

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,  
ODISHA, BURLA – 768018**

Advt.No.VSSUT/CIF/ 6621

Date: 25.02.2014

QUOTATION CALL NOTICE

The "Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" (COF, VSSUT, Burla) invites sealed quotation from intending reputed and experienced firms for providing Facility Management Services to Central Internet Facility of the University. The last date of submission of quotation is 18.03.2014 up to 4.00PM. The quotation shall be opened on 20.03.2014 at 4.00PM. For details visit University website [www.vssut.ac.in](http://www.vssut.ac.in).

Comptroller of Finance

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA  
(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)



Quotation Document for Providing Facility Management Services to the Central Internet Facility  
of the University.

Quotation Call Notice No. VSSUT/CIF/6621

Date: 25.02.2014

Submitted by

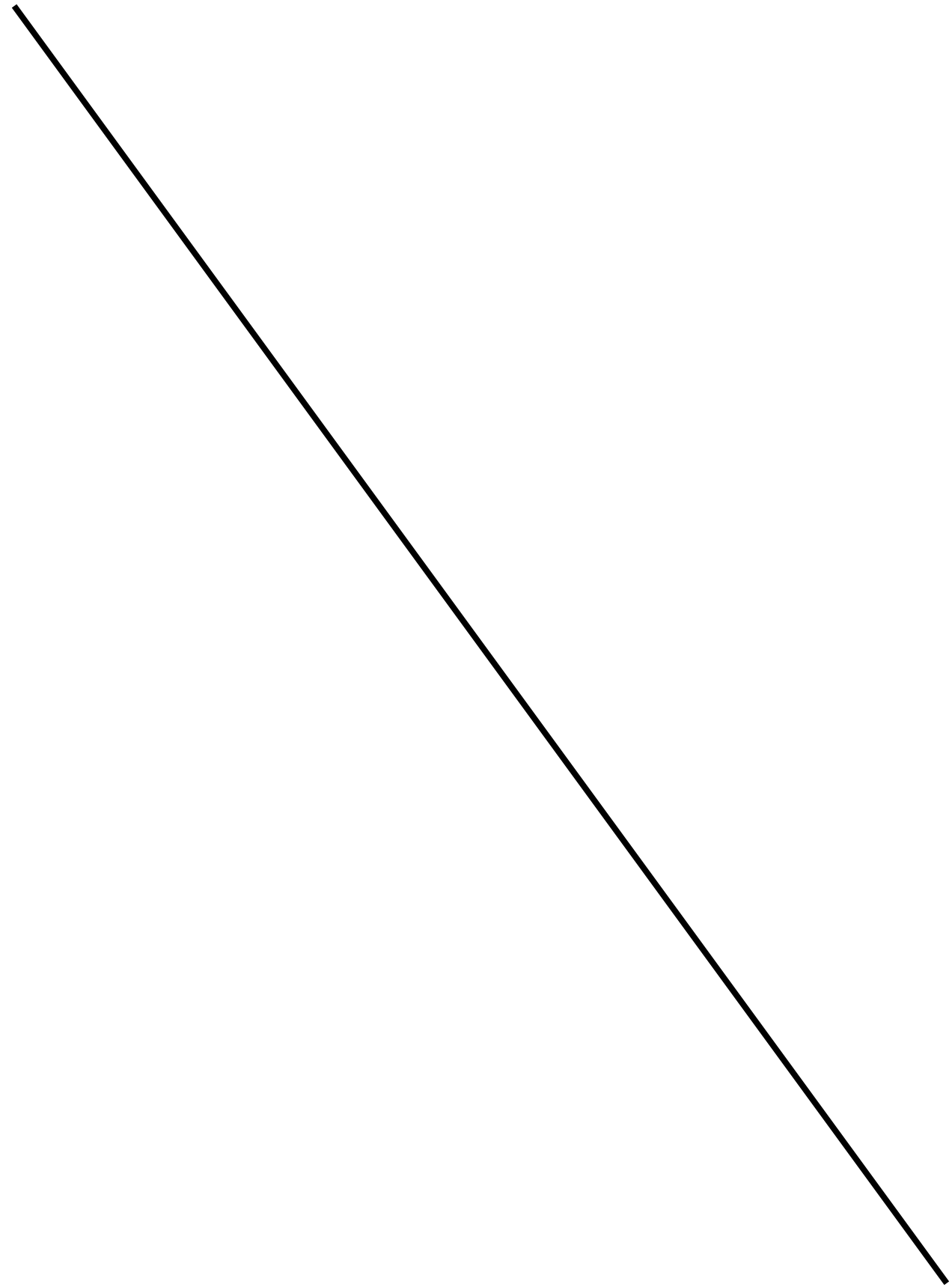
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Last Date and Time of Submission of : 18.03.2014 by 4.00PM.

Quotations

Cost of Quotation Documents : Rs.500.00 (Rupees Five Hundred only)

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this quotation document will become the property of VSSUT, Burla and will not be returned.



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Detail Quotation Call Notice

Quotation Call Notice No. VSSUT/CIF/6621

Date: 25.02.2014

Sub: Quotation for Providing Facility Management Services to the Central Internet Facility of the University.

The "Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" invites sealed quotation from intending reputed and experienced firms for providing the Facility Management Services to the Central Internet Facility of the University. This quotation document contains the following.

- (i) General Guide Lines for submission of quotation
- (ii) Scope of work
- (iii) Terms & Conditions of services
- (iv) Information sheet of the bidder
- (v) Undertaking by the Bidder
- (vi) The price bid

