



Government of West Bengal
Directorate of Health Services
Swasthya Bhawan, Salt Lake
GN-29, Sector -V, Kolkata-700091

Memo No. DHS/Store/CAMC/2019-20/A-2833

Dated the 6/6/2019

Tender Notice for Comprehensive AMC of Photocopier Machines

This office proposes to give Comprehensive Annual Maintenance Contract(CAMC) for maintenance of photocopier. Sealed tenders are invited from the interested vendors for undertaking the above noted job of CAMC of Photocopier in the office situated at Swasthya Bhavan, GN-29, Sector-V, Salt Lake City, Kolkata-700 091 for a period of one year from the date of signing the agreement. Tenders for the same should reach this office on or before...**26/06/2019...up to 2PM**. The Tenders received after the stipulated time and date will not be entertained. The tenders will be opened on **26/06/2019 at 3PM**. at the office chamber of Addl. DHS (Admin.), W.B. 2nd Floor, Wing-A, Swasthya Bhavan by the **Tender Selection Committee of DHS Store, Swasthya Bhavan** in the presence of representative of the firms who wish to attend.

The details of the photocopier for which tenders are invited for Comprehensive Annual Maintenance Contract and the format in which tender is to be submitted is given below:

Sl. No.	Specifications of photocopier	Qty.	Amount for Comprehensive AMC of photocopier for one year
1	RICHO, Cannon, Xerox Details in Anneure-I		
2	GST @.....%		
3	Grand Total Amount		

Tenders should be submitted on the letter head of the firm in the format given at para 2 above. Besides, tenders should be duly signed by the competent authority/authorized person of the firm.

Tenders will be evaluated on the basis of Grand Total given at item Sl. No. 3 of format given in para 2 above.

GENERAL TERMS AND CONDITIONS (GTC)

1. Sealed quotations are hereby invited from the vendors/agencies/organizations and/or from those preferably who have an experience in Government or Semi-Government, etc. for the work of: **Comprehensive Annual Maintenance Contract (AMC)** for Photocopier machines.
2. Time period of the contract: One year (as mentioned in **Annexure-I**).
3. Bids must be received by Director of Health Services, WB, Swasthya Bhavan, Salt Lake City, Kolkata-700 001 as per schedule time and date specified above. In the event of the specified date for the submission of bids being declared Government holiday; the quotations will be received up to the appointed time on the next working day.
4. The Maintenance Contract (MC) will be comprehensive includes preventive maintenance/ monthly regular services of the Photocopier Machines and/ or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects disturbance.
5. The AMC charges shall include of consumables items i.e. Cartridges, Toners except Papers.
6. The vendor may inspect the system/machine on any working days from 11.00 AM to 4.00 PM before submitting the quotation.
7. In case of successful bidder(s) found in breach of any terms and conditions/ agreement at any stage, the vendor would be terminated without any notice.
8. All the machine must be serviced onsite at the office premises (as stated in **Annexure-I**). The agency will provide adequate standby machine/systems if the problem is not solved within 24 hours.
9. All the complaint should attend within 24 hours, failing which penalty for not attending the complaint will be made.
10. Regular monthly check up of all the machine as in annexure-I to be done and a report to be submitted to the authority.
11. The AMC rates mentioned in this contract will be valid for a period as mentioned in **Annexure-I**.
12. Quotation, which do not fulfill all or any of the conditions or are incomplete in any respect, are liable to summarily rejected.
13. The contractor should confirm any ambiguity and discrepancy related to the work before submitting the quotation in writing.
14. Canvassing/Recommendation in connection with the quotation are prohibited and the quotation submitted by the vendor/contractor who resort to canvassing are liable for rejection.
15. Quotation submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
16. The bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and shall write in both figures and words. If any difference is found between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.
 - 16.1 When there is a difference between the rates in figures and in words, the rates, which Correspond to the amounts worked out by the bidder, shall be taken as correct.
 - 16.2 When the bidder has not worked out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.

- 16.3 When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.
17. Before making quotation, the bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the O/o the Director of Health Services, WB in any circumstances.
18. The contract may be extended for further period at the same rate of contract, subject to requirement.

Payment Terms:

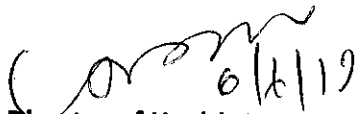
19. The payment to the firm shall be made on quarterly basis, at the end of each quarter subject to satisfactory performance.
20. If performance is not found satisfactory, payment for that quarter will be forfeited and if unsatisfactory performance is continued then contract is liable to be terminated.
21. Director of Health Services, WB reserves the right to accept or reject any tender in full or in part without assigning any reason.
22. One-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
23. TDS for Income Tax by prescribed rate will be deducted.
24. TDS for G.S.T. at prescribed rate will be deducted as per G.S.T. Rule.

