

Govt. of West Bengal
HOME & HILL AFFAIRS DEPARTMENT
General Establishment Branch,
'NABANNA'
325, Sarat Chatterjee Road, Howrah – 711102.

No. 127-GE(N)/1E-07/2022

Dated : 18th February, 2022

NOTICE

Sub:-Quotation for AMC of 34(Thirty Four) Photocopier machines installed in different Cell/Branch (located at Writers' Building and Nabanna) of the Deptt. Of Home and Hill Affairs Deptt. Govt. of West Bengal.

Sealed quotation are invited from different reputed service rendering firms/organizations for Annual Service Contract of **34 (Thirty Four) photocopier machines** for 1 (one) year installed in different Cell/ Branches of the Deptt. Of Home and Hill Affairs Deptt. as mentioned below in details.

| Serial No. | Model of Photocopier Machine | Installed at |
|------------|------------------------------|---|
| 1. | Konica Minolta Bizhub-164 | Defence Branch (Room No. 407), Nabanna |
| 2. | Konica Minolta Bizhub-164 | PG & AO Cell (Room No. 510), Nabanna |
| 3. | Konica Minolta Bizhub-164 | Secret Cell (Room No. 503), Nabanna |
| 4. | Konica Minolta Bizhub-164 | Medical Cell (Room No. 406), Nabanna |
| 5. | Konica Minolta Bizhub-164 | Accounts Cell, Writer's Buildings, Block-III, 1 st Floor |
| 6. | Konica Minolta Bizhub-165 e | Police Service Cell, Writer's Building |
| 7. | Konica Minolta Bizhub-164 | RTI Cell (Room No. 408), Nabanna |
| 8. | Konica Minolta Bizhub-164 | Internal Security Cell (Room No. 504), Nabanna |
| 9. | Konica Minolta Bizhub-164 | Chamber of Sri Arun Prasad Sen, IAS, Secretary (Room No. 501), Nabanna |
| 10. | Konica Minolta Bizhub-164 | F.A. Cell (Room No. 512), Nabanna |
| 11. | Konica Minolta Bizhub-164 | Chamber of Sri H.K. Kusumakar, IPS, Secretary (Co-ordination), Room No. 506, Nabanna |
| 12. | Konica Minolta Bizhub-164 | Chamber of Sri Nirmalya Ghosal, IAS, Senior Special Secretary (Room No. 401), Nabanna |
| 13. | Konica Minolta Bizhub-165 e | Chamber of Sri Swapan Kumar Khan, OSD & EO Additional Secretary (Room No. 502), Nabanna |
| 14. | Konica Minolta Bizhub-165 e | Chamber of Sri A. Sengupta WBCS (Exe), Special Secretary (Room No. 502), Nabanna |
| 15. | Konica Minolta Bizhub-165 e | Police Establishment Branch (Room No. 403), Nabanna |
| 16. | Konica Minolta Bizhub-165e | General Estt. Br., Writer's Building, Block-IV, 1 st Floor |
| 17. | Konica Minolta Bizhub-164 e | Receiving & Issue Section (Room No. 504), Nabanna |
| 18. | Konica Minolta Bizhub-165 e | Room No. 411, Nabanna |
| 19. | Canon IR-2006 N | Chamber of Addl. Chief Secretary, 13 th Floor, Nabanna |
| 20. | Canon IR-2006N | Chamber of Addl. Chief Secretary, 13 th Floor, Nabanna |
| 21. | Kyocera Task Alfa -180 | B A D P Branch, Writer's Building, Block-IV, 1 st Floor |
| 22. | Canon IR – 2202N | Estt. Branch (Room No. 505), Nabanna |
| 23. | Canon IR 2016J | BMCS Cell (Room No. 509), Nabanna |
| 24. | Kyocera Taskalfa-220 | Police Modernization Branch (Room No. 508), Nabanna |
| 25. | Ricoh MP 1900 | Commission of Inquiry Cell (Room No. 408), Nabanna |
| 26. | Kyocera-180/220 | Vigilance Branch (Room No. 405), Nabanna |
| 27. | Konica Minolta Bizhub-206 | Vigilance Branch (Room No. 405), Nabanna |
| 28. | Canon iR2520W | Co-ordination Branch (Room No. 410), Nabanna |
| 29. | Canon iR2520W | Protocol Branch (Room No. 409), Nabanna |
| 30. | Canon iR2520W | Chamber of OSD & Under Secretary, 13 th Floor, Nabanna |
| 31. | Konica Minolta Bizhub-215 | Human Rights Branch. Writers Building, Block-iv, 1 st Floor. |
| 32. | Konica Minolta Bizhub- | Chamber of P.A. to Special Secretary(Room No. 401), |

| | | |
|-----|------------------------|---|
| | 206 | Nabanna. |
| 33. | Xerox work Centre 5016 | Freedom Fighter Pension Cell, Writers Building, Block-v, 2 nd Floor. |
| 34. | Canon2006N | Chamber of P.A. to Susanta Kr. Adhikary, Special Secretary (Room No. 401), Nabanna |

2. As per Finance Dept. Memo No. 4374-F(Y) dated:13.07.17 self attested copies of valid **PAN issued by IT Dept., Govt. of India** and valid 15 digit Goods Services Taxpayer Identification Number (**GSTN**) under **GST Act, 2017** need to be enclosed.

3. For proper maintenance of the machines, the preventive maintenance shall have to be carried out on monthly basis during 11:00 a.m. to 4:30 p.m. on working days.

4. Response time for call should be **within 24 hours**.

5. Rates should be quoted for service and maintenance only and must not include cost of any spare parts.

6. Vendor shall furnish the particulars of spares and its estimate in case of replacement and the cost of parts shall be paid by the Department.

7. Payment for repair/replacement of spares shall be made after production of work done certificate duly signed by the Officer-In-charge of Section where the machine has been installed.

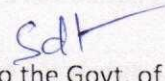
8. Cost of A.M.C. shall be sanctioned at the end of expiry of the contract subject to satisfactory service.

9. Quotations should be submitted in the quotation box kept in the General Establishment Branch at Room No. 505 of Nabanna at 5th floor by 2nd March, 2022 within 3:30 p.m. positively. The quotation box will be opened at 4:00 p.m. on 02.03.2022 in present of the attending and available quotationers.

10. The rate quoted must be **inclusive of all Taxes**.

11. For any further information, bidders may contact the **O.S.D. at Room No.505, Nabanna, Howrah and Registrar at 1st Floor, Block-IV, Writers Building.**

12. This Deptt. may accept or reject any or all quotations without assigning any reason whatsoever.



Deputy Secretary to the Govt. of West Bengal

No. 127/1(3)-GE(N)/1E-07/2022

Dated, Howrah, 18th February, 2022

Copy forwarded for wide circulation to :

1. Notice Board.
2. Website of Home and Hill Affairs Dept., Govt. of West Bengal.
3. Registrar, GE Branch, Block-iv, 1st Floor, Writers' Building, Kolkata-1


Officer-on-Special Duty