

11.09.13

GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF ENGINEER
Municipal Engineering Directorate

Bikash Bhawan, South Block (1st Floor) Salt Lake, Kolkata – 7000 91.

Phone No: (033)2337-1331/ (033)2358-3347 \ Fax: (033) 2337-5474

E-mail: ce_medte@yahoo.com

No. ME/

Dated:

NOTICE INVITING QUOTATION

N.I.Q. No. ME/CE/ 3 of 2013-2014

ASD-DS
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Sealed quotations are hereby invited from bonafied reliable and resourceful company authorized service centres / service providers of Xerox & Fax machine who are authorized by HP and/or Konica Minolta for Annual Maintenance of the xerox & fax machines under the Department of Municipal Affairs, Govt. of West Bengal, Writers' Buildings, Kolkata – 700 001 as per Annexure enclosed. The rates shall be quoted in figures as well as in words for AMC excluding spare parts as per the following terms and conditions.

a)	Name of the work	: <i>Annual Maintenance of the Xerox & Fax Machine under the Department of Municipal Affairs, Govt. of West Bengal, Writers' Buildings, Kolkata – 700 001 as per list enclosed.(Annexure – I)</i>
b)	Manufacture / Authorized Agent eligible for submission of rate	: <i>Only company authorized service centres / service providers of the HP, Konica Minolta are allowed to offer rates.</i>
c)	Details of Machines	: <i>Stated in Annexure – I</i>
d)	Earnest Money	: <i>500/- (Rupees Five Hundred Only) earnest money to be paid in favour of the Executive Engineer, 24 Parganas Division-II M. E. Dte., in the form of Bank Draft / Pay Order on any Nationalized Bank, payable at Kolkata.</i>
e)	Printed form in which quotation is to be submitted	: <i>In printed Government Quotation Form No. Get it from Accountant, 24-Parganas Division-II, MED</i>
f)	Price per copy of the set of quotation documents	: <i>Rs. 100/- (One Hundred Only) for each set of paper.</i>
g)	Where to submit the application for obtaining Quotation papers.	: <i>Chief Engineer, M. E. Dte. Govt. of West Bengal Bikash Bhawan, 1st Floor, South Block, Salt lake, Kolkata -700091.</i>

h)	Last date of application for obtaining quotation documents	: 06.09.2013 up to 2.00 P.M.
(i)	Last date of purchase of quotation paper	: 13.09..2013 up to 1.30 P.M.
j)	Last date, time limit & place for dropping of quotation documents	: 17.09..2013 Upto 2.00 P.M in the Quotation box kept at Office of the Chief Engineer, Municipal Engineering Directorate, Bikash Bhawan, South Block, Salt Lake, Kolkata-700091.
k)	Date, time & place of opening the quotation	: 17.09.2013 at 2.30 p.m. at office of the undersigned.
l)	Period of Maintenance	: 1 (one) year from the date of agreement.
m)	Mode of issue of quotation paper	: Quotation paper will be issued by the Executive Engineer, 24-Parganas Division-II, M. E. Dte., on payment of cost of quotation paper only to the valid applicants (manufacturers/authorized agent) who have submitted all the requisite documents on recommendation of the Chief Engineer, , M. E. Dte.

The quotations are to be dropped in the Tender Box kept in the chamber of undersigned.

TERMS & CONDITIONS:-

1. The bidders shall seal the quotation properly with marking on the outer envelope "Quotation for AMC under NIQ No - ME/CE/ 3 of 2013-2014
2. The AMC should be on – site and without spare.
3. One person should be deputed by the agency in regular basis i.e. Five days a week in office time to ensure the service and should submit the authenticated attendance to this office with the bill.
4. Preventive maintenance has to be carried once in a quarter for each machine and submit satisfactory report from users.
5. The quoted rate should be inclusive of all taxes and all other incidental charges.
6. Sealed quotation along with valid Pan Card, VAT & P.T. clearance certificate shall be submitted to the above office address within the date mentioned above.
7. Any quotation which does not fulfill any of the terms and conditions or incomplete in any respect shall be treated as informal and be liable to be summarily rejected.
8. Successful bidder shall have to make an agreement with the authority in triplicate in the prescribe quotation form which will be available on payment of usual fee along with earnest money amount of 2(Two) % of quoted amount (Sum total of the rates) for annual maintenance.
9. AMC order will be issued to the lowest rate offer bidder, whose rate will be found acceptable.
10. The rates quoted should remain valid for 1 (one) year from the date of agreement made by the successful bidder and subsequent 1st inspection of the machine.

