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OFFICE OF THE COLLECTOR: KHORDHA
(District Child Protection Unit)

No. 521 /DCPU

Dt. 22/5/19

QUOTATION FOR THE AMC OF COMPUTERS, PRINTERS, UPS & SCANNER.

District Child Protection Unit, Old Collectorate, Khordha invites quotation in sealed cover for allotment of the Annual Maintenance Contract (AMC) for its Computers, Printers, UPS & Scanner installed at the address mentioned above. List of items to be maintained is as follows:-

Sl. No.	Equipments	Quantity
01	Desktop Computers	5
02	Laptop	1
03	Printers	5
04	UPS	5
05	Scanner	2

General Conditions:-

1. Interested agencies are requested to submit their quotation/tender in a sealed cover duly super scribed "**Quotation for AMC of Computers, Printers and UPS**".
2. The quotations in sealed covers should be sent to this office, addressed to the District Child Protection Officer, District Child Protection Unit, Old Collectorate, Khordha, 752056.
3. The quotations may be sent by post or delivered at the office address.
4. The quotation in the sealed cover containing the financial and technical bids must reach this office **on or before 29.05.2019 before 12 noon**. Bids received after the due date/time shall not be entertained.
5. The received bids shall be opened in this office on 30.05.2019 at 11.00am. in the presence of the authorized representatives of the bidders. All the bidders are informed.
6. The bidder will have to be present in person or through an authorized representative on the aforementioned time and date in this office. However, this office also reserves the right to reject any bid without assigning any reason.
7. Bids received after due date, bids not contained in a sealed envelope, incomplete quotation, bids not accompanied with the required and supporting documents or Quotations or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
8. The validity of the quotation shall be for 3 months from the date of its receipt in this office.

TERMS AND CONDITIONS:-

1. The selected agency will be responsible for repair/maintenance work of the computers and peripherals including replacement of defective parts (except consumables) at their own cost. The complete responsibility for smooth functioning of all the computers, printers and all peripherals under this contract (as above) shall rest with the contractor. He shall provide trouble free and prompt service throughout the period of the contract.
2. The contractor would carry out preventive maintenance of each machine once in every month, in order to forestall any major failure of the same. Contractor should

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