

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

No.556 -T&CP/1M-2/87(I)

Dated, Kolkata the, 12th March, 2015

ABRIDGE NOTICE INVITING TENDER

Sealed Quotation are invited from suitable and experienced organizations for Supply and Installation of "DUPLICATING MACHINE" for use in Town & Country Planning Branch, Urban Development Department, Government of West Bengal for a warranty period of 02 (Two) years.

The Specifications are:

Scanning Method	: Auto Document Feeder
Printing Method	: Stencil Print
Paper Size	: B4
Image Area	: B4
Resolution	: 300X360 dpi
Print Speed	: (60-90ppm), 2 step
Consumable	: Ink (Specify make) & Master (specify make)
Option	: USB Interface kit & Color Drum Unit

Terms and Conditions:

1. The warranty of the machine will be valid for a period of Two year.
2. The contractor would carry out monthly/quarterly preventive maintenance of machine in order to forestall any major failure of the same which includes installing
3. The equipment will have to be repaired in-house. In rare cases when it is very essential to take out the equipment for repairs outside the Development Department, Government of West Bengal, it is mandatory to have a valid pass for such equipment and making proper entries with coordinators and at Security office;
4. Upkeep and maintenance of the hardware installed as per the items mentioned. Contractor must also maintain the required drivers (CDs & DVDs) for maintaining the equipment.
5. Stand-by arrangement to be made in case the equipment is to be taken to workshop for repairs or item is not usable.
6. Loss of any part in the product on account of negligence attributable to the vendor, the vendor at his own discretion may reinstate or replace the malfunctioning / non-functioning part or whole of the product with a working part or whole of the product of a matching or higher configuration. However, in the case of hard disc, vendor should provide a new hard disc of matching or higher configuration.
7. It is the responsibility of the contractor to ensure the functioning of Duplicating Machine.

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Documentary evidence:- The application must include the following information.

1. Profile of the company/ its owners/promoters/chief executives.
2. Trade License.
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 as also the pamphlets, drawings, client list, company profile etc.

Other Important Information: The rates quoted should be net and no discount, free services/offers quoted will be considered. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.

1. Mere quoting lowest rates will not amount to commitment on the part of Urban Development Department, GoWB for award of contract. The Department reserves the right to accept or reject any or all tenders without assigning any reasons. It also reserves rights to award contract on complete or part basis to one or more Contractor(s).
3. All other information required in connection with the above mentioned assignment may be obtained from the Assistant Secretary, T. & C.P. Branch, Urban Development Department, 2nd Floor, Nagarayan, DF-8, Sector-1, Bidhannagar, Kolkata -700064.
4. The Department reserves the right to accept/reject any Quotation, modify the stipulations or cancel the process, without assigning any reason thereof. If any dispute(s) arises between the Urban Development Department, GoWB and the firm with reference to any provision of the contract, the decision of the Joint Secretary, Development Department, GoWB shall be final and binding on both the parties.
5. Prospective bidders may submit their Financial Bid with their specifying the models separately (on their letterheads) in a sealed cover super scribed as **“Quotation for Supply and Installation of “DUPLICATING MACHINE” for use in Town & Country Planning Branch, Urban Development Department, Government of West Bengal”** latest by 25th March, 2015 by 2.00pm in the tender box kept in the following address:

Assistant Secretary, Urban Development Department, T &CP Branch, 1st Floor, Nagarayan, DF-8, Sector-1, Bidhannagar, Kolkata -700064.

6. The Financial Bid submitted by prospective bidders will be opened by the Special Secretary of this Department on 25th March, 2015 at 3:00 p.m.
7. Shortlisted bidders/agencies on the basis of their Quotation/Technical Qualifications will be subsequently selected for the said assignment.

Sd/- Anup Banerjee
Special Secretary to the
Government of West Bengal

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Dated, Kolkata the, 12th March, 2015

Copy for information and necessary action to:

1. The Finance (Audit) Department, Writers' Buildings, Kolkata -1.
2. The Joint Secretary, Department of Information Technology of this Government.
3. The OSD to MIC of this Department.
4. The 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 for display.
7. The Assistant Secretary, I & C.A. Department, Nabanna, Howrah. (for display in Departmental website & Notice Board)
8. ✓ This E-Governance Cell of this Department (for display in Departmental website).



Assistant Secretary to the
Government of West Bengal