

**West Bengal State NGRBA Program Management Group (SPMG)  
Urban Development Department, Govt. Of West Bengal  
4<sup>th</sup> Floor, "NAGARAYAN", DF - 8, Sector - I,  
Salt Lake City, Kolkata - 700 064**

Memo No: 75 /NGRBA/SPMG/OEG/2011/10

Dated: 21.05.2013

**Notice inviting Quotation (3rd Call)**

**Subject: Quotation for AMC of photo copier Machines installed at West Bengal State NGRBA Program Management Group (SPMG) 4<sup>th</sup> Floor "NAGARAYAN", DF – 8, Sector – 1 Salt Lake City, Kolkata – 700064 for the period from 1.7.2013 to 30.06.2014.**

Sealed quotations are invited from the authorized repair service centre for award of Annual Maintenance Contract (AMC) of photo copier Machines installed at West Bengal State NGRBA Program Management Group (SPMG) 4<sup>th</sup> Floor "NAGARAYAN", DF . 8, Sector . 1 Salt Lake City, Kolkata . 700064 for the period from 01.07.2013 to 30.06.2014 as per the details given below. A copy of authorization from M/s Cannon India Pvt. Ltd. may be enclosed without which the quotation will not be accepted.

SI No.	Location	Model of Machines
1	Program Director (Room No:403)	No. 2RC . 2020H, Serial No. FAN - 10465
2	Director ( Finance & Admin) Room No:404	No. IR 2525, Serial No. FRZ 35756
3	PS to Principal Secretary ,5 <sup>th</sup> Floor	No. IR 2525, serial No. FRZ 35568

The sealed Quotation duly filled in, completed in all respect super scribed as "Quotation for Comprehensive Annual Maintenance Contract for Canon Photo Copier" should be dropped in Tender Box placed in office of the WBNGRBA (SPMG), 4<sup>th</sup> Floor "NAGARAYAN", DF . 8, Sector . 1 Salt Lake City, Kolkata . 700064, latest by 12.06.2013, at 3.00 PM, which will be opened on the same day in presence of those quotationers who wish to be present during the opening of the quotation.

**Terms and Conditions for Quotation:**

1. The Quotation should be addressed to the Program Director, West Bengal State NGRBA (SPMG), 4<sup>th</sup> Floor, Nagarayan, DF- 8 Sector 1 Salt Lake City, Kolkata-700064.
2. The bids may be submitted in sealed envelope and shall contain financial bid as per proforma annexed, failing which the bid is liable to be rejected without any further notice.
3. The bidder shall attach copies of the documents in support of the experience, list of clients and TIN / VAT/ PAN and Service Tax registration No. without which the quotation will not be accepted.
4. The Contract shall be on a comprehensive service maintenance agreement basis and no extra charges for any general wear and tear / spare parts consumables i.e. ink toner etc. shall be borne by the SPMG. Only paper and power shall be provided by the SPMG. It will be the responsibility of the contractor to keep the machine in perfect working order. The repair work will have to be carried out at the location of

- the equipment except in the exceptional circumstances, where the equipment or any component may be required to be taken out for repair in the workshop.
5. The rates may be quoted per copy and taxes if any may be indicated separately. The contractor may clearly indicate details of item, if any with regard to replacement of spare parts/machinery those are not covered in AMC.
  6. Acceptance or rejection of the quotation will finally rests with the West Bengal State NGRBA Program Management Group (SPMG). The West Bengal State NGRBA Program Management Group (SPMG) reserves the right of rejecting any quotation without assigning any reason.
  7. Monthly payments will be made to the Contractor after having necessary certificate from the user officer for reducing satisfactory services to the West Bengal State NGRBA Program Management Group (SPMG) after deduction of all applicable taxes.
  8. The Contractor will maintain Service Card in respect of each photo Copier Machine.
  9. Spare parts to be provided should be in original and genuine quality. The contractor should ensure that no spare parts are taken out of the machine under repair job. The Contractor should be available on Telephone for rendering service in all working days.
  10. In case a call is not attended by the contractor in a reasonable time , penalty to be decided by the West Bengal State NGRBA Program Management Group (SPMG) will be levied upon the contractor after due verification from the user
  11. The rate quoted and agreed to by the West Bengal State NGRBA Program Management Group (SPMG) shall remain valid for a minimum period of 1(one) year and no increase will be granted during the validity of the current agreement.
  12. At the same time the Program Director notifies the successful bidder that its bid has been accepted, the Employer (Program Director) will send the bidder the Form of Contract Agreement provided in Annexure-I in the NIQ and within 15 (Fifteen) days of receipt of the Form of Agreement/ Contract, the successful bidder shall sign the Form and return it to the Program Director.
  13. If any of the terms or conditions provided herein or any direction(s) issued by the West Bengal State NGRBA Program Management Group (SPMG) is not complied with or Contractor is found to have committed any breach thereof, the West Bengal State NGRBA Program Management Group (SPMG) will be at liberty to terminate the Contractor.
  14. The Bidder must have an office at Kolkata for carrying out the maintenance service of photocopier machine within 48 (Forty eight) hours after lodging complain.
  15. In case of any dispute between the West Bengal State NGRBA Program Management Group (SPMG) and Contractor, the matter will be referred to the arbitrator appointed by the Urban Dev Department and decision of the arbitration shall be final and binding on both the parties.

**(Chunar De)**  
**Program Director**  
**SPMG, West Bengal**

**PRICE BID (3rd Call)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate per copy</b>	<b>Service Tax Etc</b>
1	Comprehensive AMC for Cannon Digital photocopier Model No IRC 2020H Sl. No. FAN10465õ õ including spare parts Consumables and Ink Toner etc		
2	Comprehensive AMC for Cannon Digital photocopier Model No IR 2525 Sl. No. FRZ 35756 and FRZ 35568Toner etc		

Signature of Contractor  
With Seal and date

Memo No: 75/1(6) /NGRBA/SPMG/OEG/2011/10

Dated: 21.05.2013

Copy forwarded for information and necessary action to:-

1. Smt. Indrani Saha, Joint Secretary, Urban Development Department. She is requested to upload the NIQ along with sample Form of Agreement on the **official site** of the Urban Development Department's tender portal along with “ **BANGLER MUKH**” portal of the Govt. of West Bengal
2. Sri S. Chatterjee, Director (Finance & Administration).SPMG, West Bengal.
3. Sri A. Nag, Senior Civil Engineer, SPMG, West Bengal.
4. Sri Nikhil Biswas, Deputy Financial Adviser, Urban Development Department.
5. PS to the Principal Secretary, Urban Development Department.
6. Notice Board of the Urban Development Department.

**Program Director**  
**SPMG, West Bengal.**