



DEPARTMENT OF ANALYTICAL AND APPLIED ECONOMICS  
UTKAL UNIVERSITY

Vani Vihar, Bhubaneswar - 751004

Phone No.: +91 674-2583398, E-mail: [aaecouu@gmail.com](mailto:aaecouu@gmail.com)

Himanshu Sekhar Rout, PhD  
Head of the Department

No. Eco/411/2016  
Dated 8 August 2016

**QUOTATION CALL NOTICE**

Sealed quotations are invited on behalf of Department of A&A Economics, Utkal University, Bhubaneswar from registered firms / authorized dealers / intending suppliers having TIN, VAT clearance, PAN/TAN certificate for Annual Maintenance Contract of Computers and Printers; supply, installation and fitting of Fixograph Board (3ft X 4ft) with ten sets of alphabets, Printer Cartridge – HP – 1606DN (Double Pack), Anti-Virus Software (Ten Users) (Quick Heal Total Security), Water Filter without Cooler (five Liter Storage capacity), Lock (Godrej) 7 Leaver by **22 August 2016 at 2.00 PM**. The quotation document and details of terms and conditions can be downloaded from our website **[www.utkaluniversity.nic.in](http://www.utkaluniversity.nic.in)** or the same may be collected from the office of the Head, Department of A&A Economics, Utkal University, Vani Vihar, Bhubaneswar between 11.00 AM to 4.00 PM on any working day from **8 August 2016 to 20 August 2016**. The quotations shall be opened **at 3.00 PM on 22 August 2016** in the presence of the Departmental Purchase Committee and quotationers or their authorized representatives, if any, in the Department of A&A Economics, Utkal University, Vani Vihar, Bhubaneswar. The authority reserves the right to accept / negotiate / reject any or all the quotations and modify the conditions / specification at any stage without assigning any reason thereof.

**HEAD OF THE DEPARTMENT**

Memo No **Eco./412/2016**

Dated 8 August 2016

Copy to

1. Notice Board, Department of A&A Economics, Utkal University
2. Notice Board, PG Council, Utkal University
3. Notice Board, Utkal University
4. Head, Department of CSA, Utkal University: He is requested to upload the quotation paper in the University website.
5. The Manager, Display line, Saheed Nagar, Bhubaneswar to publish this quotation call in "The *Sama*" and "Orissa Post", Bhubaneswar Edition only at Government of Odisha advertisement rate.

**HEAD OF THE DEPARTMENT**



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**Himanshu Sekhar Rout, PhD**  
**Head of the Department**

**No. Eco/411/2016**  
Dated 8 August 2016

**Quotations for Annual Maintenance Contract for Computer and Printers**

Sealed quotations are invited on behalf of Department of A&A Economics, Utkal University, Bhubaneswar for Annual Maintenance Contract for Computers and Printers.

1. The interested / reputed parties may send their sealed quotations by post on proper letter head with complete address and marked with captions 'Quotation for AMC for Computer and Printer' to the Head of Department of A&A Economics, Utkal University, Vani Vihar, Bhubaneswar-751004 not later than **22 August 2016 (1400 hours)**. Quotations received after aforesaid date shall not be entertained.
2. The quotations / tenders will be opened in Room No. 25, Department of A&A Economics, Utkal University, Vani Vihar, Bhubaneswar at 1500 hours on 22 August 2016 in the presence of applicant whosoever is present.
3. The quotations shall be kept open for acceptance for 120 days from the date of opening the quotations.
4. If any PC/ accessory are not repaired within two days, the contractor will provide a standby PC/ accessory.
5. The firm / contractor should have minimum three years of similar work experience in handling Government contracts of Computer maintenance of the similar nature and size and also state their annual turnover for the last three years from this type of business.
6. It shall also be the responsibility of the contractor to hand over back to this Section all the equipment under contract in working condition at the end of this contract period.
7. The maintenance work is to be carried out in the Utkal University premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Professor I/C, Computer Centre and no extra payment will be made on this account. The contractor shall be required to provide alternate equipment.
8. The successful tenderer will be required to furnish a "Security Deposit" of ₹5,000 (Rupees five thousand only) before the commencement of the contract. The security deposit shall be in form of Demand Draft in favor of the Head, Department of A&A Economics, Utkal University payable at Bhubaneswar drawn in any nationalized bank. The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened towards any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.
9. Payment of the work done and services rendered will be made to the contractor on quarterly basis, i.e., immediately after expiry of each quarter.
10. The successful firm will be required to do the work for a period of one year from the date of awarding contract. This office shall, however, reserve the right to terminate the contract at anytime without assigning any reason(s).
11. The job will be entrusted on the basis of all inclusive rates contract on "as is where is" and competitive basis.

