

# Government of West Bengal

Department of Urban Development & Municipal Affairs  
"Nagarayan", DF-8, Sector-I, Salt Lake, Kolkata- 700064.

Date: 04/02/2025

## NOTICE INVITING QUOTATION

### SECTION - I

### INTRODUCTION

1. Sealed quotations are invited from bona fide and reputed agencies for Annual Maintenance Contract (AMC) for existing 6 nos. of Photocopier Machines (without Spare Parts) at the Department of Urban Development & Municipal Affairs, Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata- 700 064.
2. The interested eligible bidders may download the Quotation Documents from the official website of UD&MA Department. (i.e. <https://www.wburbanservices.gov.in>)

### 3. SCOPE OF WORK/ITEMS:

**Annual Maintenance Contract (AMC) for existing six (06) nos. of Photocopier Machines at Department of Urban Development & Municipal Affairs, W.B. (without Spare Parts)**

Specification of the Photocopiers	Nature of AMC	Quantity
Photocopier Machine of Canon Make & Model No. 42625 DN	Non-Comprehensive	6 [Bearing Sl. No.s BRBSQ450LV, CNB1Q4B4GJ, CNB1Q4B4GZ, INBFR3M02G, INCFR8L078 & INCFR9300T]

The works will be done under the supervision of Section Officer (IT & e-Governance Cell, UD&MA), Nagarayan, W.B.

### 4. SERVICES TO BE PROVIDED BY SELECTED BIDDER ARE AS FOLLOW:

- a) Bidder must maintain a specific service email id & mobile number at its own office in Kolkata.
- b) Along with the bid they must also provide with proper escalation matrix as well as leave substitute engineer in case the Service Engineer is absent on working days.
- c) Timings: 10:00 am. to 6:00 p.m. (Monday to Friday) (Saturday, Sunday and Public Holidays will be included if there are any activities from UD&MA on those days).
- d) Quarterly complete reports on all activities against the contract.

**5. SCHEDULE OF DATES:**

- a) Date of download of quotation documents from website 05/02/2025.
- b) Last date and time of submission of quotation document 17/02/2025 up to 01:00 p.m.
- c) Date and time of opening of quotation 17/02/2025 at 02:00 p.m.
- d) Place of opening of quotation: In the Official Chamber of Deputy Secretary (IT& E-Gov. Cell, UD&MA), Department of Urban Development & Municipal Affairs.
- e) Validity of quotations: 90 Days.

## SECTION-II

### GENERAL COMMERCIAL DETAILS

#### 6. PROCEDURE AND TIME FOR SUBMISSION OF DOCUMENTS:

- a) The Quotation superscripted as "Quotation Annual Maintenance Contract (AMC) for existing 6 nos. of Photocopier Machines (without Spare Parts) at the Department of Urban Development & Municipal Affairs (Nagarayan)" addressed to the Deputy Secretary (IT & e-Gov. Cell) of UD&MA Deptt., WB, DF-8, Sector-I, Salt Lake, Kolkata-700 064, must reach not later than 01:00 p.m. on 17/02/2025.
- b) After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.
- c) Rates per unit of area should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- d) Rates should be quoted in the 'PRICE BID FORMAT (Annexure-II) as per prescribed in the Quotation Document.
- e) Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- f) Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.
- g) Along with the quotation the bidders has to submit the following forms as well as credentials (self-attested) as per annexure:-
  - i. Photo Copy of PAN.
  - ii. Photo Copy of GST registration.
  - iii. Photo Copy of Trade License.
  - iv. Covering Letter for Price Bid. (Annexure-1)
  - v. Price Bid Format (Annexure-II)
- h) The Quotation must be submitted in the prescribed quotation form available in our official website (<https://www.wburbanservices.gov.in>) and issued by the Department of Urban Development & Municipal Affairs (Nagarayan), Government of West Bengal.
- i) The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.
- j) Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.
- k) Department of Urban Development & Municipal Affairs (Nagarayan), Government of West Bengal reserves the right to amend or withdraw any of the terms and conditions contained in the quotation or to accept or reject any or all the quotations without assigning any reason whatsoever. The decision of the Deputy Secretary, UD&MA, WB in this regard shall be final and binding on all.

## **7. SEALING OF BID:**

- I. Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the quotation along with the supporting documents/attachments are to be sealed and marked in favor of Department of Urban Development & Municipal Affairs (Nagarayan), Government of West Bengal and dropped in the quotation box kept for the purpose.
- II. All the Annexures in the quotation form should be legible and filled in clearly.

