

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani(Rawdon Street)
Kolkata – 700 017
Ph. No. 2280-5277; FAX- 2280-7373

No. 278-SEC/11C-4/2011

Date: 12.05.2021

**QUOTATION FOR THE AMC OF DESKTOP COMPUTER, LAPTOP, PRINTER, UPS,
SCANNER & PROJECTOR.**

West Bengal State Election Commission invites quotations in sealed cover for Annual Maintenance Contract (AMC) for the Desktop Computer, Laptop, Printer, UPS, Scanner and Projector installed at the address mentioned above.

2. GENERAL CONDITIONS:

- i. Interested agencies are requested to submit their quotation, in sealed cover duly super scribed **“Quotation for AMC of Desktop Computer, Laptop, Printer, UPS, Scanner and Projector”**
- ii. The quotations in sealed covers should be sent to this office, addressed to the Secretary, West Bengal State Election Commission, 18, Sarojini Naidu Sarani (Rawdon Street), Kolkata – 700 017.
- iii. Only, sealed quotations dropped directly to the ‘Quotation Box’ in the above mentioned office address of the Commission, will be accepted. **Quotations sent by any other ways will not be accepted.** Bidders having office at Kolkata and surrounding districts like Howrah, South 24 Parganas, North 24 Parganas and Hooghly will be given priority.
- iv. The quotation in the sealed cover containing all necessary documents must reach this office **on or before 19.05.2021 by 03.00 PM.** Bids received after the due date/ time shall not be entertained.
- v. The received bids shall be opened in this office **on 19.05.2021 at 04.00 PM.** The authorised representatives of the bidders may remain present at the time of opening the bids.
- vi. This Commission reserves the right to reject any or all bids without assigning any reason.
- vii. Bids not contained in a sealed envelope, incomplete, not accompanied with the required and supporting documents shall be summarily be rejected without assigning any reason and without any communication.
- viii. The validity of the AMC shall be for 01 (one) year from the date of receipt of award of contract letter.
- ix. The rates quoted shall be valid for 01 (one) year from the date of awarding the work order and including GST (if any).

3. TERMS AND CONDITIONS

- i. The successful bidder must submit Security Deposit amounting to Rs. 10,000.00 (Rupees Ten thousand) only by Cheque/ Demand Draft in favour of “West Bengal State Election Commission”. The same will be refunded at the end/ termination of the contract without interim and after necessary deduction, if any, as per terms and conditions.

- ii. The contractor would carry out preventive maintenance of each machine at least once in every month, in order to forestall any major failure of the same. They should also ensure proper cleaning and functioning of all machines on monthly basis. Failure to do so shall attract penalty at the rate mentioned at penalty clause.
- iii. The charges for replacement of defective parts/ components of the **Desktop Computer, Laptop, Printer, UPS, Scanner and Projector**, under AMC, if any, shall be borne by the Commission. To the extent possible, all repair and maintenance work would be carried out in this office premises only. Wherever it is not possible to conduct the repair within the office premises the contractor shall obtain prior permission of the competent authority to conduct repair outside the office premises and arrange to reinstall with a reasonable time. No transportation charge is payable for the same.
- iv. West Bengal State Election Commission, may, in its own discretion, add more computers to the AMC or withdraw some or all the equipment from AMC and the payment be made on proportionate basis.
- v. The rates once approved will not be enhanced during the contract period.
- vi. The prospective bidders may, if they so desire, may depute an authorised representative for verifying the configuration and condition of the equipment.
- vii. Wherever during the period of the contract the contractor does not rectify the fault/ defects brought to his notice within a reasonable period of time, the commission shall get the faults /defects repaired / rectified by the engaging suitable professionals from the open market. The amount paid thereof shall be deducted from the Security Deposit of the contractor. In case the contractor's services are found to be consistently unsatisfactory, the contract shall be terminated after giving one week's notice.
- viii. At the time of expiry of the contract, the contractor would be required to handover West Bengal State Election Commission's property in good condition.
- ix. The contractor shall be responsible for the loss of any property of the commission owing to negligence on his or his representative's part while maintaining the machines.
- x. No advance payment will be made in any case. The payment will be released on quarterly basis after making statutory deductions like TDS, etc.
- xi. The contract can be terminated from either side on one month notice before.
- xii. The contract may be renewed in exiting terms and conditions for further period and will be decided by the Commission on satisfactory performance of the contractor.

4. ELIGIBILITY / QUALIFICATION CRITERIA:

1. The bidder shall have relevant experience for 3(three) years preferably in managing and providing support for computer hardware, Software, Laptops and peripheral similar to the existing IT hardware of this Commission. The bidders, so desire, may verify the configuration and condition of the equipment.
2. The bidders who are registered approved by any Government department/ organization will be given preference.

3. The firm should have an experience to execute the similar work in Government/ PSU/ Statutory body or any other org / dept. The firm may enclose sufficient documents regarding execution of Government work order, etc.
4. All bidders must enclose PAN, GST, Trade Licenses and service tax registration certificate along with the tender documents.

5. SCOPE of WORK :

- A. Maintenance & service of Desktop / Laptop / Printers / UPS / Scanner / Projector installed at the office of the WBSEC as and when required.
- B. The bidder should be fully responsible for functioning of Internet and LAN connectivity for computers/ printer used in the office of the WBSEC.
- C. Installation of Antivirus in all desktop / Laptops of all users and father updating, as and when required.

6. LIST OF ITEMS UNDER AMC

Items	No of units	Model No.
Desktop Computers	15	(05) – HP PC (08) – HCL PC (01) – Assembled PC (01) – HP All-in-One
Laptop	02	(01) – Dell P63F (01) – HP
Printers	17	(08) – HP 1020 (01) – HP M154a (01) – HP M132a (01) – Panasonic KX-MB2120 (01) – Brother HL-L2321D (01) – Brother MFC 7360 (01) – Epson L6190 All in one (01) – Epson L-565 All in one (02) – HP Office jet Pro 8720
UPS	17	(16) – Microtech UPS (01) – Smartpower UPS
Scanner	04	(01) – Fujitsu Snapscan SV600, (02) – HP Scanjet Pro 200, (01) – Canon Lide 120
Projector (Epson)	01	(01) – Epson EB-X41

Budhys
12/17/2021

Secretary
West Bengal State Election Commission

12/17/21