

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

(Central University)

B-4, Qutub Institutional Area, New Delhi-110016.

(Under Ministry of Education, Govt. of India)



Ref. No. F.11(19)ComputerCleaning/LBS/CC/ 2160

Dated : 6.8.2021

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 various departments of SLBSRS University on monthly basis with the following terms and conditions as per enclosed Performa.

- **The last date and time of Submission of quotations :** 20/08/2021 up to 3.00 PM
- **Date and time of opening of quotations :** 20/08/2021 up to 3.30 PM

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 forms each department/user. The report should be obtained by the agency.
4. The period of contract will initially be for 02 (two) 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 University on the existing terms & conditions.
5. The University shall have the right to cancel the contract at any time without assigning any reason.
6. The selected agency/firm will have to deposit performance guarantee of Rs. 6000/- (Six thousand only) which be released only after one month of end of contract period.

You are requested to submit your sealed quotations addressed to System Administrator, SLBSNS University, Katwaria Sarai, New Delhi-16 in the Computer Centre of the University. The envelope containing the quotation should be marked "quotation for cleaning electronic items". The University reserves the right to cancel all the quotations without assigning any reason whatsoever.

Registrar (I/C)

Perform for quotation of Rates for inviting the quotation
Name of work: Cleaning of electronics items on Monthly Basis

<i>S.No</i>	<i>Electronic Equipment's</i>	<i>Quantity Approx</i>	<i>Unit (In INR)</i>	<i>Total Amount(INR)</i>
1.	Desktop/Computer Set	170		
2.	Thin Client Set	150		
3.	Laptop	20		
4.	Fax Machine	03		
5.	All Types of Printers	90		
6.	Photocopier Machine	14		
7.	Telephone	100		
8.	TV/Interactive Penal	10		
9.	UPS	10		
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