



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN

9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091

No:06/Tender/26-27

Date: 09.07.2026

TENDER NOTICE

Subject: Invitation for Quotations for Annual Maintenance Contract (AMC) of HP LaserJet 9040 Printer

Sealed quotations are invited from reputed, experienced, and authorized service providers for an Annual Maintenance Contract (AMC) for the HP LaserJet 9040 printer currently located at the 2nd Floor, Strong Room, Vidyasagar Bhavan.

The machine has recently required specific repairs, including the replacement of the Fuser Lower Roller and Fuser Upper Roller, to restore it to proper working condition. The objective of this AMC is to ensure the long-term operational efficiency and reliability of the equipment.

I. Scope of Work

The selected vendor shall be responsible for:

- Comprehensive maintenance including all spare parts, consumables (excluding paper/toner unless specified), and labor charges.
- Preventive maintenance visits on a periodic basis.
- Ensuring the printer remains in optimal working condition at all times.

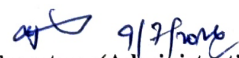
Sl No	Spare Parts Details	Qty	Rate (Inclusive all)
1.	Fuser Lower Roller	1	
2.	Fuser Upper Roller	1	

Sl No	Description	Qty	Rate per impression (Inclusive all)
1.	Charges of Printing A3 size paper	1	
2.	Charges of Printing A4 size paper	1	

Sl No	Work Description	Period	Rate (Inclusive all)
1.	AMC including all spare parts, consumables (excluding paper/toner unless specified), and labor charges.	One year	

II. Terms & Condition

1. The rates quoted should be inclusive of all taxes (GST, etc.).
2. The bidder must be an authorized service provider or have proven experience in maintaining HP LaserJet series printers.
3. Photo Copy of Pan Card, GST registration Certificate, up-to-date IT & PT return and Tread License shall have to be submitted with self attested.
4. Security money of Rs. 5000.00 to be paid by bank draft in favour of W.B. Council of H.S. Education, Payable of Kolkata, online payment Net Banking/NEFT/RTGS is not applicable.
5. If the L1 bidder will refuse to received work order with in 10(ten) days or engage in a corrupt, the security money will be forfeited.
6. Interested parties are requested to submit quotation at the Administration Section 3rd floor, Vidyasagar Bhavan, Salt lake, Kol-700091 within 20/07/2026 up to 04.30 p.m.
7. The AMC contract shall be valid for a period of one year from the date of commencement.
8. The Council reserves the right to accept or reject any or all quotations without assigning any reason thereof.


Deputy Secretary (Administration)
W.B. Council of H.S. Education