Website only : For enlisted vendors.

JADAVPUR UNIVERSITY

Kolkata – 700032

Notice Inviting Tender

Sealed tenders are invited from reputed Service provider deals with Computer and allied peripherals for Annual Maintenance Contract on Computers and allied peripheral lying at Aurobinda Bhawan, Jadavpur University Main Campus.

Tender form available in the A.O's Office from 04.06.2018, on all working days between 11.00 a.m. to 4.00 p.m. against applications. Only Enlisted Vendors can apply.

The last date of submission of completed tender to the said office is 4.30 p.m. on 15th June 2018 to be opened thereafter.

University reserves the right of selection.

Finance Officer
Date: 31.05.2018

JADAVPUR UNIVERSITY

KOLKATA - 700032

Location wise list of Computers and Printers wil be covered under AMC

Monthly Maintenance Report for the month of JULY ' 2018 TO JUNE' 2019

Sl no.	Location	Computer Peripherals		Printer	Remarks
		PC	UPS	Laser	
1	FINANCE OFFICER	3	3	1	
2	Accounts Officer	2	2	2	
3	ACCOUNTS-CELL - I & II	6	6	3	
4	ACCOUNTS-CELL - III + (Extension) Computer room	11	11	2	
5	CASH SECTION	6	2	3	
6	DEAN OFSTUDENTS	4	4	3	
7	Documentation Officer	1	1	1	
8	Dy. FINANCE OFFICER	3	3	1	
9	ENGINEERS OFFICE	5	5	1	
10	ESTATE SECTION	3	1	1	
11	FOREIGN PURCHASE	2	2	1	
12	GOVT. AUDIT	2	2	1	
13	INFORMATIN SCIENTIST	2	2	0	
14	Information Office	3	2	1	
15	INTERNAL AUDIT	2	2	2	
16	JOINT REGISTRAR (SGS)	4	4	3	
17	JOINT REGISTRAR(PPL)	1	1	1	
18	Law cell	2	2	1	
19	MEETING SECTION	3	3	0	
20	MUSTER ROLL SECTION	7	7	7	
21	PERSONNEL SECTION	9	3	6	
22	PRO-VC'S OFFICE	3	3	3	
23	PURCHASE SECTION	2	2	1	
24	R.B.CELL	3	3	2	
25	REGISTRAR'S OFFICE	3	3	3	
26	RESEARCH SECTION	12	6	2	
27	ROOM OF D.O.	3	1	2	
28	SARBANI GOSWAMI	1	1	1	
29	SC/ST CELL(AR)	2	2	2	
30	SCHOLARSHIP SECTION	2	1	1	
31	STATISTICAL CELL	1	1	1	
32	TYPE POOL(Admin. Office)	2	2	1	
33	UGC-STATE CELL	5	1	0	

34	VC'S Office	3	2	3	
35	WELFARE	1	1	1	
36	Records & despatch Section	2	2	1	
37	TEQIP & CM CELL	9	0	0	
	Grand Total	135	99	65	

FINANCE OFFICER

APPLICATION FORM:

For Annual Maintenance Contract on COMPUTERS & ALLIED PERIPHERAL at Jadavpur University Aurobinda Bhawan (excluding Pay Section, IIPC, Examination Deptt. And including Central Stores, University Guest House) for 2018-19.

1. Name of Firm/Business Name :

2. Address : :

3. Name of the Proprietor/Owner/Partner :
   To deal with:

4. Name of the authorized person other :
   than at.(3):

5. Contact Telephone No./Fax No./ e-mail id.:

6. Trade License Details of 2017-18 :
   (To enclose a Xerox copy)

7. Details of expertise in the area of AMC
   (with credentials) if any :

8. GST Registration details :
   (To enclose a Xerox copy, submit the
   Original later for verification)

9. PAN Number of the firm/Company :
   (to enclose a Xerox copy, submit
   the original later for verification)

10. A copy of IT return for Financial Year 2016-17:

11. Rate (AMC without parts) :

12. Personnel in Pay Roll :

Sl No.	Name	Age	Experience	No. of years served	Remarks
1					
2					
3					

13. You are to depute at least one of your competent service personnel equipped with adequate technical knowledge on computers and allied peripherals for at least half of the working hours (preferably from 10.30 a.m. to 4.00 p.m.) on every working day of the University. In case of major breakdown or emergency, you are to assure for remedial measure within the same day during office hours even after exceeding the scheduled working hours for that day. The service engineer must carry his/her cell phone.

I confirm that I will follow the Rules & Regulation already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Place:

Full Signature of the applicant
With Stamp of the Firm/company

Instructions:

1. All column should be filled up properly & enclosures be furnished. Incomplete application(s) may be rejected.
2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer is 15.06.2018 at 2.30pm.
3. Use separate sheet (in letter head) of the firm/business where necessary.
4. Decision of the authority is final and binding.
5. Total no. of Computer may vary later.
6. The University reserves the right to accept or reject any application.
7. Spare replacement cost upto Rs. 500/- per machine is to be borne by the the Company on which AMC order is placed.

Encl: List of Computers peripheral, Printer & UPS.