Important Dates

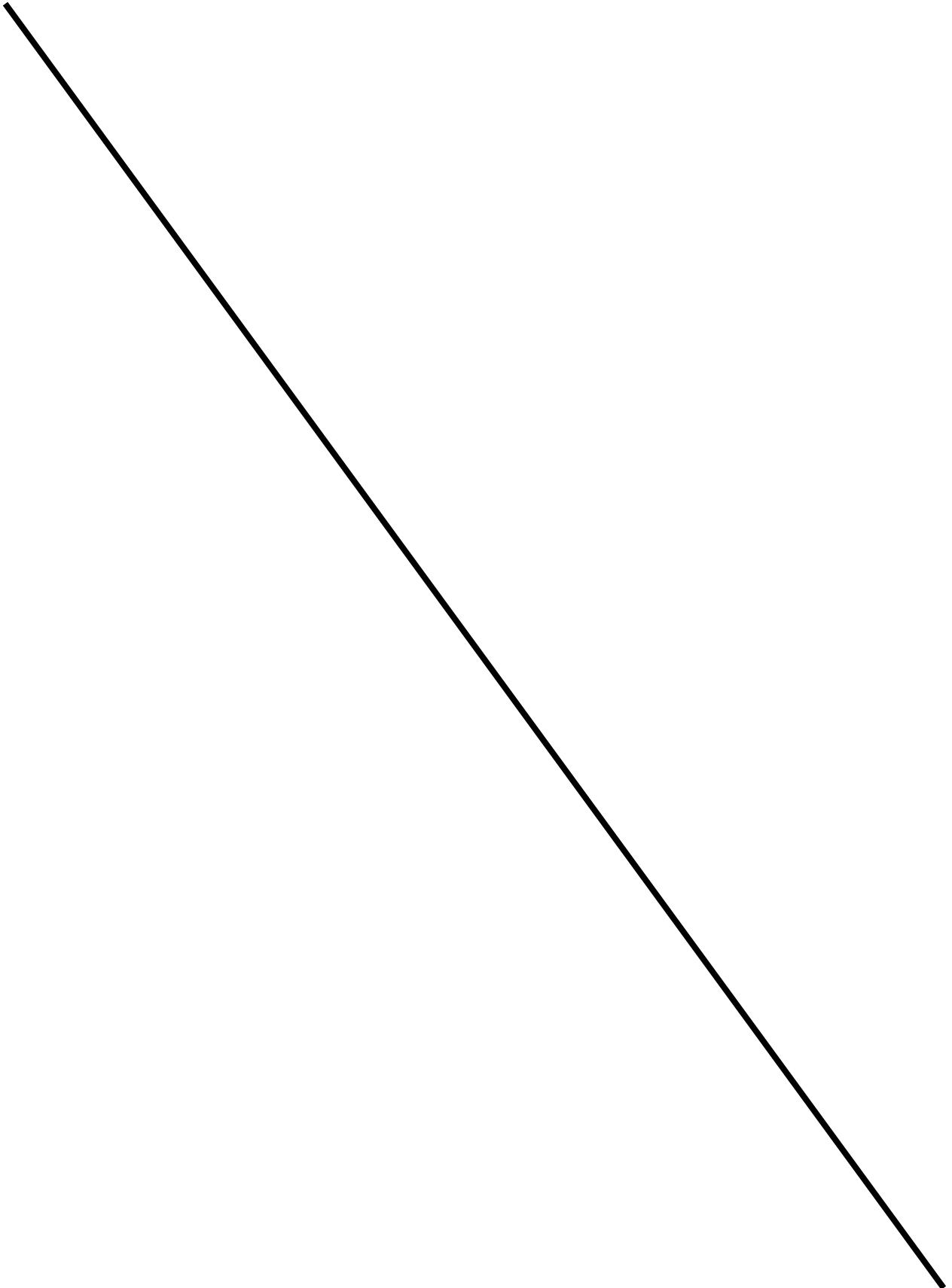
Last Date and Time of Submission of : 18.03.2014 by 4.00PM.

Quotations

Cost of Quotation Documents : Rs.500.00 (Rupees Five Hundred only)

Sd/-

Comptroller of Finance



GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATION

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of your quotation. The bidder should meet the following criteria.
  - a. The bidder should be leading computer network management services provider.
  - b. The bidder must have wide experience in supply, installation & commissioning of Networking Devices in Govt. organization / public sector.
  - c. The bidder should have large support network, with presence across India.
  - d. The bidder should have capability and experience to execute large similar services to corporate/Govt. LAN, other Academic Institution or Publics Sector in India.
  - e. The bidder shall have sufficient experience to execute such services preferably in a University or an educational organization. The bidder must have executed minimum 2 to 3 years Campus Networking Facility Management and Campus Wide Networking projects in large Organizations with at least one or two project in educational institutions having a large campus with Fiber Optic Network Backbone & end user connectivity.
  - f. The bidder should be a registered company making profit for the last three years, having good business track record.
  - g. The bidder should be a registered firm in India, having C.S.T /VAT/PAN/TIN/Service Tax etc.
  - h. The bidder shall have service base located at Sambalpur or Bhubaneswar in Odisha..
2. The bidder shall have sufficient experience as on bid calling date in the following areas:
  - a. Maintenance of Active & Passive equipments of LAN
  - b. Maintenance of all types of networking devices like Router, firewall, switches, Hubs etc.
  - c. Networking cabling (termination) & all passive components etc.
  - d. Maintenance of licensed operating systems (such as window server 2003R, windows, Linux etc.)

- e. The bidder must fill up Table-1 of this Quotation Call Document.
3. The intending firms may visit the University to acquaint themselves with the (i) scope and extent of work, (ii) extent of the university campus and (iii) environment in which their work is required to be carried out.
  4. The Intending firms may inspect the LAN installed in the University campus at their own expense on all working days during office hours before quoting for the same.
  5. Firms quoting should note that their offers should remain open for acceptance up to 90 days; if the 90<sup>th</sup> day falls on holiday then last date will be the next working day from the date of opening of quotation.
  6. Cost of quotation documents: The cost of quotation documents is Rs.500/-(Rupees Five Hundred Only) (Non-refundable). The quotation documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in) and have to deposit a DD equal to the cost of quotation documents drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla along with quotation.
  7. EMD for the amount of Rs.30,000.00 (Rupees Thirty Thousands Only) in the shape of Bank draft drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla or Bank guarantee is to be submitted. The EMD will not carry any interest. EMD of unsuccessful bidder shall be returned within fifteen days of finalization of this contract. It shall be returned by speed post to the address of the bidder mentioned in Table-1. The University shall not be responsible for any non-receipt of the EMD by post.
  8. The last date & time of submission of quotation is 18.03.2014 up to 4.00 PM. The quotations shall be opened on 20.03.2014 at 4.00 PM in presence the bidders.
  9. The quotations shall be opened in the presence of all bidder or their authorized representatives on due date and time. The bidder's representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the quotation opening.
  10. If the date of opening of quotation happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the quotation will be opened on the next working day. The time and venue remains unaltered.
  11. This quotation documents must reach to “The Comptroller of Finance, Veer Surendra sai University of Technology, Burla, Sambalpur-768018 (Odisha) by the last date of submission i.e. dd.mm.yyyy under a sealed cover by registered/ speed post only.

