

I/162947/2021

**Government of West Bengal**  
**Urban Development & M.A. Department**  
**"NAGARAYAN", DF-8, Sector-I, Bidhannagar, Kolkata - 700 064**  
**(Computer No: 206729)**

**NOTICE INVITING QUOTATION**

Sealed quotation are invited from suitable and experienced organisations for an Annual Maintenance Contract (spares, service, maintenance) of following photocopier machine being used in Urban Development & Municipal Affairs Department, Government of West Bengal for a contract period of 01(one) years.

Sl.No.	Make of Machine	Located at	Year of purchase
01.	Konica Minolta Bizhub-206	FA Cell	2016
02.	Konica Minolta Bizhub-206	JS(S.Mukherjee)	2016
03.	Konica Minolta Bizhub-206	MD Budget	2016
04.	Konica Minolta Bizhub-206	MD Budget	2016
05.	Cannon-2002	MD Wing	2012
06.	Cannon-4225	MD Type Section	2012
07.	Cannon-IR 4225	Land Manager Cell	2012
08.	Panasonic DP-8016	MD Accounts	2013
09.	Toshiba-167	MD General Cell	2013
10.	Konica Minolta Bizhub-206	MA Establishment	2016
11.	Konica Minolta Bizhub-206	MA B&P Wing	2016
12.	Konica Minolta Bizhub-206	MA General Cell	2016
13.	Konica Minolta Bizhub-206	MA L&S Wing	2016
14.	Konica Minolta Bizhub-164	Office of MIC	2016
15.	Panasonic DP8020	MA General	2013
16.	Samsung K2200	T&CP Wing	2016
17.	Konica Minolta Bizhub-206	ULC Wing	2019

Documentary evidence on each of the above is required to be given by the firm submitting their quotation:

The application must include the following information;

1. Profile of the company/its owners/promoters/chief executives.
2. Trade Licence.
3. Tax clearance Certificate ( last 3 years )
4. VAT clearance Certificate.
5. PAN & TAN.
6. The rates(financial quotes) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, with breaks up where necessary.
7. The bidder shall sign all papers of the bid also the pamphlets, drawings, client list, company profile etc.

**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 superscribed as



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“Quotation for Annual Maintenance Contract(spares, service, maintenance)” on or before **23<sup>rd</sup> December,2021** by 2.00 p.m. in the tender box kept in the Department of Urban Development & Municipal Affairs, ‘NAGARAYAN’, 2<sup>nd</sup> Floor, DF-8, Sector-I, Bidhannagar, Kolkata – 700 064.

3. The quotation submitted by prospective bidders will be opened by the Additional Secretary of this Department on **24<sup>th</sup> December,2021** at 3.00 p.m.
4. Lowest bidder/agency on the basis of their Quotation will be subsequently selected for the said assignment.
5. If the performance of the lowest bidder found satisfactory and is willing to continue at the same rate, the Department may extend the period of contract for another 01(one) year/02(two) years.
6. Payment will be made monthly/quarterly on presentation of invoice/bill in triplicate.

Sd/-

Additional Secretary  
to the Government of West Bengal  
05/12/2021

Copy forwarded for information and necessary action to :-

1. The Finance (Audit) Department, Govt. of West Bengal, Nabanna, Howrah.
2. The Joint Secretary, Department of Information Technology of this Govt.
3. The OSD to MOS of this Department.
4. The Sr. P.S. to the Principal Secretary of this Department.
5. The P.S. to the Special Secretary of this Department.
6. This Department's NOTICE BOARD.
7. The Assistant Secretary, I&CA Department, Nabanna (for display in Departmental Website and Notice Board )
8. E-Governance Cell of this Department (for display in Departmental Website ).

*Ranjan*  
05.12.2021

Additional Secretary  
to the Government of West Bengal  
05/12/2021