



भारतसरकार

विद्युत वित्त विभाग

कोलकाता दक्षिण केन्द्रीयवस्तु एवं सेवा करआयुक्तालय:कोलकाता

South West Bengal State Tax Department

सीजीएसटीभवन: 180, राजडांगा मेन रोड : शांतिपल्ली : कोलकाता-700107

CGST Building: 180, Rajdanga Main Road, Shantiniketan, Kolkata-700107

Phone No. 033- 2441-2048; Email - [cgst@wb.gov.in](mailto:cgst@wb.gov.in)

**TENDER NOTICE NUMBER: 02/GL/South CGST/Kol/22-23 Dated 10.05.2022**

**TENDER NOTICE FOR AMC OF PHOTOCOPIER MACHINE**

This office invites sealed quotations from interested / reputed / eligible and experienced service providers for Annual Maintenance of the following 19 (Nineteen) nos. of Photo-copier machines, with all consumables, spare parts etc. except toner, paper and manpower, under maintenance contract for a period of one year, for smooth functioning of the office.

Sl.No.	Room No.	Section	Photocopier machine with model No.	Condition of Photocopier machines
1.	305	T&R	PanasonicDP8016P	Working
2.	314	Adjudication (HQ)	PanasonicDP8016	Working
3.	314	Adjudication (HQ)	CanonIR2202N	Working
4.	315	Vigilance(HQ)	CanonIR2202N	Working
5.	319	HQ Pool	PanasonicDP8016	Working
6.	319	HQ Pool	HP MFP M436N	Working
7.	329	CERA Audit & Stat	CanonIR2202N	Working
8.	327A	HQ ET	Canon IR2018N	Working
9.	330	HQ Accounts	CanonIR2018N	Working
10.	348	HQ GL	Canon-IR2002N	Working
11.	350	Pre & Post Audit	PanasonicDP8016	Working
12.	356	Anti-evasion	Canon-IR2202N	Working
13.	403	Technical/RTI	CanonIR2202N	Working
14.	524.	TARC	HP MFP Model M436N	Working
15.	348	ET(HQ)	HP MFP Model M436N	Working
16.	348	HQ GL	Canon IR2018N	Working
17.	328	Anti-evasion	HP MFP Model M436N	Working
18.	335	Legal	Konica Minolta MFD BIZHUB-266	Working
19.	304	Ps to commissioner	Konica Minolta BIZHUB 205i	Working

**General Terms and Condition:-**

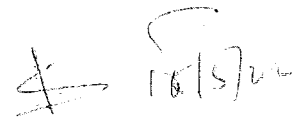
1. Service Provider should submit photocopy of self-attested valid Trade License, Pan Card, GST registration and last 03 year I.T. Returns.
2. The rates quoted should be inclusive of all taxes with consumables and spare parts and other charges.
3. Rates quoted should be valid for one year from the date of issuing contract order.
4. No revision of rates will be entertained during the contract period.
5. No extra charges should be claimed for any re-location and re-installation.
6. The contract shall be with all spares, consumables etc. except tonner, paper and man power, for one year basis service. The successful bidder should keep all the Photocopier machines in perfect working condition and should be cleaned /serviced every month.
7. Replacement of defective parts should be made with spares/parts of the same specification and in case these are not available, the higher specification will have to install. In no case will any defective parts be replaced with old spares.
8. The firm / company must provide service on all working days. The repair work should be carried out within 24 hours on working days from the date of verbal / written complain to the service provider. If the service provider does not attend within 24 hours on working -days, the contract will be terminated.

9. The firm / company would indemnify this office against any liability for compensation due to injury of their own workman or to any other person inside the office premises and any damage to property while executing the work.
10. This office reserves the right to cancel any /all the quotations or tender notice without assigning any reason whatsoever and no correspondence in this regard will be entertained.
11. The service provider should mention the complete address of their agency /office along with telephone number and other related information.

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12. The service provider should have an experience of minimum 02(Two) years in maintenance of photocopier machines in any office. **Supporting copies should be submitted.**
13. The service provider should be providing trained technicians.
14. The payment will be made to the AMC holder on quarterly basis on submission of triplicate bill along with service report by the concerned section / branch, clearly certifying satisfactory accomplishment of the work.
15. The bidder is advised to visit the site of photocopier machines installations before quoting the price.
16. This office reserves the right to cancel the contract at any time in case of unsatisfactory service provided by the service provider/vendor within the contract period by giving 30 days of notice.
17. Any change in name, address is to be brought immediately to the notice of the Assistant Commissioner (P&V), CGST & CX, Kolkata South Commissionerate, failure to do so would render vendor liable to penalty as deemed fit.

The estimates along with above mentioned all documents may be submitted in a sealed envelope super scribed with words "Quotation for providing AMC for Photocopier Machines with all parts and consumables for Kolkata South CGST & CX Commissionerate, Kolkata" in the drop box placed outside of the Room No. 348 of the following address on or before 05.00 p.m. of 17.05.2022 at the address: Office of the Commissioner of Kolkata South CGST & CX Commissionerate, GST Bhavan, 180, Rajdanga Main Road, Shantipally, Kolkata 700107. The quotation shall be opened by the tender opening committee in presence of Assistant Commissioner (P&V), Kolkata South CGST & CX Commissionerate at 12 noon on 18.05.2022. No quotations will be entertained after expiry of the due date and time. Details of the tender notice are also available in the website [www.kolkata.gov.in](http://www.kolkata.gov.in)



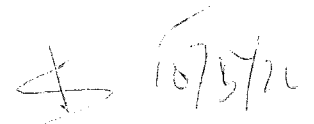
Assistant Commissioner (P&V)  
Kolkata South CGST & CX Commissionerate

C.No. I(22)02-Misc/GL/AMC Photocopier/South CGST/Kol/20/1940

Date: 10 MAY 2022

Copy to:-

- The Superintendent (Systems) Kolkata South CGST & CX Commissionerate-with request to upload the tender notice on the official website.
2. The notice Board, Kolkata South CGST & CX Commissionerate.
3. Shri Birbhadra Banik, Assistant Commissioner, Member of Tender Committee, CGST & CX Commissionerate.
4. Shri Samir Kumar Das, Superintendent (Technical), Member of Tender Committee, CGST & CX, Kolkata South Commissionerate.
5. Shri Debasish Saha, Superintendent (TARC), Member of Tender Committee, CGST & CX Commissionerate.



Administrative Officer (GL) / P. C. S.  
Kolkata South CGST & CX Commissionerate