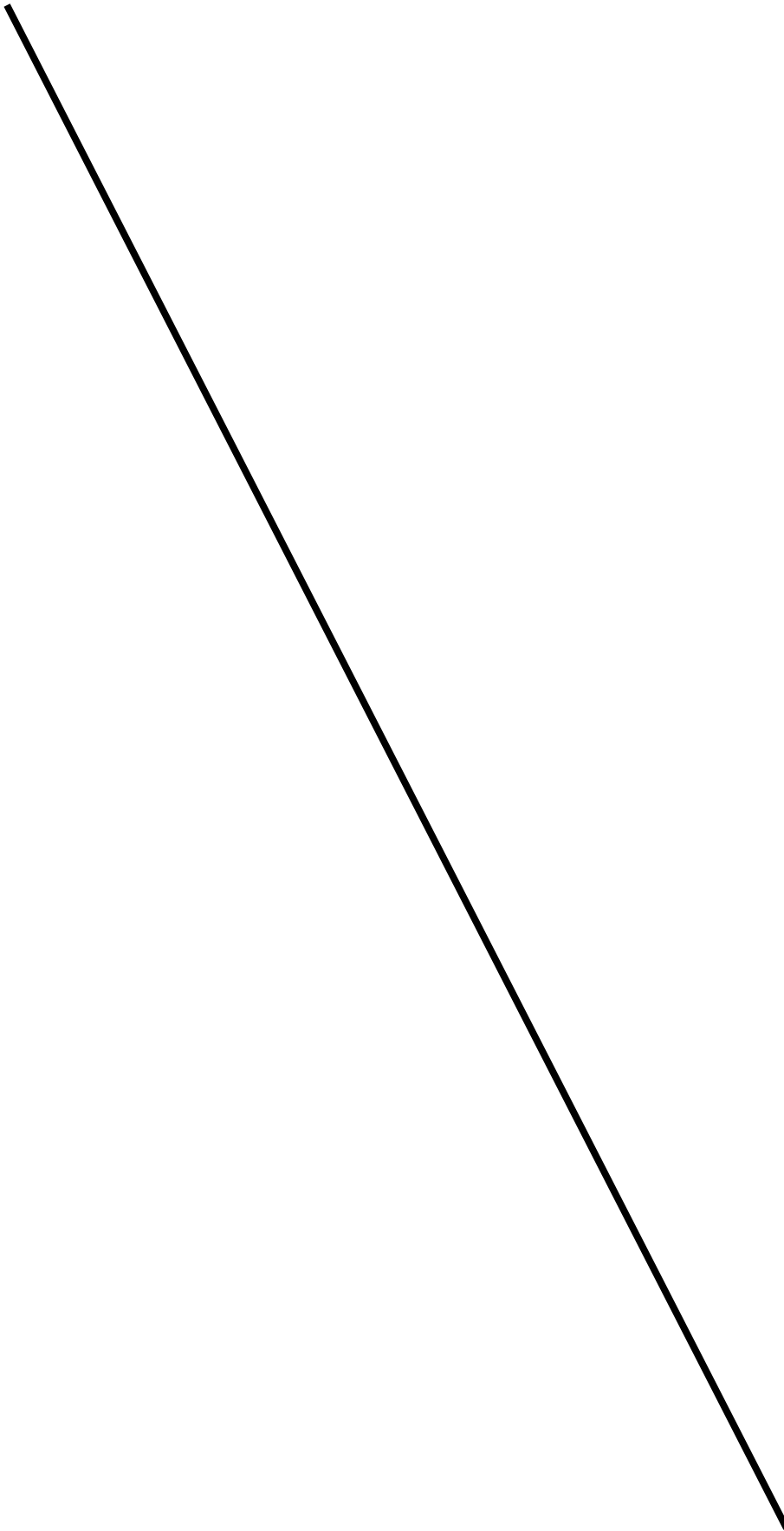
The quotations received after the due date & time is liable to be rejected. Quotation by FAX/ e-mail will not be entertained.

12. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
13. The envelope containing the quotation must be super-scribed as "Quotation for providing Facility Management Services to the Central Internet Facility of the University)" with due date & time of submission.
14. Any additional information you wish to provide may be attached separately.
15. The quotation should contain the following documents.
  - a. This quotation document signed on each page by the authorized signatory of the bidder.
  - b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
  - c. Bank draft for EMD in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
  - d. Bank draft (Non-refundable) towards the cost of quotation documents in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
  - e. Self attested copies of Certificates of registration for VAT, sales tax & service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
  - f. Self attested copies of VAT clearance certificate/service tax clearance certificate.
  - g. List of Clients and documents related to experience of the bidder.
  - h. A technical capability document describing the relevant facilities and resources available with them along with a list of technically qualified and certified engineers for Campus Wide Networking.
  - i. The plan & detail schedule of providing services and deployment of manpower for every month along with this quotation document in Table-2.
  - j. The sheet mentioning the designation-wise breakup for the total cost of FMS for each year for all the staffs to be deployed by the firm.
  - k. The escalation matrix details for these services.
  - l. Other documents in support of the eligibility of the bidder as mentioned in clause- 1 & 2 above.



16. The quotation is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. Bid without the required EMD amount will be summarily rejected.
17. The University reserves the right to reject any or all the quotations without assigning any reason and the decision of the university shall be final & binding.
18. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
19. The element of applicable taxes is required to be shown separately and distinctly.
20. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
21. The authority reserves the right to select more than one bidder for one or more items at its discretion.
22. Any deviation in terms and conditions shall not be entertained ordinarily. If it is necessary to change any of the terms and conditions of the contract during the contract execution process, it should be agreed upon by both the parties.
23. The University reserves the right to order all or part or none of the items and/or services given in this schedule. The University also reserves the right to order additional services based on the rates finalized as a result of this quotation.
24. The University may at any time terminate the contract by giving written notice to the service provider, without compensation to service provider, if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the University.
25. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
26. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this quotation call document.
27. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

28. A) Delivery Address: The Comptroller of Finance,  
Veer Surendra Sai University of Technology, Odisha  
BURLA-768018  
Dist. Sambalpur (Odisha)
- B) Billing Address: The Comptroller of Finance,  
Veer Surendra Sai University of Technology, Odisha  
BURLA-768018  
Dist. Sambalpur (Odisha)



## **SCOPE OF WORK**

The University LAN is extended over the entire campus, covering various academic departments, centers and Hostels etc. catering connectivity to approximately 400 nodes at present. The scope of work is to provide qualified manpower by the firm at University, on a full time basis for 7 days x 24 hours x 365 days of operation, maintenance and development of Central Internet Facility and the University campus wide LAN. The deployed personnel are required to perform the following task.

### 1. Hardware & software support

- Monitoring of network devices/nodes/Links and take appropriate action
- Ensuring LAN connectivity up to the users physical port level in the University.
- Take necessary steps in order to avert all possible attempts of malicious activities by inside/outside users and keeping all records.
- Responding to emergencies such as virus attack and system crash & taking immediate corrective measures.
- Maintenance of secrecy and confidentiality of data, as per the policy of University
- Configuration and maintenance of other network peripherals as and when provided by the University, to replace the existing ones or to augment the present system, including minor Installation of any new network device and associated peripherals.
- The Uptime for active components would be 95% for the LAN network provided in University.
- Faults in the wiring etc would be attended within 48 hours of reporting. Following shall be excluded from the downtime calculations.
  - a> Scheduled Downtime.
  - b> All failures due to source power unavailability and power conditioning etc. beyond control.
  - c> WAN Link failures.

