement, installation and warranty support is enclosed as Annexure – I.

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| --- | --- | --- | --- | --- | --- |
| S/N | Item | Qty | Rate (Rs.) | GST (%) | Total (Rs.) |
| 1. | Quick Heal Antivirus Total Security for PC  (1 year period) | 10-user |  |  |  |
|  | TOTAL (Rounding off) |  |  |  |  |

**You are requested to submit quotation in one sealed envelopes within 28/06/2018 by 16-00 hrs. at our above mentioned Head office address (10, Strand Road, Kolkata – 700 001).** Our Fairlee Place Branch address is: 17, N. S. Road, Kolkata – 700001. Our Howrah branch address is: DRM Building, E. Rly., beside Howrah station., Howrah – 711101. Our Liluah branch address is: C & W Workshop, E. Rly, Liluah, Howrah.

The qualified bidder will be judged depending on technical & commercial evaluation and the qualified bidder may be awarded contract. The bank in its own discretion can distribute items for among more than one qualified bidders. The tender may be cancelled at any time during tender process, if it is decided by Bank Authority.

Thanking you

Yours faithfully

(G. Bandyopadhyay)

Sr. Systems Manager

D/A: As Above

**Annexure – I**

Scope of work and Commercial terms and conditions for Antivirus

The scope of work will include at least the following:

1. To install and upgrade the antivirus software in client machines (around 10 PCs both at HO & local branches), whenever required.
2. To handover the original CDs / DVDs and one (1) set backup CDs/ DVDs.
3. To complete the registration with OEM and arrangement of Auto Virus definition update to all PCs.
4. To arrange to update patches at regular intervals. One monthly visit on a pre-scheduled date should be arranged.
5. To remove virus from the machines in case of virus attack, based on the virus definitions provided by OEM. (Virus definitions are provided for 1 year for this product)
6. To advice and implement proper virus protection at different machines.

**Terms & conditions:**

Warranty: 1 year from the date of installation or higher as per OEM

Delivery & Installation: Within 1 month after receipt of purchase order and as per schedule mentioned in cover letter.

Payment Terms: 100% payment will be made within 30 days from the date of submission of your bill or the installation is completed, whichever is later. You are requested to sign on the duplicate copy of this letter as a token of your acceptance.

Other terms & conditions:

1. All service calls are to be attended within 3 to 4 working hours from the time of receipt of the call. In case a service call is registered within 2 PM, it must be attended within the same day. For a service call after 2 PM, attempt should be made to attend the call on the same day but it must be attended within the next working day. Response time to attend and close the call should be the essence of the contract.
2. The antivirus protection should be made functional and virus removal should be done within 4 hours of attending the call. The problem has to be rectified to the entire satisfaction of the user / manager. Necessary data transfer required also should be done, if required.
3. Monthly minimum one visit should be made at our premises on a prescheduled date.
4. All visit service report should be submitted to authorized person on every occasion.

Non-fulfilment of contract will attract imposition of interest @ 18% on the whole advanced amount and the advanced amount plus the interest will have to be paid by THE VENDOR to the bank.

(G. Bandyopadhyay)

Sr. Systems Manager