## **8. EVALUATION OF BID:**

Bids will be opened at scheduled time and date in the presence of the authorized representatives of the bidders who wish to be present. After evaluation of the bids received, UD&MA, WB would issue the Letter of Acceptance to the lowest bidder. In case of "TIE", the decision of the UD&MA authority would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

## **9. AWARD OF CONTRACT:**

- a. The bidder, whose bid has been accepted, will be informed by Department of UD&MA through "Letter of Acceptance" (LOA). The successful bidder will have to enter into an agreement with Department of UD&MA.
- b. The term of AMC will be initially for one year. The term may be extended upto a period of two years or part thereof on mutual agreement between the successful Agency and UD&MA regarding value and other terms & conditions of AMC and also on the successful performance of the accepted bidder.

## **10. TERMS OF PAYMENT:**

No advance payment in any case will be made. The payment will be made on quarterly basis. Invoice may be raised after completion of each quarter with relevant monthly maintenance check-up reports/attendance/ service reports etc. during the quarter as approved & accepted by the authority. Income tax, Service Tax etc. will be deducted as per Govt. rules.

## **11. ARBITRATION:**

In case of any dispute of differences, breach and violation relating to the terms of the agreement, the said dispute of difference shall be referred to the sole arbitration of Deputy Secretary, UD&MA or any other person appointed by him for the purpose. The award of the sole arbitrator shall be final and binding on both the parties. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules

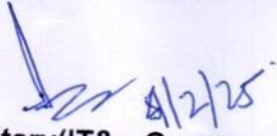
made thereof. The arbitration shall be held in Kolkata only. The legal arbitration shall be proceedings, if any, arising out of the contract, shall have to be lodged in the appropriate Court or Legal Forum at Kolkata and not elsewhere. The items under warranty period will be automatically included in AMC after expiration of warranty.

## 12. PRICE ESCALATION:

The bidder shall inspect the material assets, covered under the given scope of work, before submission of quotation. It will be presumed that the bidders have offered their price after review of the entire position and knowing fully about the assets, to be covered under AMC, which may increase due to expiration of warranty of Photocopier Machines and its peripherals, during the period under contract. Accordingly, no escalation in price shall be allowed, after submission of the quotation to the selected bidder, on the plea of increase in volume of assets or other.

## 13. FORCE MAJEURE:

At any time during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as 'events) provided the notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, then neither party shall, by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Institute as to whether the work have seen so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

  
**Deputy Secretary (IT&e-Governance)  
to the Government of West Bengal**

Deputy Secretary  
Department of Urban Development  
And Municipal Affairs  
Government of West Bengal

COVERING LETTER FOR PRICE BID

Date: .. / .. /2025

To

The Deputy Secretary (IT&e-Governance)  
Department of Urban Development & Municipal Affairs,  
Nagarayan,  
DF-8, Sector-I, Salt Lake, Kolkata- 700 064

**Sub.: Annual Maintenance Contract (AMC) for existing 6 nos. of Photocopier Machines (without Spare Parts) at the Department of Urban Development & Municipal Affairs, Nagarayan**

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of 90 (ninety days) from the date of bid opening. We do accept all the terms and conditions of the quotation document.

If at any point of time we deviate from the quotation terms and conditions, Department of UD&MA has the right to cancel our work order without giving any clarification to us.

Thanking you,

Sincerely,

**Dated:**

**Place:**

(SEAL & SIGNATURE OF THE BIDDER)

**PRICE BID FORMAT****(to be submitted in the company letter head with duly signed)**

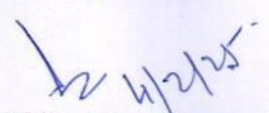
Specification of the Photocopiers	Nature of AMC	Quantity	Rate Per Year (without Spare Parts) (inclusive of all Taxes) in INR	Total Amount Per Year (INR) (inclusive of all Taxes)
Photocopier Machine of Canon Make & Model No. 42625 DN	Non-Comprehensive	6 [Bearing Sl. No.s BRBSQ450LV, CNB1Q4B4GJ, CNB1Q4B4GZ, INBFR3M02G, INCFR8L078 & INCFR9300T]		

**AMOUNT IN WORDS:****(SEAL & SIGNATURE OF THE BIDDER)**

Date: ... / ... /2025

Copy for information with a request to display this notice on the Office Notice Board is forwarded to:

1. Joint Secretary, IT&e-Governance Cell, UD&MA Deptt., Nagarayan, W.B.
2. Deputy Secretary, IT&e-Governance Cell, UD&MA Deptt., Nagarayan, W.B.
3. The Section Officer, IT&e-Governance Cell, UD&MA Deptt., Nagarayan, W.B.
4. The Head Assistant, IT&e-Governance Cell, UD&MA Deptt., Nagarayan, W.B.

  
 Deputy Secretary (IT&e-Governance)  
 to the Government of West Bengal