

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

No. - 472-GE(N)/1E-67/09

Dated, Howrah, 13<sup>th</sup> July, 2022

**TENDER NOTICE**

**Sub:-Quotation for AMC for cleaning /polishing of Computer, Scanners, Printer, Photocopier machines, Fax Machine, Televisions installed in different Cell/Branch (located at writers Building and Nabanna) of Home and Hill Affairs Deptt. Govt. of West Bengal.**

Sealed rate(s) are invited on behalf of the Governor of West Bengal from authorized Service Providers for cleaning /polishing of Computers, Scanners, Printers, Photocopy machines, Fax Machines, Televisions installed in Home & Hill Affairs Department at Nabanna and Writers' Buildings. The quantities of each item are shown below which may vary from time to time with the installation of new machines/items as per requirement of the Department-

<u>ITEM</u>	<u>QUANTITY</u>
1. Telephone	: 116
2. Computer	: 382
3. Printer-cum-Copier	: 205
4. Scanner	: 28
5. Photocopier Machine	: 44
6. FAX Machine	: 12
7. Paper Setter	: 2
8. Televison	: 3

Terms and Condition for participation in the bid:

The Service Providers shall furnish valid and up to date Trade License, Last Three years I.T. Returns, Authenticate copy of receipt of up to date Profession Tax certificate, Authenticate copy of PAN card, G.S.T. Registration certificate, copy of G.S.T. return for the last two years.

Service Providers shall submit earnest money to the tune of 2% of the cost per year as may be quoted towards providing the service of cleaning/ polishing of the machines. The Earnest Money should be deposited by way of Demand Draft drawn in favour of D.D.O., H&HA Department on any nationalized bank payable at Kolkata. Earnest Money shall be refunded to the unsuccessful bidders without any interest on the day of the opening of the bids.

The rates quoted in the bid should be inclusive of all charge and shall not exceed the rate prescribed for each item in Finance Department's Order no. 6298-F(Y) Dated 06/12/2016 (copy enclosed).

The rate quoted in the bid shall be shown separately for each of the items.

In case the services are not found satisfactory, the contract may be terminated by giving a notice of two weeks and payment for the service rendered would be made on pro rata basis to the extent the service is satisfactory.

Technical Bid (containing the authenticated copies of documents of Trade License, I.T. Returns, G.S.T. certificate etc.) and Financial Bid (quoting rate of service charge for each item) shall be kept in separate sealed cover and both the sealed covers shall be kept in a Big Envelope. The following words shall be transcribed in each Envelope:

Bid for cleaning/polishing of machines in response to the Notice No. 472-GE(N)/1E-67/09 dt. 13<sup>th</sup> July, 2022.

Name and office address of bidder shall also be transcribed on each envelope.

The Bid shall be dropped in the Tender Box at Room No. 505, 5th floor of Nabanna on any working day between 11:00 A.M. to 3:00 P.M.

The bid should be addressed to the Deputy Secretary, G.E. Branch, Home & Hill Affairs Department, Nabanna, Howrah-711102.

Last date of submission of bid shall be on 01/08/2022 up to 3:00 P.M.

The Bid shall be opened in presence of members of Purchase Committee on 01/08/2022 at 3:30 P.M.

The envelope containing the Technical Bid shall be opened first. The Financial bids in respect of those bidders qualified for the Technical bids shall be opened.

The Bidders may remain present at the time of opening of bid at Room no. 506 of Nabanna on 01/08/2022 at 3:30 P.M.

An Application shall be attached with the envelope in prescribed form (Specimen copy enclosed).

The rates should be quoted in the enclosed schedule.

The Authority shall reserves the right to cancel any or all bids without assigning any reason thereon.

Sd/-  
Deputy Secretary

## Application Form

Technical/Financial bid in response to Tender Notice No. 472-GE(N)/1E-67/09 Dt.  
13/07/2022

1. Name of the Agency.....
  
2. Name of the contact person and his contact No.....

List of Documents submitted : (    )

- |  |                          |
|--|--------------------------|
| 1) PAN Card.....   | <input type="checkbox"/> |
| 2) P Tax Challan.....  | <input type="checkbox"/> |
| 3) Valid Trade License.....  | <input type="checkbox"/> |
| 4) Latest IT Return Acknowledgement.....                                 | <input type="checkbox"/> |
| 5) Latest GST Return Acknowledgement.....                                | <input type="checkbox"/> |
| 6) Latest Audited Account Balance Sheet.....                             | <input type="checkbox"/> |
| 7) Instrument No. – and date for deposit of Earnest Money....            | <input type="checkbox"/> |
| 8) Document for exemption of paying Earnest Money, ....<br>If applicable | <input type="checkbox"/> |

Dated :

Signature of the authorized signatory

## Schedule

<i>Sl. No.</i>	<i>Item</i>	<i>Quantity/Nos.</i>	<i>Rate per Unit</i>	<i>Consolidated Rate</i>
1.	Telephone	116		
2.	Computer	382		
3.	Printer-cum-Copier	205		
4.	Scanner	28		
5.	Photocopier Machine	44		
6.	FAX Machine	12		
7.	Paper Setter	2		
8.	Television	3		

**Signature of Service Provider**