

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

Mail Id:- wbstatemarketing@yahoo.co.in

NOTICE INVITING QUOTATION

Memo No. : 4185/Estab./A-29/AMC-1/2009/Part-I

Dated : 27/12/2019

N.I.Q. No. WBSAMB/83/2019-20

Dated : 23/12/2019

Sealed quotations are invited from bonafide & resourceful agencies for Annual Maintenance of Computers 31 Nos. of Desktop (without parts) with their accessories which include, CPU, Monitor, Key Board, Mouse & 26 Nos. Printers (without parts) at different floor of this office. The last date of submission of offer is on **06/01/2020** upto 2.00 P.M. & the same will be opened at 2.30 P.M. on that date. 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 would be inclusive of all taxes and charges. The successful quotationers will have to execute an agreement with earnest money @ 2% (Two Percent) of the quoted 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.

Terms & Condition:

1. The Agency has to check to ensure proper working 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 and 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. Complaint / Breakdown call should be attended on the same day for complaint lodged in the 1st half of the day. For complaints lodged in after noon should be attended in the early 1st half of the next working day.
3. 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.
4. 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.
5. 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.
6. The agreement for AMC will be done for one year from the date of work order unless extended or terminated earlier for unsatisfactory services.
7. Board reserves the right to cancel this NIQ at any time at its discretion without assigning any reason whatsoever.

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

Schedule of Work

Name 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.	31 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.