

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

**No. PAGAE-DADM0REC3(ADMM)/1/2021-REC-III**

**Date: 13.03.2025**

**Notice Inviting Quotation for annual maintenance, servicing and certification of Platform**  
**Scale Machine for the year 2025**

Sealed quotations are invited for annual maintenance, servicing and certification of an Avery Platform Scale Machine Model No.3205 ABA serial No.C-794823, capacity of 300 kg from the reputed vendors having experience in relevant field. The rate should be quoted in the Quotation Sheet enclosed hereto.

A) The intending firms should furnish the following with the bidding sheet

- i) Credentials in support of such job in Govt. / Semi Govt. / Govt. Undertaking offices & other reputed organizations.
- ii) PAN of firm or proprietor.
- iii) An undertaking regarding carry out the work of maintenance, servicing and certification of Avery Platform Scale Machine according to terms & conditions of this Notice Inviting Quotation, failing which the agreement will be cancelled without any further correspondence.

B) Terms & Conditions

- i) Quotationer will have to send well trained staff(s) on quarterly basis to inspect, test and adjust the weighing equipment to ensure its smooth functioning and accurate reading.
- ii) Apart from quarterly inspection, as mentioned in column (i) above, Quotationer will have to send well trained staff(s) for repairing the machine during breakdown, as and when required by this office. The charges for the replaced non-functioning spare parts will be borne by this office, however, for repairing the machine no service charge will be paid by this office.
- iii) The machine should be got certified from O/o the Controller of Legal Metrology, West Bengal one time. Stamping Fee and other associated charges for certifying the machine will be paid by the vendor.
- iv) The machine should be painted one time during contract period.

- v) If the selected vendor becomes unsuccessful to carry out any of the above mentioned work, the vendor will be liable to complete the work immediately at his own cost. If he fails to do so, the vendor will have to bear the cost difference in the event of the work got executed from outside market.
- vi) Payment will be made after satisfactory completion of entire maintenance, servicing and certification work of the Weighing Machine.
- vii) Rate should be inclusive of all taxes, if any, which should be quoted both in words & figures in the specified space in the bidding sheet. Rate once quoted should be treated as final. No additional charges on the ground of revision of any taxes etc. will be entertained subsequently.
- viii) The rate quoted by the firm will be valid for one year from the date of final selection of the successful bidder.
- ix) The sealed envelope containing the Quotation Sheet, Undertaking, etc. duly signed by the quotationer should reach this office latest by **2 o'clock on 24/03/2025**. No quotation will be entertained after specified time and date.
- x) The sealed envelope should be super-scribed "Quotation for annual maintenance, servicing and certification of Platform Scale Machine" and addressed to Sr. Accounts Officer (Record), O/o the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata – 700001. The sealed quotation may be dropped in the Tender Box kept in front of Record-III Section of this office. The sealed quotations will be opened at 3 pm in the chamber of Sr. Accounts Officer (Record) on the last date of submission of tender in the presence of the quotationers, if any.
- xi) This office, however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.
- xii) The Tender Notice including the Quotation Sheet may be downloaded from this office website <https://cag.gov.in/ae/west-bengal/en> (Contact Us > Working with us > Tender Notices).

**Sr. Accounts Officer (Record)**

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL  
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, KOLKATA – 01

Quotation for AMC, servicing and certification of Avery Weighing Machine for the Year 2025

Sl. No.	Description of Work	Rate inclusive of all taxes in Words and Figures
01.	Annual maintenance, servicing and certification of an Avery Platform Machine Model No. 3205 ABA, Serial No.C-794823 capacity of 300 kg.	

I agree to abide by the terms and conditions as stipulated in the quotation notice.

Signature of Contractor / Quotationer (with seal)

Full Name:

Address: .....

.....

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Telephone No.....

Name of the Company / Organisation:.....

N.B.

1. The rate should be quoted both in figures and words.
2. No over writing will be allowed.
3. Conditional Tender is not acceptable.
4. Terms and conditions are required to be signed and accepted while submitting quotation.
5. Correction, if any, should be initialled.

**UNDERTAKING**

I do hereby undertake that I will carry out the work of maintenance, servicing and certification of Avery Platform Scale Machine according to the terms & conditions of the Notice Inviting Quotation (NIQ). I am also fully aware that in case of non-compliance of any of the terms & conditions of the NIQ, the AMC will be cancelled without any further correspondence.

Signature and stamp of the vendor