



**OFFICE OF THE BOARD OF AUQAF, WEST BENGAL**

6/2, MADAN STREET, KOLKATA - 700 072.

Email: ceboardofwakfswb@gmail.com, Phone- 2212-6431/ 2212-6523

Memo No. : 1003

Dated: 20/07/22

**QUOTATION NOTICE**

Chief Executive Officer, Board of Auqaf, West Bengal, Kol-72, inviting item wise separate sealed quotation for **Annual Maintenance Contract** of the office of the Board of Auqaf, West Bengal.

Quotation should be addressed to the undersigned and should be dropped in Sealed Tender Box kept in this office within 28.07.2022 from 11.30 AM to 1.30 PM in sealed cover super scribed "**System**" in the capital letters. The name of the item & the Address of the quotationers shall be written on the cover in Bold letters. Rate should be quoted for the items in Indian Rupee in figure as well as in words. Rate quoted should not exceed the Govt. rate prescribed in this regard.

Following AMC are required for the year 2022.

- 1. Air-Condition (Split- 10 nos & Windows- 3 nos.)**
- 2. LIFT- 1 (G+4) (OTIS-5 person capacity)**
- 3. Acquaguard & water Cooler ( Water cooler-1 & Acquaguard-3 nos)**
- 4. Telephone EPABX System.**

Quotation may be opened in presence of the quotationers or his/ her authorized representative and the date of opening of quotation is 28.07.2022 at 2.30 PM in the chamber of the undersigned in presence of the Accounts Officer, Board of Auqaf, W.B.

Quotation papers should be submitted with following documents:-

- Attested copy of valid Trade License for particular Trade.
- Attested copy of valid CGST/SGST registered.
- Attested copy of valid Professional Tax Certificate.
- Attested copy of Income Tax Return for the year 2020-21.
- Credentials if any.

- If any quotation fails to comply with any terms & conditions of the Tender his/her quotation paper is liable to be cancelled without any information.
- The representative of the firm may contact our IT section for details and specifications.
- Acceptance of any offer is not obligatory. The undersigned reserves the right to reject or accept any offer without assigning any reason what so ever. The undersigned also reserves the right to change or alter the terms and conditions and his decision in all respect is final and binding upon all concerned.

**A.Jabbar**

*[Handwritten signature]*  
18/07/22



Yours faithfully,

*[Handwritten signature]*  
Chief Executive Officer  
Board of Auqaf, W.B.