



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

No.811-GE(N)/Nab/1E-01/17

Dated : 01/09/2023

NOTICE

Sub: Quotation for AMC of 8 (eight) FAX Machines installed in different Cell/ Branches (located at Writer's Building and Nabanna) of Home & Hill Affairs Department, 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 th 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 5th Floor or through e-mail ID No. homewbgenabanna@gmail.com by 15/09/2023 within 3:30 p.m. positively and the quotation box will be opened at 4:00 p.m. on the same day in presence of the attending and available quotationers.
- The rate quoted should be inclusive of all of all taxes.
- For any further information, bidders may contact the OSD at Room No. 505, Nabanna, Howrah and Registrar at 1st Floor, Block-IV, Writers' Buildings.
- This Department may accept or reject any or all quotations without assigning any reason whatsoever.


Deputy Secretary
to the Govt. of West Bengal.

No.811/1(4)-GE(N)/Nab/1E-01/17

Dated :01/09/2023

Copy forwarded for information and necessary action to :-

1. Notice Board.
2. Website of Home & Hill Affairs Department.
3. Guard file.
4. Office Copy.


Deputy Secretary
to the Govt. of West Bengal.