

**NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited by the **DIRECTOR OF LOCAL BODIES, Poura Prasashan Bhawan ( 3<sup>rd</sup> & 4<sup>th</sup> Floor), DD I, Sect-I, Bidhannagar, Kolkata-64** from the reputed and reliable service provider/suppliers/servicing agencies of computer peripherals in their letterhead for Annual Maintenance Contract (AMC) of Desktop Computers, Laptop, Laserjet Printers, Color MFP Printer and Scanner attached in this Directorate. The following are the terms and conditions of the said AMC.

1. The contract will be valid for 1 year.
2. The rate quoted should be inclusive of spare parts and GST if any.
3. The agency should attend breakdown with 24 hours on receipt of complain (verbal or written or email).
4. Accepting authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason what-so-ever and also reserves the right to split up the supply among different agencies necessary.
5. Payment will be made quarterly on completion of work and subject to the satisfaction of competent authority.
6. The spares if required for replacement for the Desktop Computers, Laptop, Laserjet Printers and Scanner shall be supplied by the Agency.
7. The agency should produce all relevant credentials and documents if required by the authority.
8. Working day 24x7 days.
9. The rate should be quoted for each category / item wise for total number of 15 Nos. of Desktop Computers, 1 No. of HP Laptop, 8 Nos. of HP (B & W) Laserjet Printers, 1 No of HP M177fw (Color) Laserjet MF Printer and 1 No. of HP Scanner.

The sealed quotations should reach the office of Directorate of Local Bodies, **Poura Prasashan Bhawan ( 3<sup>rd</sup> & 4<sup>th</sup> Floor), DD I, Sect-I, Bidhannagar, Kolkata-64**, within 2.30 PM on 10.08.2018. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons therefore.



Director of Local Bodies,  
West Bengal  
& Ex-Officio Special Secretary,  
U.D & M.A. Department.

Date 26.07.2018

Memo No. 941/6 /DLB/KUSP/MOC-1/09(Pl-1)

Copy forwarded for information and taking necessary action to:-

1. Director SUDA, ILGUS Bhawan, HC Block, Bidhannagar, Kol-106
2. Commissioner, Bidhannagar Municipal Corporation, Poura Bhawan, Kol-106
3. Jt. Secretary, UD & MA Department, Nagarayan, DF Block, Bidhannagar, Kol-91
4. Member Secretary, West Bengal Valuation Board, DD -I, Sect-I, Bidhannagar, Kol-64
5. S.D.O. Bidhannagar, DJ Block, Kol-91
6. Suman Mahajan, Scientist, NICSI to upload this to [www.wbulbhrms.gov.in](http://www.wbulbhrms.gov.in)



Director of Local Bodies,  
West Bengal  
& Ex-Officio Special Secretary,  
U.D & M.A. Department.