



GOVERNMENT OF WEST BENGAL

OFFICE OF THE DIRECTOR
INSTITUTE OF PSYCHIATRY - A CENTRE OF EXCELLENCE
7, D. L. KHAN ROAD, KOLKATA - 700 025

Phone No.:- 033-2223-6048

Website: <http://www.iopkolkata.in>

Memo No. IP / 18 / 250

Dated, 14/03/2018

Notice Inviting Tender

Sealed tenders are hereby invited from the reputed bonafide firms / bidders having experience of similar nature of work for "**Maintenance of Diagnostic Management System Software with Computer Systems**", as detailed in the **Annexure** attached with this notice for the "Department of Psychiatry Pathology/Biochemistry" at the Institute of Psychiatry - COE, Kolkata - 25.

Terms and Conditions:

1. The bidders should possess Current Valid Trade Licence, Income Tax return, PAN No., GST registration certificate, Professional Tax registration & due credential as mentioned above.
2. The bidders should maintain their name, full address, valid contact number/ FAX number/E-mail (if any).
3. The quoted rate of the items should include all sorts of taxes and charges. NO EXTRA PAYMENT will be made other than quoted rate for any other circumstances.
4. Any changes in the tender documents once submitted shall not be entertained and documents found incomplete, incorrect, erased, over written, tampered will be summarily rejected.
5. Acceptance of the lowest rate is not obligatory.
6. The undersigned reserves the right to reject any or all bid without assigning any reason thereof.
7. The work will be valid for 1 (one) year from the date of issue of work order.
8. The tender with all supporting documents as mentioned above along with a refundable **Earnest Money Deposit (EMD) of Rs. 2,000 /-** in the shape of Bank Draft in favour of "**Director, Institute of Psychiatry**" payable at "**Kolkata**" in sealed envelope being super scribed "**Tender documents for 'Maintenance of Diagnostic Management System Software with Computer Systems' for the Department of Psychiatry Pathology/Biochemistry, IOP-COE**" should be reached to this office **on or before 23/03/2018 upto 04:00 P.M.** Each and every page of the tender documents must be signed under proper seal.
9. Payment of the bill shall be made to the supplier after submission of the bill subject to the availability of fund from the Government of West Bengal under respective head. No advance payment will be made.

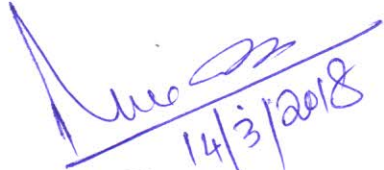
**Director,
Institute of Psychiatry - COE, Kol - 25**

Memo No. IP / 18 / 250

Dated, 14/03/2018

Copy forwarded to:

1. Director of Medical Education & E.O. Secretary, H&FW Dept., Swasthya Bhavan, Salt Lake, Kol-91
2. The Director, IPGME&R, Kolkata - 20
3. Notice Board, IPGME&R, Kolkata - 20
4. Notice Board, SSKM Hospital, Kolkata - 20
5. Notice Board, Institute of Psychiatry, Kolkata - 25
6. IT Cell, H&FW Dept., Swasthya Bhavan, Salt Lake, Kol-91 to put this notice in Govt. website
7. Department of Psychiatry Pathology/Biochemistry, IOP-COE
8. Guard File, IOP-COE


14/3/2018

**Director,
Institute of Psychiatry - COE, Kol - 25**
Director
Institute of Psychiatry
A Centre of Excellence
7, D. L. Khan Road
Kolkata-700025

Institute of Psychiatry - COE
Kolkata - 25
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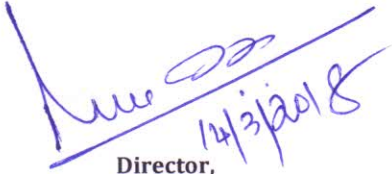
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Annexure (Price Schedule)

Sl.	Description	Qty.	Rate Including of all Taxes & charges	Total Amount
1.	Annual Maintenance for Diagnostic Management System Software for Single Setup & (2) Users	1 No.		
2.	Annual Maintenance for ILS System for Single Setup & (3) Machines	1 No.		
3.	Annual Maintenance for Lenovo Desktop Computer with 19'5" Monitor (With Spares)	2 Nos.		
4.	Annual Maintenance for Canon Laser Printer (With Spares)	2 Nos.		
5.	Annual Maintenance for Barcode Printer (With Spares)	1 No.		
6.	Annual Maintenance for Barcode Scanner (With Spares)	1 No.		

Total In words:

Signature of the bidder with seal


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Kolkata - 25
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