


**SHORT NOTICE INVITING QUOTATION**  
NIQ NO. 01/28-12/2018 dated 13/06/2018

Sub: Quotation for AMC of Desktop/Laptop, Printers, UPS

Sealed item rate quotations are invited for Annual Maintenance Contract (AMC) for **24nos.** Desktop (including 3nos. laptops), **25nos.** Printers, **10nos.** UPS Desktop/Laptop, Printers, UPS installed in the Office of the Divisional Forest Officer, Monitoring (South) Division, West Bengal, from bona fide interested appropriate class of approved Contractor/Vendor/Suppliers, who have satisfactorily executed similar nature of works during at least 05(five) financial year in any Government and/or Statutory bodies at the competitive rate.

**Terms & Conditions:**

1. The intending participant will have to produce upto date PT Clearance Certificate, PAN, Trade License, GST Certificate.
2. The quotationer should have a minimum 05 (five) years of continuous experience in providing such services to Government/PSU and other similar organizations.
3. Your Contract will be valid for 1 (one) year from the date of award and assumption and yearly renewable upto maximum 03 (three) years subject to yearly satisfactory services certificate from the Divisional Forest Officer, Monitoring South Division, West Bengal
4. Your service mechanic/ representative should visit and check up all the Desktop/ Laptop, Printers, UPS twice in a month to ensure proper functioning and arrange necessary repair/service with technical assistance, if required.
5. Yours service mechanic/representative should attend any type of faults during AMC period as and when called for without any delay on receipt of complaint and redress the matter within 24 hours after complain.
6. The Divisional Forest Officer, Monitoring South Division, West Bengal, reserves the right to terminate the maintenance contract at any time without assigning any reason thereof.
7. Quotations super scribing the name of the work on top of envelop should reach this office of the Divisional Forest Officer, Monitoring South Division, West Bengal, before 2:00 P.M on **20/07/2018** and the same will be opened on **20/07/2018** at 4:00 p.m in presence of the intending quotationer(s) in the office of the undersigned. The Divisional Forest Officer, Monitoring South Division reserves the right to accept or reject any/all the quotations without assigning any reason, whatsoever.
8. All prices quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
9. Price quoted should be inclusive of services and all other taxes and this should be clearly specified in the quotation.
10. Quotations received after the specified date will not be entertained.


  
Divisional Forest Officer  
Monitoring South Division

No. 650/28-12/2018

Dated: 13/06/2018

Copy to:

1. Office Guard File.
2. The Secretary/Dept. of Forests/Govt. of West Bengal
3. The Principal Chief Conservator of Forests, Head of Forest Force/WB to the Govt. of West Bengal
4. The Principal Chief Conservator of Forests /Wildlife/WB to the Govt. of West Bengal
5. The Principal Chief Conservator of Forests /Research Monitoring & Development, to the Govt. of WB
6. All CCF to the Govt. of West Bengal(with special attention to the CCF/MIS & E-governance for uploading the same in the Dept. Website)
7. All CFs to the Govt. of West Bengal
8. All DFOs to the Govt. of West Bengal
9. The O/o The D.Ms to the Govt. of West Bengal
10. The O/o The Police Commissioner, Kolkata Police
11. The O/o The SPs to the Govt. of West Bengal
12. The SDOs to the Govt. of West Bengal

  
Divisional Forest Officer  
Monitoring South Division