

**Embassy of India
Kuwait**

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

Embassy of India, Kuwait invites bids from interested companies for Annual Maintenance Contract (AMC) for computers/printers/scanners installed in this Embassy.

Scope of work :

- To rectify and solve any software and hardware problems in all installed computers (internet/standalone), printers and scanners in this Embassy.
- Regular maintenance of all computers (internet/standalone), printers and scanners in this Embassy.
- Regular checks for virus/flaws.

2. The Embassy will be open for discussion and clarifications, if required, which can be held on any working day between 1100 hrs to 1200 hrs with the undersigned from 10th March to 4th April, 2019.

3. Interested companies should have at least 5 years' 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's profile and experience indicating the organizations where jobs have been done.

4. All offers should be in **two sealed covers** marked "**Technical Bid**" To be opened by addressee only and "**Financial Bid**"- To be opened by the addressee only" 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 12 hours on **April 12, 2019**.

5. The Technical Bids should contain all technical and quality parameters. Also, the company profile with a list of current clients being served and past credentials. The Financial Bid should contain only the quotation for the tender (inclusive of installation charges). The bid should be valid for a minimum period of three months.

Head of Chancery
Embassy of India,
Kuwait
06.03.2019