



Office of the Principal Accountant General
Audit-II, West Bengal
CGO Complex, 5th Floor, Salt Lake, Sector-I
Kolkata-700 064

NOTICE INVITING QUOTATION

No. Record-I/Purchase of Xerox Machine/Vol.III/21-22/146

Dated: 14.03.2022

1. O/o the Pr. Accountant General (Audit - II), W.B., Kolkata invites sealed quotations from supplier/ manufacturer/ authorized agents for supply of **Two (02)** Photocopier machine on Buy Back Option:

2. Quotation in sealed cover superscribed as "**Notice inviting quotation for purchase of Photocopier machines on Buy Back Option**" shall be addressed to the Sr. Dy. A.G. (Admn.), O/o the Pr. Accountant General (Audit - II), W.B., Kolkata.

The quotation may be dropped in the tender box kept in this office near chamber of Sr. Audit Officer (Record). Quotations sent through Post or otherwise shall not be entertained.

3. The last date of submission of filled in quotations is **04.04.2022 up to 12 PM.**

4. Bids will be opened on the same day at 3 p.m. in presence of the bidders.

5. Quotations received after the last date i.e. after the expiry of the closing time shall not be entertained.

6. Quotation should be based on the terms and conditions as mentioned in the tender document.

21/03/22
Sr. Audit Officer (Record)

Annexure - I

TERMS AND CONDITIONS

1. The Photocopier machine should be new only. The specification of the machine which will be supplied by the firm should match the specifications as mentioned in Tender document. The photocopier machine will be purchased by O/o the Pr. Accountant General (Audit - II), W.B. from the successful tenderer only with Buy Back option of existing Six (06) photocopier machines as mentioned under:

| Sl. No. | Photocopier details | Date of Purchase |
|---------|---|------------------|
| 1. | Sharp Digital MFD Model AR-M160 (Qty. 03) | 19.05.2011 |
| 2. | Ricoh Digital B & W Copier Machine Model MP-1813L (Qty. 03) | 30.09.2014 |

2. The inspection of the old machines will be done at O/o the Pr. Accountant General (Audit - II), W.B. during the period of tender i.e. from 21.03.2021 to 04.04.2022 and can be done with prior permission from the Sr. Audit Officer (Record) of O/o the Pr. Accountant General (Audit - II), W.B.

3. It will be the responsibility of the bidder to transport the old machines from O/o the Pr. Accountant General (Audit - II), W.B. premises. No extra charges will be paid by this office for transportation of the old machines.

4. Bidder should have at least three years of experience in the sales of Photocopier machines. Only manufacturer(s) or their sole authorized distributor/ agent are eligible to bid. **Authorization letter from Original Equipment Manufacturer (OEM) in favor of authorized Agent is to be enclosed.**

5. EMD: An amount equivalent to 5% of the quoted bid value have to be deposited as Bid Security (EMD) in the form of Bank Draft on any nationalized bank drawn in favour of "PAO (Audit), O/o the Pr.A.G.(A&E),W.B." payable at Kolkata. The EMD of the vendor will be refunded once the bidding process is over. Bids without EMD will be rejected outright.

6. Bidder must be of Indian entity and registered in India as partnership/proprietorship/Company under the Companies Act 2013. Documentary proof to be enclosed.

7. Bidder should be GST registered.

8. The quoted price should be inclusive of GST, transportation, installation and commissioning charges.

9. Delivery and installation period: - Maximum Two (2) weeks from the date of issuing purchase order. The installation report should be signed by the firm engineer jointly with Sr. Audit Officer (Record) of O/o the Pr. Accountant General (Audit - II), W.B., Kolkata. The Photocopier machines are to be delivered and installed at O/o the Pr. Accountant General (Audit - II), W.B., Sector - I, Salt Lake, Kolkata - 700064.

