

2013040512138

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

Shankar  
18/4  
1/1

No. 633 -T&CP/1M-2/87(I)

Dated, Kolkata the 3<sup>rd</sup> April, 2013

**Notice Inviting Quotation**

Sealed quotations are invited from suitable and experienced organizations for Annual Maintenance Contract(comprehensive) for repairing & maintenance of the duplicating machine(Gestetner Model 320S) 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) 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)' on or by 30<sup>th</sup> April, 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.**

sdt

Assistant Secretary to the  
Government of West Bengal.

No. 633/1(5) -T&CP/1M-2/87(I)

Dated, Kolkata the 3<sup>rd</sup> April, 2013

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 Assistant Secretary, I&CA Department, Writers' Buildings, Kolkata-700001(for display in Departmental website).
- 4) The PS to Principal Secretary.
- 5) SUPER RAND, 6B,Bentick Street , Aloka House, G-Floor, Kolkata-700006

A. Sen Gupta

Assistant Secretary to the  
Government of West Bengal.