

Govt. of West Bengal
HOME & HILL AFFAIRS DEPARTMENT
 General Establishment Branch,
 'NABANNA'
 325, Sarat Chatterjee Road, Howrah – 711102.

Dated : 09/03/2023

No. 312-GE(N)/1E-07/2022

NOTICE

Sub:-Quotation for AMC of 32(Thirty Two) Photocopier machines installed in different Cell/Branch (located at writers Building and Nabanna) of the Deptt. Of Home and Hill Affairs Deptt. Govt. of West Bengal.

Sealed quotation are invited from different reputed service rendering firms/organisations for Annual Service Contract of **32 (Thirty Two) photocopier machines** for 1 (one) year installed in different Cell/Branches of the deptt. Of Home and Hill Affairs Deptt. as mentioned below in details.

Serial No.	Model of Photocopier Machine	Installed at
1.	Konica Minolta Bizhub-164	Defence Branch (Room No. 407), Nabanna
2.	Konica Minolta Bizhub-164	PG & AO Cell (Room No. 510), Nabanna
3.	Konica Minolta Bizhub-164	Secret Cell (Room No. 503), Nabanna
4.	Konica Minolta Bizhub-164	Medical Cell (Room No. 406), Nabanna
5.	Konica Minolta Bizhub-164	Accounts Cell, Writer's Buildings, Block-III, 1 st Floor
6.	Konica Minolta Bizhub-165 e	Police Service Cell, Writer's Building
7.	Konica Minolta Bizhub-164	RTI Cell (Room No. 408), Nabanna
8.	Konica Minolta Bizhub-164	Freedom Fighter pension Cell, Writers' Building, Block-v, 2 nd Floor.
9.	Konica Minolta Bizhub-164	Chamber of Chaitli Chakraborty, WBCS (exe), Spl. Secretary (Room No. 501), Nabanna
10.	Konica Minolta Bizhub-164	F.A. Cell (Room No. 512), Nabanna
11.	Konica Minolta Bizhub-164	Room No. 506, Nabanna.
12.	Konica Minolta Bizhub-164	Chamber of Sri Nirmalya Ghosal, OSD & E.O. Sr. Spl. Secretary (Room No. 401), Nabanna
13.	Konica Minolta Bizhub-165 e	Chamber of Sri Swapan Kumar Khan, OSD & EO Sr. Spl. Secretary (Room No. 502), Nabanna
14.	Konica Minolta Bizhub-165 e	Chamber of Sri A. Sengupta, WBCS (Exe) Special Secretary (Room No. 502), Nabanna
15.	Konica Minolta Bizhub-165 e	Police Establishment Branch (Room No. 403), Nabanna
16.	Konica Minolta Bizhub-165e	General Estt. Br., Writer's Building, Block-IV, 1 st Floor
17.	Kyocera-180/220	Police Receiving & Issue Section, Room no. 405, Nabanna.
18.	Konica Minolta Bizhub-165 e	O/o the Dy. Secy., Room No. 411, Nabanna
19.	Canon IR-2006 N	Chamber of Additional Chief Secretary, 13 th Floor,

20.	Canon IR-2006N	Chamber of Additional Chief Secretary, 13 th Floor.
21.	Kyocera Task Alfa-180	BADP Branch, Writers' Building, Block-iv, 1 st Floor.
22.	Canon IR – 2202N	Genl.Estt. Branch (Room No. 505), Nabanna
23.	Canon IR 2016J	BMCS Cell (Room No. 509), Nabanna
24.	Konica Minolta bizhub-205i	General Establishment Br. 1 st Floor, Writers' building, Kol-01.
25.	Ricoh MP 1900	Commission of Inquiry Cell (Room No. 408), Nabanna
26.	Konica Minolta Bizhub-206	Vigilance Branch (Room No. 405), Nabanna
27.	Canon iR2520W	Co-ordination Branch (Room No. 410), Nabanna
28.	Canon iR2520W	Protocol Branch (Room No. 409), Nabanna
29.	Canon iR2520W	Chamber of OSD & Under Secretary, 13 th Floor, Nabanna
30.	Konica Minolta Bizhub-215	Human Rights Branch. Writers Building, Block-IV, 1 st Floor.
31.	Konica Minolta Bizhub-206	Chamber of the Sr. PA to Spl. Secy. Room No.511, Nabanna.
32.	Canon 2006 N	Chamber of P.A. to Special Secretary (Room No. 401) 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**, Valid Trade Licence , Latest Income Tax Return Acknowledgement, P Tax Challan(updated) 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 spare parts and maintenance service.

6. Vendor shall furnish any spare parts when replacement is needed.

7. Cost of A.M.C. shall be sanctioned at the end of expiry of the contract subject to satisfactory service.

8. Quotations should be submitted in the quotation box kept in the General Establishment Branch at Room No. 505 of Nabanna at 5 th floor by 27th March, 2023 within 3:30 p.m. positively. The quotation box will be opened at 4:00 p.m. of 27 th March, 2023 in present of the attending and available quotationers.

9. The rate quoted must be **inclusive of all Taxes**.

10. For any further information, bidders may contact the **O.S.D. at Room No.505, Nabanna, Howrah and Registrar at 1 st Floor, Block-IV, Writers Building**.

11. 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. 312/1(2)-GE(N)/1E-07/2022

Dated, Howrah, 09/03/2023

Copy forwarded for wide circulation to :

1. Notice Board , G.E. Branch, Nabanna & Writers' Buildings.
2. Website of Home and Hill Affairs Dept., Govt. of West Bengal.



Deputy Secretary to the Govt. of West Bengal