



Government of West Bengal  
Office of the Principal  
Hooghly Institute of Technology, Hooghly

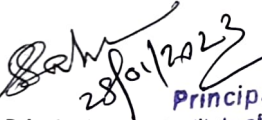
**NOTICE INVITING TENDER**

MEMO NO: HIT/ 2022-23/RM/02

DATE: 28.01.2023

Sealed quotations are being invited from qualified Contractors / Suppliers / Manufacturers etc. having requisite credentials for the following work / items. Sealed quotations complete in all respects must be submitted in the tender box on or before 12 noon of 13.02.2023. The template for copying the Quotation Form and Description of work can be obtained up to 11.02.2023 from the store of the Institute within working hours of the Institute except holidays. Tender will be opened at 2.00 p.m. on 13.02.2023 in the Principal's chamber of this Institute. Intending bidders are requested to be present at the time of opening of the quotations. The Tender value for this shall be less than Rs. 1 Lakh (Rupees One Lakh only). Details are given in the quotation form.

NAME OF WORK: **Repairing and Maintenance of Computer and accessories for Computer Laboratories of HIT, Hooghly .**


  
28/01/2023  
**Principal**  
Principal, Hooghly Institute of Technology  
Govt of West Bengal  
Hooghly Institute of Technology, Hooghly

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**Copy forwarded for wide circulation of the same to:**

- 01) The Sabhadhipati, Hooghly Zillaparisad, Chinsurah, Hooghly.
- 02) The Addl. District Magistrate (DEV), Chinsurah, Hooghly.
- 03) The Commissioner, Chandannagar Police Commissionerate, Chandannagar, Hooghly.
- 04) The SDO, Sadar, Chinsurah, Hooghly.
- 05) The Chairman, Hooghly Chinsurah Municipality, Hooghly.
- 06) The Principal, West Bengal Survey Institute, Bandel, Hooghly.
- 07) The Principal, Women's Polytechnic Chandernagore, Chandernagore
- 08) The Postmaster, Head Post Office, Chinsurah, Hooghly.
- 09) Institute Notice Board and website [www.polytechnic.wbtetsd.gov.in](http://www.polytechnic.wbtetsd.gov.in)

  
28/01/2023  
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QUOTATION FORM

TYPE OF WORK – REPAIRING AND MAINTENANCE.

TENDER NO: HIT/ 2022-23/RM/02
Date of publication of Tender: 28-01-2023
Tender form to be issued up to: 11-02-2023 (During office hours only)
LAST DATE FOR SUBMISSION OF QUOTATION: Up to 12 noon. of 13-02-2023
OPENING OF TENDER: AT 2.00 pm on 13-02-2023

**DESCRIPTION OF WORKS: Repairing and Maintenance of Computer and accessories for Computer Laboratories of HIT, Hooghly .**

Sl. No.	Name of Machines/ Equipments	Type of fault	To be filled by the tenderer			
			Qty.	Identification of fault & scope of work	Unit Price (Rs)	Total Price (Rs)
1	UPS (Model: Numeric Digital 1000 plus-V)	No power output	43 no			
2	UPS (Model: APC Backup UPS 600)	No power output	01 no			
3	UPS (Model: Emerson LiebertitON-CX)	No power output	02 no			
4	UPS (Make EPOCH electronica)	No power output	01 no			
5	PRINTER (HP laserjet pro – MFPM226dw)	No print output	01 no			
6	PRINTER (HP laserjet P1108)	No print output	01 no			
7	DESKTOP (Dell Optiplexseries)	No Power input	01 no			
8	DESKTOP (Model: HP 285 series Ryzen-V)	No Power input	01 no			
9	DESKTOP (Make: HP Processor Intel i3)	Startup/boot problem	02 nos.			

Signature of Computer-in-charge

Signature of the Tenderer with seal

**TERMS AND CONDITIONS FOR REPAIRING AND MAINTENANCE:-**

- 1 The duly sealed quotation addressed to the Principal, Hooghly Institute of Technology, Vivekananda Road, Pipulpati, Hooghly, shall be submitted in the tender box kept at the Office of the Principal, H.I.T., Hooghly
- 2 The quotation form shall be duly signed and submitted by the tenderer.
- 3 Latest GST registration certificate, Trade Licenses, Income Tax, P. Tax clearance, Pan No and as well as other credentials if any should be enclosed with the quotations.
- 4 The Works / Items have to be supplied/ completed as per specification given within stipulated period.
- 5 The rates should include all cost of work/items including materials, labour, transportation, installation charge, taxes and others if any. No extra amount other than the quoted rate will be paid for any reason whatsoever.
- 6 Only the unit price should be quoted against each item. Number of items to be ordered depends on actual requirements & availability of fund.
- 7 The Purchase Committee reserves the right to accept or reject any or all of quotations without showing any reason thereof.
- 8 Acceptation and Work Order for all the items of the quotation is not also guaranteed.
- 9 Any counter condition may not be accepted and in that case the bid is liable for rejection.
- 10 Completion of work should be within 02(two) weeks from the date of receipt of the work order.
- 11 The authority reserves the right to split the order to different parties.
- 12 Payment will be made against the bill as per prevalent rules / norms.
- 13 Supplier should submit their bill in triplicate along with a copy of delivery challan duly signed and stamped by the supplier.
- 14 The tender will remain valid for 1(one) year from the date of publication of this Notice Inviting Tender.
- 15 Total tender value should not exceed Rs. 1(One) lac.

**Declaration: I / We agree to abide by the terms & condition specified by the Institution in full.**

Date:

Signature of the Tenderer with seal