

Society for Training & Research on Panchayats & Rural Development (STARPARD)

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal: Registered under the West Bengal Societies Registration Act, 1961, Registration No.S/86755 of 1997-98)

ICMARD Building (6th Floor), Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067

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No. 1270 /STARPARD/I-7(IT)/5 PT I/2018

Date: 06.09.2018

NOTICE INVITING QUOTATION

Sealed quotations are invited for "Annual Maintenance Contract for Photocopier" with Spare, Service and Consumables as per attached schedule from reputed ISO Certified(preferable) service provider for photocopier maintenance of the said works

STARPARD,

Department of Panchayats & Rural Development.

Govt. of West Bengal

ICMARD Bldg. 6th Floor.

Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067

2. The intending resourceful and bonafied service provider who must have experience to provide such type of maintenance in State/ Central Government offices and training centres, in the last five (05) financial years may submit their bid.

3. The quoted rate should include all charges and taxes for each page of photocopy.

4. The bidder should submit the following documents at the time of rate quotes. In case of non-submission of the following documents the bid may be cancelled without assigning any reasons:

- Self-attested photocopy of PAN CARD
- Self-attested photocopy of up-to-date Professional Tax Clearance Certificate
- Self-attested photocopy of Income Tax Clearance Return for last three financial years including current financial year
- Self-attested photocopy of valid 15 digit GSTIN under GST Act 2017
- Self-attested photocopy of up-to-date Trade License/ Equivalent
- Self-attested photocopy of payment certificate and works completion certificate of the similar nature of work with the Central/ & State Govt. Training Institute(s)
- Original Equipment Manufacturer (or, OEM) Certification for this notice is required
or,
Original Equipment Manufacturer (or, OEM) Authorised Service Provider Certificate (validity up to December, 2019)
- ISO Certification of the bidder (Preferable)

5. The Bidder shall furnish as part of the Bid, interest free **Bid Security** is, in the amount of **Rs.1,000/- (Rupees One Thousand) only**. Cost of Earnest money should be in demand draft in favour of "**STARPARD A/C PEAIS FUND**" from a scheduled commercial bank.

6. Any bid not accompanied by an acceptable Earnest Money shall be rejected by the STARPARD authority as non-responsive.

7. The schedule may be downloaded from the website of the Panchayats & Rural Development Department, Govt. of West Bengal www.wbprd.gov.in from 10.09.2018(Monday) to 24.09.2018(Monday) up to 2PM and will be opened on the

24.09.2018(Monday) by the undersigned or, authorised representatives after 3PM. The quotation should be **submitted offline** at Work Office of STARPARD, ICMARD Bldg. 6th Floor, Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067.

8. The Special Secretary, STARPARD, reserves the right to accept/ reject/ cancel of any /all quotations without assigning any reasons what's ever the case may be.

A handwritten signature in blue ink, appearing to be 'Dib' followed by a flourish, and the date '28/09/18' written to the right.

(Dibyendu Das)
Special Secretary, STARPARD

Schedule of Work

No. **1270** /STARPARD/I-7(IT)/5 PT I/2018

Date: 06.09.2018

Annual Maintenance Contract (AMC)

with

Spares, Consumables and Services required Round the Clock, 24 X 7 basis for the following Photocopier:

Details of Photocopier Systems: Make: XEROX; Model: Work Centre 5325; Serial No.: 33 22155068
Warranty Status: Out of Warranty
On 31.08.2018 photocopy count: 340766
Photocopier is OPERATIONAL

Service Delivery Locations: STARPARD,
Department of Panchayats & Rural Development.
Govt. of West Bengal
ICMARD Bldg. 6th Floor.
Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067

Bidder should provide service, spares and all types of consumables (except Paper) for running the said photocopier round the clock 24 X 7.

Billing will be monthly photocopy usage + Taxes

Terms and Conditions:

- I. No preconditioned quotation will be accepted.
- II. In case of any day, meant for this quotation, appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
- III. Escalation claimed by the bidders will not be entertained by the authority.
- IV. No advance payment will be entertained by the STARPARD. Final payment will be made after successful supply and installation of different sound systems.

 06/09/18

(Dibyendu Das)
Special Secretary, STARPARD