



No. CSIR/CoSP/AMC/2010-11

Dated 10.02.2011

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Heads/Directors of All National Labs./Instts.

Sub: AMC for IT Products.

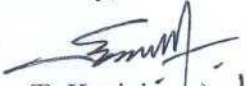
Dear Sir,

The matter regarding the Best Practice to be followed in finalisation of Annual Maintenance Contract for IT Products has been considered. The Competent Authority has approved the following:-

1. OEM (Original Equipment Manufacturer) should be the preferred choice for award of AMCs; considering that they have best support and knowledge about the product.
2. For price comparison and in order to establish reasonableness of the rates offered the OEM/authorised Service Provider (as authorised by the OEM to CSIR); can be contacted to provide details of prices for similar services (AMCs of IT Product) with DGS&D, NIC and/or other Government Departments/Autonomous Bodies.

It is requested that this notification is widely circulated in your Lab. for guidance & compliance.

Yours sincerely,


(Thomas T. Kuriakose) 11/2/11
Controller of Stores & Purchase
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Copy to:-

1. All CoSP's/SPO in all Labs./CSIR Units/HRDC
2. All HoD in CSIR Hqrs./HRDC/TKDL/IPMD
3. PS to DG, CSIR
4. PS to JS(A)
5. PS to FA
6. PS to CVO
7. PA to LA
8. Nodal Officer (IT), CSIR Hqrs.