

NOTICE INVITING QUOTATION
DEPARTMENT OF BUSINESS ADMINISTRATION (HUMAN RESOURCE)
THE UNIVERSITY OF BURDWAN

Sl. No.	Head	Items to be purchased /Description of work
1	Repair and maintenance of Computer and Peripherals including upgradation	i) Formatting and servicing of one HP 18 All in One PC Model no 18-5019ii ii) Formatting and servicing of one Dell Vostro 260 ST Desktop PC iii) Servicing of one printer (HP LaserJet P1007). iv) Formatting and servicing of 4 (four) hp thin clients (model: vc 4725) and establishing client server connectivity (Works required: Rectification of problems associated with Server (with Windows NT) and thin client connectivity
	Repair and Maintenance of LCD projector	Two LCD projectors need to be repaired (EPSON Projector EB X9 Model H375C)
3.	Repair & Maintenance of A.C.	Maintenance service of four 1.5-ton Hitachi ACs and two 0.75-ton LG ACs in the department
4.	Repair and Maintenance of furniture	i) 10 seating chairs with writing pads: Repairing works like pasting of ply, repairing (fixing) of the writing pad, etc. ii) Repairing of two revolving chairs: Works required replacement of handle and wheels. iii) Two tables to be repaired and painted: Works required: tabletop lamination 5'x3' and 4'x3', painting, repair of drawer
5.	Purchase of Computer Stationeries and Consumables	TONER 88A (2 nos.), VGA adapter (2 nos.), HDMI cable (2 nos.), pen drives (32 GB, hp brand: 3 nos.)
6.	Purchase of Computer Software	Window OS (Single user 2 nos.); MS Office (Single User: 2 nos.)
7.	Purchase of LCD Projector	One LCD projector: Epson EB-X05 DLP Projector/any other brand
8.	Purchase of Furniture	One Four Door (Steel) Filing Cabinet: Any standard brand Two Open Book selves (Laminated particle board): Approx. 6 ft X 2 ft: Any standard brand

- For further clarification, please contact: Head, Department of Business Administration (Human Resource), The University of Burdwan, Golapbag, Burdwan-713104.
- Sealed quotations may please be submitted to: Head, Department of Business Administration (Human Resource), The University of Burdwan, Golapbag, Burdwan-713104 within **15.02.2019**.