

**GOVERNOR'S (HOUSEHOLD) SECRETARIAT  
WEST BENGAL  
RAJ BHAVAN::KOLKATA**

No. 15 M

Date. 03.01.23.

**NOTICE INVITING QUOTATION / TENDER**

SEALED TENDERS are invited in a single bid system from resourceful and reputed and resourceful agencies for taking up of Annual Maintenance Contract of the computers and accessories and to submit both Comprehensive and non-comprehensive rates for the same for a period of one year w.e.f from the date of contract. The rates quoted should be inclusive of all taxes and charges. Terms and conditions are attached with this notice.

Summary of the items:

No. of items under Governor's H Secretariat and Staff Dispensary section:

1. Computers- 40 (Not under AMC)
2. Printers – 32 (Not under AMC)
3. UPS – 22 (Not under AMC)
4. Scanners – 6 (Not under AMC)
5. Projector- 1 ( Not under AMC)
6. Laptop -1 (Not under AMC )

No. of items under Governor's Secretariat section:

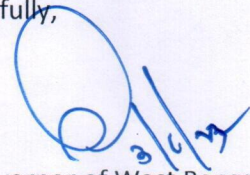
1. Computers- 50 (Covered under AMC which expires on 09.01.2023 )
2. Printers – 40 (Covered under AMC which expires on 09.01.2023 )
3. UPS - 40(Covered under AMC which expires on 09.01.2023 )
4. Scanners – 7 (Covered under AMC which expires on 09.01.2023 )

The sealed quotations are to be dropped in the tender box placed at the office of The Governor's ( Household) Secretariat , Raj Bhavan, Kolkata. **The due date and time for submission of the quotations is ' 3:00 PM on 19.01.2023 '**. The quotations shall be opened on the **same date at 4 PM** in the office of Governor's (Household) Secretariat . The tenderers may remain present at the time or may , if so desire, depute one of the representatives to be present at the time of opening of the tenders .

The Governor's (Household) Secretariat reserves the right to accept/reject any or all the quotations received and the decision of the said authority in this regard shall be the final. For any doubts , clarifications/ objections etc against any tenders, the Deputy Secretary , Governor's (Household) Secretariat may be contacted.

The office reserves right to cancel the contract at any time without assigning any reason whatsoever.

Yours faithfully,



Deputy Secretary to the Governor of West Bengal  
and Comptroller in Charge, Governor's (H) Secretariat

Sd/-  
03.01.23

