



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

Memo: no. ECSC/GA/85/2017/296

Date: 16.11.2021.

QUOTATION NOTICE

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 12 nos. of Canon 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:-

Sl no.	Photocopier model	Location	Quantity
1.	Canon IR242OL	MD Cell, 1 st Floor VIP Corridor, WBECSC Ltd.	01
2.	Canon IR242OL	CGM Cell, 1 st Floor VIP Corridor, WBECSC Ltd.	01
3.	Canon IR242OL	ICDS Division, 2 nd Floor, WBECSC Ltd.	01
4.	Canon IR242OL	GM (Finance), 2 nd Floor, WBECSC Ltd.	01
5.	Canon IR2016J	GM (Personnel), 1 st Floor, WBECSC Ltd.	01
6.	Canon IR2318L	GM (Procurement), 1 st Floor VIP Corridor, WBECSC Ltd.	01
7.	Canon IR4225	Control Room, 1 st Floor, WBECSC Ltd.	01
8.	Canon IR4225	Account Division, 2 nd Floor, WBECSC Ltd.	01
9.	Canon IR20002N	Legal Division, 1 st Floor, WBECSC Ltd.	01
10.	Canon Multifunction MF4450	MD Cell, 1 st Floor VIP Corridor, WBECSC Ltd.	02
11.	Canon Multifunction MF4450	GM(PDS) Cell, 1 st Floor VIP Corridor, WBECSC Ltd.	01

Terms & Condition:-

1. 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 cost of 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 or emergent basis shall invariably be attended promptly by 24 hours.

- ❖ **Documents required** : Valid Trade License, GST Registration with last month return, PAN, P.Tax, Income Tax return of Financial year 2017-18, 2018-19 & 2019-20, Credential of similar type of job executed from Govt. Department & Semi-Govt. Department for the Financial year 2017-18, 2018-19, 2019-20, are to be submitted with the bid and failing to which bid may be cancelled.
- ❖ **Rate** : Rate should be quoted per machine Including GST as the specification given above.
- ❖ **Last Date** : Last date of submitting the tender in closed cover at the 1st floor of block-B VIP portion. Super scribing the envelop "Quotation for Undertaking A.M.C. (non- comprehensive) for a period of 01 (one) year for the functioning of 12 nos. of Canon Digital Photocopier Machines installed" is up to 3:00 p.m. on 16.11.2021 and will be opened at 4:00pm on 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 in triplicate along with the executed job card in original. Copies of periodic inspection and on call inspection duly countersign by concern official of WBECSC 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 quotationers without assigning any reason whatsoever in the interest of the Corporation.

Memo: no. ECSC/GA/85/2017/296(3)

Copy forward to the:-

1. Office notice Board for display.
2. Office notice Board of Food & Supplies Deptt. for display.
3. IT Cell for uploading the matter in the website of WBECSC Ltd.

General Manager (GA)

Date: 16.11.2021

General Manager (GA)