



**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/2018-2019/1190

Date: 20.03.2019

**SUB: Quotation for Maintenance of Information Communication Technology 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 Maintenance of Information Communication Technology 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.

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Respected Sir / Madam,

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

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

1. Daily inspection, operations and maintenance of Information communication technology system and accessories
2. Health check up and condition of IT systems
3. Attending of service request calls during the contract period
4. Rectification of any problem/s arised in any HW Equipment/s.
5. Rectification of any problem/s arised due to System errors

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) |
|--|---------------------|-----------|--------------|----------------------------|
| Maintenance of the information communications technology systems and accessories | Rs.                 | Rs.       | Rs.          | Rs.                        |

The rate must be inclusive of all charges. GST 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,