

**GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
METROPOLITAN DRAINAGE MECHANICAL DIVISION  
JALASAMPAD BHAWAN (4<sup>TH</sup> FLOOR)  
BIDHANNAGAR, KOLKATA – 91.  
PHONE NO : 03323345768, *Email Id: mdmdiwd@gmail.com***

Memo No : 789

Dated 03-07-2018

EXPRESSION OF INTEREST

For

Annual maintenance & repair of all Computer & peripherals installed in the office of the Executive Engineer/ MDMD, office of the Executive Engineer/ MED, DVC Study Cell, e-Tender Help Desk and office of the Superintending Engineer/M&E Circle at Jalasampad Bhavan, Salt Lake.

A. General.

1. The Executive Engineer, Metropolitan Drainage Mechanical Division, Irrigation & Waterways Directorate, Government of West Bengal invites budgetary quotes for the “**Annual maintenance & repair of all Computer & peripherals installed in the office of the Executive Engineer/ MDMD, office of the Executive Engineer/ MED, DVC Study Cell, e-Tender Help Desk and office of the Superintending Engineer/M&E Circle at Jalasampad Bhavan, Salt Lake.**”
2. The Budgetary quotation is required to provide indicative values of items of the bill of quantities as per schedule attached in order to have comparison of cost between various prospective bidders and for sanctioning of rates from the competent authority of this Department.
3. These budgetary quotes are purely for estimation purpose and to know the present market rate and under no circumstance; It shall be construed as quotation for placing the order. For competitive bidding separate notice inviting Tender will be published.
4. Last date and time for receive quotation on 12/07/2018 up to 3:00 pm.
5. Prospective bidders are kindly requested to include the following information with their offer.

**Contact information sheet:-**

- a. Full name and address of the company.
  - b. Full name of main contact person.
  - c. E-mail address.
  - d. Telephone , FAX and m..... numbers.
  - e. Company GST number.
  - f. Payment terms.
  - g. Validity period of quotes.
6. Literature and brochures, including full technical data and specifications.
  7. Quotation may be submitted through any of the following methods.  
**By Speed Post/Courier/e-mail/ dropped in the tender box kept in the chamber of Executive Engineer.**

Annual maintenance & repair of all Computer & peripherals installed in the office of the Executive Engineer/ MDMD, office of the Executive Engineer/ MED, DVC Study Cell, e-Tender Help Desk and office of the Superintending Engineer/M&E Circle at Jalasampad Bhavan, Salt Lake.

Sl. No.	Description of Items	Unit	Rate/ Unit
1	2	3	4
1/i	Maintenance of Desktop computer (any make) including Key Board, Mouse, Monitor, etc. including all spares [Except picture tube, Hard Disk, EHT & Screen of monitor and consumable items] including cost of technical person per month as per direction of the E.I.C. [Articles position – MED - 11nos., MDMD - 09nos, MEC - 06 nos, DVC Study cell & e-tender cell - 09nos, .]	Each	
ii	Maintenance of UPS excluding Battery and including cost of technical person per month as per direction of the E.I.C. [Articles position – MED - 11 nos., MDMD - 09 nos, MEC - 06 nos, DVC Study cell & e-tender cell - 07 nos.]	Each	
iii	Maintenance of Printers including cost of technical person per month as per direction of the E.I.C. [Articles position – MED - 09 nos., MDMD - 08 nos, MEC - 04 nos, DVC Study cell-03nos.]	Each	
iv	Maintenance of Scanner including cost of technical person per month as per direction of the E.I.C. [Article position-MED-04 nos, MEC-1, MDMD-1]	Each	
v	Maintenance of Photocopier without spares and peripherals including cost of technical person per month as per direction of the E.I.C. [Article position-DVC Study Cell-01, MEC-01]	Each	
vi	Maintenance of Network & Internet connectivity (Wire & Wireless) for undermentioned offices Jalasampad Bhawan.[Articles position – MED - 01 no., MDMD - 01 no, MEC - 01 no, DVC Study cell e-tender cell - 2 no.]	Each	

Sl. No.	Description of Items	Unit	Rate/ Unit
1	2	3	4
2/i	Supply & Installation and activation of antivirus software Quickheal or other latest Brand including necessary license papers valid for at least one year for each computer including cost of technical person and cost of networking arrangement as per direction of the E.I.C.		
ii	Supply & Renewal of antivirus software Quickheal Internet Security valid for at least three years for each computer as per direction of the E.I.C.		
iii	Supply of Key Board (HP/Dell/ Logitech) in exchange of existing key board including cost of installation and cost of technical person as per direction of the E.I.C.		
iv	Supply of optical scroll mouse (Logitech/Dell) in exchange of existing mouse including cost of installation and technical person as per direction of the E.I.C.		
v	Supply of pen drive 16 GB (sandisk/hp/kingston make) including cost of installation and technical person as per direction of the E.I.C.		
vi	Supply of RAM in exchange of old RAM including cost of installation and cost of technical person as per direction of the E.I.C. a) DDR3 – 4GB,		
vii	Supply of Battery in UPS of AMCO/Excide in exchange of old battery including cost of installation, testing and cost of technical person as per direction.		
viii	Supply of SMPS of any makes minimum 400W in exchange of old SMPS including cost of installation, testing and cost of technical person as per direction of the E.I.C.		
ix	Supply of new Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the E.I.C. a) HP Laser Toner 12A /88A/36A		
x	Refilling of printer ink cartridge / ribbon / toner cartridge including cost of installation, testing and cost of technical person as per direction of E.I.C. i) HP Laser Toner 12A/88A/36A (including Drum/Blade)		

  
 Executive Engineer  
 Metropolitan Drainage Mechanical Division  
 I & W. Dte., Govt. of West Bengal  
 Jelasampad Bhavan (4th floor), Salt Lake City