

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

No. 652-GE/NAB/1E-41/2024

Dated, Howrah, the 21st day of May, 2026

NOTICE

Sub: Quotation for AMC of 33 Photocopier Machines.

Sealed quotation is invited from bona-fide, reputed service rendering firms/organizations for Annual Maintenance Contract of the following 33 (thirty three) Photocopier Machines installed in different Cell/Branches of Home & Hill Affairs Department for a period of One year from the date of acceptance of rate :

Sl No.	Model No. of Photocopier Machine	Installed at
1.	Konica Minolta Bizhub- 164	Defence Branch(Room No. 407), Nabanna
2.	Konica Minolta Bizhub- 164	Medical Cell (Room No. 406), Nabanna
3.	Konica Minolta Bizhub- 165 e	Chamber of Sri Amitabha Sengupta, OSD & EO Sr. Spl. Secretary (Room No. 401), Nabanna
4.	Konica Minolta Bizhub- 165 e	Police Establishment Branch (Room NO. 403), Nabanna.
5.	Konica Minolta Bizhub- 165 e	O/o the Deputy Secretary, Room NO. 411, Nabanna
6.	Konica Minolta Bizhub- 164	Commission of Inquiry Cell (Room No. 408), Nabanna.
7.	Konica Minolta Bizhub-206	Vigilance Branch (Room NO. 405), Nabanna.
8.	Canon iR2520W	Co-ordination Branch (Room No. 410), Nabanna.
9.	Canon iR2520W	Protocol Branch (Room No. 409), Nabanna
10.	Canon 2006 N	Chamber of PA to Sr. Special Secretary (S.K.A),(Room No. 401), Nabanna
11.	BIZ 165 E	Police Establishment, (Room No. 405), Nabanna.
12.	Konica Minolta Bizhub- 164	PG & AO Cell (Room NO. 510), Nabanna
13.	Konica Minolta Bizhub- 164	Secret Cell (RoomNO. 503), Nabanna
14.	Konica Minolta Bizhub- 164	Chamber of Prabal Kanti Maity, Spl. Secretary (Room NO. 501), Nabanna.
15.	Konica Minolta Bizhub- 164	Chamber of Sri Surajit Bose, WBCS (Exe)Spl. Secretary (Room NO. 502), Nabanna
16.	Konica Minolta Bizhub- 165 e	Chamber of Sri Swapan Kumar Khan, OSD & EO Sr. Spl. Secretary (Room NO. 502), Nabanna
17.	Canon IR-2202N	General Establishment Branch, Room No. 505, Nabanna.
18.	Hp Laser Jet MFP M438nda	Internal Security Branch (Room No. 504)
19.	Kyocera Ecosys M4125IDN	FA Cell (Room No. 512)
20.	Konica Minolta Bizhub-206	Hill Affairs Branch (Room No. 509)
21.	Konica Minolta Bizhub-206	Hill Affairs Branch (Room No. 509)
22.	Konica Minolta Bizhub- 164	Arms Cell,(Room NO. 505), Nabanna
23.	Hp Laser Jet MFP M438nda	Police Modernization Branch, (Room No. 507), Nabanna
24.	Canon IR-2006 N	Chamber of the Sr. PS to Home Secretary 13 th Floor.
25.	Canon IR-2006 N	Chamber of the Sr. PS to Home Secretary 13 th Floor.
26.	Canon IR2520W	Chamber of OSD & Under Secretary, 13 th Floor, Nabanna
27.	Konica Minolta Bizhub- 164	Accounts Cell, Writers' Buildings, Block-III, 1 st Floor
28.	Konica Minolta Bizhub- 165-e	Police Service Cell, Writers' Buildings
29.	Konica Minolta Bizhub- 164	Freedom Fighter Pension Cell, Writers' Buildings, Block-V, 2 nd Floor.
30.	Konica Minolta Bizhub- 165 e	General Establishment Branch, Writers' Buildings, Block-IV, 1 st Floor
31.	Konica Minolta Bizhub-205i	General Establishment Branch, 1 st Floor, Writers' Buildings.
32.	Konica Minolta Bizhub-215	Human Rights Branch, Writers' Buildings, Block-IV, 1 st Floor.
33.	Sharp BP-20M28	Foreigners Branch, SAARC Visa Section, Writers' Buildings, Main Block, Ground Floor.

1. Schedule of Bidding:

Sl. No.	Description	Date/time
1.	Last date for submission of the sealed quotation	04.06.2026, upto 1.00 P.M.
2.	Date of opening of the quotation box in presence of the willing vendors	04.06.2026, at 2.00 P.M.
3.	The quotation to be submitted	in the drop box placed in the Room No. 505 at Nabanna
4.	The quotation to be addressed to	The Assistant Secretary to the Government of West Bengal, Home and Hill Affairs Department, Nabanna, Howrah-711102

**2. The quotations should be of 2 (Two) bid system such as Technical Bid (Bid A) and Financial Bid (Bid B).
Bid A: Technical Bid should be submitted with the following documents:**

1. Copy of PAN Card (self attested).
2. Copy of Profession Tax challan showing upto date payment of Profession Tax
3. Copy of valid Trade License issued by competent authority
4. Copy of Acknowledgements of latest IT Return
5. Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under GST Act. 2017).
6. Copy of Acknowledgement of GST return for the last Financial Year
7. Copy of audited account of Balance sheet for the last year.

Bid B: Financial Bid shall indicate the price of the maintenance service with spare parts/consumables in Indian Rupees inclusive of all charges.

The Technical and Financial Bid shall be tendered in separate covers duly superscripted and both the sealed covers are to be put in a bigger cover which should also be sealed.

The Technical bid shall be opened in presence of the willing vendors by the Department at the first instance and evaluated by a competent authority.

At the second stage Financial Bid of only the technically acceptable offers shall be opened for finalization of the rate.

3. Terms & Conditions :

1. Rates quoted shall be valid for one year.
2. Each bid paper should be signed by the bidder or authorized person with official seal.
3. For proper maintenance of the machines, the successful bidder shall have to carry out preventive maintenance on monthly basis during 11.00 a.m. to 04.30 p.m. on working days without charging any additional cost.
4. Response time for call should be within 24 hours.
5. The cost of AMC shall be paid to the successful bidder on quarterly basis subject to rendering satisfactory service.
6. The authority reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
7. **Participants should quote rate for all the machines on cost per page basis.**
8. **Before submitting quotation, vendors should survey the conditions of the machines as listed pre-page.**
9. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.
10. If any day mentioned in the Notice happens to be holiday, the work meant for the date will automatically shift to the next working date without any further reference/correspondence.
11. Technical Bid, Financial Bid shall be kept in separate sealed cover and all two envelopes shall be kept in a Big Sealed Envelope with the transcription as "Quotation of rates in reference to No: 652-GE/NAB/1E-41/2024, Date: 21.05.2026".
12. The successful bidder(S) will have to enter into an agreement with the Dept. for AMC at the accepted rate/s.




Assistant Secretary
to the Government of West Bengal

No. 652/1(3)-GE/NAB/1E-41/2024

Dated. Howrah, the 21st day of May, 2026

Copy forwarded for information and wide circulation to :

1. Notice Board of Home And Hill Affairs Department at Room No. 505, Nabanna, Howrah-711102/Writers' Buildings.
- ✓ 2. Website of Home And Hill Affairs Department (<http://home.wb.gov.in>).
3. Guard File.



Assistant Secretary
to the Govt. of West Bengal