

GARULIA MUNICIPALITY
P.O. GARULIA, NORTH 24 PARGANAS
NOTICE INVITING QUOTATION FOR AMC FOR DESKTOP, PRINTER, PHOTOCOPIER AND
LAPTOP ETC. WITH PARTS AND WITHOUT PARTS

No: 36/GM/NIQ/AMC/IT/2020-21

Date: 19-02-2021

Chairperson, Board of Administrators, Garulia Municipality invites sealed quotations from the Service Providers/other firms/Companies who can undertake the Annual Maintenance Contract for **Desktop – 28 Nos., Printer – 19 Nos., Photocopier – 3 Nos., Laptop – 1 No.** etc. which are being used at various Departments under Garulia Municipality subject to the following terms and conditions and will be received by the Office of the undersigned on or before 10-03-2021 by 4-00 p.m. The Quotation shall contain all information relating to all aspects including Vendors Profile, Client List, Performance Report details relating to acceptance of the conditions eligibility documents etc. including the detail of price quoted.

General Conditions:

1. Quotation should cover the entire Desktop, Printers, Photocopier and Laptop etc. available at various Departments under this Municipality which may be inspected at the Office during Office hours in any working day between 25-02-2021 to 08-03-2021.
2. The Annual Maintenance Contract (AMC) is valid for 1 (One) year from the date of signing the agreement by both the Parties.
3. The quotation shall be valid for two months after the date of submission and no hike in the rate shall be allowed in any case during the entire AMC period.
4. Rate to be quoted positively with parts and without parts.
5. Payment will be made on quarterly basis, only after the satisfactory completion of service for the quarter.
6. The Vendor should submit the Experience Certificate for the Services provided to other Govt./reputed Private Organization along with the Performance Certificates.
7. Garulia Municipality reserves the right to cancel the Vender bid/AMC Services, if any information provided by the Vendor is found unverifiable during the Selection Procedure or the AMC period. This Office also does not bind itself to accept the lowest quotation and it reserves the right to reject any or all the quotations without assigning any reason whatsoever.
8. If, in any case, any machine coming under AMC is disposed off by the Office (for up-gradation etc.) a pro-rata amount calculated on the basis of AMC charges per machine for the remaining period will be deducted.
9. While quoting the rate for AMC, copies of GST Registration Certificate, uploaded GST Return, PAN Card, Last IT Return submitted, Current Account Details etc. should be submitted.
10. The date of opening bid is on 15-03-2021 at 1-00 p.m. in the Garulia Municipal Office before the bidders/representative present.



Sd/- S. Singh

Chairperson
Board of Administrators
Garulia Municipality

Copy forwarded to:

1. The District Magistrate, North 24 Parganas
 - With the request to take necessary arrangements for uploading the Notice in Website.
2. The D.I.O., N.I.C., Barasat, North 24 Parganas
 - With the request to take necessary arrangements for uploading the Notice in Website.
3. The Sub-Divisional Officer, Barrackpore
 - With request to arrange display the Notice in Notice Board.
4. Garulia Municipal Notice Board
5. The I.T. Coordinator, Garulia Municipality
 - With the direction to upload the Notice in Garulia Municipal Website

Syngal

Chairperson
Board of Administrators
Garulia Municipality