

**Government of West Bengal  
Directorate of Co-operative Audit  
11A, Mirza Ghalib Street, Block-B,  
3<sup>rd</sup> Floor, Kolkata-700087**

Phone: (033) 2252-0912, Email: coopauditwb1@gmail.com

Memo No. - DA

Date - \_\_\_\_\_

**Notice inviting Quotations for CAMC of Desktop CPU & Printers**

Sealed Quotations are invited from reputed firms for providing Comprehensive Annual Maintenance Contract (CAMC) for Desktop CPU & Printers installed at the Directorate of Co-operative Audit (Headquarters) having its office at Khadya Bhaban, 11A, Mirza Ghalib Street, Block-B, 3rd Floor, Kolkata-700087.

Details of devices required to be covered under CAMC are given below:-

**SCHEDULE OF ITEMS**

<u>Item</u>	<u>Make</u>	<u>No. of Unit</u>
Desktop CPU (Intel Core i5/Core i3)	HP	13
Laser jet Printer	HP	23

**General Terms & Conditions :-**

1. The firm should have at least 5 (Five) years experience / expertise in preventive onsite maintenance and repair of Computers, Laser / Inkjet / Dot Matrix Printers, Network Components and scanner, peripherals and other hardware parts and accessories with Government Departments / Public Undertaking / Autonomous Body / Corporate in Kolkata.
2. The Comprehensive AMC includes repairs of entire central Processing Units excluding accessories & peripherals, preventive periodic maintenance, testing & calibration, supply of spares and all latest software updates.
3. The Comprehensive AMC will be contracted for a period of one year only, which may be renewed on mutual agreement. The date of commencement of the contract will be mentioned in the Work Order issued by the Undersigned.
4. The firm must be registered with Service Tax and Income Tax Departments.
5. Price should be quoted in INR inclusive of all taxes.
6. Rate should be quoted in per unit basis.
7. No advance payment in any case would be made. However, quarterly payment after satisfactory completion of each quarter would be made.
8. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be borne / enjoyed by the service provider.
9. It is the responsibility of the contractor to ensure the functioning of the above mentioned Computer Systems & Printers. Bidders are advised to ensure first the conditions of the Computer Systems & Printers listed above under "Schedule of Items" by visiting the office before filling the bid document.

10. In the event of a Contract award, Directorate of Co-operative Audit (Headquarters) shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Quotation.

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**Documentation:-**

Following documents must be attached with the quotation:-

1. Details of experience and past performance of the Bidder on Services offered of similar nature within the past 5 (Five) years with Government Departments / Public Undertaking / Autonomous Body / Corporate in Kolkata.
2. Clearance certificate of GST .
3. I.T Return (Xerox copies) of last three years.
4. Self-attested photocopies of documents related to allocation of Registration Number, PAN Number, and Service Tax Number.
5. List of Engineer(s) to be deployed for the Works of Directorate of Co-operative Audit (Headquarters) with their detailed bio-data showing their qualification, experience and mobile number.
6. The Service Engineer must attend the call within 48 (Forty Eight) hours of registering a complaint, failing which the amount of expenditure for resolution of the complaint by local arrangement will be deducted from the contractor's bill.

Quotations should be submitted in sealed envelope clearly marking "**Quotation for Comprehensive Annual Maintenance Contract for Computer Hardware & Peripheral Devices**" addressing to The Director of Co-operative Audit, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Block-B, 3rd Floor, Kolkata-700087. Name and Address of the Service Provider must also be written on the envelope.

**Last date of submission of quotation is 08.01.2026 by 3:00 P.M and the quotations will be opened on 09.01.2026 at 12:00 PM. Intending bidders may attend the opening of bids.**

The Undersigned reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without assigning any reason and thereby without incurring any liability to Bidders.

This is for information and prompt necessary action of all concerned.

Sd/-  
Director of Co-operative Audit,  
Govt. of West Bengal

26/Coop/6-1-26



DESKTOP CPU DETAILS

23-35 (MN)  
06-1-25

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Memo No. - 3191/1(6) DA

Date - 19/12/20

Copy forwarded for information with a request to arrange for displaying the notice in the office Notice Board for wide publicity to :-

- 1) The Addl Chief Secretary to the Govt. of West Bengal, Co-operation Department, New Secretariat Buildings, 4th Floor, 1, Kiran Shankar Roy Road, Kolkata-700001. Necessary arrangement for publication of this notice in the Departmental Website may kindly be made.
- 2) The Principal Secretary to the Govt. of West Bengal, Consumer Affairs Department, Kreta Suraksha Bhawan, 3rd Floor, 11A, Mirza Ghalib Street, Kolkata-700087.
- 3) The Principal Secretary to the Govt. of West Bengal, Food and Supplies Department, 11A, Mirza Ghalib Street, Kolkata-700087.
- 4) The Secretary to the Govt. of West Bengal, Agricultural Marketing Department, Khadya Bhavan, 4th Floor, 11A, Mirza Galib Street, Kolkata-700087.
- 5) The Secretary to the Govt. of West Bengal, Water Resources and Investigation Department, Khadya Bhavan, Block-A, 5th Floor, 11A, Mirza Ghalib Street, Kolkata-700087.
- 6) The Assistant Director of Co-operative Audit, Directorate Headquarter, with a request to arrange for display of the notice in the Office Notice Board.

  
Addl. Director of Co-operative Audit, (In Charge)  
West Bengal

19.12.20

SS (MM)

for info

MM  
1.05/01/20

S.O. (A.Ras)  
B. 06/01/20

DSC(SB)

Aug  
6/1/26