

Government of West Bengal
Department of Urban Development & Municipal Affairs
Urban Development Branch
NAGARAYAN
DF-8, Sec-I
Bidhan Nagar
Kolkata-700064

No.2554-UDMA-15012(99)/1/2019-LS-UD SEC-DEPT OF UDMA

Dated : 01.10.2020

NOTICE INVITING QUOTATION

Sealed Quotations from interested and reputed Service Providers(preferably located at Kolkata High Court area) are hereby invited for outsourcing of photocopy services of important documents of this Department.

Important informations along with requisite credentials of the participants and the purview of the work to be conducted in this regard are given in the annexure which may also be seen through the website of this Department.

Interested firms are hereby requested to go through the notification for participation.

Sd/-

Deputy Secretary
to the Govt. of West Bengal

No.2554-UDMA-15012(99)/1/2019-LS-UD SEC-DEPT OF UDMA
01.10.2020

Dated :

Copy forwarded for information & necessary action to –

- i) P.S. to the Pr. Secretary, Deptt. of UD & MA.
- ii) Deputy Secretary (Esttb.), Deptt. of UD & MA.
- iii) Registrar, (MD Br.), Deptt. of UD & MA.
- iv) Notice Board of this Deptt.
- v) Notice Board of Sech Bhavan, Bidhan Nagar.
- vi) Notice Board of Bikash Bhaban, Bidhan Nagar.
- vii) Notice Board of Purta Bhavan, Bidhan Nagar.
- viii) Notice Board of SDO's Office, Bidhan Nagar,
- ix) Notice Board of Kolkata High Court.
- x) Section Officer, IT Cell of this Deptt. for uploading to this Deptt's website.

Mamha 05/10/2020

Deputy Secretary
to the Govt. of West Bengal

Terms & Conditions

- ⇒ Sealed tender documents duly signed with seal of the firm in all the pages in sealed cover should be dropped in the Tender Box kept in the chamber of the Deputy Secretary (Esttb.), Department of Urban Development & Municipal Affairs, 1st floor, Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata-700064 latest on or before 6th November, 2020 at 12 noon positively.
- ⇒ Incomplete, unsigned, conditional tender documents will be summarily rejected. Tender will be opened at 2pm of the same day at same venue in the presence of the representatives of the tenderers, who may like to present.
- ⇒ The photocopy would be provided by the firm on rate per copy basis including all Government taxes. The rate per copy should be specified separately for single side, both sides respectively. The quoted rate should not be more than the market rate.
- ⇒ The rate contract shall be valid for a minimum period of one year from the date of the issue of the work order. However, the contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of five years on mutually agreed Terms & Conditions.
- ⇒ The revision of rates will not be allowed during the contract period.
- ⇒ The cost for supply of stationary, viz. good quality paper, toner, staples, binding etc. will be borne by the contracted Firm. Experienced manpower also has to be provided by the contracted Firm.
- ⇒ Since the job is mainly law oriented matters, speedy & smooth functioning of the firm is desirable.
- ⇒ The Department of Urban Development & Municipal Affairs reserves the right to terminate the contract at any time without any notice in case of unsatisfactory services, delay in service, misbehaviour on the part of the vendor etc.
- ⇒ The Department of Urban Development & Municipal Affairs reserves the right to reject the entire tender process without showing any reason.
- ⇒ Since the documents to be photocopied are regarding law matters, those should be handled properly and strict secrecy should be maintained during photocopying.

⇒ Payments will be made quarterly.

ANNEXURE – II

TENDER PROFORMA FOR OUTSOURCING OF PHOTOCOPY WORK

Rate Quotation of the Tenderer :

Sl. No.	PARTICULARS	Rate per copy with paper (A-4 size)	Rate per copy with paper (Legal or FS size)
1.	Single side photocopy on one page		
2.	Both side photocopy on one page		

Trade Licence No. of the Firm :

Valid upto :

GST Registration No. of the Firm :

PAN No. of the Firm :

Name of the Firm :

Name of the Proprietor :

Residential Address :

Office address :

Phone Nos :

Office :

Residence :

Mobile :

(Full signature of the Proprietor with seal)

ACCEPTANCE OF THE TENDERER

The Terms & Conditions enumerated in annexure-I have been read by me/us and are acceptable to me/us.

(Full Signature of the Tenderer with Seal)