

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

No.2971 -T&CP/C-6/3P-01/2002(Pt.I)

Dated, Kolkata, the 3rd December, 2019.

ABRIDGE NOTICE INVITING TENDER

Sealed quotation are invited from suitable and experienced organisations for installation of 'A3 Multifunctional Photocopier Printer' on monthly rent basis for use in Town & Country Planning Branch, Urban Development Department, Government of West Bengal for a warranty period of 03(three) years.

Rate(s) will be quoted for the following :-

- 1) Rent per month including GST
- 2) Rate per copy

Terms and Conditions :

1. The warranty of the machine will be valid for a period of 3(three) years.
2. The rate per copy will be quoted with a validity of 3(three) years.
3. The Agency will install Photocopier machine and carry out monthly /quarterly preventive maintenance of machine in order to forestall any failure of the same.
4. 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 Urban 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;
5. Upkeep and maintenance of the hardware installed as per the items mentioned. Agency must also maintain the required drivers(CDs&DVDs) for maintaining the equipment.
6. Stand-by arrangement to be made in case the equipment is to be taken to workshop for repairs or items if not usable.
7. Loss of any part in the product on account of negligence attributable to the vendor, the vendor at his own discretion to 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 of higher configuration.
8. It is the responsibility of the Agency to ensure the functioning of Photocopier Machine.

Documents to be submitted :-

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 financial years)
4. PAN & TAN.
5. 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 up where necessary.
6. The bidder shall sign all papers of the bid also the pamphlets, drawings, client list, company profile etc.

Other Important Information :

1. The rates quoted should be net and no discount, free services/offers quoted will be considered. Arithmetical errors will be rectified only if there is a discrepancy between words and figures, the amount quoted in words will prevail.
2. Mere quoting lowest rates will not amount to commitment on the part of Urban Development & Municipal Affairs Department, Govt. of West Bengal 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 Agencies.
3. All other information required in connection with the above mentioned assignment may be obtained from the Deputy Secretary, T & CP Branch, Urban Development & M.A. Department, 1st Floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata – 700 064.
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 & Municipal Affairs Department, Govt. of West Bengal and the firm with reference to any provision of the contract, the decision of the Joint Secretary, Urban Development & M.A. Department, Govt. of West Bengal shall be final and binding on both the parties.
5. Prospective bidders may submit their Financial Bid specifying the models separately (on their letterheads) in a sealed cover super scribed as “Quotation for Supply and Installation of A3 Multifunctional Photocopier Printer on monthly rent basis ” for use in Town & Country Planning(T&CP) Branch, Urban Development & Municipal Affairs Department, Government of West Bengal **latest by 9th December,2019 by 2.00 p.m. in the tender box kept in the following address :**

‘Deputy Secretary, T & CP Branch, Urban Development & M.A. Department, 1st Floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata – 700 064.’
6. The Financial Bid submitted by prospective bidders **will be opened by the Joint Secretary of this Department on 10th December,2019 at 3.00 p.m.**

Sd/-

Joint Secretary to the
Government of West Bengal

No. 2971 /1(8)-T&CP/C-6/3P-1/2002(Pt.I)

Dated, Kolkata, the 3rd December, 2019

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 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).

M. K. Saha 03/12/2019

Deputy Secretary to the
Government of West Bengal