



Panihati Municipality

Panihati , North 24 Parganas,

Pin no.- 700 114

Phone: 2553-2909/2563-4457

Fax : 2553-1487

Website- www.panihatimunicipality.in

Email ID- panihatimunicipality@yahoo.co.in

Qtn. No.- PM/IT/45

Qtn/2020 -21

Date - 27.07.2020

Sealed Quotation in printed form, as specified, are invited by the Chairperson/Executive Officer, Panihati Municipality from reliable, resourceful and bonafide Agencies with sound technical capabilities having experience in similar type of work for **Annual Maintenance Contract (AMC) of RICOH Photo copier machine, model no. MP2001L of Panihati Municipality.**

Details description are given below –

Sl.	Description	Qty.	Unit Rate Per Machine Per Month (Inclusive all taxes) (Rs.)	Unit Rate Per Machine Per Annum (Inclusive all taxes) (Rs.)	Total Amount (Inclusive all taxes) (Rs.)
1	Annual Maintenance Contract (AMC) of 4 nos. RICOH Photo Copier machine, Model no. MP2001L (without spares) S/n: E344M250625, E344M250544, E344M250532, E344M250674	4			

*** The Terms and conditions attached herewith.

Last date and time of submission of Quotation is up to 1 p.m. on12.08.2020..... at this Municipal Office and the same will be opened on12.08.2020..... at 3 p.m. Hard copy (Photocopy) with self attested Documents (i.e. – 1) PAN Card, 2) Current Trade License 3) GST Enrollment no. 4) Current Professional Tax Payment Certificate have to be submitted .

Documents (i.e. – 1) PAN Card, 2) Current Trade License, 3) GST Enrollment no. 4) Current Professional Tax Payment Certificate and other relevant particulars (if any) may be seen during the office hours at this office for L1 Agency. The Chairperson /Executive Officer, 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 Quotation is subject to the approval of appropriate authority. No delayed Quotation will be accepted after successful completion of the job the L1 Agency will have to submit tax invoice/bill as per GST rule.

FILE NO - 211

Copy to –

1. Notice Board, Panihati Municipality

2. Website of Panihati Municipality (www.panihatimunicipality.in)



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


Terms and Conditions

1. The Duration of Contract is one year.
2. Provision on maintained service shall be confirmed by Vendor within Working Hours.
3. The Vendor shall be responsible for any defects that may develop and shall remedy such defects at their own cost. During the breakdown period he/she should give requisite supplement support so that the schedule work must not be disturbed.
4. Any dispute in interpretation terms and conditions shall be sorted out upon mutual consultation.
5. The final decision will be taken by the Municipal Authority for resolving immediately.
6. Any type of software problem related to Operating System has to be solved immediately.
7. 08% will be deducted from the bill on A/C of security deposit and the same will be refunded after getting necessary certificate from I.T. Coordinator, Panihati Municipality.
8. All the payment will be made after full satisfaction of the Municipal Authority & All taxes will be applicable as per Govt. Rule at the time of billing.
9. The agreement may be terminated at any stage without assigning any reasons thereof.
10. In case of non-compliance with any of the above 9 nos. points the Municipality will take necessary actions/steps against the vendor.

Signature of Vendor

Name of the Vendor with Address and Contact No.
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Chairperson / Executive Officer
Panihati Municipality

 21/07/2020