



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101

Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

I. T. Department

No. 008/IT/HOD/23-24

Date: 24-05-2023

E - TENDER (5 t h C A L L)

E-Tender is invited by the OSD-IT, Assistant Engineer, HMC, for the maintenance service support and supply of following 33 Nos. RICOH and 22 Nos. TOSHIBA in total 55 Nos. Digital Copier Machines installed at different locations of Howrah Municipal Corporation from the reputed resourceful and bonafide Service provider / Agencies having experience in similar nature of work. Intending Tenderers will have to download the documents which are to be submitted online with digital signature along with valid G.S.T Certificate & Return (Current Quarter), P.T, I.T, Trade License, Credentials along with completion certificate of similar nature of work & thirty percent of work value in single order executed within last 5 (Five) years regarding their ability to execute the work.

Earnest Money and The Cost of Tender Papers to be deposited online as is available in E-Tender Portal of Govt. of West Bengal in favour of "MUNICIPAL AFFAIRS DEPARTMENT // URBAN LOCAL BODIES // HOWRAH MC"

Sl. No	Name of Work	Qty . Nos	Estimated Amount	Adm. Approval No.	Earnest Money	Cost of Tender Paper	Duration of contract period
1	Comprehensive Customer Care Contract (Comprehensive rate par page) for the period of 1(one) year of 33 Nos. RICOH and 22 Nos. TOSHIBA in total 55 Nos. Digital Copier Machines installed at different locations of HMC.	3,72,415 Pages	₹1,67,587/-	COF/AA/22-23/1256 Dated- 23/11/2022	₹3,352/-	₹1,000/-	45 Days

Date and Time Schedule:

#	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	25.05.2023 5:00 PM
2	Documents download/sell start date (Online)	25.05.2023 6:00 PM
3	Bid submission start date (On line)	25.05.2023 6:00 PM
4	Document Download/Sell End Date	03.06.2023 6:00 PM
5	Bid Submission closing date(On line)	03.06.2023 6:00 PM
6	Date of uploading list for Technically Qualified Bidder(online)	05.06.2023 12:00 PM
7	Date for opening of Financial Proposal (Online)	ANY WORKING DAY



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Intending participants are requested to visit the **SITE** on any working days prior to submitting **BID** by contacting OSD-IT, Assistant Engineer, Howrah Municipal Corporation, 4, M.G. Road, Howrah-711101 (Phone No- **033 2638 3211/12/13**) **Ext. No- 283**.

The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

The bidders must submitted tender specific Authorisation Certificate by the OEM.

The bidders must replace all the ancillary components is free of cost which was invalid or without functioning including Photoconductor Unit, Drum, Developer, Spare parts and Toner as per your agreement of Comprehensive Customer Care Contact (4C). No extra cost will be borne by HMC i.e. the bidding rate given by the bidder is inclusive of all and it is a comprehensive rate.

The bidders must arrange one service engineer in working hours for instant service.

List of Total Digital Copier Machine in HMC.

#	Location	Model No.	Serial No.
01	Hon'ble Mayor's Office	RICOH MP 1900	V8816550174
02	Controller of Finance Chamber	RICOH MP 1900	V8826150002
03	Commissioner's Confidential Chamber	RICOH MP 1900	V8817050542
04	Personnel Department	RICOH MP 1900	V8826150039
05	Borough – I	RICOH MP 1900	V8817050190
06	Borough – II	RICOH MP 1900	V8826150011
07	Borough – IV	RICOH MP 1900	V8826150041
08	Borough – VI	RICOH MP 1900	V8826150087
09	Borough - VII	RICOH MP 1900	V8826150054
10	Assessment Department	RICOH MP 1900	V8826750076
11	License Department	RICOH MP 1500	L6776150337
12	Accounts Department	RICOH MP 200LE	L7197150901
13	IT Department	RICOH MP 1813L	E344M440020
14	Engineering Department	RICOH MP 1813L	E344M440104



