

Calcutta Rescue invites bid for carrying out IT Asset Inventory verification of the organisation. The brief particulars of the assignment are as follows:

1. Hardware Inventory –
 - i) Asset Type – Laptop, Desktop, Printer etc
 - ii) Processor and RAM
 - iii) Storage Capacity
 - iv) Warranty Validity
 - v) Location
 - vi) Status

2. Software Inventory –
 - i) Software Name and Version
 - ii) License Key / Subscription ID
 - iii) Number of Licenses
 - iv) Installed on which device
 - v) License expiry/ renewal
 - vi) Usage Status

3. Network Cabling Inventory
 - i) Cable Type and Category
 - ii) Location
 - iii) Connected Device
 - iv) Condition – whether needs replacement

The above details are not exhaustive but indicative only.

The interested concerns should have minimum five years of experience in IT field. Interested concerns are requested to submit their bid within 10 days from the date of website notification with details of the concern. Experience, Copy of PAN and Trade Licence, methodology to be followed for carrying out the assignment and the quotation of charges for carrying out the assignment. The bid may please be forwarded to Secretary@calcuttarescue.org