

**West Bengal State NGRBA Program Management Group (SPMG)**  
**Urban Development Department, Govt. Of West Bengal**  
**4<sup>th</sup> Floor, “NAGARAYAN”, DF - 8, Sector - I,**  
**Salt Lake City, Kolkata - 700 064**

Memo No: 78 /NGRBA/ SPMG/TI-20/2011(Pt-1)

Dated: 23.05.2013

**Notice inviting Quotation (1st Call)**

**Sub: Request for submission of sealed quotation for Fax Machine**

The Program Director, West Bengal State NGRBA Programme Management Group (SPMG), Urban Development Department, Government of West Bengal invites sealed quotation for supply of Digital Fax Machine, plain paper in the following specification:-

**SPECIFICATION**

1. Type	Desk Top Digital Fax machine
2. Line Type	PSTN/EPABX
3. Printing Technology	Inkjet/ Laser/Thermal Transfer as specified
4. Document Size	A4,210x297mm
5. Effective scanning	A4, Min200mm for A4 size recording width
6. Printing paper size	A4, 210X297mm
7. Capacity of paper tray	Minimum 50 sheets
8. Scanning &Printing	200x100 DPI(Standard mode), Resolution in Fax mode 200x200DPI(Fine mode)
9. Modem Speed	14400bps(fine Mode)
10. Memory	400 KB (Min) or20 pages of ITU test chart with 5% coverage
11. Display	LED/LCD
12. Consumables	Toner/Cartidge/30m paper rolls to be supplied with machine as applicable for first filling

13. The machine shall have the following minimum features:

- a. Redialing facility
- b. Automatic Document Feeder Capacity: 5 Sheets(min)
- c. Successful Transmission of completion Report
- d. Tx Terminal identification
- e. Remote Terminal Identification
- f. Error Code Indication
- g. Error indication
- h. Error Indicator

**(Note: The specified capacity in PPM (prints per minute) will correspond to A4)  
size/Legal size paper**

I.

**1. Terms & Conditions:**

- a. Quotation should be submitted in sealed cover superscripting "Quotation for two Digital Fax machine"
- b. No other specifications will be accepted.
- c. Interested quotationers may submit the rate as per specifications at **DGS&D rate contract**, if available for the financial year 2013-14.
- d. Sealed quotation should be addressed to "The Programme Director, West Bengal State NGRBA Programme Management Group (SPMG), Urban Development Department, Government of West Bengal, 4<sup>th</sup> Floor, "NAGARAYAN", DF - 8, Sector - I, Salt Lake City, Kolkata - 700 064.
- e. Last date for receipt of Quotation is **12.06.2013 upto 14.00 hrs.**
- f. **Quotation will be opened on 12.06.2013 at 14.00 hrs.**
- g. Technical specifications/ Brochure etc. signed on each page relating to the item.
- h. Attested copies of up to date VAT return, I.T. clearance Certificate, Trade License, PAN Card should be submitted along with the quotation paper.
- i. The offer should be valid for a minimum period of six months from the date of opening.
- j. The price quoted must include all taxes, duties and other charges etc.
- k. Successful Quotationer has to supply and successfully installed the above item within a period of three days from the date of issue of the work order. No change in hike in price will be entertained after submission of the Quotation.
- l. The Program Director reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotation at any time prior to the award of contract for any reason whatsoever.
- m. The Program Director may award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. However, the Program Director does not bind himself to accept the lowest bid.

**Program Director  
SPMG, West Bengal**

Memo No 78/1(6) /NGRBA/ SPMG/TI-20/2011(Pt-1)

Dated: 23.05.2013

Copy forwarded for information and necessary action to:-

1. Smt. Indrani Saha, Joint Secretary, Urban Development Department. She is requested to upload the NIQ on the official site of the Urban Development Department's tender portal along with the Bangler Mukh portal of the State Government.
2. Sri S. Chatterjee, Director (Finance & Administration).SPMG, West Bengal.
3. Sri A. Nag, Senior Civil Engineer, SPMG, West Bengal.
4. Sri Nikhil Biswas, Deputy Financial Adviser, Urban Development Department.
5. PS to the Principal Secretary, Urban Development Department.
6. Notice Board of the Urban Development Department.

**Program Director**  
**SPMG, West Bengal.**