12. It shall also be the responsibility of the contractor to hand over back to this office all the equipment under contract in working condition at the end of this contract period.
13. No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the contractor except the all inclusive rates and the rates permitted under this contract. It shall be the contractor's responsibility to make the computers and printers in working condition satisfactory throughout the period of the contract.
14. It may particularly be noted that after the contract is awarded, the contractor will be required to fix all windows software problems and required accessories to the computers and printers in question bring them in perfect working orders. The Contractor will be required to depute a whole time expert mechanic on duty exclusive for this office on all working days to attend the computers and printers and whenever defect arises therein any complained to this effect if made.
15. Failure to repair/ servicing the equipment in quotation within the reasonable time without adequate reasons or to return the repaired machine within a week's time of the maximum, may entitle proportionate deduction in the bill in respect of the total period as well as terms mentioned in clause 19.
16. Any sum of money due and payable to the contractor including the security deposit, under this contract shall be appropriated by this office or by any other person's contracting for and on behalf of the Department of A&A Economics and asset off against any claim to this office and of such person's for the payment of a sum of money arising out of other or under any contract with this office such person(s).
17. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk expenses of the defaulting contractor.
18. This office can terminate the contract summarily anytime if the work of the contractor is found unsatisfactory.
19. Penalty Clause: - The calls may be attended on the same day of the complaint. The non compliance / non attendance of the complaints after one working the complaints after one working day a penalty will be imposed which is as follows:

Computer System	₹100 per day for each system
Printer	₹75 per day for each Printer
20. A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm, in full.
21. You are requested to indicate the name of the Ministry/ Department / Government if you have undertaken such assignments in the past.
22. The Competent Authority reserves the right to reject any or all quotations in full or in part without assigning any reason thereof.
23. The price may be quoted for AMC per year of (i) Computer System with spare parts, (ii) Computer System without spare parts, (iii) Printer with spare parts (excluding cartridge), and (iv) Printer without spare parts (excluding cartridge).



**HEAD OF THE DEPARTMENT**

**Details about the Firm**

01	(a)	Name of Supplier / Firm / Company	
	(b)	Name of contact person with details and mobile number	
02	Full Address		
03	E-mail address		
04	Telephone / Fax Number		
05	Date of establishment of the firm		
06	Status of the firm: (Proprietorship / partnership / company etc.) Attach photocopy of certificate		
07	Sale Tax No. / VAT / TT No. (Attach photocopy of certificate)		
08	Service Tax Registration No. (Attach photocopy of certificate)		
09	TAN / PAN Number (Attach photocopy of certificate)		

(Use separate sheet, if the space is not sufficient)

Certified that

1. I / we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its member) has neither been blacklisted by any central or state government organizations in the last three years or any litigation pending with any of these departments or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

**Name and signature  
of the authorized signatory  
with seal of the firm / company**

## ANNEXURE II

### Financial / Price Bid

Name and address of the firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

S. No.	Items	Rate per unit in ₹
01	AMC of Desktop Computer / Laptop with spare parts per year	
02	AMC of Desktop Computer / Laptop without spare parts per year	
03	AMC of Printer with spare parts per year (excluding printer Cartridge)	
04	AMC of Printer without spare parts per year (excluding printer Cartridge)	
05	Fixograph Board (3ft X 4ft) with ten sets of alphabets	
06	Printer Cartridge – HP – 1606DN (Double Pack)	
07	Anti-Virus Software (Ten Users) (Quick Heal Total Security)	
08	Water Filter without Cooler (five Liter Storage capacity)	
09	Lock (Godrej) 7 Leaver (three keys)	

**Name and signature  
of the authorized signatory  
with seal of the firm / company**