



No. 665M

Date 24.4.19

NOTICE INVITING QUOTATIONS

Sealed Quotations are invited by the Special Secretary to the Governor of W.B.& Comptroller, Governor's (H) Secretariat, from bonafide and reputed registered Firms for supply of one Black & white Photocopier Machine on buy back basis for the use of the Governor's Household Secretariat, Raj Bhavan Kolkata.

Details of Photocopier Machine is mentioned below.

Sl No.	Description	Quantity	
1	Xerox Made B-1025	1	

The quotations will be received up to 3.00 P.M .on 15.05.2019 & will be opened at 4.00P.M on the same date.

Terms and Conditions

- 1)Name, address & contact number must be indicated in the quotation.
- 2)This office has full right to accept or reject one or all quotations without assigning any reason. No Correspondence in this regard will be entertained.
- 3)Quotations will be accepted only from manufacturers or authorized dealers (authorization required)
- 4) Price should be inclusive all taxes, delivery, installation and other charges. The buy back price offered for the existing machine of this office the annual full service maintenance agreement charges per copy for the machine applicable on completion of free copy benefit should also be clearly stated. While quoting, also mention the life of the machine, the number of copies that can be printed should be clearly mentioned.
- 5) Kindly note that while deciding the award of contract the cost quoted for the new machine, the buy-back cost offered for the old copier will be considered along with all other relevant considerations
- 6) On installation, a demonstration will have to be arranged for the user and when requested by the office.
- 7)The firm should attach PAN CARD & GST registration details
- 8)The new machine will carry a minimum warranty for 14 months from the date of delivery or 12 months period from the date of installation whichever is earlier with trouble free performance. Payment will be made in full through NEFT/RTGs only on successful delivery and installation of the new machine.
- 9) Certificate of previous supply to Govt. offices/institutes/PSU for last three years should be submitted
- 10) In the above connection no dispute in any nature will be entertained and the decision of this office shall be binding and final. .
- 11) Duly signed quotation must be submitted on company letter head in a sealed envelope super scribed **"Quotation for Supply of new Paper Photocopier Machine"**

*Sd/-*  
Special Secretary to the Governor of W.B and  
Comptroller, Governor's (H) Secretariat, Raj Bhavan Kolkata

- Copy to : 1) Smt. S.Bose, with request to ensure that the notice is posted in the Raj Bhavan website.  
2) Notice Board of Governor's(H) Secretariat  
3) Spares

Special Secretary to the Governor of W.B and  
Comptroller, Governor's (H) Secretariat, Raj Bhavan Kolkata