

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

No.1081-T&CP/C-6/3P-01/2002 (Pt-I).

Dated, Kolkata, the 22nd June, 2016.

ABRIDGE NOTICE INVITING TENDER

Sealed quotation are invited from suitable and experienced organisations for supply and installation of "Photocopier Machine" for use in Town and Country Planning Branch, Urban Development Department, Government of West Bengal for a warranty period of 02 (Two) years.

The specifications are :

Speed : 20/20 ppm
Processor : 600 MHZ
Memory : 64 MB
Paper size : A3/A3
Networking features
Input Capacity & Types
Category : Simplex

Terms and Conditions :

1. The warranty of the machine will be valid for a period of Two years.
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 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 ;
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 items if 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 of higher configuration.
7. It is the responsibility of the contractor to ensure the functioning of Photocopier Machine.

Documentary evidence :-

The application must include the following information.

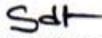
1. Profile of the company/its owners/promoters/chief executives.
2. Trade Licence.
3. Tax Clearance Certificate (last 3 years)
4. VAT Clearance Certificate.
5. PAN & TAN.
6. The rates (financial quotes) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, 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 :

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, Government 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 Contractor(s).
2. All other information required in connection with the above mentioned assignment may be obtained from the Assistant Secretary, T&CP Branch, Urban Development Department, 2nd floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata-700 064.
3. 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, Government of West Bengal and the firm with reference to any provision of the contract, the decision of this Department shall be final and binding on both the parties.
4. 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 Photocopier Machine" for use in Town & County Planning (T&CP) Branch, Urban Development Department, Government of West Bengal latest by 20th July, 2016 by 2-00 pm. In the tender box kept in the following address :

Assistant Secretary, T&CP Branch, Urban Development Department, 2nd floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata-700 064.
5. The Financial Bid submitted by prospective bidders will be opened by the Joint Secretary of this Department on 20th July, 2016 at 3-00 pm.
6. Shortlisted bidders/agencies on the basis of their Quotation/Technical Qualifications will be subsequently selected for the said assignment.


Joint 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 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).



Assistant Secretary to the
Government of West Bengal