

**OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001.**

No. Record-I/AMC/Photocopy/2021-22/78

Date: 10/08/2021

Notice Inviting Quotation

Office of the Pr. Accountant General (A&E), West Bengal invites open tenders in sealed covers from reputed firm for having technical as well as consumable support in respect of photocopiers installed in various sections in this office. The details of the Photostats are given below:

SL. No.	Model	Serial No.	Place of installation	Period of Contract
1	KM-1620	PGD7X11025	WM	01.10.2021 to 30.09.2022
2	KM-1620	PGD8917446	Welfare	
3	KM-1620	PGD6400803	Pen. Co-ordn.	
4	TA-180	Q4L2207665	Fund Misc.	
5	TA-180	Q4L2207660	Training	
6	TA-180	Q4L1605055	A.G.'s Sectt.	
7	TA-180	Q4L0X02487	Legal Cell	
8	IR-2004	WDZ01691	DAG (Pen.)'s Sectt	
9	IR - 2004	WDT05281	DAG (Acctt.)'s Sectt	
10	TA - 1800	LT10474837	Record - I	01.12.2021 to 30.09.2022
11	TA - 1800	LT10474608	Admin - I	
12	TA - 1800	LT10474839	AM	

The firm should have adequate experience as well as expertise of maintenance support as well as supply of consumables in respect of Photostats in the Central Govt. /State Govt. /Govt. undertakings/Autonomous Body/reputed Private Offices. All intending firms are requested to furnish their respective quotations within 01/09/2021 (till 12 O'clock). Selected firm will have to render technical support (comprehensive) of all the Photostats subject to adherence of the following terms and conditions.

1. Availability of Tender Document: - Tender document should be downloaded from this office website: <https://cag.gov.in/ae/west-bengal/en>.

2. Pre-qualification criteria: - All the intending firms have to abide by the following criteria:

2.1 Earnest Money Deposit: i) Rs. 2,000/- (Rupees two thousand) only in the form of Demand Draft drawn in favour of PAO (Audit), O/o the Pr. Accountant General (A&E), W.B. is required to be preferred.

2.2 EMD will be returned to the unsuccessful bidders after completion of tender process.



3 Credentials of the bidder:

3.1 The bidder should have the experience of rendering maintenance support against Photostats in govt. offices (either central govt. or state govt. or govt. undertaking or Autonomous Body or reputed Private Offices). At least 3yrs. experience is desirable here. Proof should be attached.

3.2 The bidder should have valid GST Registration, PAN etc. Supporting papers should be attached.

All documents in respect of "Pre-qualification Criteria" should be submitted in a separate sealed cover having inscription "Pre-qualification Criteria".

4. Technical Bid: -

4.1 Technical Bid will be opened for only those bidders who qualify satisfactorily based on "Pre-qualification Criteria" stated above.

4.2. Intending firms may also furnish additional information (with supporting accredited certificates/documents from respective authority or organization) which they deem essential to establish their expertise and capabilities.

4.3 Intending firms should have to submit a list containing staff pattern including the technicians. The firm should have to make it clear regarding the number of allotted technicians in the zone in which this office belongs and at the same time data relating to the number of Photostats (office wise) they are responsible to render services should be furnished.

4.4 Intending bidders should have to submit certificates issued from various client offices stating therein the concerned firm's performance so that this office may get a notion regarding the standard of their rendered services against photocopies.

4.5 For having authentic spare parts including consumables (drum, toner etc.) as and when required it is desirable that the concerned firm would be authorized dealer of M/s Kyocera and Canon i.e. the manufacturer of all the photocopiers of this office.

4.6 If the firm happens to be having no dealership with the said manufacturer, an undertaking regarding authenticity of the spare parts to be supplied is needed to be provided.

4.7 All supporting documents, certificates, papers etc. as stated above for technical bid are required to be submitted in a sealed envelope with superscription "Technical Bid for rendering maintenance support against Photostats".

5. Financial Bid: -

5.1 The Financial bids will be opened in case of only those bidders who will be deemed qualified in the "Technical Bid" by this office.

5.2 Quoted rate for rendering comprehensive maintenance services against all the photocopiers of this office have the validity period for one year w.e.f. 01.10.2021 to 30.09.2022.

5.3 "Financial Bid" should be submitted in a separate sealed cover and signed by authorized person on behalf of each firm.



6. Other Terms and Conditions: -

6.1 Security Deposit: - Successful bidder will require to deposit Rs. 3,000/- (Rupees three thousand) only as "Security Deposit" in the form of Demand Draft in favour of PAO (Audit) of O/o the Pr. Accountant General (A&E), W.B. within 7 (seven) days from the date of appointing as selected firm for rendering comprehensive maintenance services against all the photocopiers of this office. Earlier deposited amount of Rs. 2,000/- (Rupees two thousand) only as EMD will also be converted in "Security Deposit". The total "Security Deposit" of Rs. 5,000/- (Rupees five thousand) only will be refunded after expiry of 60 days on completion of one year comprehensive maintenance services satisfactorily by the concerned firm.

6.2 This office reserves the right to accept or reject even the lowest bidder or any bidder without assigning any reason at any point during the process of tendering. This office also reserves the right to discontinue the work at any stage without assigning any reason. The decision of the Pr. Accountant General (A&E), W.B. will binding on this issue.

6.3 The vendor should inspect the system/machines on any working day between 11.00 am and 4.00 pm before submitting the quotation.

6.4. "Pre-qualification Criteria", "Technical Bid" & "Financial Bid" respectively should be submitted in another envelop with superscription "Quotation for technical support (Comprehensive) of Photostats" addressing to the Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001. Quotation should be submitted to Record-I section at 1st floor of Treasury Buildings within 12 noon on 01/09/2021. Envelopes of "Pre-qualified Criteria" against each participant firms will be opened at 1 P.M. while Technical Bid will be opened at 3 P.M. on the same day at the chamber of Sr. Accounts Officer (Record) of this office in presence of the participant bidders, if any. "Financial Bid" (only for qualified bidders of "Technical Bid") will be opened at any subsequent date.

Encl: Bidding Sheet




Sr. Accounts Officer (Record)

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA-700001.

BIDDING SHEET

Quoted rate per page	Price in figure	Price in Words

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIQ No. Record-I/AMC/Photocopy/2021-22/78 **Date:** 10/08/2021



**Signature of Authorized Signatory
(with office seal)**

Contact No.