

**NOTICE INVITING QUOTATION**

**N.I.Q No. -009/2023-24/NSTIAM**

**Dated : 04.10.2023**

Sealed quotations are invited from bonafied and resourceful agencies for quoting rate for Annual Maintenance contract of Desktop Computers, UPS, Printers with scanners & Networking switch, including spare parts up to Rs. 1500/- only as follows:-

Sl. No.	Items for Annual Maintenance Contract	Number
01.	Desktop Computers	40 Nos.
02.	600 VA UPS	34 Nos.
03.	LaserJet / Ink tank Wireless Printer with Scanner	04 Nos.
04.	Laptops	02 Nos.
05.	24 Port Network Switch	01 No.

The agencies shall have to quote the rate individually for each of the items, however the quotationer offering lowest price in total shall be considered as winner.

In light of the above, all interested agencies are requested to submit their sealed quotation in their official letterhead as per the prescribed format (Format A), which may be collected from the Accounts section of the Institute during all working days **from 12/10/2023 up to 02:30 PM on 03/11/2023**, after depositing a non-refundable NIQ Fees of Rs. 500/- (Five hundred only) through Cash/Demand Draft (in the name of "**WBSMB-NSTIAM**" payable at Baidyabati). Quotation shall be dropped in the locked 'Tender Box' kept in the said office address on **all working days upto 4:30 PM of 03/11/2023** by the participating agencies. Opening of the quotation shall be done on **06/11/2023 at 12:30 P.M.**

The bidder shall have to deposit earnest money (EMD) of Rs 1500/- (Fifteen hundred only) along with the bid document in the form of Bank draft in favour of "**WBSMB -NSTIAM**" payable at Baidyabati. EMD shall be returned to the unsuccessful quotationer after issuance of work order with the successful quotationer. For the L1 quotationer, the EMD shall be converted to part of the 3% security deposit.

The successful quotationer will have to execute necessary contract agreement after depositing the required interest free Security Deposit if any in the form of Bank draft in favour of "**WBSMB -NSTIAM**" payable at Baidyabati. The security deposit shall be refunded after successful completion of the said job on demand. The quotationer should quote their rates both in figure and word. The submission of quotation shall be unconditional. Quoted rate shall be inclusive of all applicable taxes and charges.

Interested agencies may visit to the institute in all working days in between **12/10/2023 to 03/11/2023 from 11:00 AM to 3:00 PM** to see the details of specification of the work/job.

The undersigned reserves all right to accept or reject any/all quotation without assigning any reason whatsoever.

  
DIRECTOR  
NSTIAM