### 2. Helpdesk support

- A helpdesk system with trouble ticketing feature to be set up by the Bidder and report to be submitted on weekly basis.
- For any issue support engineer to coordinate with other vendor to render the service e.g. Desktop, Links, Electric issues etc.
- To perform round the clock monitoring, Network fault management, Link Management, Report generation, Preventive maintenance etc.
- To establish setup to receive complaints during the currency of the project, this includes

device errors.

- To record each and every complaint received verbally, telephonically, through email or on website etc. and action taken thereof in a logbook to be maintained such that University authorities can verify the said register at any point of time.
- To liaison with civil and electrical maintenance section of the University, ISPs, vendors having warranty/ AMC with the University ( up to extent permitted by the University).

TERMS AND CONDITIONS OF FACILITY MANAGEMENT SERVICES

1. All the terms and conditions enumerated in the quotation document shall remain enforced and shall form part of the contract.
2. Acceptance Certificate: The firm must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.
3. Period of contract: The period of contract will be for three years from dd.mm.yyyy to dd.mm.yyyy or three years from the actual date of deployment of manpower by the firm (whichever is later). It can be extended depending on performance satisfaction. However the firm must deploy manpower within 30 days from the date of issue of the work order. If the firm does not deploy the manpower within the prescribed date then it shall be open to the University to cancel the contract. In such case of event the EMD shall be forfeited.
4. Termination of contract: If service of the firm is not found satisfactory, the contract will be terminated by the University at any stage with one month notice and without any obligation on its part. Under such circumstances, payments shall be made only for the period for which the services have been availed. However, if the bidder desires to terminate contract, then a clear 3 months notice is required to be given. The contract can be terminated under any one of the following circumstances.
  - i. If in the opinion of the authority such termination is in the interest of the University. This termination will not be challenged by the service provider.
  - ii. The firm/agency not performing his duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the firm/ agency meets the requirements of the University or is deficient and to what degree.
  - iii. For committing breach of the terms and conditions of the contract or assigning the contract or any part thereof by the firm to any third party or subletting whole or part of the contract or the premises to any third party.
  - iv. The firm/ agency being declared as insolvent by court of law. The notice period shall be one week.
5. During the notice period for termination of contact in any of the situation contemplated above the firm shall keep discharging the duties as before till the expiry of notice period. It shall be the duty of the firm to remove all the deployed manpower by the firm on termination of the contract on any ground whatsoever and

to ensure that no person creates any disruption/problem of any nature to the University.

**Payment and Performance Security**

6. Payment: The payment will be made on QUARTERLY basis after successful completion of each quarter and acceptance of reports for satisfactory services. One quarter mean clear three months calculated from the date of commencement of the contract. No advance payment is permissible.
7. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
8. The firm must submit valid and up-to-date VATCC, service tax certificate and PAN along with the bill before release of payment.
9. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this contract shall be payable in any case what so ever.
10. The prices charged by the firm for services performed under the contract shall not be higher from the prices quoted by the firm in this quotation.
11. The supplier shall submit a performance security for 10% (Ten percent) of the average annual value of the work order in the form of bank guarantee to cover the entire period of contract. Performance security will be released only after successful completion of the period of the contract i.e. three years as stipulated in 3 above. The performance Security will not bear any interest.
12. **Data Security:** The firm should maintain confidentiality of the data in the systems, as per policy of University; the firm should take necessary steps to ensure that the data is not leaked to any unauthorized person or agency.
13. **Security of Hardware:** Any damage or loss caused to the hardware or their components or their parts due to negligence, mishandling by the firm should be rectified by the firm either by payment in cash at the prevailing market price of the equipments, components including their parts and peripherals or by a new one of the same make and specifications within the specified downtime.
14. The assets and articles provided by the University shall be property of the University and the firm shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed over to the University.

15. **Maintenance of log files:** The logs files generated by the hardware devices and software components should be well preserved by taking timely backups in a repository as required by University.
16. The firm shall be responsible for jobs for correcting the defect in network and the contractor's scope of work include the following rectifications also 1) I/O Box fitting & termination 2) RJ 45 connector crimping. All the spares & equipments required for carrying out the above mentioned jobs shall be provided by the Contractor.
17. The firm must have their own tools including the special tools required for smooth execution of contract.
18. Response time (time from placement of call to the engineer attending the machine) for attending the machines should be less than 24 hours.
19. The down time beyond one day will be logged and added to cumulative down time with in that quarter for the item down or deemed down.
20. The help desk calls should be attended to in all respects, as much as possible efforts should be made not to lose the data while retrieving.
21. The essence of the hardware maintenance and network component maintenance contract is to ensure that all the components of the hardware as well as software work perfectly and deliver rated performance during the period of the contract and that the systems uptime is up to the standards prescribed.
22. The firm should also implement/suggest Energy savings & Environmental safety measures.
23. New or changed software / hardware requirements, particles and policies that effect University should be intimated and implemented by the firm if required so.
24. The tracking of changes done to the systems and network infrastructure is a part of this contract. This should be documented to the University.
25. The University may conduct periodic review with the firm support head or with the Onsite Engineer assigned at University.

**Deployed Manpower**

26. The professionals (preferably certified professionals) deployed for the University should have knowledge of server and Network management (VLANS) on various platforms and should also be capable of providing services on hardware sizing, OS optimization, network optimization that is critical to the University, Maintenance and repair of the Data Network Equipments, Network Cabling and Terminations such as Patch Panels, Jack Panels & Crimping etc.



27. The qualification & job responsibility of personnel posted by the firm to manage the services.

**a. System Administrator/System Manager/Project Manager (The number required is to be mentioned by the firm)**

- i. He should be preferably possess B.Tech./B.E. in computer science/ computer engineering/Information technology with two years experience or Diploma computer science/ computer engineering/Information technology with minimum 5 years experience.
- ii. Engineers having good experience on L-2 & L-3 switch configuration and network management software.
- iii. He should organize, prioritize and allocate work load for optimum efficiency and possess required managerial and leadership skills to lead the team.
- iv. Ability to pro active in assessing and preparing for future needs in regards to network architecture, monitoring and adjusting network topology.
- v. Ability to diagnose, troubleshoot and recommend solutions, determine the root cause of chronic issues, configuring and trouble shooting.
- vi. Certification in networking such as CCNA, CCNP, MCSE etc.
- vii. Management for the total infrastructure as detail in the document.

**b. Network Engineer/ Network Operator (The number required is to be mentioned by the firm)**

- i. Diploma in computer science/ computer engineering/Information technology with minimum 3-years experience.
- ii. Having good knowledge on L-2 & L-3 network management.
- iii. Coordinate Network Administrator and supporting staffs related to fault finding, new installation of network equipments etc.
- iv. To prepare reporting related documents, troubleshooting, rectification of problems and make call log whenever problem found in internet link or network devices covered under AMC or warranty.
- v. Troubleshooting and support in academic area network.
- vi. To look after Hostel area network, help in installing data switches and troubleshooting network related issues whenever felt necessary.
- vii. Certification in networking such as CCNA, CCNP, MCSE etc.

