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

No: DOCT/Copier/NIT/2018-19/01 (2nd call)

Dated: 28.05.2018

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed, eligible and bona fide agencies/firm/suppliers for supplying ONE (01) Photocopier Machine of renowned brand capable of copying legal, A4 and different other sizes papers. The details requirements including specifications of machine and terms & conditions for supply are mentioned in Annexure A & B respectively.

Annexure A

- Monochrome printing/copying
- 600x 600 dpi resolution
- Ability to copy/print on 70 to 80 gsm papers
- At least 20 prints per minute
- On-site installation
- At least 1-year standard warranty

Annexure B

- The quotations duly signed should be submitted in sealed cover superscripted as "QUOTATIONS FOR SUPPLY OF PHOTOCOPIER MACHINE" with all relevant information and supporting documents, mentioning contact no., e-mail id and address of the supplier, prescribed with brand/ name of machine etc. to the drop box kept in ground floor of main building of Office of the Commissioner of Commercial Taxes at 14, Beliaghata Road, Kolkata-700015 by 15th June, 2018 at 5-00 PM. If the envelope containing quotation documents are not found sealed, it will be summarily rejected and the purchaser will assume no responsibility for rejection of the bid.
- The tenderer must possess valid GST registration and PAN in its name and mention these numbers.
- Bidders shall quote and accept payment in Indian Currency.
- The bid documents including detail hardware/software specifications are to be signed by authorised signatory of the tenderer with stamp duly affixed.
- A tender that does not fulfil any of the above requirements and/or gives evasive information / reply against any such requirement, shall be liable to be rejected.
- Normally the purchase order will be awarded to the agency providing lowest quotation subject to fulfilment of the entire technical specifications mentioned in Annexure-A above. However, the Directorate of Commercial Taxes reserves the right to change the required specifications or even cancel the tender process at any

time during the process of selection without assigning any reason to the participating tenderer.

- g. The tenderer will submit a photocopy of this tender notice duly sign and stamped as token of acknowledgement of the terms and condition of the tender.
- h. The representative of the tenderer may be present at the time of opening of tender on 18th of June, 2018 at 4-30 p.m. at the Office of the Commissioner of Commercial Taxes at 14, Beliaghata Road, Kolkata-700015.
- i. The selected supplier will supply and install the machine at the office of the Directorate of Commercial Taxes at Jalasampad Bhawan, Block-DF, Sector-I, Salt Lake City, Kolkata-700091 within fifteen days from the date of order for supply failing which it may be blacklisted.
- j. No advance payment will be made for supply, installation and commissioning of the photocopier machine. After satisfactory supply, installation and commissioning of the photocopier machine the supplier will raise its bill showing GST separately charged. The successful supplier has to furnish its mobile number and Bank Account number, Name of Bank & Branch, IFSC Code, etc for payment. The payment will be directly transferred to given bank account after processing of the bill.



28/5/18
(Sankar Kumar Roy)
Special Commissioner
Commercial Taxes,
West Bengal