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15	Padmapukur Water Treatment Plant	RICOH MP 1813L	E344M440105
16	General Department (MMIC Floor)	RICOH MP 1813L	E344M440024
17	Borough – V	RICOH MP 1813L	E344M640155
18	Borough - III	RICOH MP 1813L	E344M640176
19	Chief Auditor's Chamber	RICOH MP 1813L	E344MA40024
20	EOB Department	RICOH MP 1813L	E344MB40040
21	Health Department	RICOH MP 1813L	E344MB40368
22	MMIC Parks & Garden Chamber	RICOH MP 1813L	E344MC40838
23	Education Department	RICOH MP 1813L	E345M340057
24	Building Department	RICOH MP 1813L	E345M340107
25	Collection Dept. (Collector's Chamber)	RICOH MP 1813L	E345M340147
26	Dy. Commissioner II	RICOH MP 1813L	E345M640037
27	Chamber of HOD, Electrical Department	RICOH MP 1813L	E345M740464
28	Law Department	RICOH MP 1813L	E345M240107
29	Conservancy Department	RICOH MP 1813L	E345M140459
30	Store Department	RICOH MP 2014	G606M650329
31	Chief Accountant's Chamber	RICOH MP 2014	G606MB50310
32	NULM Department	RICOH MP 2014	G606M950600
33	OS (RTI Cell)	RICOH MP 2014	G606M950171
34	Project & Development Department	TOSHIBA e-STUDIO 2303A	CLGJ13234
35	Personnel Department	TOSHIBA e-STUDIO 2303A	CLGJ13232
36	Borough – VII	TOSHIBA e-STUDIO 2303A	CLGJ13191
37	Borough – IV	TOSHIBA e-STUDIO 2303A	CLGJ13075
38	Borough – VI	TOSHIBA e-STUDIO 2303A	CLGJ13076
39	Survey Department	TOSHIBA e-STUDIO 2303A	CLGJ13244
40	License Department	TOSHIBA e-STUDIO 2303A	CLGJ13056
41	Engineering Roads	TOSHIBA e-STUDIO 2303A	CLGJ13246
42	Engineering Drainage & Sewerage	TOSHIBA e-STUDIO 2303A	CLFJ11285
43	Borough – II	TOSHIBA e-STUDIO 2303A	CLFJ11357
44	Engineering Water Supply	TOSHIBA e-STUDIO 2303A	CLFJ11397
45	Commissioner's Office	TOSHIBA e-STUDIO 2303A	CLGJ13042
46	Hon'ble Mayor's Office	TOSHIBA e-STUDIO 2303A	CLGJ13043
47	Accounts Department	TOSHIBA e-STUDIO 2303A	CLGJ13098
48	Conservancy Department	TOSHIBA e-STUDIO 2303A	CLFJ11389
49	Borough – I	TOSHIBA e-STUDIO 2303A	CLFJ11257
50	Sarat Sadan	TOSHIBA e-STUDIO 2303A	CLGJ13020
51	Padmapukur Water Treatment Plant	TOSHIBA e-STUDIO 2303A	CLFJ11270
52	Engineering Market	TOSHIBA e-STUDIO 2523A	CPDM31357
53	Motor	TOSHIBA e-STUDIO 2523A	CPDM31409
54	Engineering Crematorium	TOSHIBA e-STUDIO 2523A	CPDM31333
55	Borough - V	TOSHIBA e-STUDIO 2523A	CPDM45872



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Corporation reserve the right to accept or reject part or whole tender without showing any reason what so ever. Details information may be had from the office of the Assistant Engineer (Elec.), H.M.C.

1. Intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Tenderers will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net Banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

OSD (IT)

Howrah Municipal Corporation

Memo No. 008/1-10/ /IT/HOD/23-24

Dated: 24-05-2023

Copy Forwarded to:

1. Commissioner, HMC.
2. Dy. Commissioner - I, HMC.
3. Dy. Commissioner - II, HMC.
4. Controller of finance, HMC.
5. Chief Auditor, HMC.
6. Secretary, HMC - with a request for publication in newspaper.
7. Resident Audit Officer, HMC.
8. Notice Board, HMC Central Office.
9. HMC Website.
10. Office Copy.

OSD (IT)

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