Corrupt or Fraudulent Practices:

25. Bidders & Suppliers shall observe the highest standard of ethics during the execution of the contract.
26. Director of Health Services WB, will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
27. Director of Health Services, WB will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

Submission of Records/Documents:

28. Statement of quoted value of contract.
29. Self Attested copies of Registration Certificate of G.S.T.
30. Self Attested copies of PAN Card.
31. Tender format (Annexure-III).
32. Income Tax Return for the last 3(three) F.Y.


Director of Health Services,
Government of West Bengal



Annexure-I

List of Canon Photocopier Machine under Directorate of Health Services

Sl. No.	Department	Model No.	Machine SL.No.	Quantity	Cartridge No.	Flour/Wings
1	P&D	iR 2530	RNS01586	1	NPG-51	1/A
2	N.P.C.B.	iR2318L	EQV35489	1	NPG-28	2/A
3	T.B.Sec.	iR2420L	HWJ18912	1		2/A
4	Leprosy Section	iR2318L	EQV32794	1	NPG-28	2/A
5	D.M.E.	iR2318L	EQV27994	1	NPG-28	4/A
6	Nursing	iR Adv4225	QHZ00510	1	NPG-57	1/A
7	Nursing	iR2202N	QXU02440	1	NPG-59	1/A
8	Nursing	iR2018N	MWG19706	1	NPG-28	1/A
9	A.A&V	iRAdv4225	RKX03490	1	NPG-57	G/B
10	Malaria	iR3530	RXU04261	1		3/A
11	DHS (Store)	iR2530	RNS01123	1	NPG-51	1/A
12	Compen. Ground Cell	iRAdv4225	RKX01965	1	NPG-57	4/A
13	Pay & Accounts Cell	iR 2530	RNS01117	1		2/A
14	NCD	iR2422L	F191200	1		G/Swasthya Sathi
15	Personal Sec.	iR3225(3245)	DFL07912	1		2/A
16	Personal Sec.	iRADV4245(iA4245)	RKZ01393	1		2/A
17	Personal Sec.	iR-ADVC2020(iAC2030)	FAN12497(Colour)	1		2/A
18	SFWB	iR2020	McF01412	1		3/A
19	Ophthalmology	iR2318L	EQV35489	1	NPG-28	2/A
			Total	19		

List of RICOH Photocopier Machine under Directorate of Health Services

Sl. No.	Brances	Model No:	Machine Sl. No.	Quantity	Cartridge No.	Flour/Wings
1	Jt. DHS Accounts	MP2501L	E354M150038	2	MP2501L	2/A
2	Admn Branch	MP2501L	E354M650182	1	MP2501L	2/B
3	SBHI Branch	MP2501L	E354M750170	1	MP2501L	G/B
4	MERT Branch	MP2501L	E354M750252	1	MP2501L	2/B
5	Hospital Admn	MP2501L	E354M750283	1	MP2501L	G/A
6	WB.State illness Fund	MP2501L	E354M750174	1	MP2501L	2/A
7	Addl.DHA Admn	MP2501L	E354M650159	1	MP2501L	2/A
8	PH&CD	MP2501L	E354M950198	1	MP2501L	1/B
9	DME	MP2501L	E354M550375	2	MP2501L	4/A
10	Pension Cell	MP2501L	E354M950202	1	MP2501L	4/A
11	MES	MP2501L	E354M950190	1	MP2501L	4/A
12	AA&V	MP2501L	E354M950207	1	MP2501L	G/B
13	Accounts Section	MP2501L	E354M950205	2	MP2501L	2/A
14	IEC Division	MP2501L	E354M650437	1	MP2501L	G/B
15	Admn Office	MP2501L	E354M250116	1	MP2501L	2/B
16	Dte.Admn Branch	MP2501L	E354M250089	1	MP2501L	2/B
17	Cadre Section	MP2501L	E354M250116	1	MP2501L	2/B
			Total	20		

List of Xerox Photocopier Machine under Director of Health Services

Sl. No.	Brances	Model No:	Machine Sl. No.	Quantity	Cartridge No.	Flour/Wings
1	DHS	Zerox	Centre 5021	1		4/A

Annexure-II

Tender Format

To
The Director of Health Services,
Govt. of West Bengal,
Swasthya Bhavan,
GN-29, Sector-V,
Salt Lake City,
Kolkata-700 091.

Sir,

With reference to your tender Notice No.....
dated..... I am to submit my tender for Annual Maintenance Contract of
Photocopier machines installed in your office.

I further affirm that I have read and fully understood the tender notice and agree to
abide by all the terms and conditions laid therein, which are being signed in token of my
acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract
satisfactorily, I will be liable to the termination of contract as mentioned in the terms and
conditions.

Enclo:

1. Statement of quoted value of contract.
2. Terms and Conditions duly signed.
3. Copy of Trade License.
4. Working experience in reputed office.
5. Income Tax Certificate
6. Xerox copy of PAN Card.

Signature.....

Name of Tenderer

M/s.....