

West Bengal Board of Secondary Education

Sector-II, DJ-8, Saltlake, Karunamoyee, Kolkata-700091

Website- www.wbbse.org

Telephone: 23213079

Memo No: *Admin/333*

Date : *04/12/2014*



Tender Notice

Sealed tenders are invited from the renowned and reliable Agencies quoting rates for Full Service Maintenance Contract for Photocopier and Fax machines of West Bengal Board of Secondary Education, Nivedita Bhavan, DJ-8, Sector-II, karunamoyee, Saltlake, Kolkata-91 as per the following specification.

i)

Photocopier and Fax machine specification

SL.	Machine Type/Make	Model No.	Location	Quantity
1.	Photocopier/Sharp	AR- 5618S AR-5731 ARM- 160 MX-310N ARM-160	Kolkata Kolkata Kolkata Kolkata Midnapore	05
2.	Photocopier/Toshiba	e-studio-305 e-studio-255 e-studio-305 e-studio-0211	Midnapore Kolkata Kolkata Kolkata	04
3.	Photocopier/Canon	iR-1600 iR-2016J	Kolkata Kolkata	02
4.	Photocopier/Xerox	WC-5230	Kolkata	01
1.	Fax/H.P	J-3608 OJAI04500 A10J-3608	Kolkata Burdwan Kolkata	03
2.	Fax/Panasonic	KX-FP701CX OJABD368298 OJABD368298 KX-FP701CX KX-FP701CX KX-FP701CX KX-FP701CX KX-FP701CX	Midnapore Kolkata Kolkata Kolkata Kolkata Kolkata Kolkata Kolkata	08
3.	Fax/Sharp	FO-A650	Kolkata	01

ii) *Per Copy Print rates* are to be given on *Full Service Maintenance Agreement basis* (which includes spare parts, service and consumables like toner, drum etc).

iii) Payment will be given **twice in a year on half yearly basis** on submission of bill.

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The following documents are to be submitted:

1. Name of the Registered Firm/ Agency
2. Permanent Address of Firm/ Agency(with telephone, fax and e-mail)
3. Name & Address of the Proprietor/Partners/Director(with mobile no.)
4. I.T & S.T clearance certificate.
5. PAN No.
6. Service Tax Registration No.
7. Vat registration No.
8. It return last two years
9. Valid trade license
10. Details of past experience for last 3 years
11. Details of Annual Turn-over for last 3 years
12. Any other information you deem fit.

Interested Agencies may submit their tender addressed to the *Secretary, WBBSE*, Nivedita Bhavan, DJ-8, Sector-II, Saltlake, Kolkata-700091 with inscription "Tender for AMC of Photocopier and Fax" within **12.12.2014** in a sealed cover to be dropped in the Box kept for this purpose in the D.S(Admin) Section at Nivedita Bhavan, Salt Lake. The tender will be opened on the same day at **4 P.M.**

The West Bengal Board of Secondary Education however, reserves the right to accept or reject any tender without assigning any reason thereto.

SECRETARY, WBBSE