28. The firm must deploy the required numbers of persons to meet the scope of work.

The firm should submit the details plan of the deployment of the persons in the format given in Table-2(A) & 2(B).

29. The firm must submit the plan & detail schedule of providing services and deployment of manpower for every month along with this quotation document in Table-2.

30. The network equipments in the data centre shall not be left unmanned at any time.
31. The firm must ensure that the manpower deployed by the firm must get their salary, remuneration and other perks with statutory deductions such as EPF, ESI etc. in due time. An undertaking in this regard for every quarter must be submitted by the firm along with the bill.
32. To attract and retain qualified and competent personnel, the firm should pay around 70% of the total value of the work order of this contract to its employee posted at the University. The firm should produce bank/statement/salary slips in this regard whenever asked for.
33. The Firm shall be directly responsible for payment of salary, P.F., ESI and GIS facility to its employees engaged under this contract as per Government rule. The University shall have no responsibility for the personnel salary, PF, ESI and GIS, social security, medical care, safety or any other aspect.
34. The performance appraisal of the deployed manpower must be prepared by the firm considering all the technical and non-technical parameters and be submitted to the University once in every quarter. While preparing such report the views of the concerned authority of the University may be taken.
35. All the professionals are expected to work at odd hours whenever the need arises in order to keep the service available on un-interruptedly.
36. The firm should also arrange backup manpower to ensure sufficient help to meet the contingency needs of university. University has full rights to reject the services of the engineer and ask for a replacement. In the event of change of the service engineer from this site, prior consent from the in charge, campus network facility is essential.
37. The engineers deployed from the firm shall have to be equipped with necessary tools in the form of hardware tools & software tools for the assigned work.
38. The deployed personnel shall work under the overall supervision/control of the Central Internet Facility (CIF) of University, or as decided by the competent authority of University.
39. All the responsibilities should be satisfactorily discharged by the persons deployed by the *firm* at University, on behalf of the *firm*. If for some reasons, the *firm* needs to depute some other person/persons on a temporary basis at University, for dealing with any matter relating to the contract, i.e. for meeting the contractual obligations, the same may be done by the *firm* only upon obtaining required approval from the

- competent authority at University. The University, shall not, however, make any extra payment (DA/TA/any other expenditure) to the *firm* for the same.
40. Failure to discharge any of the responsibilities satisfactorily by the personnel deployed by the *firm* shall be considered as non-fulfillment of contractual obligation by the *firm* and University, may, under such a situation, impose penalty to the *firm*.
  41. The deployed personnel cannot take up any other job, except the ones for which they are specifically deployed at University, either on behalf of the *firm* or on private basis during the period of the contract.
  42. The deployed personnel must maintain the decorum and decency according to rules regulation and practice of University, while dealing with the stakeholders at University.
  43. Nonperforming or inadequately trained or improperly behaved personnel deployed by the *firm* must be replaced within 15 days from the date of lodging complaints for the same by University. The decision as to whether a deployed person or persons are non performing or inadequately trained shall lie solely at the discretion of competent authority of University. University reserves the right to impose penalty to the *firm*.
  44. The deployed personnel may be required to assist in conducting computer related training for students, staff members or for any other related purpose at University, as and when necessary. They may be required to assist the University in taking laboratory classes as well, if required. They may also be required to perform all other jobs (related to contract) as decided by the competent authority at the University from time to time.
  45. In case of need, the deployed personnel may be required to travel from one location to other within and around the campus of University relating to discharging their responsibilities. No TA and DA will be paid to the *firm* by University for the purpose.
  46. All the deployed personnel should be having Cell Phones and each of them must accept the service calls as and when made by any stakeholder at University. No extra payment shall be charged by the *firm* for the same.
  47. All the deployed personnel shall be guided by the leave rules of the *firm*. However, in case any of the deployed personnel goes on leave, the *firm* must provide substitute so that the network activities at University are not hampered in any way. The *firms* should also intimate University, about the actual leave rules to be adopted for the deployed personnel. The person taking leave must be available over phone to respond any issues related to the contract.

48. The deployed personnel should help in shifting of hardware from one location to other or in installing new hardware at University as and when required by University.
49. Personnel deployed by the *firm* should have their own arrangement for conveyance to attend and rectify problems within the entire campus at University. No additional payment will be made by University towards their transportation.
50. No manpower and/or resources should be engaged exclusively for this rate contract; when the contract terminates and/or expires there shall be no physical or moral pressure on the University, on grounds of “person and/or resources displaced from job.” The University shall not entertain such claim.
51. The network engineers will be responsible for 24x7 network operation for the existing and future network infrastructure updated time to time. They have to attend the network related complaints & solve the problem in time of emergency whenever raised by the University.
52. The network engineers provided by the service provider responsible to make call log for networks and lease line network connectivity problems in the central Internet Facility as and when required. It should be reported to the concerned authority and recorded in report preparation. They have to certify the service call report before final signature of concerned authority at the University.
53. The deployed manpower should abide by any policy decision taken by concerned authority at the University as and when felt necessary.
54. The firm must ensure that the personnel deployed should upgrade their knowledge by self or training to keep themselves updated with the latest technologies.
55. The personnel should maintain an updated documentation related to entire contract. This document must be submitted to the concerned authority of the University in every quarter. The University shall not provide residential accommodation for the deployed manpower.
56. Penalty: If the firm fails to provide the services for more than 48 hours, penalty equal to charges for the period (this period excludes the time span due to force majeure such as earth quake, fire etc., or any such event, which are beyond the act of human) for which services has not been provided, may be imposed and deducted from the next bill.
57. Jurisdiction and Right to Amend Rules: The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the service provider firm in due course.

The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go the court, it will be decided in the court of Sambalpur only.

