

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

No. 264-GE/N/Nab/1E-01/17

Dated, Howrah, 8th July, 2020

NOTICE

Sub:- **Quotation for AMC of 08 (eight) Fax machines installed in different Cell/ Branch (located at writers` Buildings and Nabanna) of the Dept. of Home and Hill, Govt. of West Bengal- 2nd Notice**

Sealed quotation 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 Dept. of Home and Hill Affairs as mentioned below in details.

SI. 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 Adll.Secretary (Room No.502), Nabanna
4.	Panasonic KXMB-1520	Chamber of Adll. 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 Commissionerl (Room No.502), Nabanna.
8.	-Do-	Chamber of the 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 or through e-mail ID No. as1ha.hha-wb@gov.in within 7(seven) days from the of Notification positively.**
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. 264/1(2)-GE (N)/1E-01/17

Dated, Howrah, 8th July, 2020

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.