



Govt of West Bengal
Home and Hill Affairs Dept.
General Establishment Branch,
'NABANNA'
325, Sarat Chatterjee Road, Howrah-711102.

No.221- GE (N)/1E-18/17

Dated, Howrah, 25th February, 2021

NOTICE

Sub:- Quotation for AMC of 31 (Thirty one) photocopier machines installed in different Cell/ Branch (located at writers` Buildings and Nabanna) of the Dept. of Home and Hill, Govt. of West Bengal.

Sealed quotation are invited from different reputed service rendering firms/organizations for Annual Service Contract of **31 (Thirty one) photocopier** machines for 1(one) year installed in different Cell/ Branches of the Dept. of Home and Hill Affairs as mentioned below in details.

Sl. 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	Account Cell, Writers` Buildings,Block-III, 1 st Floor
6.	Konica Minolta Bizhub-165 e	Police Service Cell, Writers Buildings
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 A.P.Sen, 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, Secretary (Co-ordination) (Room No.501), Nabanna.
12.	Konica Minolta Bizhub-164	Chamber of Sri Nirmalya Ghoshal, Additional Secretary (Room No.401), Nabanna
13.	Konica Minolta Bizhub-165 e	Chamber of Sri S.K.Khan, OSD & EO Additional Secretary (Room No.502) , Nabanna
14.	Konica Minolta Bizhub-165 e	Chamber of Sri P. Mondal, Additional Secretary.(Room No.502), Nabanna
15.	Konica Minolta Bizhub-165 e	Police Establishment Branch, (Room No.403), Nabanna
16.	Konica Minolta Bizhub-165 e	General Estt. Br., Writers Bldgs., Block-IV, 1 st Floor.
17.	Konica Minolta Bizhub-165 e	Receiving & Issue Section (room No.504), Nabanna.
18.	Konica Minolta Bizhub-165 e	Room No.411, Nabanna.
19.	Konica Minolta Bizhub-206	Chamber of the Additional Chief Secretary, 13 th Floor, Nabanna.
20.	Kyocera Task Alfa-220	Chamber of the Additional Chief Secretary, 13 th Floor, Nabanna.
21.	Kyocera Task Alfa-180	B A D P Branch, Writers` Bldgs., Block-IV, 1 st Floor
22.	Canon IR-2202N	Estt. Branch (Room No.505), Nabanna
23.	Canon IR2016J	BMCS Cell (Room No.509), Nabanna

24.	Kyocera Taskalfa-220	Police Modernization Br.(Room no.508) Nabanna.
25.	Ricoh MP1900	Commission of inquiry Cell (Room No.408), Nabanna.
26.	Xerox WC-5019	Vigilance Br. (Room No.405),Nabanna.
27.	Canon iR2420L	Chamber Of OSD & Under Secretary 13 th Floor, Nabanna.
28.	Konica Minolta Bizhub-206	Vigilance Branch (Room No. 405), Nabanna.
29.	Canon iR2520W	Co-ordination Branch (Room No.410), Nabanna.
30.	Canon iR2520W	Protocol Branch (Room No. 409), Nabanna
31.	Canon iR2520W	Chamber of OSD & Under Secretary,13 th floor, 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 **5th March,2021 within 4:00 p.m. positively**. The quotation box will be opened at 4:30 p.m. of 05.03.2021 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 **Registrar at Room No.505, Nabanna, Howrah and Registrar at 1st Floor , Block-IV, Writers` Buildings**.
12. This Deptt. may accept or reject any or all quotations without assigning any reason whatsoever.

sd/-
Deputy Secretary to the Govt. of West Bengal

No.221/1(2)-GE (N)/1E-18/17

Dated, Howrah, 5th February, 2021

Copy forwarded for wide circulation to:

1. Notice Board.
2. Website of Home and Hill Affairs Dept., Govt. of West Bengal.

S. Chatterjee
Deputy Secretary to the Govt. of West Bengal.