

District Mission Management Unit &
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24-PARGANAS Z.P.(ANGANA BUILDING, 2ND FLOOR)
(Under the Administrative Control of Panchayat & Rural Development Deptt., Government of West Bengal)
K.N.C. Road, Barasat, Kolkata-700124.
Phone: (033)2552-3037/2584-2272, Fax: (033)/2562-5373, E-mail: pddrdc@gmail.com

Memo No: 506/K-11013/312016/DRDC

Date: 14.7.17

Notice For Quotation Inviting Rates For Annual Maintenance Contract

Sealed Quotation are hereby invited form Agencies for Annual Maintenance Contract of the Computer and its related accessories installed in the office of undersigned. Description of items for which Maintenance are required are mentioned below. Quotationers are requested to submit rate for the Annual Maintenance Work in the below mentioned format.

Sl No	Item	Quantity	Rates to be Quoted (Annually) (in Rs.)
1	Desktop Computer including its all assembled parts	17 pcs	
2	Printer HP Laser Jet 1020	7 pcs	
3	Printer HP Laser Jet 1008	4 pcs	
4	Printer HP Laser Jet 1108	3 pcs	
5	Colour Printer HP Laser Jet Cum Scanner (1020)	1 pcs	
6	UPS	16 pcs	
7	LAPTOP	2 pcs	
8	Projector Machine	1 pcs	

Terms and conditions:-

1. Licensed Quotationers having experience of supplying Computer items and engaged in Mainatance related works in other offices or any other Government Department may only quote rates for this tender.
2. Quotationers who have credential certificate of single contract for Rs.10,000/- (Ten thousand) only for conducting the same nature of work may only quote rate and must submit valued GST registration number, PAN, Credential Certificates for such work carried out before along with quotation papers.

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3. Actual requirement will be mentioned in the work order.
4. No carrying /Loading /unloading Charges will be paid extra.
5. Rate should be quoted inclusive of all taxes neatly in figure and words and should be dropped in the tender box kept in the office of the Project Director, D.R.D.C., North 24 Parganas Zilla Parishad, Angana Building, Barasat on any working day till **24/07/2017 between 11.00 am to 4.00 pm.**
6. The tender will be opened on **24/07/2017 at 4.30 pm** in the office of the Project Director, DRDC, North 24 Parganas. All tenderers may remain present during opening of the tenders.
7. No advance payment will be made from this end.
8. Break down Calls will be attended within 6 to 10 hrs.
9. Other than break down calls, periodical visit will be made once within 15 days.
10. Total Cleaning of computers and its other related parts will be done once in a month.
11. The payment will be made quarterly on satisfactory performance of the agency which will be reviewed quarterly by the office of undersigned.
12. The envelope should be sealed properly and Annual Maintenance Contract should be written in bold letters on the envelope.
13. The undersigned has the right to accept and or reject the rates so offered without showing any cause. The undersigned is not bound to accept the lowest rates offered.

Project Director, DRD Cell &
Addl. District Mission Director,
DMMU, North 24 Parganas

Memo No.: 506/1(s)/K-11013/312010/DRDC

Date: 14.7.17

Copy forwarded for information to:-

1. The Addl. Executive Officer, North 24 Parganas Zilla Parishad
2. The DIO, NIC with a request to upload it in District Website
3. The DICO North 24 Parganas with a request to display it in the Notice board of his office
4. The District Information and Cultural Officer, North 24 Parganas
5. Notice Board of D.R.D.C.

Project Director, DRD Cell
Addl. District Mission Director,
DMMU, North 24 Parganas