

NOTICE INVITING QUOTATION**ANNUAL MAINTENANCE CONTRACT-COMPUTER & REFILLING OF TONER, CARTRIDGE**No. 1442 /DHC&SECY/HBDate 19/06/15

Sealed Quotations are invited from reputed and experienced Firms/Companies dealing with Annual Maintenance Contracts in respect of **COMPUTERS, LAPTOPS, PRINTERS, UPS & ACCESSORIES ANNUAL MAINTENANCE CONTRACT (without parts) AND REFILLING OF PRINTER CARTRIDGE, TONER & PRICES OF PRINTER CARTRIDGE, TONER as detailed in Annexure-I and as per terms and conditions mentioned in Annexure-II.** The NIQ document is available at www.wbhousingboard.in. Any amendment/ correction /notices regarding the NIQ will be done through website only. Prospective bidders are requested to regularly check the above website.

The last date of submission of filled-in quotations is 24-06-2015 upto 4.00 P.M to be addressed to the undersigned at 105, S.N.Banerjee Road, 2nd floor, Kolkata-700 014 and to be dropped in the Drop Box (2nd floor). The tentative date and venue of opening of the sealed quotations are 25-06-2015 at 12.00 noon in the office of WBHB respectively if not changed due to unavoidable reasons. Incomplete bids shall be summarily rejected.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF NIQ DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED:

CHECK LIST (tick Yes/No)

- | | |
|--|--------------------|
| 1. Earnest Money Deposit by Demand Draft only | Submitted [Yes/No] |
| 2. NIQ document must be signed in all pages | Submitted [Yes/No] |
| 3. Partnership Deed in case of partnership firm (if any), Article/Memorandum of Association in case of companies (if any) | Submitted [Yes/No] |
| 4. Current Trade License | Submitted [Yes/No] |
| 5. PAN & other statutory documents | Submitted [Yes/No] |
| 6. EPF Registration No. (if applicable) | Submitted [Yes/No] |
| 7. Credential certificate from Govt./Semi-Govt. Organization/ Corporation/Board etc. attached | Submitted [Yes/No] |
| 8. Information in sheet of Annexure III – Technical Bid | Submitted [Yes/No] |
| 9. Quoting rate in sheet of Annexure IV- commercial Bid | Submitted [Yes/No] |
| 10. Permanent place of Business in Kolkata | Submitted [Yes/No] |

Enclosures:


Annexure – I (Description of works)

Annexure – II (Terms & Conditions)

Annexure – III (Technical Bid)

Annexure-IV(Commercial Bid)

Annexure-V(Declarations)


Assistant Secretary
West Bengal Housing Board

No. 1442 1(2)/DHC&SECY/HB Date 19/06/15

Copy for information, wide circulation and necessary action to:-


1. The Secretary, Housing Department, Govt. of W.B., 1 K.S Roy Road, Kolkata-700001.
2. The Secretary, Department of Information and Cultural Affairs, Govt. of W.B., NABANNA (14th floor), 325, Sarat Chatterjee Road, Shibpur, Howrah-711102


Assistant Secretary
West Bengal Housing Board

No. 1442/2(11)/DHC&SECY/HB Date 19/06/15

Copy for information and necessary action to:-

1. The DHC & Secretary & E.O.Jt. Secretary, WBHB.
2. The Land Acquisition Officer- & Member, Purchase Committee.
3. The Dy.F.A cum Dy.C.A.O -I & Member, Purchase Committee.
4. A.H.C-II & Member, Purchase Committee.
5. Sri S.K.Dey, Special Officer(F).
6. Sri Sajal Baran Das, D.D, WBHB.
7. All Notice Boards of WBHB.
8. Website of WBHB.


Assistant Secretary
West Bengal Housing Board

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ANNEXURE-I

Description of works

1. Regular and call based Servicing, Maintenance and repairing of components of all kind of Laptops, desktop computer Sets, Monitors, Scanners, UPS and accessories of this office. **Prior permission will have to be obtained in writing from the respective users' Section Heads to carry items for repairing out of office premises.** Consolidated monthly reports to be submitted at the end of every month showing no. of calls and works done.
2. Setting up and maintenance of LAN configurations.
3. Computer/Disk to Computer/Disk Data transfer & backup work whenever required.
4. Maintenance and repairing of all kinds of Printers and printer accessories.
5. Recovery & installation of Operating System, drivers, applications in computers of West Bengal Housing Board.
6. Installation of antivirus and activation and monthly compulsory updating of antivirus using agency's own dongle in those computers without internet connection.
7. Monthly compulsory thorough Cleansing and Dusting of Laptops, computer sets, Printers, Monitors, Scanners and other accessories in West Bengal Housing Board. **Call report of such monthly cleansing and dusting will have to be get signed by the concerned users for payment clearance.**
8. The Service Engineers/Technicians should have valid ID proof issued by the selected agency for attending and providing service in this office.
9. **Participant should have prior work experience** in OS Administration, Chip level repairing, Trouble Shooting, Networking and configurations, Client-Server Architecture, Data backup, Database backup.

