


Government of West Bengal
Directorate of Horticulture
Department of Food Processing Industries and Horticulture
Benfish Tower (4th Floor), GN -31, Sector V, Salt Lake, Kolkata
700091


NOTICE INVITING QUOTATION

1. Invitation of quotation for on-site non comprehensive (without parts) Annual Maintenance of "IT infrastructure (Desktop and Laptop computers, Printers, UPS, Scanner)" which are installed at the office Directorate of Horticulture, Benfish Tower (4th Floor), GN-31, Sector V, Salt Lake, Kolkata 700091 and initially for the period of one year from the date of issue of the work order from reputed companies/firms having at least 2 years' experience in providing similar AMC work and having experience of providing the AMC services to at least 2 Government organizations.
2. The engagement period shall initially be for one year from the date of issuance of the work order, which may be extended for subsequent periods based on satisfactory performance and mutual consent, subject to the approval of the competent authority.
3. Number of items which shall be covered under AMC are mentioned at **Annexure- I**.
4. The terms and conditions for non-comprehensive Annual Maintenance Contract are given at **Annexure-II**.
5. The interested eligible participants are requested to submit quotation documents as per **Annexure III** along with minimum credentials of Rs. 16,000 during the past one year from any Govt. organization. Quotation to be submitted from **28.04.2025 to 07.05.2025** on all Government working days from 11.00 a.m. - 4 p.m. at the drop box of the Directorate of Horticulture which shall be available at the Benfish Tower (4th Floor), GN-31, Sector-V, Salt Lake, Kolkata 700091.
6. Estimated Value of Work is Rs. 50,000/- (Rupees fifty thousand) only (inclusive of all taxes).
7. The Bids shall be open on **08.05.2025 at 1.00 pm** in the Conference hall of FPI&H Department, Benfish Tower (4th Floor), GN -31, Sector V, Salt Lake, Kolkata 700091.8.
Intending quotationer may contact for query and clarifications with Pritam Mandal (Mob: - 8391845766).


Director of Horticulture
28-04-2025

Copy forwarded for information with a request to arrange for display of this notice to the office notice board:

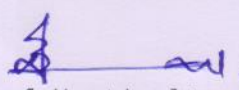
1. The P.S. to the MIC, Department of FPI & Horticulture
2. The P.S to the Principal Secretary, Department of FPI & Horticulture
3. The Deputy Secretary, Department of FPI & Horticulture.
5. The Sub-Divisional Officer, Bidhannagar
6. The Mayor, Bidhannagar Municipal Corporation
7. The Commissioner, Bidhannagar Commissionerate.
8. MIS, FPI & H, with a request to upload in the website.
9. Office Notice Board.
10. Office copy.


Director of Horticulture
28-04-2025

Annexure I

IT infrastructure (Desktop and Laptop computers, Printers, UPS, Scanner) of Directorate of Horticulture.

Items	Count	Remarks
Desktop	24	ACER VERITON- (1), LENOVO DESKTOP (6), LENOVO ThinkVision (1), HP DESKTOP (5), HP V194 (1), DELL DESKTOP (2), Acer V206HQL (1), ACER DESKTOP (2), Lenovo Desktop (3), Acer V196HQL (1). [Desktop Monitor- Frontech (3) A0C (2)]
All In One	1	HP
Laptop	13	DELL Laptop, Acer Laptop HP Intel Core i3- 1215 U Entry level Laptop- Notebook, HP240 G9 i3 1215U WinllP, 165121 wifi 14"(8)
Printer (B/W)	23	HP Laserjet M233 sdw (2), HP Laserjet MFP m232 (1) HP Laserjet P1108 (2), HP Laserjet P1106 (2), HP Laserjet P1007 (8), Cannon PIXMA (1), Cannon ImageCLASS (1). HP A4 and Legal size Monochrome (Black) Laser Multifunction Machine HPLJ MFP M233DW Printer (6)
Colour Printer	2	Canon Colour Printer MF643CDW (1), Canon Inkjet Printer G2730 (1)
Scanner (Normal)	8	HP SCAN JET 200-(6), HP SCAN JET-3110, HP Scan Jet Pro 2000 S2 (1).
Scanner (High speed)	1	HP SCAN JET PRO 200S1
UPS	30	Foxin (3), Aurora 600 VA (1), BPE (6), Zebronics (4), Delta (2), APC (1), Digital (1), Eaton (2) Eaton line interactive UPS with AVR (V2) (10)


Director of Horticulture
28-04-2025

Annexure II

Terms and conditions for On-site Non comprehensive Annual Maintenance of "IT infrastructure (Desktop and Laptop computers, Printers, UPS, Scanner and FAX machines)"

