



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal

Notice Inviting Tender

Tender No. Rec-I/Procurement of Photocopier Machines/76

Date: 04/11/2020

This office intends to procure 2 (two) nos. of multi functional photocopier machines from reputed firm/supplier as per specification given below of reputed brand with the condition of buy-back (Selling off) of 2 nos. of old photocopier machines of different capacities of this office.

Hence, quotations are being invited from reputed vendors/dealers/firms having prior adequate experience of supplying photocopier machines to various Central/State or Quasi-Govt. offices subject to the adherence of the terms and conditions given below.

Terms and Conditions:

1) Details of Technical Specification Criteria:

- I) 2 digital multi functional copier machine
- II) Type : Mono, Desktop Laser.
- III) Paper Size : A3/A3.
- IV) Paper tray : 1 ×250 sheets cassette & By pass tray.
- V) Minimum speed per minute in A4 size : 18ppm - 20ppm
- VI) Auto duplex : Required.
- VII) Document feeder : Platen cover.
- VIII) Zoom facility : 50% - 200%. (or more)
- IX) Print facility : Yes
- X) Scan facility : Yes
- XI) Warranty on Photocopier machine : 1 Year (Minimum)
- XII) Yield (No. of copies) M/c : To be mentioned

XIII) Drum life

: Minimum 70,000 Copies

- 2) Bidders should have earlier experience of providing photocopier machine in any office either Central Govt. or State Govt. or Govt. undertaking etc. especially in Kolkata based offices. Proof should be attached.
- 3) General and tender specific authorization (clear details of the issuing official with name, designation and contract no, email id etc.) from OEM, must be submitted along with the quotation.
- 4) All the intending bidders should possess expertise and capability of rendering post installation services (if any) satisfactorily in respect of photocopier machine. Proof should be attached.
- 5) The bidder should have valid GST and PAN, copy of all documents should be enclosed.
- 6) Intending firms may also furnish additional information (with supporting accredited certificate/document from respective authority or organization) which they deem essential to establish their expertise and capabilities to successfully complete the envisaged work/s.
- 7) An amount of Rs. 4,000/- (Rupees four thousand) only in the form of Demand Draft/Banker's Cheque only drawn in favour of **PAO (Audit), O/o the Pr. Accountant General (A&E), W.B.** is required to be furnished as Earnest Money Deposit (EMD). Without EMD, the Bidding Sheet submitted by the vendor will be treated as cancelled.
- 8) EMD will be refunded to the unsuccessful bidders after the completion of tender process. The EMD of the successful bidder will be refunded after supply and installation of photocopier machine i.e. after satisfactory completion of the work.
- 9) Intending firms should furnish additional information such as Brochure against each model of photocopier machine which it intends to supply.
- 10) Vendor in its signed and stamped letter head must mention the specification of photocopier machines as required by this office along with the Brand Name, Model Number, capacity of each type of photocopier machine, which it intends to supply. Irrespective of capacity model number or series number of photocopier machines once mentioned in the bidding sheet, cannot be changed till supply of photocopier machines. Therefore, model number or series number of photocopier machines along with brand name and other features should be carefully mentioned at the letter head.
- 11) All the intending vendors should quote their rates in the Bidding Sheet enclosed with the tender form and not elsewhere. Bidding Sheet without valid EMD, signed and stamped Form of Application and other required testimonials shall liable to be cancelled.
- 12) Quoted rate for supply and installation of photocopier machines should have the validity period till the completion of the supply order. The rate of each machine quoted at bidding document should be inclusive of all taxes, GST, etc. The price should be firm during the currency of the contract.

13) The lowest rate quoted for procurement of two photocopier machine i.e. **Net Procurement Cost as quoted in 3rd row of Table: A** [i.e. Total Cost for procurement of 2 photocopier machine after deducting the value of buy-back of old 2 photocopier machines as quoted in 3rd row of Table B.) **will be treated as lowest bid.** The buy-back value should be decided by the vendor after inspecting the old machines installed in Record – I & Admn – I sections of this office. No request after bidding in this regard will be entertained.

14) The bidders will offer their rate for supply and installation of 2 (two) nos. multi-functional photocopier machines as per given specification of reputed brand at buy-back value of old photocopier machine. The number of items may however be vary depending upon the price offered at buy back condition.