10. Successful bidder will have to adhere to the delivery schedule strictly.

11. Payment terms: 100 % Payment shall be released on successful installation of photocopier machines by the way of the bank transfer within 2 weeks of receipt of the installation report and invoices in triplicate with duly filled mandate form.

12. O/o the Pr. Accountant General (Audit - II), W.B. reserves the right to accept or reject any offer in part of full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

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11/03/22
Sr. Audit Officer (Record)

Annexure - II

TECHNICAL SPECIFICATIONS

| ITEM NAME: PHOTOCOPIER MACHINE, QTY. 02 | | |
|---|--|--|
| Sl No. | Description | Requirement |
| 1 | Print Technology | Laser |
| 2 | Type of Machine | Multifuction Machine |
| 3 | Type of Printing | Mono |
| 4 | Cartridge Technology | Separate Drum and Toner (Dual component) |
| 5 | Platen/Flatbed Size | A3 |
| 6 | Paper Size | A3 |
| 7 | RAM Size (MB) | 1536 |
| 8 | Minimum Speed per minute as per ISO/IEC 24734 in A4 Size-Mono | 25 |
| 9 | Minimum Speed per minute as per ISO/IEC 24734 in A3 Size-Mono | 13 |
| 10 | Scanning Feature Availability | Yes |
| 11 | Duplexing Feature Availability | Yes |
| 12 | Networking Features/Type of Network Interface. | Yes/Ethernet |
| 13 | Original Document Feeder Type | DADF/RADF |
| 14 | Feeder Capacity (nos.) | 100. |
| 15 | Capacity of Main Paper Tray | 250 |
| 16 | Bypass Facility/Bypass Tray Capacity (nos.) | Yes/100 |
| 17 | Yield of the Cartridge/Ink Tank/Ink Pack supplied with machine as per ISO/IEC: | 2500 |

| | | |
|----|---|--------------------------|
| | 19752/2004(I) for Black (No. of prints) | |
| 18 | Life of Drum in terms of number of Prints in case of Separate Drum and Toner Cartridge technology Black (No. of Prints) | 80000 |
| 19 | Duty Cycle (No. of prints/month) | 50000 |
| 20 | On site OEM Warranty | Three (03) Years. |

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Sr. Audit Officer (Record)

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Annexure - III

PROFORMA OF PRICE SCHEDULE

| Sl No. | Particulars | Amount in Rs. (Inclusive of all taxes) |
|--------|--|--|
| 1 | Cost of the Photocopier machines as per the technical specification (Qty. 02) | |
| 2 | Less: Cost for the Buy-back option of the existing photocopier machines (Qty. 06) | |
| 3 | Net Amount Payable Inclusive of all taxes (Actual cost of the machines -- Cost for the buyback option of existing photocopier machines (Sl. No. 1 - Sl. No. 2) | |
| 4 | Net amount payable (in words) | |

It is hereby certified that I/we have understood all the terms and conditions specified in the NIQ document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the NIQ terms and conditions.

Date:

Name and Signature of the Authorized Representative
(With office Seal)

Annexure – IV

INFORMATION OF THE BIDDER

| | | |
|---|--|--|
| 1 | Name of the Firm/Company: | |
| 2 | Registered Office Address: | |
| 3 | Name of the Contact Person, Signing authority : | |
| 4 | Contact Details:- Telephone No. & Fax No. Email Address: Website: | |
| 5 | Bank Details of the Firm: | |
| 6 | GST Registration Number: | |
| 7 | Firm Registration Details: | |

Date:

Name and Signature of the Authorized Representative
(With office Seal)

No. Record-I/Purchase of Xerox Machine/Vol.III/21-22/146(1-14)(1) Dated: 14-03-2022

15 MAR 2022

Copy forwarded for display in their Notice Board:-

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o Pr. the Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata - 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, I, Council House Street, Kolkata - 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director of Central Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, Kol-700 020.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

Dadhu Kanu
11/03/22
Sr. Audit Officer (Record)