

Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,
Government of West Bengal
ICMARD Building 6th Floor, Block-14/2, CIT Scheme VIII (M), Ultadanga, Kolkata-700067.

NIQ No. 1/2019-2020

Dated 07.01.2020

Annual Maintenance Contract (AMC) of Photocopier with all type of Spares, Service and Consumables

CALL 2

NOTICE INVITING QUOTATION (NIQ) - OFFLINE

1. Sealed quotations (item rate) are invited for **Annual Maintenance Contract(AMC) for Photocopier with all type of Spares, Service and Consumables** as per attached schedule from **eligible reputed, experienced and established bidders** for photocopier maintenance of the said works at

O/o The Member Secretary, STARPARD &

The Special Secretary to the Govt. of West Bengal,

Department of Panchayats & Rural Development.

Govt. of West Bengal

Joint Administrative Bldg. 10th Floor, Wing B

Block-HC, Plot No.7, Sector -III, Salt Lake, Kolkata-700106

2. The intending resourceful and bonafied service provider who must have experience to provide maintenance of photocopier in **Central /& State Govt. Offices, Training and Research Institutes, Universities etc. within the last two financial year**, may submit their bid.

3. **Scope of Work:**

- I. The authorised technician of the company shall have to take **one preventive maintenance visit every month** at mentioned office for precautionary examination of the photocopier machine during the maintenance period on office working days.

- II. In case of need/ problem/ defects the photocopier machine, the technician shall have to visit the office as and when required. The problem / defects must be rectified immediately.
- III. **All consumables and spare parts** including Toner, Spares like Drum kit, Fuser Kit, Lamps, PCB, Power Supply unit etc. etc. (original spare parts of OEM) **only would be replaced/ delivered by the Tenderer during the period of AMC.** In this regard **no additional charge will be paid by the organisation.**
- IV. Service and maintenance of the photocopier throughout the maintenance period without any additional charge, to keep the photocopier in good working condition
- V. **Maintenance Period:** For 02(two) years

4. **Earnest Money Deposit(EMD):**

The Bidder shall furnish, Bid Security amounting to **Rs. 500/- (Rupees Five Hundred) only.** in demand draft in favour of **"STARPARD A/C PEAIS FUND"** from a scheduled commercial bank. Any **bid not accompanied by the Demand Draft shall be rejected by the Employer as non-responsive.** The Earnest Money of unsuccessful bidders will be returned.

5. The Bidder should submit the following documents at the time of rate of quotes. In case of **non-submission of the following documents the bid shall be cancelled without assigning any reasons.** Offline submission of the following documents apart from BOQ:

- I. Self-attested photocopy of **up-to-date Trade License/ equivalent**
- II. Self-attested photocopy of **PAN**
- III. Self-attested photocopy of **GSTIN**
- IV. Self-attested photocopy **up-to-date Professional Tax Clearance Certificate**
- V. Self-attested photocopy of **IT Return of last financial year**
- VI. **Credentials** : Similar job/ works completion certificate of photocopier in **Central /& State Govt. Offices, Training and Research Institutes, Universities etc.** within **last two (02) financial years**
- VII. Bidder organisational details, signatories' authorisation document, contact details in organisational letter head.

7. The schedule may be downloaded from the official website of the Department of Panchayats & Rural Development, Govt. of West Bengal www.wbprd.gov.in **from 07.01.2020 (Tuesday) to 20.01.2020 (Monday) up to 2PM** and will be **opened on** the

20.01.2020 (Monday) by the undersigned or, authorised representatives at 3PM. The Bidder / authorised representative of the Bidder may present the office during the time of bid opening.

8. The quotation should be **submitted offline** at Work Office of STARPARD, ICMARD Bldg. 6th Floor, Block-14/2, CIT Scheme VIII (M), Ultadanga, Kolkata-700067.

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

10. No conditional bid will be accepted.



Member Secretary,

Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,

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CALL 2
Schedule of Quantity (SOQ)

Details of Photocopier:

Description of Materials	System Details	Site Details
Annual Maintenance Contract (AMC) of Photocopier with all type of Spares, Service and Consumables	Make: XEROX; Model: WORK Centre 5335 Serial No.3322268750 Total Impressions: 336976 as on 18.10.2019 Installed on 28.10.2013	O/o the Member Secretary, STARPARD & the Special Secretary to Govt. of West Bengal Block: HC, Plot No.7 Sector-III, Salt Lake City Kolkata – 700106 [Photocopier available at 10 th Floor, Wing B]

Willing bidder may visit for inspection of the said photocopier on working days from 11.00am to 4.00pm.

Maintenance Period: For two (02) years

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Bill of Quantity (BOQ)

Vendor Name:

Address:

Contact No.

Description of Materials	System Details	Charges Per Click (Excluding Taxes) In Rs.	
		<u>Offered Rate Should be quoted here</u>	
		In figure	In Words
Annual Maintenance Contract (AMC) of Photocopier with all type of Spares, Service and Consumables	Make: XEROX; Model: WORK Centre 5335 Serial No.3322268750 Total Impressions: 336976 as on 18.10.2019 Installed on 28.10.2013	Rs.	

Signature with Office Seal

Name:

Designation:

Date:

Copy forwarded for information and necessary action to:

1. The Joint Secretary, Computerisation Cell, Department of Panchayats & Rural Development. Govt. of West Bengal. He is requested to arrange for uploading soft-copy of this notice in the website of the department
2. The Officer on Special Duty, Department of Panchayats & Rural Development. Govt. of West Bengal & Administrative Officer, STARPARD
3. The Public Infrastructure Manager/ Section Officer, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal.
4. Notice Board of STARPARD office at Joint Administrative Bldg. / ICMARD Bldg.
5. The Guard File



Member Secretary,

Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,

Government of West Bengal