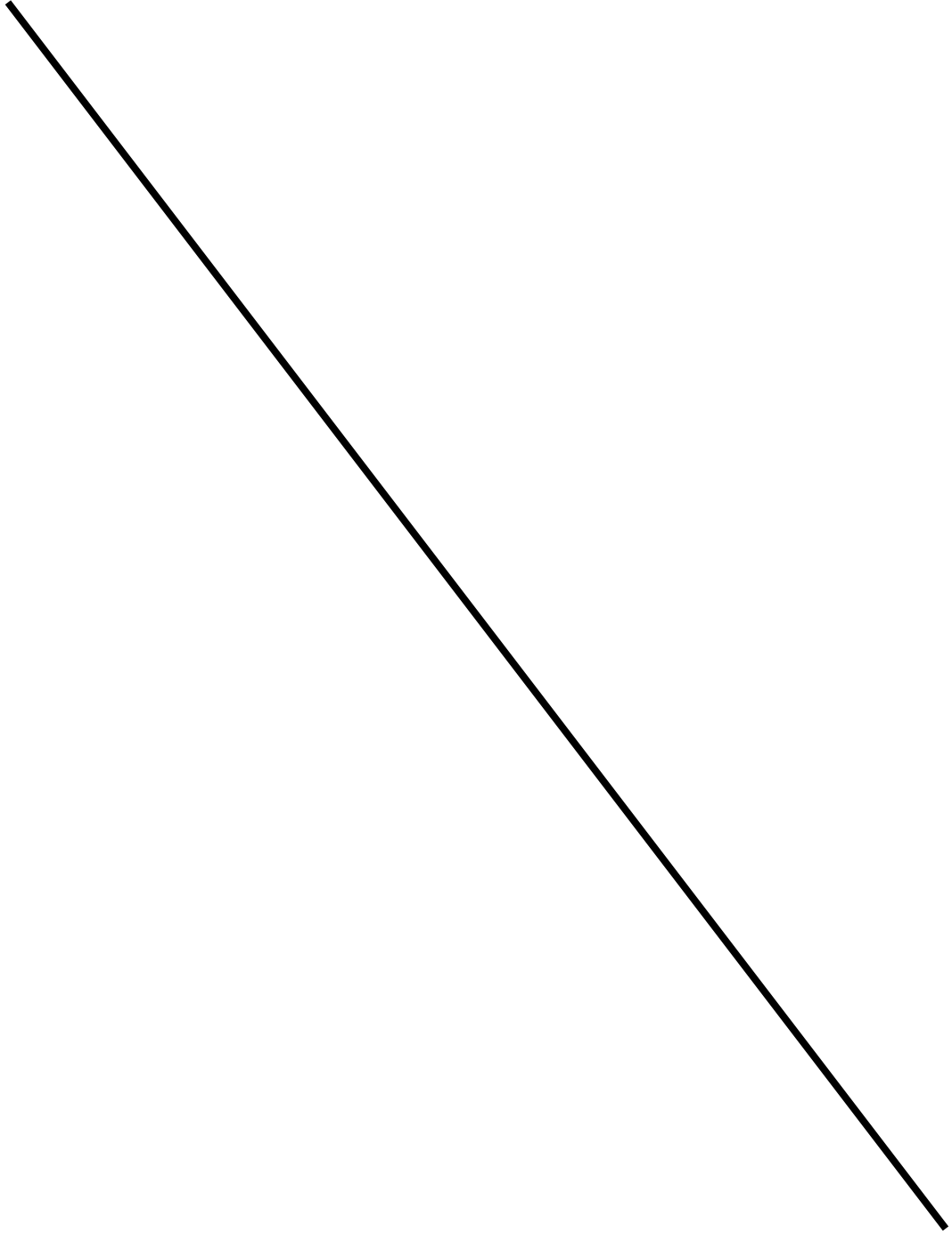


Table-1 INFORMATION SHEET OF BIDDER

S/L	Description	To be filled in by the supplier
1	Name of the Service Provider/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	VAT /Service Tax registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

DECLARARION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

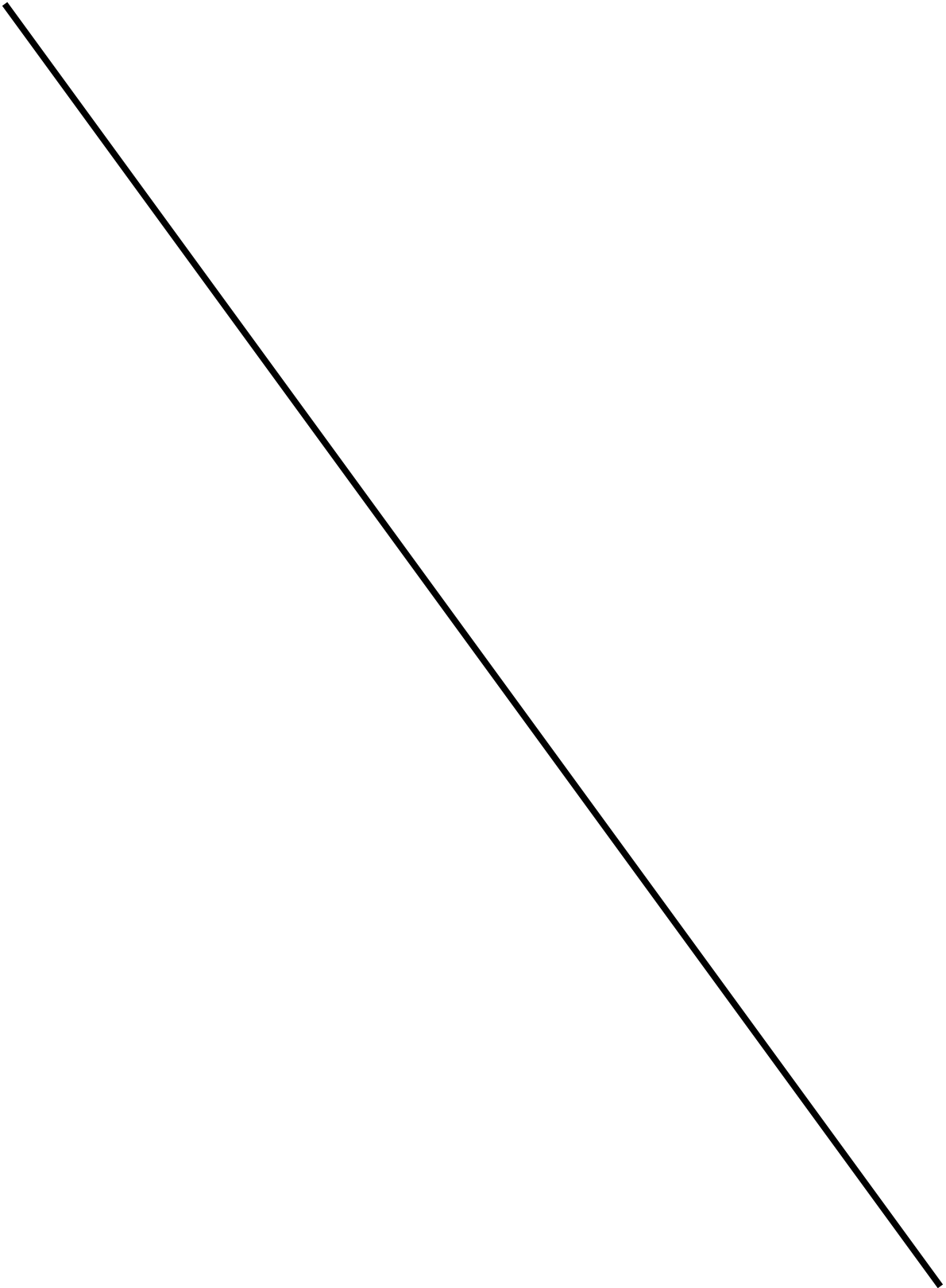


Table-2A: Deployment Plan of Persons for providing the Services

Day	General Shift (8 AM to 12 Noon) & (2 PM to 6 PM)	1st Shift (6 AM-2 PM)	2nd Shift (2PM-10PM)	3rd Shift (10PM-6AM)	Off	Leave Reserve
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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15						
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If required the bidder may attach separate sheets for any additional proposal for deployment of its employees to meet the scope of the work.