Payment will be made on submission of each bill in triplicate along with periodical inspection report (duly certified by the authorized officer from Municipal Affairs Department) duly certified by this office after completion of work from the office of the Executive Engineer, 24 Parganas Division-II. M. E. Dte.

12. AMC charge will be paid quarterly on pro-rata basis on AMC value on satisfactory performance of AMC.
13. Sum total of the rates offered for SL. No. 1 to 15 of Annexure – I, will be considered to select lowest bidder.
14. The contract may be terminated without prejudice to any other remedy for breach of contract if the contractor fails to deliver service supply as per the “Terms & Conditions of contract” or fails to perform any other obligation under the contract.

The authority reserves the right to accept or reject any or all the quotation(s) without assigning any reason thereof.

The detailed N.I.Q, documents and other relevant particulars (if any) may be seen by the intending bidders during office hours in the *office of the Chief Engineer, Municipal Engineering Directorate Bikash Bhawan, South Block, Salt Lake, Kolkata-700091.*

*Chief Engineer,
Municipal Engineering Directorate*

Dated: 02.09.13

No. ME/ 1143/1(14)/1M-49/2012

Copy forwarded for information and favour of wide circulation to:-

- ✓ *1. The ~~Special~~ Secretary, Department of Municipal Affairs, Government of West Bengal, Writers' Buildings, Kolkata – 700001.*
- 2. The Joint Secretary, Department of Municipal Affairs, Government of West Bengal, Writers' Buildings, Kolkata – 700001.*
- 3. The OSD, Department of Municipal Affairs, Government of West Bengal, Writers' Buildings, Kolkata – 700001.*
- 4. The Assistant Secretary, Department of Municipal Affairs, Government of West Bengal, Writers' Buildings, Kolkata – 700001.*
- 5. The Additional Chief Engineer, South / North, M. E. Dte.*
- 6. The Superintending Engineer (H.Q.) / East / Planning Circle, M. E. Dte.*
- 7. The Director, SUDA, ILGUS Bhaban, H.C. Block, Sector III, Salt Lake, Kolkata -700091.*
- 8. The Executive Engineer (H.Q.), M. E. Dte.*
- 9. The Executive Engineer, 24 Parganas Division –II, M. E. Dte. – He is also requested to do the needful as stated in this Notice.*
- 10. Sri Sanjoy Santra, Assistant Engineer, Chief Engineer Office, M. E. Dte.*
- 11. Sri Sudip Chakraborty, Sub-Assistant Engineer, Chief Engineer Office, M. E. Dte.*
- 12. Office Notice Board.*

Chief Engineer,

Municipal Engineering Directorate



ANNEXURE - I

N.I.Q. No. ME/CE/ 3 of 2013-2014

Fax & Xerox Machines

<i>Sl. No.</i>	<i>Description of Machines</i>	<i>Quantity (No.)</i>	<i>Rate (without spare) (including all)</i>	<i>Total Amount (in Rs.)</i>	<i>Location of Machines</i>
1	HP Officejet 3608 Fax	3			Office of MIC, Office of Jt. Secy (BCP), Cell -1.
2	Copier Konica Minolta Bizhub 164 Photocopier	3			Office of MIC, Cell - 10, Cell -11.
3	Panasonic KXFM386 Fax	1			Office of Secretary.
4	Panasonic Workio 8020 Photocopier	1			Office of Secretary.
5	Sharp AR201 Photocopier	1			Office of Jt. Secy (BCP).
6	Konica minolta bizhub 211 Photocopier	1			Office of Jt. Secy (BD).
7	Panasonic 8016 P Photocopier	4			Cell - 1, Cell -2, Cell - 3, Cell 6 & Cell - 9.
8	Duplo (Duplicator) Machine	1			Department
				Total	

Rupees _____