1. Terms and conditions for On-site non comprehensive (without parts) Annual Maintenance of IT infrastructure shall valid from one year from the date of issue of work order and the present location of the equipment.
2. The engagement period shall initially be for one year from the date of issuance of the work order, which may be extended for subsequent periods based on satisfactory performance and mutual consent, subject to the approval of the competent authority.
3. After award of contract and/or prior/after the issue of work order; if the item wise counts as mentioned at tender are modified; the vendor shall have to provide support and modified payment will be made by the Directorate of Horticulture based on the item wise quoted price as submitted by vendor while quoting for tender and duly accepted by the Directorate of Horticulture Quotation/Tender Committee.
4. A dedicated email id and mobile number has to be provided to register complaint calls by the Directorate of Horticulture. There should be a dedicated person (Single Point of Contact) of the vendor who shall be contacted for service.
5. Scheduled preventive maintenance including cleaning has to be done at least once in two months. Preventive maintenance can be clubbed with corrective maintenance.
6. All complaint calls (software / hardware issues) shall have to be attended within 24 hours of complaint (excluding holidays). During attending calls by service engineer, if malfunctions are reported in some other devices, a separate complaint shall be raised by the Directorate of Horticulture over phone or over email but service engineer will be liable to inspect and resolve the additional issues on the same day if time permits.
7. Taking backup of data (files/folders/software) and restoration of the same or installation of software shall also come under this AMC.
8. Vendor engaged by Directorate of Horticulture shall be liable to resolve issues by fixing issues and or providing backup to restore the system within the time.

Limits specified below.

- i. Issues related to software's like Operating System (OS), MS Office software, Device Drivers etc. has to be fixed within 24 hours of complaint (excluding holidays).
- ii. To provide stand by units/ devices/ parts (maximum of 4 sets at a time) of an equivalent configuration as an immediate replacement of any faulty unit/ devices/ parts within 24 hours of complaint on working days (excluding holidays) to make the system live.
- iii. Stand by units/ devices/ parts shall be used by Directorate of Horticulture till the repairing/ replacement of faulty units/ devices/ parts or maximum of 15 days whichever is early.
- iv. In case of replacement of devices/ parts with either new parts or parts equivalent in performance to the new parts with the approval of the Directorate of Horticulture. The cost of all the spares that are replaced will not be covered under the AMC hence additional payment shall be allowed after approval of the authority. Repairing of any faulty devices/ parts which need service at service center; has to be made within 10 days. If more time is needed, specific permission of the Director of Horticulture should be taken.
9. The old parts removed will become the property of the Directorate of Horticulture.
10. All call sheets / preventive maintenance reports have to be submitted/ handed over to the designated official of Directorate of Horticulture for authentication and further reference. A Register regarding the calls reported & the calls attended needs to be properly maintained.
11. The Agency (L1 Bidder) will get only 2(two) days to inspect all the installed machines prior to signing the AMC with this office.
12. For attending any call relating to the hardware/software, a down time of more than 24 hours of complaint shall not be allowed. Time taken beyond this permissible down time shall be liable for a penalty.
13. In case of intermittent failures and repetitive problems due to improper diagnosis or repair, the system will be treated as continuously down since first complaint and an additional penalty may be imposed.
14. No work will be undertaken on holidays and beyond office hours on any day except by prior arrangement and approval of the

authority.

15. Payment shall be released in two equal installments after satisfactory service and approval of the authority.

16. Decision of the Tender Committee is final for selecting/ rejecting of vendors.

17. The authority reserves the right to terminate the AMC by giving one month's notice without assigning any reason.

18. Contact Person for query and clarifications: - Pritam Mandal (Mob: - 8391845766).



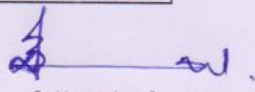
Director of Horticulture
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Annexure - III

On-site non comprehensive (without parts) Annual Maintenance of Desktop, Laptop computers, Printers, UPS, Scanner of the Directorate of Horticulture for the period of one year from the date of issue of the work order.		
Ref	Date	Memo.
Name of the Company/Agency:-		
Address of the Company/Agency :-		
Contact No.:-	Email Id :-	

Items enclosed	(Yes/No)
GST Registration	
Valid Trade License	
PAN	
IT return of AY 2023-24 and AY 2024-25	

2 years previous experience in providing similar AMC work (Work order from the appropriate authority to be submitted)			
Currently providing the AMC services to at least 2 Government organizations			
Item	Number	Quoted rate/ unit including all bin Rs.	Total quoted rate including all in Rs.
Desktop	24		
All In One	1		
Laptop	13		
Printer (B/W)	23		
Colour Printer	2		
Scanner (Normal)	8		
Scanner (High speed)	1		
UPS	30		
Offer price (including all in Rs.)			
Total price in figures :			
D E C L A R A T I O N:-			
I hereby declare that, I have read all the terms and conditions mentioned in the tender documents and all statements made in this annexure above are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.			
Authorized signature with Seal & Date			


 Director of Horticulture
 28-04-2025