



GOVERNMENT OF WEST BENGAL
HOME & HILL AFFAIRS DEPARTMENT
General Establishment Branch,
'NABANNA',
325, Sarat Chatterjee Road, Howrah-711102

No. 348-GE/NAB/1E-07/2022

Dated, Howrah, the 22nd March 2024

NOTICE

Sub: Quotation for AMC of 32 Photocopier Machines.

1. Sealed quotation is invited from bona-fide, reputed service rendering firms/organizations for Annual Maintenance Contract of the following 32 (thirty two) Photocopier Machines installed in different Cell/Branches of Home & Hill Affairs Department for a period of One year from the date of acceptance of rate :

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	Freedom Fighter pension Cell, Writers' Building, Block-v, 2 nd Floor.
9.	Konica Minolta Bizhub-164	Chamber of Chaitli Chakraborty, WBCS (exe), Spl. Secretary (Room No. 501), Nabanna
10.	Konica Minolta Bizhub-164	Room No. 506, Nabanna.
11.	Konica Minolta Bizhub-164	Chamber of Sri Nirmalya Ghosal, OSD & E.O. Sr. Spl. Secretary (Room No. 401), Nabanna
12.	Konica Minolta Bizhub-165 e	Chamber of Sri Swapan Kumar Khan, OSD & EO Sr. Spl. Secretary (Room No. 502), Nabanna
13.	Konica Minolta Bizhub-165 e	Chamber of Sri A. Sengupta, WBCS (Exe) Spl. Secretary (Room No. 502), Nabanna
14.	Konica Minolta Bizhub-165 e	Police Establishment Branch (Room No. 403), Nabanna
15.	Konica Minolta Bizhub-165e	General Estt. Br., Writer's Building, Block-IV, 1 st Floor
16.	Kyocera-180/220	Police Receiving & Issue Section, Room no. 405, Nabanna.
17.	Konica Minolta Bizhub-165 e	O/o the Dy. Secy., Room No. 411, Nabanna
18.	Canon IR-2006 N	Chamber of Additional Chief Secretary, 13 th Floor,
19.	Canon IR-2006N	Chamber of Additional Chief Secretary, 13 th Floor.
20.		
	Kyocera Task Alfa-180	BADP Branch, Writers' Building, Block-iv, 1 st Floor.
21.	Canon IR - 2202N	Genl.Estt. Branch (Room No. 505), Nabanna
22.	Canon IR 2016j	BMCS Cell (Room No. 509), Nabanna
23.	Konica Minolta bizhub-205i	General Establishment Br. 1 st Floor, Writers' building, Kol-01.
24.	Ricoh MP 1900	Commission of Inquiry Cell (Room No. 408), Nabanna
25.	Konica Minolta Bizhub-206	Vigilance Branch (Room No. 405), Nabanna
26.	Canon iR2520W	Co-ordination Branch (Room No. 410), Nabanna
27.	Canon iR2520W	Protocol Branch (Room No. 409), Nabanna
28.	Canon iR2520W	Chamber of OSD & Under Secretary, 13 th Floor, Nabanna
29.	Konica Minolta Bizhub-215	Human Rights Branch. Writers Building, Block-IV, 1 st Floor.
30.	Konica Minolta Bizhub-206	Chamber of the Sr. PA to Spl. Secy. Room No.511, Nabanna.
31.	Canon 2006 N	Chamber of P.A. to Special Secretary (Room No. 401) Nabanna.
32.	BIZ 165 E	Police Establishment, (Room no-412), Nabanna.

2. Schedule of Bidding:

Sl. No.	Description	Date/time
1.	Last date for submission of the sealed quotation	12 th April, 2024, upto 3 P.M.
2.	Date of opening of the quotation box in presence of the willing vendors	12 th April, 2024, at 3.30 P.M.
3.	The quotation submitted	in the drop box placed in the Room No. 505 at Nabanna
4.	The quotation to be addressed to	the OSD & Ex-Officio Deputy Secretary to the Government of West Bengal, Home And Hill Affairs Department, Nabanna, Howrah-711102

3. The quotations should be of 2 (Two) bid system such as Technical Bid (Bid A) and Financial Bid (Bid B).

Bid A: Technical Bid should be submitted with the following documents:

1. Copy of PAN Card (self attested).
2. Copy of Profession Tax challan showing upto date payment of Profession Tax
3. Copy of valid Trade License issued by Competent authority
4. Copy of Acknowledgements of latest IT Return
5. Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under GST Act. 2017
6. Copy of Acknowledgement of GST return for the last Financial Year
7. Copy of audited account of Balance sheet for the last year.

Bid B: Financial Bid shall indicate the price of the maintenance service with spare parts in Indian Rupees inclusive of all charges.

The Technical and Financial Bid shall be sealed in separate covers duly superscripted and both the sealed covers are to be put in a bigger cover which should also to be sealed.

The Technical bid shall be opened in presence of the willing vendors by the Department at the first instance and evaluated by a competent authority.

At the second stage Financial Bid of only the technically acceptable offers shall be opened for finalization of the rate.

4. Terms & Conditions :

1. Rates quoted shall be valid for one year.
2. Each bid paper should be signed by the bidder or authorized person with official seal.
3. For proper maintenance of the machines, the successful bidder shall have to carry out preventive maintenance on monthly basis during 11.00 a.m. to 04.30 p.m. on working days without charging any additional amount.
4. Response time for call should be within 24 hours.
5. The cost of AMC shall be paid to the successful bidder after expiry of the contract subject to rendering satisfactory service.
6. The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
7. **Participants should quote rates for all the machines mentioned pre-page, otherwise participation may be rejected by the authority.**
8. **Before submitting quotation, vendors should survey the conditions of the machines as listed pre-page.**
9. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.
10. If any day mentioned in the Notice happens to be holiday, the work meant for the date will automatically shift to the next working date without any further reference/correspondence.
11. Technical Bid, Financial Bid shall be kept in separate sealed cover and all two envelopes shall be kept in a Big Sealed Envelope with the transcription as " Quotation of rates in reference to No:348-GE, Date:22.03.2024".
12. The successful bidder(S) will have to enter into an agreement with the Dept. for AMC at the accepted rate/s.

By Order



OSD & Ex-Officio Deputy Secretary
to the Government of West Bengal

No.348/1(3)-GE/N/1E-07/2022

Dated, Howrah, the 22nd March 2024

Copy forwarded for information and wide circulation to :

1. Notice Board of Home And Hill Affairs Department, Room No. 505, Nabanna, Howrah-711102.
2. Website of Home And Hill Affairs Department(<http://home.wb.gov.in>).
3. Guard File.



Officer on Special Duty
Home & Hill Affairs Department