



GOVT OF WEST BENGAL  
HOME & HILL AFFAIRS DEPARTMENT  
GENERAL ESTABLISHMENT BRANCH  
NABANNA  
325, SARAT CHATTERJEE ROAD, HOWRAH 711102.

No.233 -GE(N)/Nab/1E-01/17

Dated, Howrah, the 19<sup>th</sup> June, 2020.

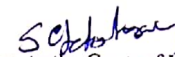
**NOTICE**

Sub : **Quotation for AMC of 08 (eight) FAX machines installed in different Cell/Branch (located at Writers' Buildings and Nabanna) of the Department of Home and Hill Affairs, Govt. of West Bengal.**

Scaled quotations are invited from different reputed service rendering firms/organizations for **Annual Service Contract of 08 (eight) photocopier machines for 1 (one) year** installed in different Cell/Branches of the Department of Home and Hill Affairs as mentioned below in details.

Sl. No.	Model of FAX machine	Installed at
1.	Panasonic KXMB-1530	Writers' Buildings, Block - III
2.	Panasonic KXMB-772	Chamber of the Joint Secretary (Room No.401), Nabanna
3.	Canon-226DN	Chamber of Additional Secretary (Room No.502), Nabanna
4.	Panasonic KXMB-1520	Chamber of Additional Secretary (Room No.501), Nabanna
5.	Brother-2840	Chamber of the Secretary, Co-ordination Branch (Room No.501), Nabanna
6.	-do-	Protocol Branch (Room No.408), Nabanna
7.	-do-	Chamber of Commissioner (Room No.502), Nabanna
8.	-do-	Chamber of the Under Secretary, 13 <sup>th</sup> Floor, Nabanna

- As per Finance Department's Memo. No.4374-F(Y) dated 13.07.17 self attested copies of valid PAN issued by the IT Department, Government of India and valid 15 digit Goods Services Taxpayer Identification Number (GSTN) under GST Act, 2017 need to be enclosed.
- 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.
- Response time for call should be **within 24 hours**.
- Rates should be quoted for service and maintenance only and must not include cost of any spare parts.
- 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.
- 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.
- Cost of A.M.C. shall be sanctioned at the end of expiry of the contract subject to satisfactory service.
- Quotations should be submitted in the quotation box kept in the General Establishment Branch at **Room No.505 of Nabanna at 5th Floor or through e-mail ID [No.as1ha.lha-wb@gov.in](mailto:No.as1ha.lha-wb@gov.in) within 7(seven) days from the date of Notification positively.**
- The rate quoted must be **inclusive of all Taxes**.
- For any further information, bidders may contact the Registrar at **Room No.505, Nabanna, Howrah and Registrar at 1<sup>st</sup> Floor, Block-IV, Writers' Buildings.**
- This Department may accept or reject any or all quotations without assigning any reason whatsoever.

  
Dy. Secy. to the Govt. of West Bengal.

No.233/1(2)-GE(N)/1E-01/17

Dated, Howrah, the 19<sup>th</sup> June, 2020.

Copy forwarded for wide circulation to :-

- Notice Board.
- Website of Home and Hill Affairs Department, Government of West Bengal.

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Dy. Secy. to the Govt. of West Bengal  
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