

GOVERNMENT OF WEST BENGAL
UD & MA DEPARTMENT
NAGARAYAN, DF-8, SECTOR-1,
SALT LAKE, KOLKATA-700064

No.716/MA/O/C-3/3S-4/08 Pt. II

Dated, Kolkata, the 27th May, 2019

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from reliable, experienced and resourceful service centers / service providers for Annual Maintenance of the photocopiers used in the UD & MA Department , Govt. of West Bengal, NAGARAYAN, DF-8, Sector-I, Salt Lake, Kolkata – 700 064 as per Annexure enclosed. The rates shall be quoted in figures as well as in words for AMC including consumables and spare parts as per the following terms and conditions.

a)	Name of the work	:	Annual Maintenance of the photocopiers in the UD & MA Department , Govt. of West Bengal, DF-8, Sector-I, Salt Lake, Kolkata-700064 as per list enclosed. (Annexure- I)
b)	Form in which quotation is to be submitted	:	On own company letter head.
c)	Last date, time limit & place for dropping of quotation documents	:	10.06.2019 Up to 2.00 P.M in the quotation box kept at Office-room of the Joint Secretary(Estt.), UD & MA Department (Municipal Affairs Branch), NAGARAYAN, 6th Floor, DF-8, Sector-I, Salt Lake, Kolkata – 700 064 .
d)	Date, time & place of opening the quotation	:	11.06.2019 at 2.30 P.M at office-room of the Joint Secretary (Estt.), UD & MA Department (Municipal Affairs Branch)
e)	Period of Maintenance	:	1 (one) year from the date of issuance Of Work Order.

The quotations are to be submitted in the office-chamber of Joint Secretary (Estt.) , UD & MA Department (Municipal Affairs Branch), NAGARAYAN, 6th Floor, DF-8, Sector-I, Salt Lake, Kolkata – 700 064 .

TERMS & CONDITIONS:-

1. The bidders shall seal the quotation properly with marking on the outer envelope “Quotation for AMC for the photocopiers of UD & MA Department, NAGARAYAN, DF-8, Sector-I, Salt Lake, Kolkata – 700 064 .
2. The AMC should be on-site, on-call and with consumables and spare.
3. Preventive maintenance has to be carried once in a month for each machine and submit satisfactory report from users duly authenticated by the authorized officer with the bill.
4. The quoted rate should be inclusive of all taxes and all other incidental charges.
5. Sealed quotation along with valid Pan Card, VAT & P.T. clearance certificate shall be submitted to the above office address within the date mentioned above.
6. Any quotation which does not fulfill any of the terms and conditions or incomplete in any respect shall be treated as informal and be liable to be summarily rejected.
7. AMC order will be issued to the lowest rate offer bidder, whose rate will be found acceptable.
8. The rates quoted should remain valid for 1 (one) year from the date of agreement made by the successful bidder and subsequent 1st inspection of the machines.

9. After 12 month Quotation Inviting Authority may place the separate Work Order with same terms & Condition with prior consent of the selected Quotationer.
10. Payment will be made on submission of bill in triplicate along with periodical inspection report duly certified by the authorized officer of this office after completion of work.
11. AMC charge will be paid quarterly on pro-rata basis on AMC value on satisfactory performance of AMC.
12. The contract may be terminated without prejudice to any other remedy for breach of contract if the contractor fails to deliver service supply as per the “Terms & Conditions of contract” or fails to perform any other obligation under the contract.
14. The authority reserves the right to accept or reject any or all the quotation(s) without assigning any reason thereof.

The detailed N.I.Q, documents and other relevant particulars (if any) may be seen by the intending bidders during office hours in the *Office of the Joint Secretary(Estt.),UD & MA Department (Municipal Affairs Branch), NAGARAYAN,DF-8,Sector-I, Salt Lake, Kolkata – 700 064.*

Sd/- S.Das

*Joint Secretary,
UD & MA Deptt.(M.A.Br.)
Govt. of West Bengal*

ANNEXURE

Sl. No.	Photocopier (Make & Model)	Branch/Cell	Presently stationed at
1.	Konica Minolta Bizhub-206	UD-MD Cell	F.A. Cell
2.	Konica Minolta Bizhub-206	UD-MD Cell	J.S.(S.Mukherjee)
3.	Konica Minolta Bizhub-206	UD-MD Cell	M.D. Budget
4.	Konica Minolta Bizhub-206	UD-MD Cell	”
5.	Canon-2002	UD-MD Cell	M.D. Wing
6.	Canon-4225	UD-MD Cell	M.D. Type section
7.	Canon IR 4225	UD-MD Cell	Land Manager Section
8.	Panasonic Dp-8016	UD-MD Cell	Accounts Section
9.	Toshiba-167	UD-MD Cell	General section
10.	Konica Minolta Bizhub-206	MA	Estt. Wing
11.	Konica Minolta Bizhub-206	MA	B & P Wing
12.	Konica Minolta Bizhub-206	MA	General wing
13.	Konica Minolta Bizhub-206	MA	L & S Wing
14.	Konica Minolta Bizhub-164	MA	Office of MIC
15.	Konica Minolta Bizhub-211	MA	LSG Wing
16.	Konica Minolta Bizhub-211	MA	General wing