



Government of West Bengal
Office of the District Magistrate & Collector, Howrah
Cooked Mid-Day-Meal Project
New Collectorate Building (2nd Floor)
6 No. Rishi Bankim Chandra Road Howrah.
Howrah-711101
E-mail: middaymealhowrah@gmail.com, Ph. 0332637-0069



Memo no.....192.....MDM/How

Dated...4/5/.....2018

QUOTATION NOTICE

Sealed quotations in Plain Paper are invited from the reputed firms/company for Annual Maintenance of the Computers, Printers, UPS, LAN Installation and other peripherals related to Computer without spares (Service only)used for Official Work at this office.

- 1. Scope of Work:-** To maintain all the Computers and peripherals installed in this office in smooth working condition. It will also be agency's responsibility to attend to the complaint **within 24 hours** of receiving complaint by Email/Phone. The Email ID and Office Landline No Of applicant is to be mentioned in the application for receiving such complaint.
- 2. Period Of Work:-**One year from the date of issuance of Work Order. .
- 3. Application Terms & Conditions**

- I. Applicant agency should quote rate of cost of Annual Maintenance for each category of item in following format :

Sl. No	Item	No. of Item	Annual Maintenance Cost (Per Unit)
1.	Desktop Computer (HP/Dell)	6	
2.	Laptop Computer(HP)	2	
3.	Scanner Cum Printer (HP)	2	
4.	Scanner(HP)	1	
5.	Printer (HP)	3	
6.	UPS(APC)	6	
7	LAN Switch/ Router with Cables	1	
	Grand Total	21	

- II. The rate quoted by the Applicant should be inclusive of transportation charges, all other taxes, otherwise quotation will not be considered .Credentials should be submitted having experience in similar type of AMC works for at least 10 Desktops/Laptops with accessories and LAN setup in any Govt. Offices(State or Central) or Public sector Undertaking. The applicant should submit quotations along with Self-attested Credential Certificates, Current IT Return, Current Trade License, GST No. & PAN Card .



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- III. The applicant agency will have to submit quotation money(which will be refunded against claim in due course)amounting to Rs 1000/- (Rupees One Thousand Only)in the form of Bank Draft issued from a Nationalized Bank in favour of "Cooked Mid Day Meal Programme, Allahabad Bank Howrah Branch."
- IV. Quotation to be submitted at Mid-Day-Meal Section, Howrah New Collectorate Building, 2nd Floor, 6 No Rishi Bankim Chandra Road, Howrah-711101 in any Working Day from 8/5/2018 to 22/05/2018(from 11 AM to 5 PM).Last date of submission of quotation is upto 3:00 PM on 22/05/2018.Quotations will be opened in presence of applicants on 22/05/2018 at 4:00 PM in the Mid-Day-Meal Section Howrah.
- V. The undersigned reserves all the right to accept or to reject any or all quotations without assigning any reason thereof.

4. **Payment Terms & Condition** : The selected agency should strictly maintain the norms regarding Annual Maintenance Contract and abide by instruction. Payment will be made in due course on submission of bill in duplicate along with Work Order in original after completion of work.. Deduction of Tax etc. will be made as per existing norms .No payment under Annual Maintenance Contract will be paid for the Computer if that cannot be repaired. In case of failure of agency to attend /address **within 24 hours** of Call for maintenance purpose, penalty @ 1.0 % of total cost of AMC per day will be imposed by Howrah Mid-Day-Meal Section.


Additional District Magistrate (Dev)
Howrah ✓

Memo. No.....192/1(6)...../MDM/How

Date...4/5/.....2018

Copy Forwarded to:

- 1) DIO, NIC Howrah, for publication in District Website.:www.howrah.gov.in
- 2) MIS Co-ordinator, District MDM Section for necessary publication and preparatory works.
- 3) Accountant, District MDM Section to remain present during opening of Quotation.
- 4) Cashier-in Charge District MDM Section to take necessary action on Sl. No.6.
- 5) CA to District Magistrate,Howrah.
- 6) File Copy.


Additional District Magistrate (Dev)
Howrah ✓