To,

ON DBSKKV, DAPOLI WEBSITE

Subject: Supply of Quotations for the 'Annual Maintenance Contract on Call Basis for Computer, Accessories and Peripherals' as per the enlisted terms and conditions.

Sir,

This College intends to have a 'Annual Maintenance Contract on Call Basis for Computer, Accessories and Peripherals' as per the enlisted terms and conditions.

You are requested to quote your competitive rates, as per the below mentioned Terms & Conditions of the Contract:

1. Quotation should be sent in a Sealed Envelope super scribing 'Quotation for Annual Maintenance Contract on Call Basis for Computers, Accessories and Peripherals (ARIS Cell)' by post.

2. The Demand Draft Commission as well as postage charges towards payment of the services is to be borne by the assigned party. Please enclose a copy of Certificate stating that applicant is a Authorized Service Provider along with the quotation.

3. Computer Unit will consist of all the existing Computer Components, Accessories and Peripherals, networking equipments and installed softwares of the unit. (i.e. say The complete CPU, Server, CD - ROM / CD - R / DVD / HDD / Zip / DAT Drives, Monitor, Keyboard, Mouse, all types of Printer, Modem, Scanner, UPS, Routers, Networking Equipments, Software & Internet support etc.)

4. The assigned party /computer maintenance service provider will have to undertake the inspection and general/preventive maintenance for all Computer Units available with the College of Fisheries, Shirgaon, Ratnagiri (which includes its various departments, various sections like pre-audit, university engineers office, RKVY; Library, CIC, ARIS, Computer Lab etc.); per month. As on date College has 85 PCs, 10 Laptops, 35 Printers, 5 Scanners, Star Type LAN Networking & Broadband Internet System, separate LAN networking in Library, Computer Lab, RKVY etc. (*Computer Unit as defined at point no. 1 above)

5. The assigned party will have to attend a total of 48 Calls per annum, (i.e. one call per week on a pre-assigned day). Additional calls if any shall be attended within 24 Hrs after intimation on working days. The assigned party will have to submit inspection report and state the repair estimate, if any, for the computer Units inspected, every visit/month.

6. The quotation should clearly state the total charges for all the 48 Calls per annum which includes inspection, general/preventive maintenance and repair estimate, if any, of the Computer Units.

7. The repair procedure will be undertaken by this office by following either one of the procedure mentioned below:
   a. If the estimated expenditure towards the said repairs is below Rs 500/- the
assigned party will be required to carry out the repairs immediately.

b. If the expenditure towards the said repairs is above Rs 500/- this office will have the right to call for quotations from competitive bidders.

8. Payment Terms & Conditions :-
   a. 100 % of the total payment of the Annual Maintenance Contract will be made at the time of signing the Contract.
   
b. The assigned party will be required to furnish a Bank Guarantee for the amount equivalent to 25 % value of the total payment. The Bank Guarantee should be valid for the period of the Contract i.e. one calendar year from the date of signing the contract. The Bank Guarantee should be subject to the satisfactory service given by the assigned party and Certified by the Associate Dean, College of Fisheries, Ratnagiri.
   
c. Payment for the repairs undertaken will be done as per the account procedure of this office, after Inspection & Certification by the undersigned of the repair work undertaken.

9. The computer maintenance service provider will be required to submit information regarding the GST Number and Copy of Pan Card of the Proprietor, Income Tax Clearance Certificate for the last Three years, Shop License / Shop Registration Certificate, Client list of Company/Dealer and total experience in the field along with the quotation.

10. Contract Period will be for twelve months (one year) effective from the date of signing the contract.

11. The undersigned reserves the right to reject any or all quotations without giving any reason thereof....

12. Quotation complete in above details should be sent to:
    The Associate Dean, College of Fisheries, Shirgaon, RATNAGIRI, Pin: 415 629 (Maharashtra)

ON OR BEFORE 27th February, 2018.

Yours Faithfully,

[Signature]

Associate Dean,
College of Fisheries,
Ratnagiri.