



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



संख्या/No. Record – I /AMC/Photocopy/2023-24/367

दिनांक/Date : 19/10/2023

Notice Inviting Tender

Office of the Pr. Accountant General (A&E), West Bengal invites open tenders in sealed covers from reputed firm for having technical as well as consumable support in respect of photocopiers installed in various sections in this office. The details of the Photostats are given below:

Sl. No.	Machine Model	Machine Brand	Located section
1	TA 180	Keyocera	Fund Misc
2	TA 180		Training
3	KM 1620		WM
4	TA 180		AG Secretariat
5	KM 1635		Legal Cell
6	TA 1800		Record – I
7	TA 1800		AM
8	TA 1800		Admin – I
9	IR 2004		Canon
10	IR 2004	DAG Accounts Sectt.	
11	AR – 6020	Sharp	Pension Coordination

The firm should have adequate experience as well as expertise of maintenance support as well as supply of consumables in respect of Photostats in the Central Govt. /State Govt. /Govt. undertakings/Autonomous Body/reputed Private Offices. All intending firms are requested to furnish their respective quotations by 30.10.2023 (till 12 O'clock). The selected firm will have to render technical support (comprehensive) of all the Photostats subject to adherence of the following terms and conditions.

1. Availability of Tender Document: - Tender document should be downloaded from this office website: <https://cag.gov.in/ae/west-bengal/en>.

2. Earnest Money Deposit of Rs. 2,000/- (Rupees two thousand) only in the form of Demand Draft drawn in favour of PAO (Audit), O/o the Pr. Accountant General (A&E), W.B. is required to be

preferred. EMD will be returned to the unsuccessful bidders after completion of tender process.





4. The bidder should have the experience of rendering maintenance support against minimum nos. of 11 Photostats in a single contract in govt. offices (either central govt. or state govt. or govt. undertaking or Autonomous Body or reputed Private Offices). At least 3yrs. experience is desirable here. Proof should be attached.
5. The bidder should have valid GST Registration, PAN etc. Supporting papers should be attached.
6. Intending firms may also furnish additional information (with supporting accredited certificates/documents from respective authority or organization) which they deem essential to establish their expertise and capabilities.
7. Intending firms should have to submit a list containing staff patterns including the technicians. The firm should have to make it clear regarding the number of allotted technicians in the zone in which this office belongs and at the same time data relating to the number of Photostats (office wise) they are responsible to render services should be furnished.
8. Intending bidders should have to submit certificates issued from various client offices stating therein the concerned firm's performance so that this office may get a notion regarding the standard of their rendered services against photocopies.
9. For having authentic spare parts including consumables (drum, toner etc.) as and when required it is desirable that the concerned firm would be an authorized dealer of M/s Kyocera and Canon i.e. the manufacturer of 10 photocopiers of this office.
10. If the firm happens to be having no dealership with the said manufacturer, an undertaking regarding authenticity of the spare parts to be supplied is needed to be provided.
11. Quoted rate for rendering comprehensive maintenance services against all the photocopiers of this office have the validity period for one-year.
12. The bidder must have a registered office around Kolkata and experience of rendering maintenance support against minimum nos. of 11 Photostats in a single contract in govt. offices (either central govt. or state govt. or govt. undertaking or Autonomous Body or reputed Private Offices) in favour of that office (address should be mentioned in Trade License/GST certificate/MSME Certificate etc.) failing which bidders offer is liable to be rejected.
12. Successful bidder will require to deposit Rs. 3,000/- (Rupees three thousand) only as "Security Deposit" in the form of Demand Draft in favour of PAO (Audit) of O/o the Pr. Accountant General (A&E), W.B. within 7 (seven) days from the date of appointing as selected firm for rendering comprehensive maintenance services against all the photocopiers of this office. Earlier deposited

amount of Rs. 2,000/- (Rupees two thousand) only as EMD will also be converted in "Security Deposit". The total "Security Deposit" of Rs. 5,000/- (Rupees five thousand) will only be refunded after expiry of 60 days on completion of one-year comprehensive maintenance services satisfactorily by the concerned firm.

13. This office reserves the right to accept or reject even the lowest bidder or any bidder with valid reason at any point during the process of tendering. This office also reserves the right to discontinue the work at any stage without assigning any reason. The decision of the Pr. Accountant General (A&E), W.B. will be binding on this issue.

14. The vendor should inspect the system/machines on any working day between 11.00 am and 4.00 pm before submitting the quotation. No request in this regard after submission of quotation will be entertained.

15. The firms willing to provide annual maintenance service of 11 Photocopiers and agreeing to all the aforesaid terms and conditions may quote rate only in the bidding sheet enclosed herewith in a sealed envelope superscripting "Tender for technical support (Comprehensive) of Photostats" addressing to the Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001.

16. The quotation along with EMD should reach Record – I section of this office latest by 12 P.M. on 30.10.2023 positively. The sealed tender will be opened on the same day at 2.30 P.M. in the chamber of Sr. AO/Record in the presence of all the bidders or their authorized representatives.

Any Additions/Modifications to the tender conditions will be uploaded in the office Website <https://cag.gov.in/ae/west-bengal/en>. Interested bidders may look to the website for further updates, if any.

Encl: Bidding Sheet

Sr. Accounts Officer (Record).



BIDDING SHEET

No. Record-I/AMC/Photocopy/2023-24/367

Date: 19/10/2023

Quoted rate per page (Including GST)	Price in figure	Price in Words

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIT No. Record-I/AMC/Photocopy/2023-214/367 **Date: 19/10/2023.**



Signature of Authorized Signatory

(with office seal)

Contact No.