

Government of West Bengal  
Urban Development Department  
Town and Country Planning Branch  
"NAGARAYAN", DF-8, Sector-I, Bidhannagar  
Kolkata-700 064.

No.2143 -T&CP/C-6/3P-08/2012

Dated, Kolkata the 26<sup>th</sup> July, 2013

**Notice Inviting Quotation**

Sealed quotations are invited from suitable and experienced organizations for Annual Maintenance Contract(comprehensive) for repairing & maintenance of the Departmental photocopier machine(Model No. CANON iR2318L) used in the Town& Country Planning branch of Urban Development Department, Govt. of West Bengal for a contract period of 1(one) year. Appointed contractors must undertake the job within the office premises within the scheduled office time and payment will be made in the due course on submission of bill in triplicate after satisfactory completion of work.

The application must include the following information:-


- 1) Copy of PAN
- 2) List of similar experience and detail testimonials of similar solutions provided to other organization, especially those in the government and private sector.
- 3) Copy of certificate of registration.
- 4) Copy of certificate bearing VAT no.
- 5) The rates (financial quotes) in INR to be charged for the services stated above inclusive of all charges should be clearly mentioned, with break-up where necessary.

Other important information:-

- 1) The Department reserves the right to accept/reject any quotation, modify the Stipulations or cancel the process, without assigning any reason thereof.
- 2) Prospective bidders may submit their Quotation in a sealed cover super scribed as 'QUOTATION FOR ANNUAL MAINTANANCE CONTRACT (COMPREHENSIVE) OF PHOTOCOPIER MACHINE, MODEL NO: CANON iR2318L' on or by 19<sup>th</sup> August, 2013 by 4.00 pm at the following address:-

**The Assistant Secretary, Urban Development Department,  
Town and Country Planning Branch, "NAGARAYAN", DF-8,  
Sector-I, Bidhannagar, Kolkata-700 064.**

- 3) The tender box will be opened on 20<sup>th</sup> August, 2013.

  
Assistant Secretary to the  
Government of West Bengal.

No.2143/1(7) -T&CP/C-6/3P-08/2012

Dated, Kolkata the 26<sup>th</sup> July, 2013

Copy forwarded for information and necessary action to:-

- 1) The PS to Principal Secretary.
- 2) The Assistant Secretary, I&CA Department, Writers' Buildings, Kolkata-700001(**for display in Departmental website**).
- 3) The Chairperson, Bidhannagar Poursabha, Poura Bhavan, FD-415A, Sector-III, Salt Lake City, Kolkata-700106 with a request to kindly display the notice in their notice board and in the website.
- 4) The S.D.O., Bidhannagar, Administrative Building,DJ-4, Sector -II, Salt Lake, Kolkata- 700091 with a request to kindly display the notice in their notice board and in the website.
- 5) This Department's NOTICE BOARD for display.
- 6) The E-Governance cell of this Department (for display in Departmental website).
- 7) Guard File.

  
Assistant Secretary to the  
Government of West Bengal.