

GOVERNMENT OF WEST BENGAL
Urban Development Department
Town and Country Planning Branch
"NAGARAYAN", DF-8, Sector-I, Bidhannagar,
Kolkata - 700 064.

No. 2994-T&CP/C-6/3P-1/2002,

Dated, Kolkata the 27th November' 2014,

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(RICOH, Model No. MP 1600LE, Sl. No.L6986950303), 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 organizations, 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 MAINTENANCE CONTRACT (COMPREHENSIVE) OF PHOTOCOPIER MACHINE, MODEL NO: MP1600LE, SL.NO. L6986950303" on or by 10th of December, 2014 by 4.00 pm at the following address:-

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

3. The Tender box will be opened on 11th December, 2014.

Sdt

Assistant Secretary to the
Government of West Bengal.

No. 2994/1(5)-T&CP/C-6/3P-1/2002,

Dated, Kolkata the 27th November, 2014.

Copy forwarded for information and necessary action to:-

- 1) This Department's NOTICE BOARD for display.
- 2) The E-Governance Cell of this Department (for display in Departmental website).
- 3) The Chairperson, Bidhanagar Poursabha, Poura Bhavan, FD-415A, Sector – III, Salt Lake City, Kolkata – 700 106, with a request to kindly display the notice in their notice board .
- 4) The S.D.O. Bidhannagar, Administrative Buildings, DJ-4, Sector –II, Salt Lake, Kolkata – 700 091. with a request to kindly display the notice in their notice board .
- 5) The PS to Principal Sectary.

Acharya

Assistant Secretary to the
Government of West Bengal.