



**S.N.D.T. Women's University**  
**Sir Vithaldas Thackersey College of Home Science**  
**(Autonomous)**

NAAC Re-accredited 'A' Grade  
UGC Honor - College with Potential for Excellence



SVT/Quotation/2018-2019/1191

Date: 20.03.2019

**SUB: Quotation for Onsite support staff for Maintenance of Information Communication Technology Systems operations and Accessories at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai.**

Madam /Sir,

Sealed quotations are invited for Quotation for Onsite support staff for Maintenance of Information Communication Technology Systems operations and Accessories at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai. Interested vendors are requested to submit their quote in the format given in Annexure A on company letter head. Quotation should be submitted to The Principal, Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai on or before 27<sup>th</sup> March, 2019 (before 1.00 p.m.)

Sir Vithaldas Thackersey College of Home Science (Autonomous), SNDT Women's University, Santacruz (West), Mumbai reserves the right to reject any or all quotations without assigning any reasons thereof.

Dr. Jagmeet Madan  
(Principal)

(Offer should filled on letter head)  
Annexure A

To,  
The Principal,  
Sir Vithaldas Thackersey College of Home Science (Autonomous),  
SNDT Women's University, Juhu, Santacruz (West),  
Mumbai - 400 049.

**SUB: Quotation for Onsite support staff for Maintenance of Information Communication Technology Systems operations and Accessories at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai.**

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our requirements quote with best rate possible as below :

Providing "Trained Operations Support Staff" for day to day Operations of installed Information & Communications Technology (ICT) System at SVT College of Home Science, SNDT WU, Juhu Campus:

1. Operators will be made available for all the working days and on the non-working / holidays whenever required.
2. Operators will assist to power up ICT systems and make the ICT facilities ready for the meetings / presentation for daily operations.
3. Operators will provide any support related to ICT systems during the work time.
4. Operators will assist in shutdown the ICT systems and related facilities.
5. Operators will help prepare usage report and maintain the inventory of the consumables related to system.
6. Operators will help Initiate, Supervise and Coordinate the upkeep of the ICT facilities in good working condition.
7. Operators can be given any other additional responsibilities as client want, which can be coordinated in the same time frame.
8. In case of the operator is not able to come to work a standby person equally or better capable with full systems understanding will be provided.
9. Client will be responsible for providing and adhering to the applicable laws of working conditions as per statutory requirements.

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The financial bid may be submitted in the prescribed format on the letterhead of the bidder.

| Scope of works (specifications)  | Rate per unit (INR) | GST (INR) | Amount (INR) | Total Estimated Cost (INR) |
|--|---------------------|-----------|--------------|----------------------------|
| Onsite support staff for operations and maintenance of the information communications technology systems and accessories | Rs.                 | Rs.       | Rs.          | Rs.                        |

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

The final quantity may vary at the time of issue of purchase order.

The rate validity will be upto 30 days from the date of submission deadline.

All the terms and conditions given in notifications are studied thoroughly and accepted fully.

Thanking you,  
Yours truly,

Name of the Company  
Signature of the Proprietor  
Date :

Note : Please enclose 1. Self attested GST number copy ,  
2. Self attested PAN number copy,  
3. Declaration on the company letter head if GST is not applicable,