



# Panihati Municipality

Panihati, North 24 Parganas,

Pin no.- 700 114

Phone: 2553-2909/2563-4457

Fax : 2553-1487

Website- [www.panihatimunicipality.in](http://www.panihatimunicipality.in)

Email ID- [panihatimunicipality@yahoo.co.in](mailto:panihatimunicipality@yahoo.co.in)

Qtn. No. PM/PW/2013-14/136

Date - 20.11.2013

Sealed Quotation in printed form, as specified, are invited by the Chairman, Panihati Municipality from reliable, resourceful and bonafied Agencies with sound technical capabilities having experience in similar type of work for "Annual Maintenance Contract (AMC) of Computer-Desktops(Monitor, CMU, Keyboard and Mouse), Printers, UPSs etc. with non-comprehensive rate (without spare)" of Panihati Municipality. The Terms and conditions attached herewith.

Details description are given below -

Sl. No.	Description	Unit	Qty.	Rate (Rs.) Inclusive all taxes
1	Computer System (Monitor, CMU, Keyboard and Mouse)	Per Set		
2	UPS	Per Set		
3	Dot Matrix printer (TVS 345/355/745/755)	Per Set		
4	HP Laser 2600n/1600n printer	Per Set		
5	HP Laser 1020/1007/1108 printer	Per Set		
6	HP Laser jet 1215 printer	Per Set		
7	HP Deskjet D1460 / 5748 printer	Per Set		
8	Epson stylus C63 printer	Per Set		
9	HP 4850/4800 Scanner	Per Set		
10	Laptop (Lenevo / HP)	Per Set		
11	HP Office jet 6000 printer	Per Set		
12	HP Laserjet M1005	Per Set		

Last date and time of submission of Quotation is up to 1 p.m. on 28.11.13.....at this Municipal Office and the same will be opened on 28.11.13..... at 3 p.m. All the Agencies are to mention quotation will be liable for cancellation, certified true copy of up to date valid certificates PT, ST, TL and authenticated certificates for satisfactorily completion of similar type of work are required where capable. All credentials (Work Order of similar type of Jobs) have to be submitted.

Quotation documents and other relevant particulars (if any) may be seen during the office hours at this office. Quotation for the work along with requisite papers is to be submitted. The Vendor has to be submitting their manpower with qualification and designation.

The Chairman, Panihati Municipality reserves the right to accept and or to cancel any all quotation in full or in part without assigning any reason whatsoever acceptance of any tender is subject to the approval of appropriate authority. No delayed Quotation will be accepted.

  
Chairman  
Panihati Municipality

Copy forwarded for your kind information and necessary action -

1. I.T. Expert, CMU, ILGUS Bhavan (Email - [monishm@kusp.in](mailto:monishm@kusp.in)) for upload the same in the Website of CMU ([www.changekolkata.org](http://www.changekolkata.org))
2. E.O., Panihati Municipality
3. F.O., Panihati Municipality
4. Secretary, Panihati Municipality
5. Office Superintendent, Panihati Municipality
6. Store Keeper, Panihati Municipality
7. Notice Board, Panihati Municipality
8. TELMAC ENGINEERING ENTERPRISE (Email - [drstech07@gmail.com](mailto:drstech07@gmail.com)) for upload the same in Panihati Municipal Website

  
Chairman  
Panihati Municipality



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Date –

So you are requested to sign on the agreement paper before getting the work order from this office. **The terms and condition are furnished below –**

1. The Vendors shall attend breakdown call for old and new computer systems (Monitor, CMU, Mouse and Keyboard) within 2 hours of call apart from periodical visit and the major problems of any type hardware and software for computers and Printers etc.
2. The duration of contact is .....to .....
3. The Vendor will have to be posted 1 (One) Engineer for Five days in a week (i.e.- Monday, Tuesday, Wednesday, Thursday and Friday)
4. If there is any problem with the posted Engineer and immediate replacement has to be provided.
5. Posted Engineer will has to be reported to I.T. Coordinator of this Municipality and will to carry out of all the jobs assigned to him from time after receiving the work order within 7 days.
6. This will be done as requirements based on assessment done by the Vendors. Mostly the preventive maintained activities are restricted to Desktops, Printers and peripherals with moving parts.
7. Provision on maintained service shall be confirmed to the Vendor in working hours.
8. The Vendor shall be responsible for any defects that may develop and shall remedy such defects at their own cost within OEM warranty period. During the breakdown period he/she should give requisite supplement support so that the schedule work must not be disturbed.
9. Computer related hardware (Monitor, CMU, Mouse and Key board etc.) have to be cleaned for 3 times for all departments in a month in regular basis.
10. Vendor will have to update the Antivirus in regular basis (2 times in a month)
11. Any dispute in interpretation of terms & Conditions shall be sorted out upon mutual consultation.
12. The Final decision will be taken by the Municipal Authority for resolving the matter.
13. The Payment will be given in 12 (twelve) steps. Your agreement will be valid for the 1 (One) year from the date of receiving the work order.
14. Schedule of price -

Sl. No.	Mile Stone	Payment
1	Support and maintenance work – After 1 <sup>st</sup> month	8.3% of the schedule of maintenance
2	Support and maintenance work – After 2 <sup>nd</sup> month	8.3% of the schedule of maintenance
3	Support and maintenance work – After 3 <sup>rd</sup> month	8.3% of the schedule of maintenance
4	Support and maintenance work – After 4 <sup>th</sup> month	8.3% of the schedule of maintenance
5	Support and maintenance work – After 5 <sup>th</sup> month	8.3% of the schedule of maintenance
6	Support and maintenance work – After 6 <sup>th</sup> month	8.3% of the schedule of maintenance
7	Support and maintenance work – After 7 <sup>th</sup> month	8.3% of the schedule of maintenance
8	Support and maintenance work – After 8 <sup>th</sup> month	8.3% of the schedule of maintenance
9	Support and maintenance work – After 9 <sup>th</sup> month	8.3% of the schedule of maintenance
10	Support and maintenance work – After 10 <sup>th</sup> month	8.3% of the schedule of maintenance
11	Support and maintenance work – After 11 <sup>th</sup> month	8.3% of the schedule of maintenance
12	Support and maintenance work – After 12 <sup>th</sup> month	8.3% of the schedule of maintenance

15. At the time of submitting work order the vendors should deposit a D/D having an amount of 8% of entire works as caution deposit.
16. The caution deposit will be kept for 1 (One) year till the end support and maintenance period by the municipality.



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17. All the payments will be made after full satisfaction of the Municipality.
18. Any type of Software and Hardware problems has to be solve immediately.
19. In case of non-compliance with any of the above 18 no. points the municipality will take necessary actions/steps against the Vendor.
20. The agreement may be terminated at any stage without assigning any reasons thereof.

<If you agree with the above Terms and Conditions, you are requested to submit it to Prasun Sarkar, I.T. Coordinator, Panihati Municipality with you signature in the paper place.>

Yours faithfully

**Chairman  
Panihati Municipality**

\_\_\_\_\_  
Name of the Vendor

Seal –

Signature -