

Embassy of India, Bucharest

Notice Inviting Quotations for IT Support & Annual Maintenance Contract (AMC)

The Embassy of India in Bucharest invites proposals from reputed and experienced IT service providers for the maintenance, repair, and upgradation of its IT infrastructure (Computers, Printers, and Peripherals).

1. Scope of Work

The selected vendor will be responsible for providing comprehensive IT solutions, including but not limited to:

- **Hardware Support:** Troubleshooting, repair, and replacement of faulty components for computers and printers.
- **Software Support:** Operating system updates, software installation, and troubleshooting.
- **Upgradations:** Hardware enhancements (RAM, SSD/HDD) to optimize system performance.
- **Data Management:** Emergency backup solutions and hard disk data recovery services.
- **System Audit:** A complete analysis of the current working systems to provide an estimate for necessary upgrades.

2. Contract Period

The Embassy intends to enter into a **one-year Annual Maintenance Contract (AMC)** with the selected vendor.

3. Site Visit and Assessment

To ensure an accurate assessment of the scope of work, all interested companies are **required to visit the Embassy premises located at 86, Strada Grigore Alexandrescu, District-1, Bucharest, Romania**. This visit will allow the vendor to analyze the existing systems and prepare a detailed technical and financial estimate.

Note: Visits must be scheduled in advance via a pre-meeting appointment.

4. Contact Details for Appointments

Interested parties should reach out to the following contact person to schedule their visit:

- **Contact Person:** Mr. Kapil Bhola, Attache (Admin)
- **Email:** adm.bucharest@mea.gov.in
- **Mobile:** 0731347728
- **Address:** 86, Strada Grigore Alexandrescu, District-1, Bucharest, Romania

5. Submission Process

Following the site visit and system analysis, companies must submit their formal quotations and proposed AMC terms to the Administration Department.

Issued by:
Administration Wing
Embassy of India, Bucharest