

TENDER NOTICE*

February 10, 2017

Interested Maintenance service providers are requested to submit the quotation including permissible taxes of the following equipments (as per specification) for the year **2017-18** for the Department of Business Management, University of Calcutta to the office of the undersigned within **25th February, 2017 between 12 noon and 4 p.m. all working days. Separate quotation has to be submitted for each Serial No**

Sl. No.	Particulars	Qty.
Annual Maintenance for (2017-18)		
1.	Multi photocopier [Panasonic] (Comprehensive) MB 300 (1 No)	01
2.	Fax Machine [Panasonic] (Comprehensive) Model: KXFC 379 CX	01
3.	<p>a) i) Assembled P3/P4 – 22 Nos. IBM -1 No Dell Vostro – 1 No HCL – 1 No</p> <p style="text-align: right;">Total</p> <p>ii) Dell Laptop Total</p> <p>iii) Printer: Total</p> <p style="padding-left: 20px;">Lesser – 10 Nos. Desk-jet – 01 No.</p> <p>iv) Computer Networking in the department</p> <p>b) Web Space along with Domain name and modification of existing web page and inclusion of new pages</p>	<p>25</p> <p>02</p> <p>11</p>
4.	EPABEX System [Model-Matrix PE3SS with 20 extension]	01
5	Air conditioner (window)	09

* As per University Rules vide Memo No. I.A./115/Bank Payment Dt. 11/11/2016 the tender offer is subject to mandatory acceptance of the vendor (i.e., the vendors furnishing their quotations by their act of performance are hereby abiding themselves to fulfilling of all the mandatory conditions as per University Rules vide memo No. I.A./115/Bank Payment Dt. 11/11/2016) in reference to the following rules.

The payment through bank includes all major nationalized banks like SBI, BOB, UBI, Canara Bank etc. The mode of banking system are to be adopted like RTGS (Real Time Gross Settlement), NEFT (National Electronic Fund Transfer), ECS. Etc. (**Contd. Page 2**)

- To maintain the RTGS system following data are to be required from the vendor/recipient.
- (A) i) I.F.S.C
ii) Beneficiary Name
iii) Account Number
iv) Branch Name of the Bank

This are reflected in the cancelled leaf of the cheque submitted by the vendors/recipient (on each occasion)

- (B) For payment through NEFT (National Electronic Fund Transfer) system, following data are to be obtained from the vendor/recipient.
- i) Account Number
 - ii) Debit Account Number of the customer (i.e., Calcutta University)
 - iii) Remitter's name and Address
 - iv) Beneficiary Account Number, Name and address
 - v) Destination Bank Name branch IFSC (code)
 - vi) Finally, sender to receiver information if any (Purpose of Payment)

The vendor/recipient must mention all the above information to avail this payment system.

For any other Assistance/query please contact with the office of the **Accounts Officer/ Audit and Finance Officer and Cash Section.**

(Dr. Suvasis Saha)
Professor & Head
Department of Business Management
University of Calcutta

**Copy to: 1) The Assistant Registrar, University of Calcutta
2) The Registrar, University of Calcutta**