

भारतीय लेखापरीक्षा और लेखा विभाग
प्रधान निदेशक लेखापरीक्षा का कार्यालय
रेलवे, कोलकाता, शाखा : कोलकाता-1
न्यू कोयलाघाट, कोलकाता -700001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
RAILWAY, KOLKATA, BRANCH: KOLKATA-1
NEW KOILAGHAT, KOLKATA-700001

NOTICE INVITING TENDER

Preview of Tender	
Tender Reference No.	RC/31-18/2022/ 2092
Date of Issue of tender Document	25/06/2026
Last Date of Submission of Tender	08/07/2026 till 3 PM
Time & Date of opening of the Tender	08/07/2026, 4 PM
Place of opening of tenders	Director (Administration), Office of the Principal Director of Audit, Railway, Kolkata, Branch Office: Kolkata-I, New Koilaghat Building, 5 th Floor, Kolkata-700001

Office of the Principal Director of Audit, Railway, Kolkata, Branch Office: Kolkata-I, 14, Strand Road, New Koilaghat Building, 5th Floor, Kolkata-700001 invites sealed quotations from Original Equipment Manufacturers or their Authorised representatives/ Authorised Dealers/ Authorised Channel Partners/ Authorised Suppliers/ Reputed agencies/firms for comprehensive maintenance of 15 Photocopier Machine. This list of 15 photocopier machine is attached as Annexure-I.

Interested parties/ firms may submit their quotations duly completed in the prescribed manner as per Annexures, and signed in sealed cover and superscripted as "**QUOTATIONS FOR COMPREHENSIVE AMC OF PHOTOCOPIER MACHINES**" addressed to the Director (Administration), Office of the Principal Director of Audit, Railway, Kolkata, Branch Office: Kolkata-I, 14, Strand Road, New Koilaghat Building, 5th Floor, Kolkata-700001, and send by post/hand so as to reach latest by **08/07/2026 at 3:00 pm**. The quotations will be **opened at 4:00 pm** on the last date of the submission of quotations.

Authorized representative of the participating firms may be present at the time of opening of quotation.

Instruction to Bidder and Terms & Condition governing the Tender Notice:-

1. Rates may be quoted for comprehensive AMC of Photocopier machines covering all types of spares and services including consumables items like Drum, Toner cartridge etc.
2. Bidder should be Original Equipment Manufacturers or their Authorised representatives / Authorised Dealers/ Authorised Channel Partners/ Authorised Suppliers/ Reputed agencies/ firms.

3. The bidder should be registered with the Income / Sales/ Service Tax and other concerned Department and copies of PAN / TIN Number, VAT/CST/Service Tax, professional Tax certificate (latest), GST etc. must be submitted with bid documents.
4. The firm must have previous experience of minimum three years in services of such items in the offices and organizations of the Central Government/ State Government and also in public sector undertaking of the Government of India / State Government and Autonomous Bodies. Necessary experience Certificate duly attested and signed by all such Central/ State Government/PSU/ Autonomous Bodies are to be furnished along with Bid documents.
5. The period of validity of the quoted rate should be for a minimum period of currency of contract (01/08/2026 to 31/07/2027). However, it may be extended on mutual consent subject to satisfactory performance of the vendor.
6. Bid price should be **inclusive of all taxes, GST, Levies, delivery charges etc.**
7. The successful bidder will have to execute a manual agreement with this office within 15 (fifteen) days from issue of the work order.
8. Any Service Provider that has been blacklisted by any Central/State Govt. offices will not be considered eligible at technical bid stage.
9. No hike in rates, during the contract period will be accepted, except for rise in tax components, if any, by government.
10. Quarterly payment will be made on receipt of bills subject to satisfactory performance. The agency must **submit satisfactory report (Quarterly basis) given by the user along with the bill.**
11. In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.
12. The successful bidder will have to submit Performance Guarantee bond (PG bond) @ 5% of the annual Contract value only in the form of Demand Draft/Fixed Deposit from any scheduled nationalised bank branch in Kolkata in an acceptable form for the contract period plus 60 days thereafter (refundable without interest after 02 months of termination/ of contract) in favour of “**FA&CAO/Eastern Railway, Kolkata, payable at Kolkata” within 01 month from the date of award of contract.**
13. Any disputes arising during the tenure of the Contract shall be settled mutually as far as practicable. However, any kind of legal proceedings in any matter arising out of this contract shall be settled by the appropriate Court under the jurisdiction of High Court of Kolkata.

14. This office reserves the right to accept or cancel whole or any part of the contract without assigning any reason whatsoever and the decision of this office will be final and binding.
15. A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
16. Conditional quotation will not be accepted.
17. PENALTIES: - 100/- per hour or part thereof after expiry of 24 hours from complain registration time.
18. The Office of the Principal Director of Audit, Railway, Kolkata, Branch Office: Kolkata-I reserves all rights to reject any bids including of those bidders who fail to comply with instruction, without assigning any reason.
19. Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.

