

Government of West Bengal
Directorate of Textiles (Sericulture),
45, Ganesh Chandra Avenue (2nd floor),
Kolkata - 700 013.

N.I.Q. No. 16.../Seri/Photocopier/PUR/2017-'18

QUOTATION INVITING NOTICE for Supplying 1(one) No. Photo Copier Machine on the basis of buy back of Old Xerox Machine according to the Technical specification which may be had from the Office of the undersigned during Office hours upto 4-00 P.M. alongwith the terms & conditions.

Sealed and typed Quotations are hereby invited by the Commissioner of Textiles (Sericulture), West Bengal from bonafide suppliers having experience and expertise with regard to Purchase of Photocopier Machine.

The details may be seen in the Office of the undersigned at 45, Ganesh Chandra Avenue (2nd floor), Kolkata - 700 013 on any working days and in website : seriwb.gov.org.

Last date of submission of Quotation : 28.3.18 upto 2-00 P.M.

Date & Time of opening of Quotation : 28.3.18 at 3-00 P.M.



Commissioner of Textiles (Sericulture),
West Bengal. 22/3/18

Memo.No. 5116(7) /Accts./Procure/Tender(Vol-I),

Dated, 22/03 /2018.

Copy forwarded for information & necessary action to :-

- 1) The Joint director of Textiles(Sericulture), East Zone, lake Town, Kolkata-89.
- 2) The Yogayog Bhavan, Kolkata.
- 3) The Superintending Engineer, Eastern Circle, 45, Ganesh Ch.Avenue,Kolkata-13.
- 4) The Managing Director, C.S.T.C. Ltd., 45, Ganesh Ch.Avenue,Kolkata-13.
- 5) The Director of Handloom & Textiles, West Bengal, N.S. Building, Kolkata - 13.
- 6) The Notice Board of this Directorate.
- 7) The Website of this Directorate.


Commissioner of Textiles (Sericulture),
West Bengal.

The following configuration as mentioned below :-

Platen Cover :- Digital Copier-cum-Colour Scanner with Laser Beam Technology and Duplex copy and Print.

Copy/Print Speed :- 20 ppm. (A4)


Toner Yield :- 14,600 sheets (A4) and more.

Drum Yield :- 132,000 sheets (A4) and more.

Having a Total capacity of 350 sheets with 25% to 400% Zooming capacity and resolution reading of 600 x 600 dpi.

Memory :- 256 MB and more.

It need to have a network OS specifications supporting XP/Windows 2000/Server 2003/Vista/Win7 and etc. and supported operating system specification for network Scan Gear same as above.

 24/2/18.
Commissioner, Textiles and Sericulture
Govt. of West Bengal

Government of West Bengal
Directorate of Textiles (Sericulture),
45, Ganesh Chandra Avenue (2nd floor),
Kolkata - 700 013.


QUOTATION FORM for Supplying of Photocopier Machine

N.I.Q. No. 16 /Seri./Photocopier/PUR/2017-'18.

Last date of submission of Quotation : 28.3.18 upto 2-00 P.M.

Date & Time of opening of Quotation : 28.3.18 at 3-00 P.M.

- 1) Quotation shall be submitted in Office Letter-head of the Firm. If submitted in any other form the Quotation shall be summarily rejected.
- 2) Our Quotation No. and its due date for opening should be inscribed on the cover of your Quotation. Unsealed quotation will not be accepted. Quotation which does not indicate our Quotation No. and its due date for opening will not be accepted. Rate/Price should be quoted clearly both in figure and in words. Any overwriting/use of white-ink or other discrepancy will make the Quotation liable to be rejected.
- 3) If the selected bidder is unable to provide/supply of goods or does not accept/supply order the Work Order will be rejected.
- 4) Copy of Certificate/Work Order in support of experience for having undertaken this kind of business alongwith a list of organization where the Contractor is currently providing/provided of Photocopier Machine in the Quotation should be submitted.
- 5) In the event of Quotation being submitted by a Firm, it must be signed by each partner thereof or it must be signed by a person holding authority to sign the Quotations. Copy of letter of authority/agreement signed by each partner should invariable be enclosed with the offer.
- 6) Quotation received after the stipulated time shall not be considered. The Quotation shall submit the offer duly signed and sealed on all pages.
- 7) The following documents shall be submitted alongwith the Quotation.
 - a) Attested copy of current and valid Trade License/GST/PT.
 - b) Attested copy of Service Tax registration.
 - c) Attested copy of PAN Card.
 - d) Income Tax Return of the firm for last years.
 - e) Attested copy of Work Order/Agreement of last 1(one) year (copies of similar contract received from Govt./reputed private organizations).