15) Supply and installation of photocopier machines should be completed within 10 days from the date of placement of work order to the successful bidder.

16) Payment will be made after completion of the supply and installation of photocopier machines satisfactorily.

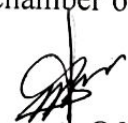
17) The vendor shall not assign or sub-contract any portion of the contract in any circumstances without the written approval of this office.

18) Replacement of broken/damaged/unserviceable parts with new spares during the period of installation to be made without any extra cost. Any claim in this regard will not be entertained.

19) In respect of all the participant bidders, it will be understood that they have tendered their bids having being fully agreed upon with the aforesaid clauses.

20) This office exclusively reserves the right to reject/cancel any or all the tenderers any time at its discretion.

All the interested bidders may download the tender paper from www.agwb.cag.gov.in or collect it from Record – I section, First floor, Treasury Buildings, 2 no. Govt. place(West), Kolkata – 700001 on working days between 12 – 4 P.M. and they may submit their application for supply and installation of photocopier machines in a sealed envelope superscripting “Quotation for Procurement of photocopier machines” along with EMD, FORM OF APPLICATION (enclosed with tender paper) and all the relevant documents addressed to Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001 and **must be submitted to the Record-I Section at the 1st floor of Treasury Building (Section Tele: (033) 2213-8034). Last date of submission of quotation is 17/11/2020 up to 1 p.m.** The envelope will be will be opened on the same day i.e. on 17/11/2020 at 2 P.M. in the chamber of Sr. Accounts Officer (Record) in presence of bidders.


Sr. Accounts Officer (Record)

O/o the Pr. Accountant General (A&E), West Bengal, Treasury Buildings,
2 Govt. Place (West) Kolkata-700001

Bidding sheet for procurement of Digital multifunctional photocopier machines

Tender No. Rec-I/Procurement of Photocopier Machines/76

Date: 04/11/2020

Table: A

Sl. No.	Type of Machine	Specification of machine	Brand	Model/Series no. of the product	Number of Photocopier machines to be procured (f)	Rate/unit (In rupees) (g)	Amount (In rupees) Multiplied value of column (f) and (g) (h)
(a)	(b)	(c)	(d)	(e)			
1					2		
2	Less Buy-Back value of 2 old Photocopier Machines as quoted in 3 rd row of Table: B						
3	Net Procurement Cost						

TABLE: B

BUY-BACK VALUE OF OLD PHOTOCOPIER MACHINE

Sl. No.	Model No.	Serial no. of Machine	Location	Bidding Value (In Rupees)
1	KM - 1635	PGD8X17567	2nd floor T.B.	
2	KM - 1620	PGD6100170	1st floor T.B.	
3	Total Buy-Back Value of 2 Photocopier Machines			

Date:

Place:

Signature of the Bidder with seal

Name of the Bidder (In Capital letters):

Contact No:

FORM OF APPLICATION
(In Tenderer letter head)

To
The Sr. Accounts Officer (Record-I)
O/o the Accountant General (A&E), West Bengal
Treasury Buildings,
2, Govt. Place (West)
Kolkata-700001

Dated:

Tender no: Rec-I/Procurement of Photocopier Machines/76 Dated: 04/11/2020

Sub: Tender for Procurement of Photocopier machine in O/o the Pr. Accountant General (A&E), West Bengal, Treasury Buildings, 2 Govt. Place (West), Kolkata- 700001

1. I/we have read and understood the instruction and other terms and conditions furnished in the tender notice for Procurement of photocopier machines at O/o the Pr. Accountant General (A&E), West Bengal. I/we do hereby declare that I/we should abide by all the instructions mentioned in the Terms and Conditions of the above mentioned Tender number, till satisfactory completion of the work.
2. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
3. I/we clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, false or incorrect, my/our contract with Pr. AG (A&E) Office, WB is liable to be terminated forthwith at the discretion of Pr. AG (A&E) Office, WB, at any stage, without any notice and without any compensation whatsoever for such termination.
4. I/We understand and agree that the decision of Pr. AG (A&E) Office in selection of the photocopier machine supplying vendor for the above mentioned NIT, is final and binding to me/us.

Thanking you,

Yours faithfully,

Name:
Office Address:

Signature of the Tenderer with office seal