



GOVERNMENT OF ODISHA
DEPARTMENT OF HANDLOOMS, TEXTILES AND HANDICRAFTS

QUOTATION CALL NOTICE

No. II-OE-09/2018/ 5723 /HT&H, Bhubaneswar dated the 11.09.2019

Sealed Quotation is invited for repairing of Computer Hardware and its peripherals, Printer and Networking hardware's and accessories installed in this Department. On Call Contact from the intending empanelled Service agencies as contained in Letter No. 350 dated 15.02.2016 of the Odisha Computer Application Centre (OCAC) and other register agencies empanelled by any other Administrative Department of Government with valid GST and to offer their price at fixed rate towards on Call Contract for all types of repairing of such Computer hardware and its peripherals, Printers and Networking hardware. The Quotation for document can be downloaded for the HT&H Department website-<https://handloom.odisha.gov.in/>.

GENERAL INSTRUCTION :-

1. The quotation in sealed covers should be sent to this office addressed to the Under Secretary to Government, Office Establishment-II, Handlooms, Textiles & Handicrafts Department, Odisha Secretariat, Bhubaneswar-751001 along with required documents. The envelop containing quotation should be superscribed "Quotation for On Call Contract of repairing of Computer and its' peripherals, Printers, Scanners & Fax Machines.
2. The quotation firm must reach this Department on and before **23.09.2019** at **12:30 PM** failing which the quotation shall not be entertained and the quotation received incomplete shall also be summarily rejected. The quotation shall be opened on the same day at 3:00 PM in presence of quotationers or their authorised representatives.
3. The accepted quotation shall remain valid up to **30.09.2020** if the authority finds that the performance is satisfactory, it may extended the period of contact for further period of one year.
4. The authority reserves right to accept/reject any or all the quotation without assigning any reason thereof.
5. The intending quotation may, if they so desires any depute an authorised representative for verifying the condition of Computer, Printers, Scanners and Fax machine.
6. Where the intending quotationers are registered by any other administrative Department of the government they shall enclose sufficient document in that regard and also certificate from the concerned Administrative Department. Quotationer shall attach the PAN, GSTIN and IT Certificate.
7. The terms and conditions may be seen enclosed to this Notice.
8. The quotation shall separately mention the repairing cost and GST.

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TERMS AND CONDITION:

1. The selected firm shall carry out repair of the Computers and Peripherals within twenty-four hours from the date of call.
2. The firm shall depute an qualified Engineer/Technician to attend the call and obtain service support from user and the firms must submit the detail bio-data of technical staff.
3. The payment of repair charges payable as per job card shall be made by the end of the month.
4. The firm shall repair the equipment on site and in case it is not possible, it may take the out of order equipment outside to his workshop but without charging any extra cost towards transportation or charges for removal of any component. The workshop for repair and back to office for installation.
5. The person in-charge of Computer (Computer Programmer of this Department or designate Caretaker of the office of Handlooms, Textiles & Handicrafts Department will be the authorised person to lodge complain to the Firm of telephone Call/SMS or in written. The Firm shall provide Telephone (Landline, if any) Mobile Number and E-mail address for the purpose.
6. Payment shall be made after making statutory deduction, if any.
7. The Firm may, whenever required replace of any part of the Computer/peripherals with genuine parts of same specification at reasonable price when this Department is not in a position to supply the parts in case of repairing work.

Under Secretary to Government

Memo No. 5724 /HT&H, Bhubaneswar dated the 11.09.2019

Copy forwarded to the Head State Portal Group, Central Computing facility Secretariat, Bhubaneswar with a request to hoist the Quotation in Website of State Government for wide publicity.

Under Secretary to Government

Memo No. 5725 /HT&H, Bhubaneswar dated the 11/09/2019

Copy forwarded to the Chief Receptionist, Home Department for information and necessary action.

Under Secretary to Government

Memo No. 5726 /HT&H, Bhubaneswar dated the 11/09/2019

Copy forwarded to the Members of the Purchase Committee of Handlooms, Textiles & Handicrafts Department and they are requested to be present in the meeting on the schedule date and time for opening of the Quotations.

Under Secretary to Government

Memo No. 5727 /HT&H, Bhubaneswar dated the 11/09/2019

Copy forwarded to the General Manager (Admn.), OCAC, Bhubaneswar for information and necessary action.

Under Secretary to Government