



পশ্চিমবঙ্গ সরকার
পশ্চিমবঙ্গ সর্ব শিক্ষা মিশন
জেলা প্রকল্প দপ্তর
উত্তর ২৪ পরগণা



NIT No.: 252/II - 9/T - AMC (P)/PM/SSM/2010 - 2011

Date: 22/02/2011

NOTICE INVITING TENDER

Sealed offers are invited only from interested, competent, reputed & eligible Channel Partners / Authorised Dealers / Reputed Firms / Agencies having adequate experience in carrying out Annual Maintenance Contract (AMC) of Photocopiers in Government Offices. The make & model of the photocopier is Canon iR 2020 of this Department.

All "Agencies Offering Rates" (AOR) should enclose attested photocopies of following documents in the Name of the Agency:

- 1) Current Trade License for 2010 - 2011.
- 2) Value Added Tax (VAT) Registration Certificate/ Service Tax Registration Certificate.
- 3) Income Tax "SARAL" for the Assessment Year 2009 - 2010.
- 4) Permanent Account Number (PAN) Card.
- 5) Professional Tax Clearance Certificate with current validity.
- 6) Authorisation Letter from the Company.
- 7) Credential Certificate (successful Compliance Certificate) in respect of carrying out Annual Maintenance Contract (AMC) of Photocopiers in any Government Department during the Financial Year 2009 - 2010 / 2010 - 2011.

Technical Bid comprising of all documents above & Financial Bid with rate will be scrutinised separately. *Financial Bid* submitted by AOR will not be considered into the Tender Process for those who fail to satisfy any of the criteria setforth for *Technical Bid*.

Following terms & conditions will have to be adhered by the AOR who will be selected as the Vendor:

- 1) This AMC will be treated as onsite service, but without Spares & Consumables.
- 2) The Service Engineer of the Vendor will require to attend for Preventive Maintenance of the Machine fortnightly.
- 3) The Service Engineer of the Vendor will require to attend for Breakdown & Corrective Maintenance of the Machine within 4 hours of verbal communication.
- 4) Consumables e.g. Toner, Drum etc. will be provided by the Department.
- 5) Spares as suggested by Service Engineer of the Vendor will have to be provided by them, cost for the purpose will be separately borne by the Department.
- 6) The Vendor will remain liable for any damage made to the Machine or its Parts, Spares & Consumables and shall have to repair or replace the same at their own cost.
- 7) The rate quoted must be final; inclusive of all taxes & incidental charges (if any).
- 8) The Vendor, must comply exactly with the same rate offered for the Contract, upto 1 (one) year from the date of accepting the Agreement.
- 9) Payment for the purpose will be released only on satisfactory completion of service after every quarter on pro-rata basis, while 10% of the same will be deducted from each 3 quarters & will be finally adjusted at the end of the contract period.
- 10) If deemed fit by the Department the AMC may be extended / renewed further with the same cost & clauses of the Agreement, only on satisfactory service provided by the Vendor

The Tender Papers will be issued from this office till 08.03.2011 upto 4.00 p.m. Offers will be received till 09.03.2011 upto 4.00 p.m. (on working days only) at this Office. The same will be opened on 10.03.2011 at 12.00 noon in presence of the intending quotationers or their representatives.

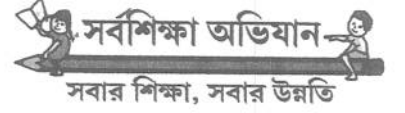
সর্ব শিক্ষা অভিযান - শুধুমাত্র প্রকল্প নম্বর, সরকারের শিক্ষার জন্য একটি প্রতিজ্ঞা

জেলা শাসকের কার্যালয়, প্রশাসনিক ভবন, ডুমুরি, বারাসাত, উত্তর ২৪ পরগণা, পশ্চিমবঙ্গ, পিন - ৭০০ ১২৪

সূত্রতার নম্বর: (+৯১) (৩৩) ২৫৬২ ৮১৯০ / ২৫৮৪ ৩১৭০ / ফ্যাক্স নম্বর: (+৯১) (৩৩) ২৫৮৪ ৪০৩৬ / ই - মেল: esan24@gmail.com




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The sealed offers should only be submitted alongwith a forwarding letter addressed to the undersigned in the own Letter Head of the AOR in the duly authenticated Tender Paper to be issued by this office. The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes (superscribed as Technical Bid & Financial Bid respectively) & the said two envelopes must again be inserted into another sealed envelope. Notice Inviting Tender Number & Date must be written in bold on the topmost sealed envelope.

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.


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District Project Officer
Paschim Banga Sarva Siksha Mission
North 24 Parganas

NIT No.: 252/1 (13) / II - 9/T - AMC (P) / PM / SSM / 2010 - 2011

Date: 22/02/2011

Copy forwarded for information to the:

- 1) Secretary, Zilla Parishad, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Zilla Parishad, North 24 Parganas.
- 2 - 6) Sub-Divisional Officer ALL, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 7) Nazareth Deputy Collector, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, North 24 Parganas.
- 8) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 9) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the Notice Inviting Tender in the Official Website (www.north24parganas.gov.in) of this district.
- 10) UDA (Establishment), Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas.
- 11) Finance & Accounts Officer, Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas.
- 12) Stock - in - Charge, Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas with a request to monitor the process & put up the same in the Office Notice Board.
- 13) CA to Additional District Magistrate (General), North 24 Parganas; for information of the Additional District Magistrate (General), North 24 Parganas.

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District Project Officer
Paschim Banga Sarva Siksha Mission
North 24 Parganas