



**DIRECTORATE OF COMMERCIAL TAXES  
GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SENIOR JOINT COMMISSIONER  
COMMERCIAL TAXES, KHARAGPUR RANGE  
RUPNARAYANPUR, JAKPUR, PASCHIM MEDINIPUR-721301**

TENDER NO: 01/Kgpr/19-20

DATED: 04/09/2019

**Name of the Work: Engagement of agency for supply and operation of copier machine at the Offices of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Range.**

Tenders , Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies/ LLP's etc. for **supply and operation of copier machines , at the Offices of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Range** as per details given below having experience of rendering similar services .

**SUBMISSION & OPENING OF TENDER**

Last date & time of submission of tender	12 <sup>th</sup> September , 2019 at 01:00 PM.
Date of Opening The Technical Bid of Tender:	12 <sup>th</sup> September, 2019 at 02:00 PM.

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of that office. Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be and submitted to that office within the 15<sup>th</sup> of the month next to the concerned month.

**SCOPE OF WORK:**

**supply and operation of copier machines for making copies**

Sealed quotations are invited from interested persons preferably with experience in the related job for supply & operating of copier machines at Kharagpur Range for the period **01/10/2019 to 31/03/2020.**

Sl.No.	Services at	No. of copier machine required	Period
1	Kharagpur Range	01	From 01.10.2019 to 31.03.2020



**INSTRUCTIONS FOR TENDERER:**

- Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be submitted. Tenderer should note specifically that all pages of tender document submitted by them (after signing/ stamping on each page) as a part of their offer.
- Office of **Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, **Office of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** shall not entertain any correspondence from bidders in this matter.



3. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
4. The contract shall be for the period 01-10-2019 till 31-03-2020. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
6. The tenderers or their representative may attend the opening of the bids which shall be opened at Office of The **Senior Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** at the designated times .

**An intending agency shall submit attested copies of the following documents**

- a. Valid Trade license.
- b. PAN Card.
- c. Profession Tax Registration certificate with current challan.
- d. GST Registration certificate (where applicable)
- e. Income tax return for last three years.
- f. Audit Report for last three years (where applicable).
- g. Firm/Company/ LLP registration certificate. (Where applicable ).

*Sdf*  
**(MOHAMMED ZAFRULLAH)**  
**Senior Joint Commissioner**  
**Commercial Taxes, Kharagpur Range**

Memo. No: 1120/3 /Sr JCCT/KGPR

Dated: 04 /09/2019

Copy forwarded to

- 1) The Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata - 700015
- 2) The Special Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata - 700015
- ✓ 3) The Senior Joint Commissioner, Commercial Taxes, West Bengal, ISD, 14, Beliaghata Road, Kolkata - 700015 with the request to publish the tender on the website.
- 4) The District Magistrate, Paschim Medinipur for display on the notice board.
- 5) The Sub-Divisional Officer, Kharagpur for display on the notice board.
- 6) The Chairman, Kharagpur Municipality for display on the notice board.



*(Signature)*  
**(MOHAMMED ZAFRULLAH)**  
**Senior Joint Commissioner**  
**Commercial Taxes Kharagpur Range**