



TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN LTD.,

(A GOVERNMENT OF TAMIL NADU UNDERTAKING)

**Annai Teresa Mahalir Valagam, 1st Floor, Valluvarkottam High Road,
Nungambakkam, Chennai - 600 034.**

Roc.No.433/A3/2025

Dt: 13.06.2025

To

The List of firms.

Sir/Madam,

Sub: TNSRLM., – Annual Maintenance Contract(AMC) for
office Computers and Laptop – for official use –reg.

Ref: List of Computers received from Sr.Mgr(Sysytems),
Dt:13.05.2025.

It is submitted that 78 nos. of Desktop Computer systems and 13 nos. of Laptops are used in our office for official use. In order to ensure uninterrupted functioning and timely resolution of technical problems, it is proposed to enter into an Annual Maintenance Contract (AMC) with a reliable IT service provider.

The scope of work under the proposed AMC will include the following services:

- Preventive maintenance and regular servicing of all desktop computers and laptops.
- On-site support for resolving hardware and software-related issues.
- Replacement of defective parts (excluding consumables or as per mutually agreed terms).
- Timely resolution of reported issues to minimize downtime and ensure business continuity.

- Submission of Monthly/Quarterly performance reports detailing the maintenance activities, issues reported, and resolution status.

In this regard, we request you to visit our office in person and submit your sealed quotation prescribed as "Annual Maintenance Contract (AMC) for Systems" to TNCDW on or before 25.06.2025 by 5.00 PM.

Office address:

Annai Teresa Women Complex,
Near Valluvarkottam, Nungambakkam High Road,
Chennai – 600034

Sd/-

STATE PROGRAMME MANAGER(O&P)

// True Copy //

[Handwritten Signature]
13/6/25

MANAGER (ADMIN)

[Handwritten Signature]
16/6/25