

No. 6-4(Store)/2022/AMC-COMP/1969
OFFICE OF THE DIRECTOR
CENTRAL DRUGS LABORATORY,
GOVERNMENT OF INDIA
MIN. OF HEALTH & FAMILY WELFARE
3, KYD STREET, KOLKATA-16

Kolkata Dated the 03-02-23

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 detailed Notice. please visit <http://www.cdsc.gov.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 27.02.2023. Tender / Quotation will be opened on the same day at **3:30pm on 27.02.2023** in presence of interested Quotationers.



(Dr. Anjan Pal)
SSO (Microbiology)
for Director
Central Drugs Laboratory, Kolkata.

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NOTICE INVITING QUOTATION

Quotation is hereby invited from the interested and bona fide Dealer, Distributors, 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 2019-20 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 as per terms and condition. -----	108 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 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 27.02.2023** at the wing of Jr. Administrative Officer, Central Drugs Laboratory, Government of India, Ministry of Health & Family Welfare, 3, Kyd Street, Kolkata-700016.
2. The quotation/tender should be submitted in sealed covers. Open quotation/tender will be rejected summarily.
3. 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 / quotation.
4. Late quotation i.e. quotation received after the specified date and time of receipt will not be considered in any circumstances even if it is dispatch well in time but not received within the time schedule.
5. The quotation should be valid for a period of 60 (sixty) days from the date of opening of the tender / quotation.
6. 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.
7. The Quotationer should clearly quote their rates for both in figures and in words. 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.
8. Quantity / Number of Computers, stipulated in the Schedule may deviate within the deviation limit of plus/minus ten [(+) or (-) 10%] percent.
9. The successful quotationer should provide regular service from time to time so that all Computers are remain in running and good condition all along during the period of Contract remain in force.
10. The person duly authorized by the successful quotationer will be allowed to take up the maintenance job / service from time to time at Central Drug Laboratory, Kolkata on all working day throughout the year / period of contract.

11. That on successful completion of Half-Yearly (i.e. six months) maintenance service with the best satisfaction of CDL Authority / Director, 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.
12. The successful quotationer / tenderer or his authorized representative should attend office immediately to comply / attend emergency service if required for the interest of the Laboratory.
13. The Successful Quotationer / Bidder / Tenderer is responsible for providing and installation of "Internet Security" to each and every Computer throughout the period of Contract / Agreement wherein Internet Facility is available in the Computer(s). In respect of other computers, wherein Internet Facility is not available, "Antivirus Software" (Kaspersky / Quick Heal) should be provided and installed to each and every Computer without any additional cost. Quoted rate of the quotation / tender should be all inclusive and nothing will be paid extra.
14. 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.
15. The contract will remain in force for a period of one year. However, the Contract Agreement may be extended for another one year twice (i.e. up to period of three years in total) subject to satisfactory performance of the firm / agency / contractor.
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. The Quotation so received will be opened on the same day i.e. on **27.02.2023 at 3.30 P.M.** in presence of interested Quotationer(s) or their authorized representative.



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