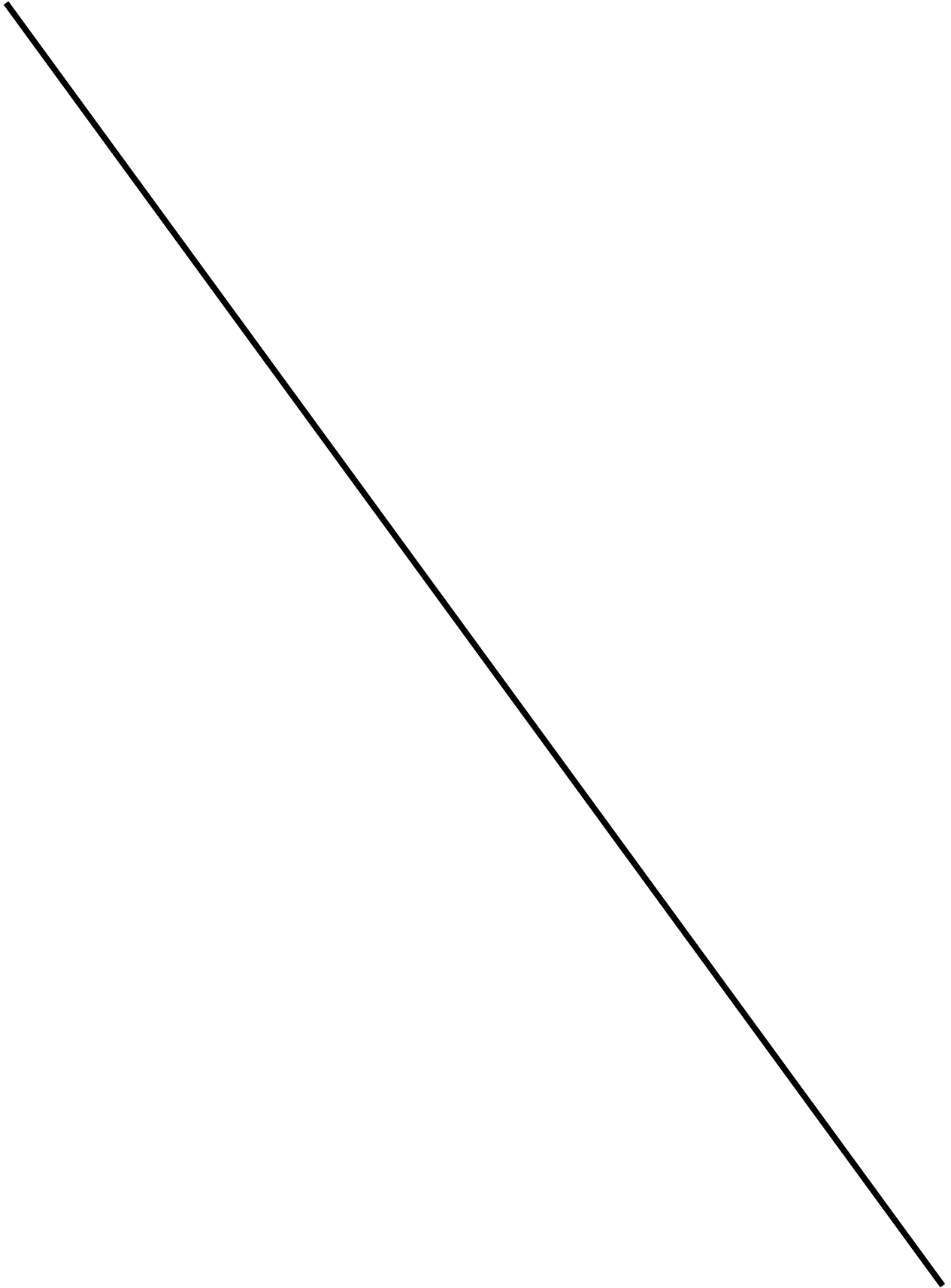
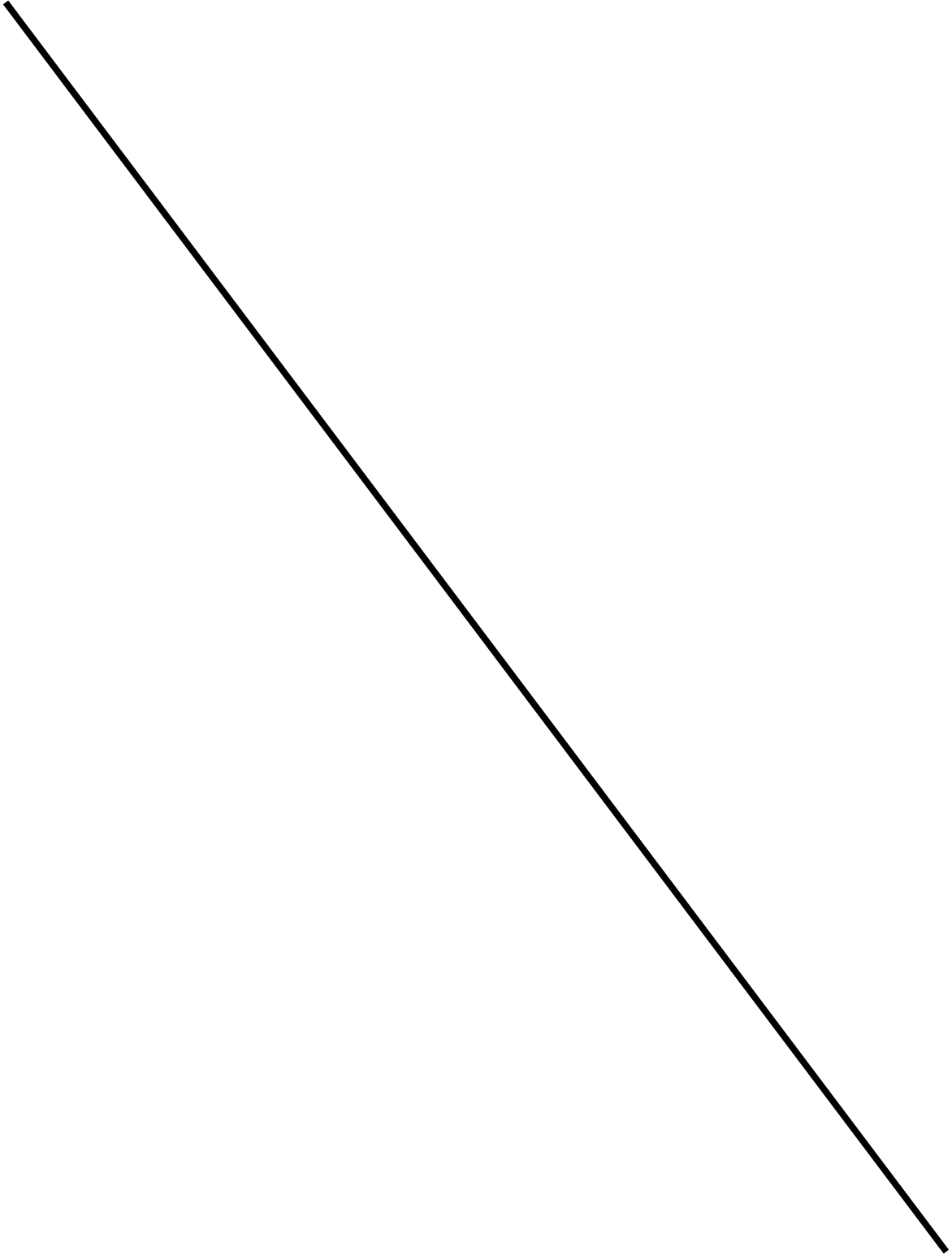


