

SHRILALBAHADURSHASTRIRASHTRIYA SANSKRIT VIDYAPEETHA

(DEEMED UNIVERSITY)

B-4, QUTUB INSTITUTIONAL AREA, NEW DELHI-110016

(Under Ministry of HRD, Govt. of India)



Ref. No: F.11(19)/Computer Cleaning/LBS/CC/ 1173

Dated: 02-02-2018

07

To,
All Vendors,
New Delhi

Sub: Quotation for cleaning of electronic items.

Dear Sir,

The sealed quotations are invited for cleaning of electronic items i.e. desktop, printer etc. at SLBSRS Vidyapeetha on monthly basis with the following terms and conditions:-

Terms & Conditions:

1. The Price should be quoted on monthly basis in the prescribed format. The quoted price should be in INR and inclusive of all taxes.
2. The electronic items should be cleaned on every month with proper usage of blower into the electronic items. The chemical used for cleaning should not harm the electronic items.
3. The payment will be released on monthly basis only after the receipt of satisfactory report from each department/user. The report should be obtained by the agency.
4. The period of contract will initially be for a period of 02 years w.e.f. the issue date of work order. The contract may be extended for further period of six month with the approval of competent authority of the Vidyapeetha.
5. The Vidyapeetha shall have the right to cancel the contract at any time without assigning any reason.

You are requested to submit your sealed quotations in the Computer Centre of the Vidyapeetha latest by 20/02/2018. The Vidyapeetha reserves the right to cancel all the quotations without assigning any reason whatsoever.


(B.L. Verma)

System Administrator

Copy To:

1. PS to VC/Registrar/FO
2. DR (Accounts)
3. CVO
4. Website
5. Concerned File


(B.L. Verma)

System Administrator

P.T.O.

**Form for Quotation of Rates for inviting the quotation
Name of Work: Cleaning of electronics items on Monthly Basis**

S. No.	Electronic Equipment's	Quantity (Approx.)	Unit Price (In INR)	Total Amount (In INR)
1	Desktop Set	170		
2	Thin Clients Set	150		
3	Laptop	15		
4	Fax Machine	03		
5	Printer	61		
6	Photocopier Machine	14		
7	Telephone	100		
8	TV	10		
9	UPS	02		
Total Amount (Inclusive all taxes)				
Amount In Words:				

Date:

**Authorized Signatory
(With sign & seal)**

Note: Vendors must submit their quotations on letter head of the company.