



**SAMBALPUR UNIVERSITY**  
(NAAC Accredited with 'A' Grade)  
JYOTI VIHAR  
BURLA-768019, SAMBALPUR  
ODISHA

No. 088 /18-19/e-Gov.

Dt: 01/01/2019

**Quotation Call Notice**

Sealed quotations are invited from Original Equipment Manufacturers (OEM), suppliers and authorized agencies for **"Comprehensive AMC of HP Computers with peripherals installed at Sambalpur University"**. The terms and conditions and the detailed specification of the items can be downloaded from the University website i.e. [www.suniv.ac.in](http://www.suniv.ac.in) or can be obtained from the office of the e-Governance Nodal Centre, Sambalpur University in any working day during office hour (11:00 AM to 05:00 PM) only. Interested Original Equipment Manufacturers (OEM), suppliers and authorized agencies may visit the University Campus at their convenience for site verification /survey and accordingly submit their offer along with the copies of valid GST Registration Certificate, PAN and latest Income tax Return Certificate and experience if any, the relevant documents to **"The Registrar, Sambalpur University, Jyoti Vihar, Burla-768019"** by **Registered/Speed Post only by 12:00 PM of Dt. 15/01/2019** and the tender will be opened on the same day at 03:30PM in presence of the authorized representatives of the firms. All the documents should be enclosed with a sealed envelope which must be superscripted as **"Comprehensive AMC of HP Computers with peripherals installed at Sambalpur University"**.

Sd/-  
Registrar

Memo No. 089(4) /18-19/e-Gov.

Dt: 01/01/2019

Copy forwarded to,

1. The Editor, The Sambad, Bhubaneswar, Odisha and the Editor, Express Publication (Madurai) Limited, Bhubaneswar to kindly publish the notice in one issue on or before 05/01/2019 and submit the bills in duplicate along with the issue of the daily news paper where the quotations call notice have been published.
2. The Director, e-Gov. Nodal Centre to up lode in website for wide circulation.
3. The Section Officer, Diary Unit for kind information and necessary action.

Sd/-  
Registrar  
21/1/18

**Terms and conditions for Comprehensive AMC of HP Computers with peripherals installed at Sambalpur University**

**General Terms and Conditions:**

1. The bidder must be a registered company/firm.
2. The bidder will be allowed to bid in Indian Rupees only. The quoted amount should include GST, labour charge (loading/unloading) and transportation charge. No additional cost will be entertained at later on stage.
3. The bidder must have valid GST Registration Certificate, PAN and latest **GST & Income tax Return Certificate**.
4. The bidder has to submit an EMD amounting to 2% of the total quoted amount in shape of Demand Draft drawn from any Nationalized Bank in favor of Comptroller of Finance, Sambalpur University, payable at SBI, Jyoti Vihar, Burla.
5. The bidder should bid for comprehensive AMC of the following hardware:-
  - a. HP Desktop with specification: HP DX 2280 Intel Pentium D 2.66Ghz, 512Mb DDRE-2 RAM, 80 GB HDD, 15" TFT Monitor, P/S-2/USB Mouse & Keyboard
  - b. EPOCH/SUPERCOMP/BPE Offline UPS
  - c. Samsung ML 2571N Laser Printer (5 nos)
6. The AMC will be given for running items only and hence the firms may visit the University Campus during office hours for their convenience.
7. The bidder must submit the Eligibility Criteria and the Financial Bid **separately**. The Financial Statement should be given as per the Annexure-I.
8. The bidder should be capable of giving proper **onsite** manpower without any extra cost for uninterrupted service to the University.
9. Bidders, who have not satisfactory completed any of the earlier contracts with our University, will not be eligible for participation in this tender.
10. The companies or vendors, bidding for the above tender, should have not black listed by any of Government Authority or Public Sector Undertakings (PSUs).
11. The terms of payment shall be made 50% of the total cost during each half of the AMC period as per the University norms.
12. The bidder should have facility to organize/provide after sales service on site support at Sambalpur University.
13. The bidder may please note that the tender once submitted will not be altered after expiry of the dead line for receipt of tender till the date of validity of tenders and if they do so, their EMD will be forfeited. Completed Tender Document should not have any scope of ambiguity, cutting or overwriting. For inadvertent mistake, if any, the tenderer must strike through erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated signature of the tenderer. Tender for items of lower configuration than specified above will summarily be rejected.
14. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited.
15. The Price of the item & taxes should be quoted separately.
16. The bidder must check the equipment and facility, make, model etc. before applying for the same and accordingly, prepare the documents.
17. Any dispute arising out of transaction shall be subject to the jurisdiction of Odisha high Court.
18. All the documents should be enclosed with a sealed envelope and must be superscripted as "**Comprehensive AMC of HP Computers with peripherals installed at Sambalpur University, Quotation No. \_\_\_\_\_ dated \_\_\_\_\_**" and addressed to **The Registrar, Sambalpur University, Jyoti Vihar, Burla-768019.**
19. The University shall have the rights to alter, modify or delete any term or condition before placing any order.
20. The competent authority reserves the right to cancel the tender without assigning any reason thereof.

**Registrar  
Sambalpur University**

**Annexure - I**

**Financial Bid**

<b>SL NO</b>	<b>ITEM</b>	<b>QTY</b>	<b>Unit Rate (in Rs)</b>	<b>Total Price (in Rs)</b>	<b>GST (in Rs)</b>	<b>Gross Amount (in Rs)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5=3*4)</b>	<b>(6)</b>	<b>(7=5+6)</b>
1	HP Desktop	80				
2	Epoch/Supercomp/B PE offline UPS	80				
3	Samsung ML 2571 Laser Printer	05				
4	Onsite Manpower	01				
					Total	

In Word: -

**Seal and Signature of the authorized vendor**