

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF COMMERCIAL TAXES  
14, BELIAGHATA ROAD, KOLKATA – 700015

TENDER NOTICE NO. X-1/2014-2015

Sealed Quotations are invited by the Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata- 15 from reputed service providers for installation & operation of Photocopier machines on hire basis in each of the following office premises under Directorate of Commercial Taxes for the period from 1<sup>st</sup> January, 2015 to 31<sup>st</sup> December, 2015.

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|---|---------------------|
| a) Sales Tax Buildings, Beliaghata, 14, Beliaghata Road, Kolkata-700015             | 3 Machines required |
| b) Sales Tax Buildings, Salt Lake, Jalsampad Bhavan, Salt Lake City, Kolkata-700091 | 2 Machines required |
| c) Sales Tax Buildings, Howrah, 24, Bellilious Road, Howrah-711101                  | 1 Machine required  |
| d) O/o the Bureau of Investigation, 10, Madan Street, Kolkata-700072                | 1 Machine required  |

The terms & conditions are noted below:-

- 1)The Photocopier Machines shall be of the latest model (preferably digital) with the facility of Enlargement & Reducing system.
- 2)Rate is to be quoted only as per impression and should be of the best quality of printing .
- 3)The Photocopier paper (A4 & U1)should be of best quality and to be supplied by the contractor himself .

4)The operators shall have to undertake (a) all responsibilities for operation and maintenance of the installation and (b) operation of Photocopier machines including supply of spare parts, periodical overhauling and all other repairing jobs and such undertakings must be submitted. Operator should also submit undertakings for alternative arrangements for producing photocopies without any lapse of time provided in the event of machine going out of order. No payment shall be made for producing illegible photocopies or of poor quality of impression. Only crystal clear impression is exclusively wanted. Recurring production of illegible photocopies will obviously be the cause of termination of contract at any time in the year.

5)The machines shall be utilised for execution of office work only. If any outside job is undertaken, the contract shall be liable for termination.

6)Quotations should be submitted along with Income Tax PAN Number, Profession Tax Challan showing up-to-date payment of Profession Tax and valid Trade Licence issued by Municipalities or Panchayatas. Three years credential certificate from Govt./ Semi Govt./ Govt. undertaking offices having capacity of doing at least two lakh photocopies per month should be annexed with quotation. Annexation of valid INCOME TAX RETURN and documents relating to audited financial position including the copy of Balance Sheet and Profit & Loss Account are mandatory.

7)Accommodation & Electric bill will be provided by this Directorate within its premises at free of cost.

8)The contract shall be initially for a period of one (1) year from the date of operation of the Photocopier Machines. The authority holds the right to terminate the contract for violation of terms & conditions at any time without any notice.

9)The Quotations should be addressed to the Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata-15, mentioning the type of works, be submitted at any working day in the drop box placed on the ground floor of main building with necessary labelling showing the name of items for which quotation are invited, up to 4:00 p.m. on or before 16-12-2014 and it will be opened on the next working day i.e.17-12-2014 at 2:30 p.m. in presence of the participants of the tender.

10)The Commissioner, Commercial Taxes, West Bengal reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever and no correspondence in this regard shall be entertained.

If any clarification is sought, the same may be e-mailed to [narayan.ctd.wb@nic.in](mailto:narayan.ctd.wb@nic.in) (SRI N. ROYCHOWDHURY, ADDL. C.C.T./W.B.) by 13-12-2014.

It is to be noted that all clarification and reply will be published at the official website of the Commercial Taxes Directorate ([www.wbcomtax.gov.in](http://www.wbcomtax.gov.in)).

For Commissioner  
Commercial Taxes, West Bengal

Date: 1 DEC 2014

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Endt. No...../2M-23/2002(Pt-III)

Copy forwarded to the:-

- i)I.S.D. for information and for publishing in the official website of the Directorate.
- ii)Notice Board.

For Commissioner  
Commercial Taxes, West Bengal