

Government of West Bengal
Department of Urban Development & Municipal Affairs
IT & e-Gov Cell

“Nagarayan”, DF-8, Sector-I, Salt Lake, Kolkata- 700064

No: 1851- T&CP/IT/3P-06/2019

Dated the Kolkata, the 12th September, 2022

Notice Inviting Quotation

Sealed quotations are invited from the Bonafide, experienced and resourceful Software/IT/ITeS firms/Companies for the work of “Annual maintenance and updation etc. for the Departmental website www.wburbanservices.gov.in of Urban Development & Municipal Affairs Department, Government of West Bengal” for a period of contract for **01 (one)** year with effect from the date of issuance of work order followed by the execution of an Agreement. The term may be extended for another 01 (one) year subject to the fulfillment of conditions and satisfactory performance during the period of AMC.

1. General terms and conditions:-

- The rates must be quoted inclusive of taxes and GST as may be applicable.
- The rates in figures and words must be quoted in the letter pad of the Company/Firm along with the self-attested supporting documents as mentioned below.
- The Company/ Firm must have experience and past performance in the similar nature of work in any State Government Departments/Autonomous Body/PSUs of the State for the last 02 (Two) Financial Years.
- The decision of the “Selection Committee” is final and binding in the matter of selection of successful quotationer. Urban Development & Municipal Affairs Department, reserves the right to accept or cancel/reject any or all quotation or in part with assigning any reason whatsoever.
- Any dispute arising out this contract of work will be settled amicably. All disputes are subject to the jurisdiction of the Calcutta High Court.
- Annual Turnover of the Company/Firm in last 02 (two) financial years must be more than Rs. 50000.00 Rupees (Fifty Thousand) only.
- In the event of breach/violation or contravention of any terms and conditions of the Agreement by the selected Company/Firm, a penalty shall be charged and the Company/Firm may be blacklisted in addition to the termination of Agreement.
- Annual Maintenance Charges shall be paid to the engaged Company/Firm quarterly.

2. The intending Quotationer shall submit the following documents along with his sealed quotation:-

- 1) GST Registration Certificate.
- 2) Valid Trade License issued by the competent authority.
- 3) Copy of PAN card and latest ITR copy.
- 4) Copies of balance Sheet, Audited Accounts for last two financial years.
- 5) Documents showing experience and past performance in the similar nature of work in any State Government Departments/Autonomous Body/PSUs of the State for the last 02 (two) financial years. (Work order copy supported with payment certificate)
- 6) Documents showing the Annual turnover.

The quotation of rate along with all required documents (self-attested photocopies) complete in all respect, duly signed and sealed by the Proprietor/Partner of the Firm or the Director/ Authorised person of the Company must be submitted through a sealed cover superscribing the name of Work and NIQ Reference No and to be deposited in the Tender Box of the IT & e-Gov Cell of the Urban Development & Municipal Affairs Department, latest by **3:00 PM on 26th September, 2022** and the same will be opened at **4:00 PM on 26th September, 2022** in presence of the intending quotationer, if any.

Incomplete quotation will be summarily rejected without any intimation to the quotationer.


Special Secretary