

Embassy of India

Kuwait

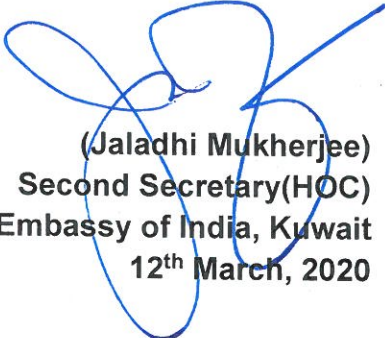
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**Annual Maintenance Contract (AMC) for computers/printers/scanners (software & hardware) installed in this Embassy**

Embassy of India, Kuwait invites bids from interested companies from 12<sup>th</sup> March to 16<sup>th</sup> April, 2020 for Annual Maintenance Contract (AMC) for computers/printers/scanners (software and hardware) installed in this Embassy.

**Scope of work :**

- i. To rectify and solve any software and hardware problems in all installed computers (internet/standalone), printers and scanners in this Embassy.
  - ii. Regular maintenance of all computers (internet/standalone), printers and scanners in this Embassy.
  - iii. Regular checks for virus/flows.
2. The Embassy will be open for discussion and clarifications, if required, which can be held on any working day between 1100 hrs to 1300 hrs with the undersigned from 15<sup>th</sup> March to 15<sup>th</sup> April, 2020.
3. Interested companies should have at least 5 years recent experience in carrying out the jobs mentioned in the scope of work above with government and/or major organizations in Kuwait. The offer should include the company profile and experience indicating the organizations where similar services were rendered. Copy of company registration with the name and contact details of manager should be included in the offer.
4. All offers should be in **two sealed covers** marked “**Technical Bid** -To be opened by addressee only” containing the company profile, clients & experience etc. and “**Financial Bid** – To be opened by addressee only” containing the quotation and addressed to the “Head of Chancery”, Embassy of India, Daeya, Diplomatic Enclave, Arabian Gulf Street, Safat 13015, Kuwait. The offer must be delivered at the Embassy on or before 1200 hrs. on 16<sup>th</sup> April 2020.



(Jaladhi Mukherjee)  
Second Secretary(HOC)  
Embassy of India, Kuwait  
12<sup>th</sup> March, 2020