

**WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.**

(A Government of West Bengal Undertaking)

11A, Mirza Ghalib Street, Kolkata-700 087.

Memo: no. ECSC/GA/85/2018/367

Date: 25.01/2022.

RE-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 and 02 nos. of HP Digital Photocopier Machines installed at respective division/chambers at Block-B complex of WBECSCL Ltd. at 11A, Mirza Ghalib Street, Kolkata-700087. Specification of work is given below:-

Sl no.	Photocopier model	Location	Quantity
1.	Canon IR2420L	MD Cell, 1 st Floor VIP Corridor, WBECSCL Ltd.	01
2.	Canon IR2420L	CGM Cell, 1 st Floor VIP Corridor, WBECSCL Ltd.	01
3.	Canon IR2420L	ICDS Division, 2 nd Floor, WBECSCL Ltd.	01
4.	Canon IR2420L	GM (Finance), 2 nd Floor, WBECSCL Ltd.	01
5.	Canon IR2016J	GM (Personnel), 1 st Floor, WBECSCL Ltd.	01
6.	Canon IR2318L	GM (Procurement), 1 st Floor VIP Corridor, WBECSCL Ltd.	01
7.	Canon IR4225	Control Room, 1 st Floor, WBECSCL Ltd.	01
8.	Canon IR4225	Account Division, 2 nd Floor, WBECSCL Ltd.	01
9.	Canon IR20002N	Legal Division, 1 st Floor, WBECSCL Ltd.	01
10.	Canon Multifunction MF4450	MD Cell, 1 st Floor VIP Corridor, WBECSCL Ltd.	02
11.	Canon Multifunction MF4450	GM(PDS) Cell, 1 st Floor VIP Corridor, WBECSCL Ltd.	01
12.	HP Color Laser Jet Pro MFP M183FW	Chairman of ECSC PA Room, 1 st Floor VIP Corridor, WBECSCL Ltd.	01
13.	HP Color Laser MFP 178NW	Managing Director Room, 1 st Floor VIP Corridor, WBECSCL 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	:	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 5. Self Attested photocopy of Income tax Return of any one Financial year out of three financial years ITR from 2017-18 to 2019-20 (FY). 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 2017-18 to 2019-20 (F.Y.)
❖	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 1 st 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 and 02 nos. of HP Digital Photocopier Machines installed" is up to 3:00 p.m. on 28/02/2022 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 WBECSCL 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/85/2018/367(11) Date: 25.01/2022

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 WBECSCL Ltd.

General Manager (GA)

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