

I/152419/2021



# West Bengal State Agricultural Marketing Board

"Kamal Guha Krishi Bipanan Bhawan",

729, Anandapur, P.O. E.K.T.P., P.S. Anandapur, Kolkata – 700 107

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## NOTICE INVITING QUOTATION

Memo No. : 2714...../WBSAMB-15038/2/2021-SEC-WBSAMB Dated : 23.09.2021

N.I.Q. No. WBSAMB / 13 / 2021 - 22

Dated : 16/08/2021

Sealed quotations are invited from bonafide & resourceful agencies for Annual Maintenance of 54 Nos. of Computer with their accessories which includes CPU, Monitor, Key Board, Mouse & 26 Nos. Printer at different floor of this office. The last date of submission of offer is upto 2.00 P.M. on **07.10.2021** and the same will be opened at 2.30 P.M. on that date. The intended quotationer must have experience in similar nature of work for minimum 3 years. Copy of Valid PAN Card, Trade License and GST Certificate should be submitted at the time of submission of quotation.

The rate to be quoted inclusive of all taxes and charges. The successful quotationers will have to execute an agreement with earnest money @ 2% (Two Percent) of the awarded amount in the shape of Bank draft in favour of **West Bengal State Marketing Board Fund**. The quotationer should quote their rates both in figure and word in their letter head. Details of specification of work/job may be verified from the Board's office during office hours on any working day.

The contract will executed only for service of maintenance work, if any parts to be replaced the cost of the same is not included in the contract.

### Terms & Condition:

1. The Agency has to check to ensure proper functioning of the desktop computers and printers as their preventative maintenance once in a week and will attend Board office within 24 hours as and when called for. The AMC includes providing services for periodical deletion of junk files, related services for defragmentation at regular interval and providing such services as are necessary to make the computer system with installed LAN in a workable healthy condition.
2. The AMC includes cleaning computer and printer accessories (like Motherboard etc.) at regular interval and keep the machine neat and clean.
3. Complaint / Breakdown call should be attended on the same day for complaint lodged in the 1<sup>st</sup> half of the day. For complaints lodged in after noon should be attended within the early 1<sup>st</sup> half of the next working day.
4. The selected Agency will maintain log book for all the Computer system to record their services provided under the signature of the user of the computer system.
5. The AMC does not include the cost of spare parts, which are to be replaced (if required). In such event the Agency will be paid on actual cost of such spare parts. Such repair/replacement should be done within 48 hours.
6. The bill for AMC should be submitted on quarterly basis, the claim bill should accompany copies of log book indicating services provided for all the Desktops & Printers duly signed by all the users of computers / printers.
7. The agreement for AMC will be done for one year from the date of work order unless extended or terminated earlier for unsatisfactory services.
8. CEO,WBSAMB, reserves every right to accept or reject any bid at any time without assigning any reason.

For details please visit the website of WBSAMB (<http://www.wbagrimarketingboard.gov.in/> & <https://www.wb.gov.in>).

  
Chief Executive Officer

West Bengal State Agricultural Marketing Board

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Schedule of WorkName of Work : **Maintenance of Computers and Printers, WBSAMB.**

Sl. No.	Description of Item	Qty	Rate per Item / Month	Total
1.	Maintenance of Desktop Computers with their Accessories including CPU, Monitor Key Board, Mouse etc.	54 Nos.		
2.	Maintenance of Printers with their Accessories Nos.	26 Nos.		

- Rate should be quoted as per above mentioned format in letter head of the applicant.
- Rate should be inclusive of all taxes.