



HOOGHLY RIVER BRIDGE COMMISSIONERS

(A STATUTORY ORGANISATION UNDER GOVT. OF WEST BENGAL)

MUNSHI PREM CHAND SARANI

(ST. GEORGES GATE ROAD)

KOLKATA - 700 021

Phone No.: 2248-5178/8890/4425/5833/6692/6787/9770/8203 Email. hrbc.as60@gmail.com

No.HRBC2M-75/2010(1)/ 60

Dated : 27.01.2026

NOTICE INVITING QUOTATION

INTRODUCTION

1. Sealed quotations are invited from bonafide and reputed agencies for Annual Maintenance Contract (AMC) for existing Eleven (11) nos. of Photocopier Machines (without Spare Parts) at the office of Hooghly River Bridge Commissioners, under PWD, Kolkata- 700 021.

2. The interested eligible bidders may apply the Quotation Documents from the Estt. Sec of HRBC.

3. SCOPE OF WORK / ITEMS:

Annual Maintenance Contract (AMC) for existing Eleven (11) nos. of Photocopier Machines at Department of Hooghly River Bridge Commissioners, under PWD, W.B. (without Spare Parts).

Model No of the Photocopiers	Runner No	Quantity
1. F193302	IR2004N	1 each
2. F190600	IR238L	
3. F190100	IR2116J	
4. F190100	IR2116J	
5. F193200	IR2004	
6. F190600	IR2318L	
7. F193200	IR2206	
8. F193200	IR2206	
9. F193200	IR2004	
10. F188900	IR2016	
11. F190600	IR2318L	

The works will be done under the supervision of Dealing Assistant and control of A.S. H.R.B.C.

4. SERVICES TO BE PROVIDED BY SELECTED BIDDER ARE AS FOLLOW:

- Bidder must maintain a specific service email id & mobile number at its own office in Kolkata.
- Along with the bid they must also provide with proper escalation matrix as well as leave substitute engineer in case the Service Engineer is absent on working days.
- Timings: 10:00 am. to 5:00 p.m. (Monday to Friday) (Saturday, Sunday and Public Holidays will be included if there are any activities from UD&MA on those days).
- Quarterly complete reports on all activities against the contract.



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5. SCHEDULE OF DATES:

- A) Date of collection of quotation documents from Esst.Sec of HRBC on 02.02.26 upto 3.00 pm.
- B) Last date and time of submission of quotation document 06.02.26 up to 01:00 p.m.
- C) Date and time of opening of quotation 06.02.26 at 02:00 p.m.
- D) Place of opening of quotation: In the Official Chamber of A.S., HRBC.

GENERAL COMMERCIAL DETAILS

6. PROCEDURE AND TIME FOR SUBMISSION OF DOCUMENTS:

- a) After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.
- b) Rates per unit of area should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- c) Rates should be quoted in the 'PRICE BID FORMAT (Annexure-11) as per prescribed in the Quotation Document.
- d) Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- e) Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.
- f) Along with the quotation the bidders has to submit the following forms as well as credentials (self-attested) as per annexure:-

Photo Copy of **PAN**.

Photo Copy of GST registration.

Photo Copy of Trade License.

Covering Letter for Price Bid. (Annexure-1)

Price Bid Format (Annexure-11)

- g) The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.
- h) Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.

SEALING OF BID:

- i. Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the quotation along with the supporting documents/attachments are to be sealed and marked in favor of HRBC and dropped in the quotation box kept for the purpose.



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- II. All the Annexures in the quotation form should be legible and filled in clearly.

7. AWARD OF CONTRACT:

- a. The bidder, whose bid has been accepted, will be informed by the office through "Letter of Acceptance" (LOA). The successful bidder will have to enter into an agreement with the office.
- b. The term of AMC will be initially for one year. The term may be extended upto a period of two years or part thereof on mutual agreement between the successful Agency and other terms & conditions of AMC and also on the successful performance of the accepted bidder.

8. TERMS OF PAYMENT:

No advance payment in any case will be made. The payment will be made on quarterly basis. Invoice may be raised after completion of each quarter with relevant monthly maintenance check-up reports/ service reports etc. during the quarter as approved & accepted by the authority. Income tax, Service Tax etc. will be deducted as per Govt. rules.

1. PRICE ESCALATION:

The bidder shall inspect the material assets, covered under the given scope of work, before submission of quotation. It will be presumed that the bidders have offered their price after review of the entire position and knowing fully about the assets, to be covered under AMC, which may increase due to expiration of warranty of Photocopier Machines and its peripherals, during the period under contract. Accordingly, no escalation in price shall be allowed, after submission of the quotation to the selected bidder, on the plea of increase in volume of assets or other.

2. FORCE MAJEURE:

At any time during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as 'events') provided the notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, then neither party shall, by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Institute as to whether the work have seen so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.


Secretary / HRBC



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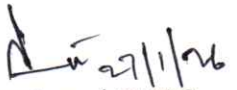
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No.HRBC/2M-75/2010(1)/60/1(6)

Dated : 27.01.2026

Copy forwarded for information to:

1. Vice Chairman, HRBC,
2. C.P.M , HRBC.
3. FA & CAO, HRBC.
4. A.O, HRBC.
- ✓ 5. Assistant Secretary, HRBC. Request to upload this order in HRBC Website
6. Notice Board, HRBC.


Secretary / HRBC