

**GOVERNMENT OF WEST BENGAL  
HOME & HILL AFFAIRS DEPARTMENT**

General Establishment Branch,  
'NABANNA'  
325, Sarat Chatterjee Road, Howrah – 711102

No. 649 -GE(N)/NAB/IE-01/2017

Dated, the 21<sup>st</sup> day of May, 2026, Howrah,

**NOTICE**

**Sub: Quotation for AMC of 5 (five) Fax Machines installed in different Cells/Branches (at writers' Buildings and Nabanna) of Home & Hill Affairs Department, Government of West Bengal.**

Scaled Quotations in superscribed with the name of the work on the envelope are invited from bonafide service rendering firms/organizations for Annual Maintenance Contract of 05 (five) FAX Machines installed in different Cells/Branches of the Home & Hill Affairs Department for one year as mentioned below in details-

Sl No.	Name and Model No. of Fax Machine	Installed in
1.	Brother- 2840	Chamber of the Sr. Spl. Secretary (SKA), (Room No. 401), Nabanna
2.	Brother- 2840	Chamber of the Secretary (Room No. 501), Nabanna
3.	Brother- 2840	Chamber of the Under Secy. 13 <sup>th</sup> Floor, Nabanna
4.	HP-227	Chamber of the Sr. PS to Home Secretary, 13 <sup>th</sup> Floor, Nabanna
5.	Brother- 2840	Chamber of the OSD & EO Sr. Spl. Secretary (SKK), (Room No. 502), Nabanna

2. Intending Quotationers must enclose self attested copies of valid PAN card, P. Tax Certificate, Valid Trade License, valid 15 digit Good Services Taxpayer Identification Number (GSTN) under GST Act, 2017, Annual GST Return and Income Tax Return as per Finance Department's Memo No. 4374-F(Y) dated 13.07.17.
3. Rates should be quoted for service and maintenance only and must not include cost of any spare parts.
4. Rate quoted shall be valid to one year and inclusive of all taxes.
5. 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.
6. 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.
7. Cost of A.M.C. shall be sanctioned at the end of expiry of the contract subject to satisfactory service.
8. 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.
9. Response time for call should be within 24 hours.

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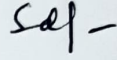
10. Quotation should be submitted in the quotation box kept in the General Establishment Branch at Room No. 505 of Nabanna at 5<sup>th</sup> Floor or through e-mail ID No. homewbgenabanna@gmail.com by 29.05.2026 within 3:00 p.m. positively and the quotation box will be opened at 3:30 p.m. on the same day in presence of the attending and available quotationers.

11. For any further information, bidders may contact the Assistant Secretary at Room No. 505, Nabanna, Howrah and the Deputy Secretary at 1<sup>st</sup> Floor, Block-IV, Writer's Buildings.

12. Before submitting quotation, vendors should survey the condition of the machines as listed prepage.

13. This Department may accept or reject any or all quotations without assigning any reason whatsoever.

14. The successful quotations will have to enter into an agreement with the Deptt. for AMC at the accepted rate.



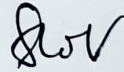
Assistant Secretary  
to the Govt. of West Bengal

No. 649/1(3)-GE(N)/NAB/IE-01/2017

Dated, the 21<sup>st</sup> day of May, 2026, Howrah

Copy forwarded for information and necessary action to :-

1. Notice Board.
- ✓ 2. Website of Home & Hill Affairs Department.
3. Office copy.



Assistant Secretary  
to the Govt. of West Bengal