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Sr. Audit Officer/RC
O/o the Pr. Director of Audit,
Railway, Kolkata
Branch Office- Kolkata-I

Annexure-I

Sl. No.	Section	Model No.	Serial No.
1	RC	CANON IMAGE RUNNER 2004N	(21)WDT02800
2	BOOKS	CANON IMAGE RUNNER 2002N	(21)QX21829
3	REPORT	CANON IMAGE RUNNER 2002N	(21)QXS21811
4	EXP	CANON IMAGE RUNNER 2002N	(21)GX521792
5	DIRECTOR SECTT	CANON IMAGE RUNNER 2002N	(21)GX521836
6	COR WING II AT Liluah	CANON IMAGE RUNNER 2004N	(21)WDT03604
7	Sr. DAO/Sealdah	CANON IMAGE RUNNER 2004N	(21)WDT03566
8	Sr. DAO/Sealdah	CANON IMAGE RUNNER 2004N	(21)WDT03563
9	Sr. DAO/HWH	CANON IMAGE RUNNER 2002N	-
10	CON	TOSHIBA ESTUDIO 2006	6AG0000583CYGE28010
11	TA	TOSHIBA ESTUDIO 2006	-
12	COR	TOSHIBA ESTUDIO2329A	6AG00009281CPLJ45672
13	E&PF	TOSHIBA ESTUDIO 2007	6A50002039CYDE8897
14	ADMN	SHARP AR-6020NV	-
15	ADMN	WORKCENTRE 5024	471041

Annexure-II - Technical Bid

(To be submitted in Letter Head of the bidder)

To,

The Director (Administration)
Office of the Principal Director of Audit, Railway, Kolkata,
Branch Office: Kolkata-I
5th Floor, NKG Building Kolkata-700001

Sir,

With reference to your bid reference no. _____ dated _____, I am to submit my credentials along with required information mentioned below for Comprehensive Annual Maintenance Contract of 15 Photocopier machines installed in your office and I hereby declare that:-

Sl. No.	Particulars	Details to be provided by bidder/ vendor	Credentials provided (yes/No)
1.	Name of the firm		
2.	Postal Address (Registered Address at Kolkata)		
3.	Name, Designation and contact No. of the authorized person submitting the bid.		
4.	Details of PAN		
5.	Details of GST		
6.	Work order/Certified copies of AMC from Govt/ semi- Govt/ PSU for 3 years		
7.	Details of OEM Authorization for service		
8.	Certificate from CA along with last 3 year turnover declaration		
9.	Aggregate Annual Turnover Declaration		

- 1) I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
- 2) I/We offer to work at the rates as indicate in the financial Bid, inclusive of all applicable taxes.
- 3) It is certified that I/We have never been blacklisted by any govt./PSU Department.
- 4) I/We hereby certify that the information furnished above is true and correct to the best of my/Our knowledge. I understand that in case, any deviation is found in the above statement at any Stage, or I/we fail to abide by the terms and conditions or to carry on the contract satisfactorily I/We will be liable to the termination of contract as mentioned in the terms and conditions. Further, I/ We shall be blacklisted and will not have any dealing with the department in future.
- 5) I/We have inspected the site and machines to fully understand the working conditions and accessibility. Our bid is submitted based on this throughout assessment to ensure the satisfactory execution of the AMC.

Signature

Name/Stamp of bidder

Annexure-III – Financial Bid

(To be submitted in Letter Head of the bidder)

To,

The Director (Administration)
Office of the Principal Director of Audit, Railway, Kolkata,
Branch Office: Kolkata-I
5th Floor, NKG Building Kolkata-700001

Sir,

With reference to your bid reference no. _____ dated _____, I am to quote price for Comprehensive Annual Maintenance Contract of 15 Photocopier machines installed in your office and I hereby declare that:-

Sl. No.	Particulars	Amount (Inclusive of GST) in figures (₹)	Amount (Inclusive of GST) in words (₹)
1.	Price quoted for Comprehensive AMC of 15 Photocopier machine		

We undertake that above quoted price is inclusive of cost of:

- 1) Monthly preventive maintenance or servicing (including cleaning and dust removal) of Photocopier Machines to keep the machine under active running conditions.
- 2) Repair or replacement of any defective spare parts like Drum, Developer, Cleaning blades, etc.
- 3) Replacement of any other parts of the machine which may arise due to repair or replacement of the defective spare part(s).
- 4) Labour/manpower deployed for maintenance/servicing of the machines, including their travelling expenses and other incidentals.
- 5) To and fro transportation of machines taken to workshop by the vendor for major repair or renovation which cannot be conducted within the premises of this office.
- 6) All consumables such as Cartridges, Toners etc. excluding paper.
- 7) Any other service or incidentals as may be required to keep the machines under working condition.

Signature

Name/Stamp of bidder