Table-2B: Plan of Total Number of persons to be deployed by the firm to meet the scope of work

S/N	Designation of person to be deployed	Number(s)	Remarks
1			
2			
3			
4			
5			
6			
7			

- The bidder may add or delete rows if required as per their plan for providing the services



UNDERTAKING BY THE BIDDER

To  
The Comptroller of Finance,  
Veer Surendra Sai University of Technology,  
Burla, 768-018.  
Subject: Quotation for Providing Facility Management Services to Central Internet Facility of the University.”

Dear Sir,

Having examined the conditions of this quotation call document I/we, undersigned, offer to provide Facility Management Services to Central Internet Facility of the University.”

I/We undertake to take up the work order within 15 days time, calculated from the date of issue of your work order.

1. I/We understand that you are not bound to accept the lowest or any quotation, you may receive.
2. I/We enclose all the sheets of this quotation call document duly signed by me on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
3. Certified that I/We have studied the full contents of the quotation call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the quotation form, my/our quotation may be cancelled.

Dated:

Signature of

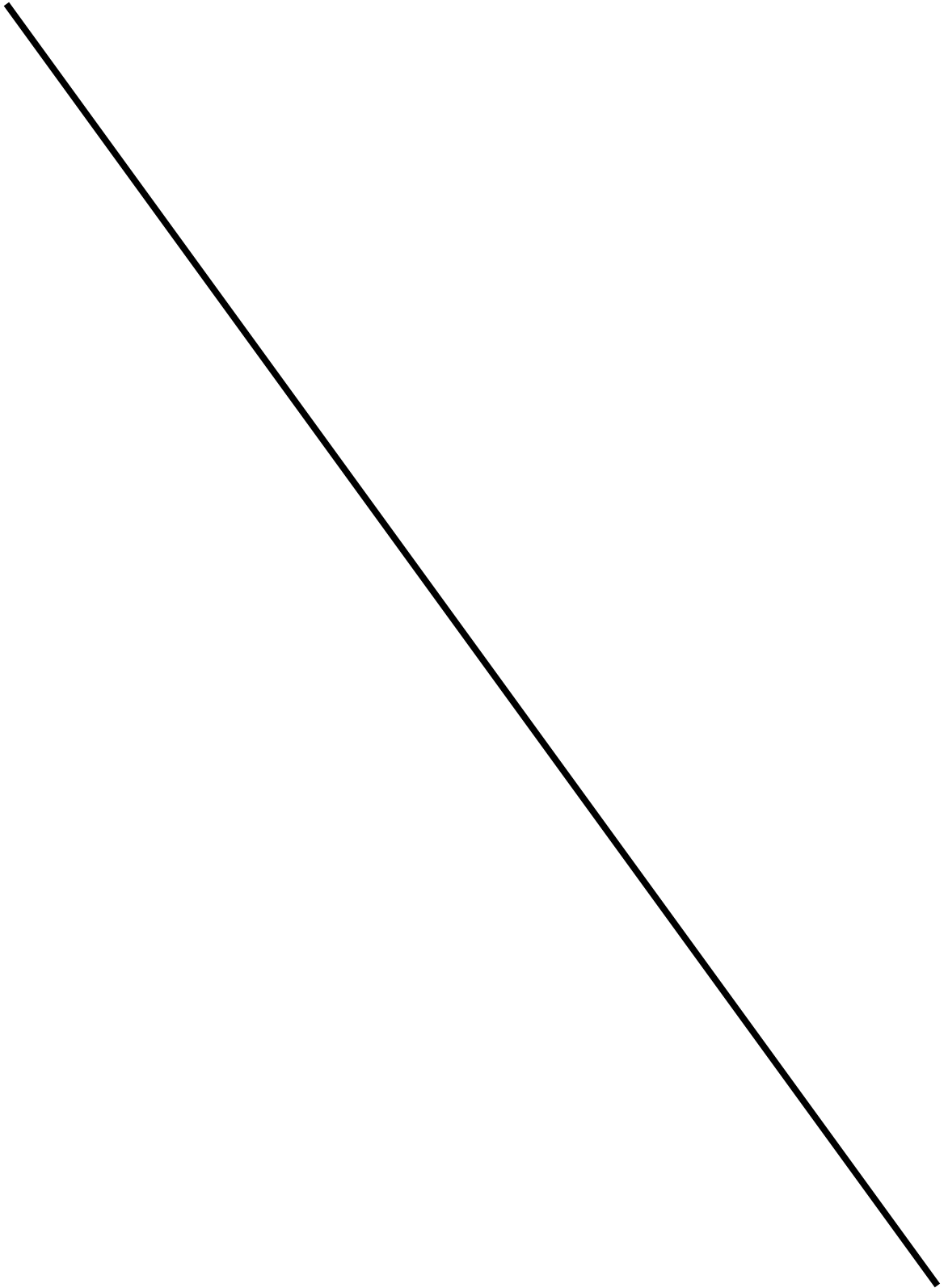
In capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Signature.

Date:



**Table-3 Price for the Facility Management Services**

Name of the Bidder- : \_\_\_\_\_

Address: \_\_\_\_\_

Sl. No.	Description	1st Year in Indian Rupees	2 <sup>nd</sup> Year in Indian Rupees	3 <sup>rd</sup> Year in Indian Rupees
a	Charges for providing the Facility Management Services as per the scope of work mentioned in the quotation document.			
b	Service Tax (mention rate)			
A	Total Cost (a+b)			

Grand Total Price (In Words)

\_\_\_\_\_

\*\* The bidder must submit the sheets mentioning the designation wise breakup for the total cost of services for each year.

###No correction on this sheet shall be entertained.

LAST PAGE OF THE DOCUMENT