

GOVERNMENT OF ODISHA  
LAW DEPARTMENT

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No.II-OE-6/2015 5517/L., Bhubaneswar dt. 22.5.17

Sub:- Quotation Call Notice for on Call Contract of Computer and Peripherals repairing.

Sealed Quotation are invited for repairing of Computer Hardware and its Peripherals, Printers and Networking Hardware's and accessories installed in this Department and in the Office of Government Advocates OSAT, Cuttack and Bhubaneswar and the Office of Government Advocate, Central Administrative Tribunal, Cuttack on Call Contract from the intending empanelled Service agencies as contained in letter No.350 dt.15.02.2016 of the Odisha Computer Application Centre (OCAC) and other register Agencies empanelled by the other Administrative Department of the Government and to offer their price at fixed rate towards on Call Contact for all types of repairing of such Computer Hard work and its peripherals, Printers and Networking Hard work. The quotation for document can be downloaded from the Law Department Website-www.lawodisha.gov.in

General Instructions.

1. The quotation in sealed covers should be sent to this Office addressed to the Under Secretary to Government, Office Establishment Section-II Law Department, Odisha Secretariat, Bhubaneswar-751001 alongwith required documents. The envelope contained quotation should be super scribed " Quotation for on Call Contract of repairing of Computer".
2. The quotation may be sent by register/speed post delivered to the Under Secretary at the above office address.
3. The quotation Firm must reach this Department on and before 1st June, 2017 at 4.00 P.M. failing which the quotation shall not be entertained and the quotation received incomplete shall also be summarily rejected. The quotation will be opened on 2nd June, 2017 at 4.00 P.M. The quotation of his authorize representative may remain present at the time of opening of Quotation.
4. The accepted quotation shall remain valid up to 31st March, 2018. If the authority finds that the performance is satisfactory, it may extend the period of contact for further period of one year.
5. The authority reserves right to accept/reject any or all the quotation without assigning any reason thereof.

6. The intending quotation may, if they so desires may depute an authorized representative for verifying the condition of Computer.
7. Where the intending quotationers are registered by the other Administrative Department of the Government they shall enclose sufficient document in that regard and also certificate from the concerned Administrative Department.
8. The terms and conditions may be seen enclosed to this Notice.
9. The quotationer shall separately mention the repairing cost and service tax chargeable.

Terms and Conditions.

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.
3. The payment of repair charges payable as per job card shall be made by end of that 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 designated Caretaker of the Office of Government Advocate, Bhubaneswar and Cuttack and the Office of the Government Advocate of Central Administrative Tribunal, Cuttack) will be the authorized person to lodge complaint to the Firm on Telephone Call/SMS or in written. Form and the Firm shall provide telephone (Landline, if any,) Mobile Number and Email 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.

By Order of the Principal Secretary  
*[Signature]*  
Under Secretary to Government.

Speed Post

Memo No. 5518/L., dt. 22.5.17

Copy forwarded to all Firms empanelled by the OCAC in their letter No.250 dt.15.02.2016.

Adw  
22/5/17

Under Secretary to Government

Memo No. 5519/L., dt. 22.5.17

Copy forwarded to the Head State Portal Group, Secretariat-Building, Bhubaneswar for bringing out the above Quotation Call Notice in Government of Odisha Website.

Adw  
22/5/17

Under Secretary to Government

Memo No. 5520/L., dt. 22.5.17

Copy forwarded to the all Departments of Government with a request to display their Notice Board for wide publicity and further requested to communicate their Register Firm carrying out repair/maintenance of Computer etc.

Adw  
22/5/17

Under Secretary to Government

Memo No. 5521/L., dt. 22.5.17

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

Adw  
22/5/17

Under Secretary to Government

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