



West Bengal State Council of Higher Education  
ASANNA Building, Plot No. : DG-10/1, Premises No. 13-0327,  
Action Area - ID, Rajarhat, Kolkata - 700156.

Memo No.210/AMC/QUOT/SCHE/23

Date: 07.12.2023

**NOTICE INVITING QUOTATIONS**

Quotations in sealed covers are invited from reputed , experienced and bona fide firms/organizations for providing Comprehensive Services & Annual Maintenance for Computers, Laptop, Black & white Printers, Colour Printers, Scanner,& UPS of WBSCHE.

**Term & Conditions:**

1)**Eligibility:** The quotationers must have experience in similar works of AMC Computers and its peripherals in any Govt./Semi Govt./PSU in last 03(Three) years having PAN, GST No., Trade License , certificate of registration of the firm /organization issued by competent authority.

2)**Inspection:** Before submission of quotation, necessary inspection may be made by the interested quotationers between 11/12/23 to 13/12/23 from 12:00 P.M to 04:00 P.M .

3)**Submission:** Quotation with all requisite documents, as stated above , has to be submitted in a sealed cover at the chamber of OSD(Engr) Jr. 4th Floor of this office with superscription of "AMC of Computers & its Peripherals of the Council" within the last date mentioned below:

**Last Date of Submission** : 15/12/23 at 2 P.M.

**Opening Date** : 15/12/23 at 3 P.M.

Quotationners must indicate all terms and conditions of the firms/Organization and rates must be given in figure and words relating to the said works.

The Authority of this Corporation reserves the right to accept or reject any or all the quotations whatsoever without assigning any reason thereof.

**Enclosure: Annexure-I.**

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Copy forwarded for information and taking necessary action to:

1. Notice Board, WBSCHE
2. Notice Board ,HED
- ✓ 3. OSD(HR) she is requested to upload the matter in the Council Website.
4. Office copy.

*[Signature]*  
07/12/2023  
Joint Secretary  
West Bengal State  
Council of Higher Education