



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A Government of West Bengal Undertaking)
11A, Mirza Ghalib Street, Kolkata-700 087

Memo. no.: ECSC/GA/62/2018/P-I/910

Date:- ...15.12.23

RE-QUOTATION NOTICE

Rates in sealed cover are invited from the bonafide, experienced & GST Registered establishment for AMC of 16 nos. photocopier machines at WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD. Last date of submission of Re-Quotation is 26.12.2023 upto 3:00 pm. For details, please visit <https://www.wbecscegovernance.com& Notice Board>.

General Manager (GA)



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A Government of West Bengal Undertaking)
11A, Mirza Ghalib Street, Kolkata-700 087.

Memo no.: ECSE/GA/62/2018/P-I/910 A

Date: 15/12/2023.

RE-QUOTATION DOCUMENT

Rates in sealed cover are invited from authorized suppliers/firms/agencies for Undertaking A.M.C. (non-comprehensive) for a period of 01 (one) year for the functioning of 14 (Fourteen) nos. of Canon Digital Photocopier Machines and 02 (Two) nos. of HP Digital Photocopier Machines installed at respective division/chambers at Block-B complex of WBECSC Ltd. at 11A, Mirza Ghalib Street, Kolkata-700087. Specification of work is given below:-

Photocopier Machines installed at H.Q., WBECSC Ltd			
Sl. No.	Photocopier machine model no.	Location	Qty.
1	CANON IR 2420L	MD Con. Cell, 1st floor, VIP corridor, WBECSC Ltd.	01
2	CANON IR 2420L	Opposite of Procurement Control Room, 1 st floor, WBECSC Ltd.	01
3	CANON IR 2420L	AGM, ICDS Division, 2nd floor, WBECSC Ltd.	01
4	CANON IR 2420L	Banking section, Finance Division, 2nd floor, WBECSC Ltd.	01
5	CANON IR 2004N	Central Store, GA Division, 2 nd floor, WBECSC Ltd.	01
6	CANON IR 2318L	PDS Division, 1 st floor, WBECSC Ltd.	01
7	CANON IR 4225	Opposite of Procurement Control Room, 1 st floor, WBECSC Ltd.	01
8	CANON IR 4225	Commercial bill section, Finance Division, 2nd floor, WBECSC Ltd.	01
9	CANON IR 2002N	Legal Division, 1st floor, WBECSC Ltd.	01
10	HP Colour Laser Jet Pro MFP M183FW	Chairman of ECSC, PA Room, 1st floor, VIP corridor, WBECSC Ltd.	01
11	HP Colour Laser Jet 178NW	Managing Director Room, 1st floor, VIP corridor, WBECSC Ltd.	01
12	CANON MF 4450	MD Con. Cell, 1st floor, VIP corridor, WBECSC Ltd.	01
13	CANON MF 4450	AGM, ICDS Division, 2nd floor, WBECSC Ltd.	01
14	CANON MF 4450	GA Division, 2 nd floor, WBECSC Ltd.	01
15	CANON MF 241d	Chamber of GM (Proc), Ground floor, WBECSC Ltd.	01
16	CANON MF 4820d	CGM's chamber, 1st floor, WBECSC Ltd.	01

Terms & Condition:-

1. Re-Quotation shall clearly narrate the term "Non-Comprehensive" moreover damaged caused, if any to the machine in course of undertaking the maintenance work resulting function shall be repaired/replaced free of cost to make the system in order.
2. Regular maintenance shall have to be done within 10th day of each month and it has to be endorsed in the job card with full satisfaction and signature of the operator and counter signature of the officer concerned. Besides, call on emergency basis shall invariably be attended promptly by 24 hours.

❖	Documents required	:	1. Self-Attested photocopy of Valid Trade License. 2. Self-Attested photocopy of GST Registration with last month return. 3. Self-Attested photocopy of PAN. 4. Self-Attested photocopy of P. Tax
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			<p>5. Self-Attested photocopy of Income tax Return of any one financial year out of three financial years ITR from 2019-20 to 2021-22 (FY).</p> <p>6. Self-Attested photocopy of Credentials of Similar Type of work at Govt. & Semi Govt. Deptt. of any one financial year out of three financial years Credentials of Similar Type of work at Govt. & Semi Govt. Deptt. from 2019-20 to 2021-22 (FY).</p>
❖	Rate	:	Rate should be quoted per machine including GST as the specification given above.
❖	Last Date	:	Last date of submitting the re-Quotation in closed cover at the Ground floor of Block-B VIP portion. Super scribing the envelop " Re-quotation for Undertaking A.M.C. (non- comprehensive) for a period of 01 (one) year for the functioning of 14 (Fourteen) nos. of Canon Digital Photocopier Machines and 02 (Two) nos. of HP Digital Photocopier Machines installed " is up to 3:00 p.m. on 24.12.2023 and will be opened at 4:00pmon the same day before the quotationers who intend to remain present.
❖	Payment	:	Payment by NEFT/RTGS for the proportioned amount will be made at the end of the above said period against bills (B2B) in triplicate along with the executed job card in original. Copies of periodic inspection and on call inspection duly countersign by concern official of WBECS Ltd. to be attached with the bill.

Management reserves the right to either accept or reject any or all the quotation and/or negotiate with any one or more Re-Quotationers without assigning any reason whatsoever in the interest of the Corporation.


General Manager (GA)

Date:/...../2023.

Memo: no.:

The Re-quotation notice and Re-quotation document to be hanged/uploaded/published in followings: -

- 1) Notice Board of the F&S Dept.
- 2) Notice Board of the WBECS Ltd.
- 3) Website of WBECS Ltd. i.e. <https://www.wbecscegovernance.com>.
- 4) One daily Bengali Newspaper 'Ei-samay'.

For any query, contact –

- 1) Shri. Amit Roy, Junior Assistant Manager (GA), WBECS Ltd. Mobile no. 8240518369.
- 2) Shri. Souvik Patra, Sub Assistant Engineer (Electrical), WBECS Ltd. Mobile no. 9734477740.


General Manager (GA)