



भारत सरकार, श्रम और रोजगार मंत्रालय  
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT  
(कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय)  
(DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES)

गोदी सुरक्षा निरीक्षणालय, कोलकाता  
INSPECTORATE DOCK SAFETY, KOLKATA

निजाम पैलेस, प्रथम तल, द्वितीय बहुतल भवन, 234/4, ए. जे सी बौस रोड, कोलकाता - 700 020  
Nizam Palace, First Floor, 2nd. M. S. O. Building, 234/4, A. J. C. Bose Road, Kolkata - 700 020

No. IDC/COMPUTER/2018-19

Date:- 02.08.2018

To  
Responsible Person  
M/s.....

Sub:- Inviting quotation for Annual Maintenance Contract (AMC) for computers along with the peripherals and accessories including Fax Machine at IDS, Kolkata Reg.

Sir,

This Inspectorate desires to keep three of its personal computers and related accessories & peripherals and one fax machine under Annual Maintenance Contract as per the following :-

Sl. No.	Description	Qty	Remarks
01	Desktop	03	Comprehensive
02	Printer (MSP & Deskjet)	02	Comprehensive
03	Printer (Laser & Brother)	03	Comprehensive
04	UPS	03	Comprehensive
05	Fax Machine Panasonic KXFP701	01	Non-Comprehensive

If you are having three years experience in the relevant field, capability & credential to attend the complaints regarding these equipments within 24 hrs. of lodging and are interested in getting the contract, you may submit quotation for one full year, which may be extended for next two years based on satisfactory performance and rates.

In this connection it is mentioned that as the AMC for the full year will be given to the party quoting the lowest rates, but the payment will be made on quarterly basis. Your offers should be sent in sealed envelopes with "Quotation for AMC of Computers & Fax Machine at IDS, Kolkata" Nizam Palace, 1<sup>st</sup> Floor, 2<sup>nd</sup> M.S.O. Building, 234/4, A.J.C. Bose, Road, Kolkata -700020 and should reach us on or before 5<sup>th</sup> September 2018.

Terms and conditions:

- The Head of Office reserves the right to reject any received offer without assigning any reason thereof.
- The AMC may be terminated at any time if the performance/service is poor.

Yours faithfully,

(D. K. SAXENA)  
Dy. Director (Safety)