

Government of West Bengal  
Paschim Banga Society for Skill Development  
Department of Technical Education Training and Skill Development  
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Date: 21/08/2024

**NOTICE INVITING QUOTATION**

**Sub:- Invitation of quotation for "Repairing and Maintenance of Computers, Printers, UPS, Scanners, Laptops at Office of the PBSSD, Karigari Bhawan"**

Sealed Quotations are hereby invited by the Project Director, PBSSD from bonafide experience agencies for repairing and maintenance of Computers, Printers, UPS, Scanners, Laptops at Office of the PBSSD, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160 as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach the office of the PBSSD on or before 03-09-2024 at 03:00 PM. The Envelope containing the quotation must be sealed and super scribed as under:-

**"Quotation for Repairing and Maintenance For Computers, Printers, UPS, Scanners, Laptops at the Office of the PBSSD, Karigari Bhawan"**

**The Quotation should be submitted at:-**

The office of the Project Director, Paschim Banga Society for Skill Development, Karigari Bhawan, Room No. 326, 3<sup>rd</sup> floor, B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 as per specification enclosed and which will be opened on 03-09-2024 at 3:30 P.M. and onwards.

**General Terms & Conditions:**

1. The selected agency will be responsible for repair / maintenance work of the computers and Peripherals including replacement of defective parts.
2. Replacement of defective parts should be made with spares/parts of the same specification and, in case these are not available, the higher specification will have to be installed.
3. The charges for replacement of defective parts/components of the Computers & Computer Peripherals, if any, shall be reimbursed by PBSSD on production of actual certified bills challans and along with defective parts/components, if any.
4. No transportation charges/cartage for removal of any component to the workshop for repairs and back to office for installation shall be separately payable to the contractor over and above the amount payable to the contractor under the contract.
5. The jobs which are not possible to be carried out in the office premises will be allowed to be done outside but without payment of any extra charges.
6. The rates once approved will not be enhanced in any case during the period of the contract.
7. The **contract shall be valid for a period of one year**, which will commence from the

- date of issue of Work Order and the same can be extended further upto 02(two) years, at the same rates, terms and conditions at the sole discretion of this office subject to satisfactory service of the agency. This office shall, however, reserves the right to terminate the contract at any time without assigning any reason thereof.
8. The total cost/amount will be taken in consideration for L1. Becoming L1 will not be the criteria for awarding of order unless the rates are reasonable & justified.
  9. The firm / agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
    - I. The firm shall have valid GST / Other taxes and IT PAN.
    - II. The firm shall have valid Trade License
    - III. The firm should not be black listed by any Government agency/Department.
    - IV. Similar work order of any government Department. (Desirable & preferred)

#### SCOPE OF WORK

- A. Maintenance & service of Desktops PCs/CPU/ Laptop / Laserjet, Deskjet & Inkjet Printers (including refilling)/ Copier/Scanner/UPS installed at the office of PBSSD, Karigari Bhawan as and when required.
- B. The work shall be executed as per direction of any officer not below the rank of OSD, PBSSD.

#### PAYMENT CLAUSE

The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. No payment shall be made in advance. The vendor shall submit the bill only after successful completion of work to the satisfaction of the Officer not below the rank of OSD, PBSSD.

  
Project Director  
PBSSD

*Project Director*  
*Paschim Banga Society for Skill Development*

## (Bidder Letter Head)

(Ref. NIQ no. \_\_\_\_\_ Dated \_\_\_\_\_)

1	Name of the firm	
2	Address for communication	
3	Contact Details:	
	Phone No.	
	Mobile No.	
	Email Id	
4	PAN	
5	Name of Contact Person with contact details	
6	Service Charges for Repair & Maintenance of Computers & Computer Peripherals (In Rs.) (for one system) <i>(Including all taxes and charges)</i>	
	Refilling Charges for Printer (In Rs.) (for one system) <i>(Including all taxes and charges)</i>	Black & White – Rs.  Colour – Rs.

The above stated information is correct and our firm fulfils the eligibility conditions to participate in the bidding process.

Signature of Authorized Signatory with seal

Name:

Date:

Place: