



# Howrah Municipal Corporation

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

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

☎ 20664 20004, 20004 0070 ☎ 20664 70002

## INFORMATION & TECHNOLOGY DEPARTMENT

Quotation No: HMC/BSO/I.T/ 07 /2020-21

Date: Bally, the 23<sup>rd</sup> September 2020

### Notice Inviting Quotation

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

Sl. No.	Description of Items	Last Date of submission	Date of opening
01	Annual Maintenance Contract for all Computers & Printers for including Bally sub office, Belur Ward Office, Liluah Ward Office, Pathak para jol Tank and other Municipal hospitals and health unit.	01.10.2020 up-to 14.30 hrs.	01.10.2020 at 15.00 hrs or there-after

### Scope of Work

1. The entire maintenance work related to Computer & Printers within Bally Sub office jurisdiction (Liluah Ward Office, Belur Ward Office & Bally Sub Office, Motor vehicle Section & all Health Units). Preventive Maintenance on runtime basis one fortnight at all installation.
2. To attend all sorts of break down call with in 48 hrs of reporting.
3. Period of maintenance is 12 months from the date of issuance of firm order.
4. Replacement of spare parts with value up to Rs. 500.00 will be inclusive within this contract.

### 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, Bally Sub Office on any working day between 02.30 PM to 03.30 PM.
5. The bidder has to 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.

*[Signature]*  
Secretary & O.S.D

Howrah Municipal Corporation

Memo No. 00089/1-5/HMC/BO/Sec.&OSD/IT/20-21

Dated: 23.09.2020

Copy forwarded for information and necessary action to:

1. The HOD (I.T), HMC, (with request to upload the N.I.Q in the official website of H.M.C);
2. Accounts & Finance Coordinator, B.S.O, H.M.C; 3. The I.T. Coordinator, B.S.O, H.M.C; 4. The Record Section, B.S.O, HMC; 5. All Notice Board.

*[Signature]*  
Secretary & O.S.D

Howrah Municipal Corporation





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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**

Endt. Memo No.00089/1-5/HMC/BO/Sec.&OSD/IT/20-21

Dated: 23.09.2020

Copy forwarded with a request for wider 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.

*L.S.*  
*23/09/2020*

**Secretary & O.S.D**  
**Howrah Municipal Corporation**