

Office of the Pr. Accountant General (Audit-I), W.B.

Local Audit Department

2. Govt. Place (West), Treasury Buildings, 1st Floor, Kolkata-700001

No. LA/REC/AMC-Copier/161(Vol-I)/ 1163

Date:28.08.2023

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed firms/suppliers for Annual Maintenance Contract of following Seven Photocopier machines in this office.

Sl. No.	Make & Model	Serial no	Location
01.	Xerox WC-5022	3334389110	Administration section, 1 st Floor Treasury Building
02.	Xerox WC-5022	3334389102	IR Section, 2 nd Floor,G.I. Press Building
03.	Xerox WC-5335	3322605489	Administration section, 1 st Floor, Treasury Building
04.	Canon iR 2202N	QXU02453	Priyadarshini Hall, 2 nd Floor, G.I. Press Building
05.	Canon iR Adv. 4545	YAK00501	Library Hall, 2 nd Floor, G.I. Press Building,
06.	Canon iR Adv. 4545	UPF00679	Priyadarshini Hall, 2 nd Floor, G.I. Press Building
07.	Canon iR Adv. 4545	UPF00658	Co-ordination - PRI, 2 nd Floor, G.I. Press Building

- (1)Willing bidders may submit their Quotations by **11.09.2023 till 3.00 pm.** addressing the undersigned. Quotations will be opened on the same day at 04.00 pm.
- (2) The per copy rate quoted should be inclusive of all charges and GST.
- (3) The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.

(4) (i) Coverage: Service support to the equipment including replacement of spares & consumables (except paper & electricity) as and when required.

(ii) During servicing if any damage caused to the machine, the cost of the repair/replacement of the damage parts shall be borne by the agency.

(iii) Payment terms: Against monthly billing.

(5) The agency may inspect the said machines on any working days between 11 am to 2 pm prior to bidding and shall be deemed (whether or not such inspection has in fact taken place) to have acquainted with site condition. Any enquiry after submission of the quotations will not be entertained.

(6) Other terms & conditions, if any, should be clearly mentioned in the quotations.

(7) The rate will be valid for one year from date of issue of work order and no increase of rate within this period will be entertained.

(8) The office reserves the right to accept or reject any or all offers without assigning any reason whatsoever.

(9) The firm shall use only genuine spares in maintenance/servicing.

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Sr. Audit Officer (Record)

No. LA/REC/ AMC-Copier/161(Vol-I)/ 1163

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Copy forwarded to the following with the request to display the NIQ in Notice Board:

- I. Sr. Audit Officer (Record), O/o the Pr. AG (Audit-I), WB.
- II. Sr. Audit Officer (Record), O/o the Pr. AG (Audit-II), WB.
- III. Sr. Accounts Officer (Record), O/o the Pr. AG (A&E), WB.
- IV. Sr. Audit Officer (Record), O/o the Director General of Audit (Central), Kolkata, WB
- V. Notice Board of LAD, WB.
- VI. Hindi Seat, LAD/Admin. for translation.
- ✓ VII. Sr. Audit officer (EDP) for necessary uploading in office website.

Isaha
28/08/23
Sr. Audit Officer (Record)

Sandipa pl.

28/08/2023