

Government of West Bengal
Department of Urban Development & Municipal Affairs
Town & Country Planning Branch
"Nagarayan",
DF-8, Sector-I, Bidhannagar,
Kolkata-700 064.

No.1483-T&CP/C-6/3P-01/2002(Pt.-I).

Dated, Kolkata, the 19th June, 2017.

NOTICE INVITING TENDER

Sealed quotation are invited from suitable and experienced organisations for an Annual Maintenance Contract (when comprehensive) of a "Photocopier Machine" (Model No.MP1600LE,Sl.No.L6986950303) being used in Town & Country Planning Branch, Urban Development & M.A. Department, Government of West Bengal for a contract period of 02(two) years.

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 super scribed as "Quotation for Annual Maintenance Contract (Comprehensive)" on or before 3rd July, 2017 by 2.00 p.m. in the tender box kept in the following address:
Deputy Secretary, T&CP Branch, Urban Development & M.A. Department, 2nd Floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata- 700 064.
3. The quotation submitted by prospective bidders will be opened by the Joint Secretary of this Department on 4th July, 2017 at 3.00 p.m.
4. Lowest bidder/agency on the basis of their Quotation will be subsequently selected for the said assignment.


Joint Secretary to the
Government of West Bengal


P.T.O.....

No.1483/1(8)-T&CP/C-6/3P-01/2002(Pt.-1)

Dated, Kolkata, the 19th June, 2017

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 MIC of this Department.
4. The P.S. to the Additional Chief 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).


Deputy Secretary to the
Government of West Bengal