

No. 6-4(Store)/2016-17/AMC-COMP/
OFFICE OF THE DIRECTOR
CENTRAL DRUGS LABORATORY,
GOVERNMENT OF INDIA
MIN. OF HEALTH & FAMILY WELFARE
3, KYD STREET, KOLKATA-16

Kolkata Dated the ^{3rd}~~2nd~~ May, 2017

NOTICE INVITING QUOTATION

The Director-in Charge, Central Drugs Laboratory, Kolkata invites quotation from the interested Manufacturer, Distributer or Dealer for Annual Maintenance Contract (AMC) of Computer(s) at Central Drugs Laboratory, Kolkata for 2017-18.

For detailed Notice. please visit <http://www.cdscn.in>

The detailed terms & condition of quotation for AMC of Computer(s) is available on the above website. Filled in quotation, accepting the stipulated terms & condition may be dropped in tender box available at the wing of Jr. Administrative Officer, Central Drugs Laboratory, Kolkata. Tender / Quotation may be dropped on any working day between 9:30 am. to 6:00 pm. and upto 3:00 pm on 26.05.2017. Tender / Quotation will be opened on the same day at **3:30pm on 26.05.2017** in presence of interested Quotationers.



(Dr. Anjan Pal)
SSO (Microbiology)
for Director

Central Drugs Laboratory, Kolkata.

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Kolkata Dated the 2nd May, 2017.

NOTICE INVITING QUOTATION

Quotation is hereby invited from the interested and bona fide Dealer, Distributers, Retailers and any authorized Service Provider of Computers having proper and requisite workshop for providing Maintenance Service to keep Computers in running and good condition throughout the year 2017-18 at various wings of the Central Drugs Laboratory, Kolkata under the following specification, terms and conditions mentioned herein.

Schedule of Maintenance Work	Quantity
Annual Maintenance Contract of Computer(s) / Annual Maintenance Contract of Computer(s) of different make and model including installation of Anti Virus Software / Protection for the year 2017-18 as per terms and condition. -----	58 Nos

N.B: Applicable Taxes and duties if any, which may be levied by the Government, should be shown separately.

Terms & Conditions:

1. The quotation/tender should be submitted in sealed covers. Open quotation/tender will be summarily rejected.
2. The quotation should be valid for a period of 45 (forty five) days from the date of opening of the tender / quotation.
3. The Director-in-Charge, CDL, Kolkata reserves the right to reject the quotation and/or supply order at any stage without assigning any reasons thereof.
4. The quoted rate should be all inclusive and nothing will be paid extra for transportation, loading, un-loading at Central Drugs Laboratory, Kolkata.
5. Quantity / Number of Computer, stipulated in the Schedule may deviate within the deviation limit of plus/minus ten (10%) percent.
6. The successful quotationer should service and maintain the Computers in good running condition for the period under Contract.
7. The person duly authorized by the successful quotationer will be allowed to take up the maintenance job from time to time at Central Drug Laboratory, Kolkata on any working day throughout the year of contract.
8. That on successful completion of Half-Yearly (i.e. six months) maintenance service to upkeep all the stipulated quantity of Computers of the Laboratory, the Quotationer / Tenderer should submit bill in duplicate along with mandate form to release half yearly e-payment through Pay & Accounts Office, Ministry of Health & Family Welfare, Kolkata.
9. The Quotationer should clearly quote their rates for both in figures and in words exclusive of any taxes and duties etc. should be shown separately. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the quotation. In case there is any error between the amount specified in figures and words, the lower of the two will be taken for consideration.
10. The successful quotationer also should attend the office immediately to comply emergency call as and when required in the Laboratory.
11. The successful Quotationer should be liable for installation of Antivirus Software Provided in the office and regular checking of it on monthly basis and as and when required.

12. The Computers should be checked and serviced on a monthly basis and as and when required and records of which should be submitted during submission of Invoice.

13. The Quotation duly completed as per the instruction given herein and accepting the same may be dropped in the "Tender Box" on any working days between **11.00 AM to 3.30 P.M. up to 26.05. 2017** at the wing of Jr. Administrative Officer, Central Drugs Laboratory, Government of India, Ministry of Health & Family Welfare, 3, Kyd Street, Kolkata-700016.

14. Intending Quotationer / Tenderer are advised to visit the place of work for location, assessing the nature and volume of work realistically before quoting the rates and nothing will be entertained whatsoever it may be after submission of tender.

15. Quoted rate of the Quotationer / Tenderer should be all inclusive to provide the maintenance service as stipulated hereinbefore and nothing will be paid extra in any circumstances.

16. Proportionate recovery will be made in case of bad performance or any complain received from any wing of the laboratory for non attending service timely or fail to provide the required service to any or all of Computers.

17. Late quotation i.e. quotation received after the specified date and time of receipt will not be considered in any circumstances.

18. The Quotation so received will be opened on the same day i.e. on **26. 05. 2017 at 3.30 P.M.** in presence of interested Quotationer(s) or their authorized representative.



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