



WEST BENGAL FINANCIAL CORPORATION

(INCORPORATED UNDER STATE FINANCIAL CORPORATIONS ACT, 1951 (NO. LXIII of 1951)
(AS AMENDED UPTO DATE)

DD-22, SALT LAKE, SECTOR -I, KOLKATA – 700 064
Phone No- 033-2359-9810/11/12/13/14

N.I.Q. NO. DMS / AMC /21-22

Date : 24-11-2021

NOTICE INVITING QUOTATION (NIQ) FOR AMC OF COMPUTER SYSTEM

Sealed quotations are hereby invited by the Managing Director, West Bengal Financial Corporation from established vendors with sufficient experience in the field of computer maintenance service and adequate financial capacity for undertaking “**Annual Maintenance Contract (AMC) of the Computer System for the period of one year for the Head Office at Kolkata and the branch office located at Barasat , Durgapur , Malda and Siliguri.** “ as per the terms & conditions given below. Quotation to be submitted in a sealed envelope in the letter head of the concern/ company for each item as per format given below, addressed to the Managing Director, West Bengal Financial Corporation:-

Schedule of work :

Date of Publishing in website	24-11-2021
Quotation Submission Start Date	24-11-2021
Items to be quoted	Vendors are required to fill up the format as specified below in the Concern’s Letter Head
Where to drop the sealed quotation	Specified sealed Box kept at the Administration department, Head Office of WBFC at: DD22 Sector-I ,SaltLake Kolkata 700064 (Near Bidhannagar Sub Division Hospital)
Last Date and time of quotation Submission	30-11-2021 (15:30 hrs)
Date and time of opening of quotation	30-11-2021 (16:30 hrs)

List of items to be covered under AMC vis-à-vis rate quoted excluding GST

SL. NO.	Items	Head Office	Barasat	Durgapur	Malda	Siliguri	Total items	Quoted Rate/unit (Rs)	Total Amount (Rs)
1	IBM make X series SERVER	3					3		
2	IBM make X series SERVER		1	2	1	1	5		
3	Desktop	22	11	6	3	6	48		
4	Laptop	33	2	7	3	5	50		
5	Dot Matrix Printers	5	2	1	1	1	10		
6	HP Make Laser Jet Printers	19	5	5	4	5	38		

7	LaserJet Printers (3050+ M1005 +M1136)	12	1	0	1	0	14		
8	Maintenance of OPERATING SYSTEM & NETWORK for all the above machines.								
9	Maintenance of the CCTV setup for HO along with four branches								
	Add- GST								
	Total Amount Quoted								

Terms and Conditions:

1. AMC will be executed for One Year from the date of effect of the Contract. In case of unsatisfactory performance, the same can be terminated within one month by serving a notice at the discretion of the Corporation.
2. The amount to be quoted for “Without spare parts” basis.
3. Payment will be released on Quarterly Basis upon receipt of satisfactory performance report.
4. Engineer Visit – Support engineer should visit HO and Branches atleast once in a fortnight apart from the calls raised by the officials of the Corporation. In the case of failure to address the problem/ defects satisfactorily, WBFC will impose penalty as deemed fit in this regard.
5. If no Support is provided during National Calamity/ COVID 19/lockdown related issues, AMC amount will be proportionately reduced for the said period, as may be mutually agreed upon.
6. If, any machine gets inactive, then the service provider must provide a standby machine for uninterrupted functioning within two days from the date of reporting.
7. Depending on the nature of the job, the calls can be classified in two categories as under:
 - a>Emergency call [To be attended within the same day of booking irrespective of HO and Branches]: Any call related to the M.D., Server and above the rank of Manager onwards also any other call considering the importance of the issue.
 - b>Normal call [To be attended within 24 hours from the date of booking]: Any call irrespective of Ho and Branch.
8. No request will be considered for price revision during the original Contract period. .
9. Vendors should not be blacklisted or banned by any Government department otherwise Bid will be considered as non-responsive.

10. The participating vendor should have experience of handling similar kind of Computer AMC. In support of the same necessary documents are also to be submitted along with the offer.

11. The vendor must provide official email address for communication and should notify that clearly in the quotation description

12. Copies of the following documents duly stamped & signed by authorized signatory of the Company/ concern must be submitted along with the quotation in a sealed envelope:

i. Signed copy of work experience.

ii. Signed copy of certificate of PAN/GST and Bank Details.

12. It is mandatory to quote for all the items in the format given; else the quotation may be rejected.

13. The Corporation reserves the right for accepting and rejecting any quotation without assigning any reason thereof. Also, the Corporation has the right to accept the whole or any part of the offer or portions of the quantity offered or reject it in full without assigning any reason.

14. Vendors are required to quote the price in Indian currency (Rupees) only.

15. Termination of AMC agreement: The Corporation reserves the right to terminate the AMC agreement if satisfactory services are not rendered for more than two consecutive occasions

16. All communications in the matter should be addressed to

the **MANAGING DIRECTOR**

at the following address:

West Bengal Financial Corporation

DD22, Salt Lake Sector-I, Kolkata 700064 (Near Bidhannagar Sub Division Hospital)

Phone: 033 - 2359 9810

Sd/-

Managing Director

West Bengal Financial Corporation

QUOTATION OFFER LETTER
(To be given on Company Letter Head)

Date:

To,
The Managing Director,
West Bengal Financial Corporation
DD22, Salt Lake Sector-I, Kolkata 700064

Sub: Acceptance of Terms & Conditions of NIQ Reference No: **DMS / AMC /21-22**
dated 24-11-2021

Name of Work: - **“Annual Maintenance Contract of the Computer System for the period of one year for the Head Office at Kolkata and the branch office located at Barasat , Durgapur , Malda and Siliguri. “**

Respected Madam,

1. I/ We have downloaded / obtained the document(s) for the above mentioned work from the web site namely:

_____ as
per your advertisement, given in the above mentioned website .

2. I / We hereby certify that I / we have read all the terms and conditions of the NIQ No **DMS / AMC /21-22 dated 24-11-2021** including all the documents/ schedules etc. which form part of the contract agreement and I / we shall abide hereby by all the terms / conditions / clauses contained/ mentioned therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept all the terms and conditions of above mentioned NIQ document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/

organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or obligation.

We offer the following rates against the items against of the NIQ **DMS / AMC /21-22 dated 24-11-2021:**

List of items to be covered under AMC vis-à-vis rate quoted excluding GST

SL. NO.	Items	Head Office	Barasat	Durgapur	Malda	Siliguri	Total items	Quoted Rate/unit (Rs)	Total Amount (Rs)
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9	Maintenance of the CCTV setup for HO along with four branches								
	Add- GST								
	Total Amount Quoted								

Thanking you
Yours faithfully

Authorized signatory with seal of the organization

Name of the Organization:

Address of the Organization:

GST number of the Organization: