

**INFORMATION & TECHNOLOGY DEPARTMENT**

Quotation No: HMC/BSO/I.T./08/2020-21

Date: Bally, the 03rd October 2020**Notice Inviting Quotation**

Sealed item-rate quotations are invited from bona fide, reliable and reputed firm for Annual Maintenance Contract 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 E-Governance Server cum Oracle Application & Database Server and Data Backup Management.	12.10.2020 up-to 14.30 hrs.	12.10.2020 at 15.00 hrs or there-after

Scope of Work

1. The entire maintenance work related to E-Governance module located within Bally Sub office jurisdiction (Liluah Ward Office, Belur Ward Office & Bally Sub Office).
2. One visit per fortnight for preventive maintenance of E-Governance Server including Application & Database server.
3. To attend all types of database-oriented work (i.e. data modification, inclusion or deletion which is not done through front end) either at Bally sub office or through online.
4. To attend all sorts of break down call with in 48 hrs of reporting.
5. Database Password should be handed over for future reference.
6. Period of maintenance is 12 months from the date of issuance of firm order.

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 r.o. to next Rs. 100/- 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.
7. 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.

h.s.
03/10/20

Secretary & O.S.D
Howrah Municipal Corporation

Memo No. 000 112/11-51 HMC/BO/Sec.&OSD/IT/20-21

Dated: 03rd October 2020

Copy forwarded for information and necessary action to:

1. The H.O.D (I.T.), HMC; (Through I.T. Co-ordinator, B.S.O) - with request to upload this N.I.Q in the official website of this Corporation;
2. Accounts & Finance Coordinator, H.M.C, Bally Sub Office;
3. The I.T. Coordinator, H.M.C, Bally Sub Office;
4. Record Section, B.S.O, HMC;
5. All Notice Board.

h.s.
03/10/20

Secretary & O.S.D
Howrah Municipal Corporation



Howrah Municipal Corporation

Head Office: 4, M.G. Road, Howrah – 71101.

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



2654 2236, 2654 0079



2654 7052

INFORMATION & TECHNOLOGY DEPARTMENT

Endt. Memo No.000112/1-5/HMC/BO/Sec.&OSD/IT/20-21 Dated: 03rd October 2020

Copy forwarded with a request for wide circulation: -

1. The BL & LRO, Bally Jagacha Block, Howrah
2. The Rationing officer, Bally-Belur, Howrah,
3. The Superintendent, Belur Sate General Hospital
4. The Superintendent, T.L. Jaiswal Hospital,
5. I/C, Bally, P.S.

Handwritten signature and date: 03/10/2020

Secretary & O.S.D
Howrah Municipal Corporation