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- 8) Other things being equal, preference may be given to the Quotationer having higher experience, capacity etc. of providing Services in similar organizations, hence, being it may not be the only criteria for awarding the purchase.
- 9) Payment will be made after presentation of Bill in duplicate and completion of satisfactory service taxes etc. will be deducted as per rules.
- 10) Selected agency/Quotationer should provide preventive maintenance at least once in each month in addition to attend emergency call in case of breakdown of machine requiring immediate repair. The cleaning of Photocopier Machine at least once in a month is also to be covered under supply for 1(one) year Guarantee period.
- 11) The Machine of Comprehensive type.
- 12) Quotationers shall not engage in any sub-agent or sub-contractor whatsoever for running the A.M.C. service of Photocopier Machine during the Guarantee period.
- 13) Service provider shall agree to provide service even on holidays, if required so.
- 14) The selected agency to whom the contract of supply will be awarded should be ready to supply the Machine within 7(seven) days from the date of receiving the Work Order.
- 15) The Directorate of Textiles (Sericulture), West Bengal reserves the right to accept and reject any/all tender(s) and cancel the tender at its sole discretion and the decision of Directorate of Textiles (Sericulture), to this effect will be treated as final and binding.
- 16) Last date of submission of quotations is 22.3.2018 upto 2-00 P.M. which should be dropped in the Tender Box. The tender will be opened on the same date at 3-00 P.M.
- 17) Quotationer is at liberty to be present or to authorize a representative to be present at the time of opening of the Quotations. The name and address of the representative who would be attending at the opening of the Quotation should be indicated in the authorisation letter to be submitted during Quotation opening meeting.
- 18) All disputes arising out of this contract are subject to Kolkata Jurisdiction only.
- 19) Contract will be made only on Buy back basis. So, rates for supplying new Photocopier machine and price for buying back the old Machine should be furnished separately. The old Machine of this Directorate may be examined by the intending Quotationers upto 4-00 P.M. on all working days.



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QUOTATIONERS TO FILL UP THIS PAGE

- 1) (a) Name of the Tenderer Firm/Organisation/Agency:
(b) Name of the Proprietor/Partner :
- 2) Office Address of the Firm :
- 3) Telephone/Mobile No. :
- 4) FAX No. :
- 5) E-mail Address :
- 6) Webside Address, if any :
- 7) i) GST Registration No. :
ii) Tender License No. :
iii) Service Tax No. :
iv) PAC No. :
- 8) i) Firm's Bank Account No. :
ii) Name of Bank & Branch :
iii) IFSC Code No. :
- 9) Name of authorized representative(s) :
- 10) Whether proprietary or Partnership Firm or Company:
- 11) List of documents furnished alongwith the Quotation paper:
- 12) Details of Earnest Money @ 2½% of value of Machine :

Signature of Authorized person of
the Firm/Agency with Seal.



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FINANCIAL BID
(For Supply of Photocopier Machine)

This Financial Bid should be filled in by Quotationing party duly signed & sealed and must be submitted in a sealed cover, superscribed with "Supply of Photocopier Machine" on the basis of buy back of old Xerox Machine.

Sl.No.	Items with Make in details	Quantity	The rate including all taxes.	Total (in figure and words).
1.	Phoptocopier Machine	1	Delivery and Installation charges.	

Date : _____

Place : _____

Signature of Authorized person of
the Firm/Agency with Seal.


2223/18
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