

I/173965/2022

**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. Sealed quotation are invited for on-site non comprehensive (without parts) Annual Maintenance of “IT infrastructure (Copier Machines) 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 01.03.2022 – 28.02.2023 from reputed companies/firms having at least 2 years’ experience in providing similar AMC work and having experience of providing the AMC services at least 2 Government organizations.
2. Number of items which shall be covered under AMC are mentioned at Annexure I.
3. The terms and conditions for non-comprehensive Annual Maintenance Contract are given at Annexure II.
4. The interested eligible participants are requested to submit quotation documents as per Annexure III along with credentials. Quotation to be submitted from 07.02.2022 to 11.02.2022 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.
5. The Bids shall be open on 15.02.2022 at 1.00 pm in the Conference hall of FPI&H Department, Benfish Tower (4th Floor), GN -31, Sector V, Salt Lake, Kolkata 700091.
6. Contact Person for query and clarifications: -**Md Khursid Alam** (Mob:-8001065936)

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)
Director
03/02/2022

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

1. Sr. P.S to the Additional Chief Secretary, FPI & H.
2. P.A to the Addl. Sectery, Deptt. Of FPI &H.
3. MIS, FPI & H, with a request to upload in the website.
4. Office Notice Board.
5. Office copy.

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)
Director
03/02/2022

Annexure I**IT infrastructure (Copier Machines) of Directorate of Horticulture**

Items	Count in No.	Remarks
Copier Machines	3 Nos.	Sharp AR M205, Sharp AR5516, Canon 2420L

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)
Director
03/02/2022

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Annexure II**Terms and conditions for On-site Non comprehensive Annual Maintenance of “IT infrastructure (Copier Machines)”**

1. Terms and conditions for On-site non comprehensive (without parts) Annual Maintenance of IT infrastructure shall valid from 01.03.2022 – 28.02.2023 and the present location of the equipment.
2. The contract may be extended for another two years with the same rate after completion of the initial contract satisfactorily and approval of the tender committee/authority.
3. 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.
4. The old parts removed will become the property of the Directorate of Horticulture.
5. The Agency (L1 Bidder) will get only 2(two) days to inspect all the installed machines prior to signing the AMC with this office.
6. No work will be undertaken on holidays and beyond office hours on any day except by prior arrangement and approval of the authority.
7. Payment shall be released in two equal installments after satisfactory service and approval of the authority.
8. Decision of the Tender Committee is final for selecting/ rejecting of vendors.
9. The authority reserves the right to terminate the AMC by giving one month’s notice without assigning any reason.

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)
 Director
 #ApprovedDate#

Annexure – III

On-site non comprehensive (without parts) Annual Maintenance Copier Machines, Directorate of Horticulture for the period of 01.03.2022 to 28.02.2023	
Ref Date	Memo.
Name of the Company/Agency:-	
Address of the Company/Agency :-	
Contact No.:-	Email Id :-

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Items enclosed		(Yes/No)	
GST Registration			
Valid Trade License			
PAN			
IT return of AY 2019-20 and AY 2020-21			
2 years' previous experience in providing similar AMC work (Work order from the appropriate authority to be submitted)			
Recently providing the AMC services to at least 2 Government organizations			
Item	Number	Quoted rate/ unit including all in Rs.	Total quoted rate including all in Rs.
Copier Macchine	03		
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			

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)

Director
03/02/2022