



Howrah Municipal Corporation

Head Office: 4, M.G. Road, Howrah – 711001.

Bally Sub Office : 384 Grand Trunk Road : Bally : Howrah.



2654 2236, 2654 0079



2654 7052

INFORMATION & TECHNOLOGY DEPARTMENT

Quotation No: HMC/BSO/I.T/10/2020-21

Date: Bally, the 09th December 2020

Notice Inviting Quotation

Sealed item-rate quotations are invited from bona fide, reliable and reputed firm for Annual Maintenance Contract (Non-Comprehensive) for under mentioned job at Bally Office Jurisdiction of Howrah Municipal Corporation.

Sl. No.	Description of Items	Last Date of submission	Date of opening
01	Annual Maintenance (Non-Comprehensive) of Leased line connectivity from Bally Office to Liluah word office. Annual Maintenance (Non-Comprehensive) of bridge line connectivity from Bally Office to Belur word office.	22.12.2020 up-to 14.30 hrs.	22.12.2020 at 15.00 hrs or there-after

Scope of work

1. The entire maintenance work related to lease line which is located within Bally Sub office jurisdiction (Bally Sub Office to Belur ward office and Liluah ward office) with proper coordination with BSNL.
2. To attend all sorts of break down call with in 48 hrs. of reporting.
3. A call record should be maintained at call register for each technical fault including BSNL circuit Problem.

TERMS & CONDITIONS

1. The bid addressed to the undersigned, should be made only in the printed latter head of the establishment under stamp and signature of the proprietor / authorised signatory of the firm.
2. Earnest Money @ 2% of the quoted value will have to be deposited along-with the quotation documents in the form of A/C Payee Demand Draft only in the favour of "HMC Revenue A/C (IDBI)". The EMD of the successful bidder will be converted to Security Deposit and for unsuccessful bidder will be refunded after completion of the bid process against application.
3. Incomplete and / or conditional quotation shall not be accepted.
4. For any further clarification in this regard, parties may contact I.T. Co-ordinator, Information & Technology Section, H.M.C, Bally Sub Office on any working day between **03.30 PM to 04.30 PM**.
5. The bidder has to show/deposit attached photocopy of the following documents:
 - a. Registration/Trade Licence.
 - b. GST Certificate.
 - c. PAN Card.
 - d. Credential if any.
6. The rate is to be mentioned in both figure and words and shall be shown separately with taxes/duties as applicable etc.
4. The H.M.C authority reserves the right to reject any or all rates and to accept any bid and /or to cancel the tender process without assigning any reason thereof.

[Signature]
10/12/20

Secretary & O.S.D
Howrah Municipal Corporation