



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

No. 577 -GE(N)/Nab/1E-01/17

Dated : 29/08/ 2022

**NOTICE**

**Sub: Quotation for AMC of 8 (eight) FAX Machines installed in different Cell/ Branches (located at Writer's Building and Nabanna) of the Department of Home & Hill Affairs, Government of West Bengal.**

Sealed Quotations are invited from different reputed service rendering firms/organizations for Annual Service Contract of 08 (eight) FAX Machines for 1 (one) year installed in different Cell/Branches of the Home & Hill Affairs Department as mentioned below in details-

| Sl. No. | Name and Model No. of Fax Machine | Installed in  |
|---------|-----------------------------------|---|
| 1       | Panasonic KXMB-1530               | Writer's Building, Block-III  |
| 2       | Brother2840                       | Chamber of the OSD & E.O. Additional Secretary, (Room No. 502), Nabanna |
| 3       | Panasonic MB 772                  | Chamber of the Sr. Special. Secy. (Room No. 401), Nabanna               |
| 4       | Panasonic KXMB-1520 CX            | Chamber of the Special Secy. (Room No. 501), Nabanna                    |
| 5       | Brother-2840                      | Protocol Branch, Room no.408, Nabanna.                                  |
| 6       | -Do-                              | Chamber of the Under Secretary, 13 th Floor, Nabanna.                   |
| 7       | -Do-                              | Chamber of the Special Secretary (Room No. 401), Nabanna                |
| 8       | Brother MFC L 2701 D              | Chamber of the Under Secretary, 13 <sup>th</sup> Floor, Nabanna         |

- As per Finance Department's Memo No. 4374-F(Y) dated 13.7.17 self attested copies of valid PAN issued by the IT Department, Government of India, P. Tax Certificate, Valid Trade License, valid 15 digit Goods Services Taxpayer Identification Number (GSTN) under GST Act, 2017 and Annual GST Return 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 5<sup>th</sup> Floor or through e-mail ID No. homewbgenabanna@gmail.com by 15/09/2022 within 3:30 p.m. positively.
- The rate quoted should be inclusive of all 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.

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