

I/350997/2022

Government of West Bengal
Urban Development & M.A. Department
"NAGARAYAN", DF-8, Sector-I, Bidhannagar, Kolkata - 700 064.

NOTICE INVITING QUOTATION

Sealed quotation are invited from suitable and experienced organizations for an Annual Maintenance Contract (comprehensive care package) of following photocopier machines, being used in the Urban Development & Municipal Affairs Department, Government of West Bengal, for a contract period of 01(one) year. ***Comprehensive care package will include service, maintenance and spares along with consumable items.***

Sl.No.	Make of Machine	Located at	Year of purchase
01.	Konica Minolta Bizhub-206	FA Cell	2016
02.	Konica Minolta Bizhub-206	MA Wing	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
18.	Canon IR2318L	T & CP Accounts	2018

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 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 break-ups where necessary.
7. The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile

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etc.

Other important information :

1. The Department reserves the right to accept/reject any Quotation, to 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
"Quotation for Annual Maintenance Contract(Comprehensive Care Package)" on or before **20th January, 2023** by 2.00 p.m. in the tender box kept in the Department of Urban Development & Municipal Affairs, 'NAGARAYAN', 2nd Floor, DF-8, Sector-I, Bidhannagar, Kolkata - 700064.
3. The quotation submitted by prospective bidders will be opened by the Additional Secretary of this Department on **24th January, 2023** 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(s)/bill(s), in triplicate.

Shankar 22.12.2022
Additional Secretary

to the Government of West Bengal

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, Govt. of West Bengal;
3. The OSD to the Hon'ble Minister-in-Charge of this Department;
4. The P.S. to the Principal Secretary of this Department;
5. The P.A. to the Special Secretary of this Department;
6. This Department's NOTICE BOARD;
7. The Assistant Secretary, I&CA Department, Nabanna (for display in the Departmental Website and Notice Board) ;

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- ✓ 8. E-Governance Cell of this Department (for display
in the Departmental Website).

Chandra
Additional 22.12.2022

Secretary

to the Government of West Bengal