Place :

Date:

Full Name & Signature of the authorized signatory
with seal of the firm/company:

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Designation:

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ANNEXURE-II

Terms & conditions

- a. The Bid document super scribed as “**ANNUAL MAINTENANCE CONTRACT & REFILLING**” shall be addressed to “The Assistant Secretary, West Bengal Housing Board, 105, S.N.Banerjee Road, Kolkata-700014”
- b. The rate of AMC will be **without parts**. The **Bid** shall be valid for **1 year** from the date of work order.
- c. The quantities are **indicative** and may vary based on actual requirement while execution of work. The payment would be made as per actual work done i.e., the payment for the executed quantity shall be made on pro-rata basis.
- d. An **Earnest Money Deposit** Rs.2000/- to be submitted by the agency which should be in the shape of Demand Draft of any scheduled Bank Payable at Kolkata drawn **in favour of ‘West Bengal Housing Board’ be enclosed with the proposal**. No interest shall be payable on the Earnest Money Deposit (EMD) of the Bidder. For successful bidder the EMD will be refunded/ released after successful completion of assigned job. EMD Demand Draft should be attached with the Technical Bid. The EMD of unsuccessful bidders will be refunded without interest **immediately after issuance of work order to the successful Bidder**.
- e. The terms computer set /laptop includes Monitor, Keyboard, Mouse, cords, display unit and components of CPU Cabinet. Numbers of Computers, printers etc may be increased/decreased from time to time and will be included/excluded in/from AMC.
- f. Credential certificates are to be attached.
- g. Quotations received late i.e. after the expiry of the closing time shall not be entertained.
- h. AMC will be valid for a period of 12 months with the provision of renewal or premature termination of such contract.
- i. The Rate quotation for each category of items should be inclusive of all charges and taxes showing breakup.
- j. The Rate of refilling of **Printer Cartridge/Toner** of all makes and models of this office should be inclusive of all charges and taxes.
- k. **The rates quoted shall remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained.**
- l. **The payments towards AMC shall be made at least at the end of each quarter year i.e three months on production of satisfying performance report.**
- m. **The AMC will include rectification of all hardware and software problems. The firm will have to ensure that all calls are attended to within 3(three) working hours and the upkeep time for the repair of any system should not exceed 2(two) working days.**
- n. Interested agencies will have to seek required **permission from Administrative Officer, WBHB** by submission of ‘**application for survey**’ for conducting survey for AMC and refilling works.
- o. Incomplete quotations and documents submitted will not be considered. The authority reserves the right to accept or cancel any or all the quotations without citing reasons. Also the authority reserves the rights to accept or cancel entire or parts of a quotation without showing any reason. **The contract can be terminated anytime within the period without citing reasons and in such cases no payment will be considered for the period beyond termination date.**

Place :

Date:

Full Name & Signature of the authorized signatory
with seal of the firm/company:

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Designation:

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ANNEXURE-III
TECHNICAL BID

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| 1. (a) Name of the Firm/Company/Agency (b) Name of the contact persons, signing authority with details & Mobile Numbers | |
| 2. Full Address i) Head Office ii) Local Branch Office in Kolkata | |
| 3. e-mail Address | |
| 4. Telephone Number (s) / Fax No. | |
| 5. Current Trade License details | |
| 6. VAT Regn. No./ (attach copy of certificate) | |
| 7. Service Tax No. | |
| 8. PAN number (attach copy of proof) | |
| 9. EPF Registration No. (If applicable) declaration to be submitted in case there is no such registration. | |
| 10. Past year's Turn Over (Copies of the IT returns filed by the Company) | |
| 11. Name and Address of Bankers | |
| 12. D.D. No., drawee bank with branch name , date and Amount of EMD. | |
| 13. Partnership Deed in case of partnership firm (if any), Article/Memorandum of Association in case of companies (if any) | |

Note: Documents in support of all above points must be submitted as enclosures along with the technical bid.

Place :

Date:

Full Name & Signature of the authorized signatory
with seal of the firm/company:

Designation:

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ANNEXURE-IV
COMMERCIAL BID

| Sl | Item | Total units (Appx.) | Rate per year per unit | Taxes/ charges rate | Amount including total unit, taxes, charges |
|--------------|---|------------------------------|---------------------------|----------------------------|--|
| a | b | c | d | e | |
| 1 | Computer Set & Laptop | 49 | | | |
| 2 | UPS | 47 | | | |
| 3 | Scanner | 5 | | | |
| 4 | Printer (10 DeskJet, 22 Laser, 2 dmp) | 34 | | | |
| 5 | Monthly Dusting AND cleansing (Computer Set + UPS + Printer + Scanner is to be considered per unit) | All the above units | | | |
| Total | | | | | |
| | Mention the price of refilling and price of new toner, cartridge listed below | Rate per Refilling incl. Tax | | Rate of new pack incl. tax | |
| 6 | <p>1.HP Toner</p> <p>88A-----</p> <p>24A-----</p> <p>53A-----</p> <p>12A-----</p> <p>New Drum, Blade of each toner</p> <p>2.HP Cartridge-----</p> <p>HP 21</p> <p>22</p> <p>27</p> <p>28</p> <p>45</p> <p>78</p> <p>802(Black)</p> <p>802(Color)</p> <p>Canon PG 810,</p> <p>CL 811</p> <p>Wipro EX 2050 Plus ribbon cartridge Black</p> <p>3.Xerox/Copier Toner-----</p> <p>Modi 52161</p> <p>modi52233t</p> <p>modi1025</p> <p>Canon 2318L</p> <p>Panasonic DP8016</p> <p>sharp AR5316</p> <p>Konica Minolta Bizhub 215</p> | | | | |

Place :

Date:

Full Name & Signature of the authorized signatory
with seal of the firm/company:

Designation:

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ANNEXURE-V
DECLARATIONS

Certified that:

1. I/We have read the terms and conditions governing this work and hereby agree to abide by them.
2. The Agency/Firm/company has neither been blacklisted by any Central or State Government organization in the last three years nor there is any litigation pending with any Central or State departments or Court of Law.
3. The information provided by us above regarding the details of firms is correct and nothing has been concealed. In case any information is found by the Inspection Team of your office to be incorrect, our bids may be summarily rejected.
4. All the Terms and Conditions of Annexure-II are accepted and agreed by me/us.

Place :

Date:

Full Name & Signature of the authorized signatory
with seal of the firm/company:

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Designation:

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