



West Bengal State Council of Higher Education
ASANNA Building, Plot No. : DG-10/1, Premises No. 13-0327,
Action Area - ID, Rajarhat, Kolkata - 700156.

NOTICE INVITING QUOTATIONS

Memo No.223/AMC/QUOT/SCHE/23

Date: 15.01.2024

Sub: Supply and installation of 1 No. Canon Photocopier Model No. IR 2224 with duplex, DADF and a buy back proposal for Canon MODEL no. IR2018N

West Bengal State Council of Higher Education invites sealed Quotations for Supply and installation of 1 No. Canon Photocopier Model No. IR 2224 with duplex, DADF and a buy back proposal for Canon MODEL no. IR2018N at ASANNA Building, Plot No. DG-10/1, Premises No. 13-0327, Action Area-ID, Rajarhat, New Town, Kolkata – 700156. As per scope of work detailed in **Annexure –A** and Terms & Conditions Mentioned below:

Kolkata based authorized Dealers / Suppliers of Canon are requested to quote rates as per scope of work detailed in **Annexure-A** and submit the same in sealed cover superscripting the reference to the name of work to The Member Secretary, West Bengal State Council of Higher Education, ASANNA Building, Plot No. DG-10/1, Premises No. 13-0327, Action Area-ID, Rajarhat, New Town, Kolkata – 700156.

Before submission of quotation, necessary inspection may be made by the interested Dealers / Suppliers between 16/01/24 to 17/01/24 from **12:00 P.M to 04:00 P.M** .

Last Date of Submission : 22/01/24 at 2 P.M.

Opening Date : 22/01/24 at 3 P.M.

Documents to include in sealed Envelope Containing bid:

1. Copy of GST Certificate.
2. Copy of PAN.
3. Authorization certificate issued by M/s Canon.
4. Duly filled and signed Annexure –A.



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Terms & Condition:

1. Quotation should clearly indicate GST, in the absence of GST, the rate quoted shall be considered as inclusive of GST.
2. The evaluation criteria for comparison of rates for the purpose of deciding the **lowest bidder (L-1) shall be on the basis of lowest quoted of Total Amount excluding GST (as specified in Sl. No. 2 of Annexure-A)**.
3. Bidders can inspect Photocopier to be buy back presently available at ASANNA Building during office hours (From 12:00 hrs. to 16:00 hrs.) between 08.01.2024 To 09.01.2024
4. The rate must be quoted in Annexure-A (enclosed) no other format will be entertained. In case of rate quoted any other format, bid submitted will be rejected out rightly.
5. Any correction, mutilations of overwriting in figures of rates should be supported by your signature, otherwise bid may not be considered.
6. Rates quoted should be valid for a minimum period of 06 weeks from date of submission of bids.
7. Completion period : within 7 days after issuance of work order.
8. In case of failure to provide delivery/installation of the materials within 30 days of issue of Work Order, the purchaser will be at his liberty to cancel the order in part or full. LD Clause will apply for belated supply @0.5% per week of contract value subject to minimum of 10% of Total Value.
9. 100% Payment will be released after completion of work in the form of NEFT/RTGS within 15 days after receipt of the item/installation in good condition with the bill.
10. West Bengal State Council of Higher Education reserves the right to accept or reject the quotations full or part and in case of any dispute decision of WBSCHE will be final and binding for both the parties.


Joint Secretary

West Bengal State
Council of Higher Education



West Bengal State Council of Higher Education

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ANNEXURE-A

Quotation Ref. No.....

Dated:

To

The Member Secretary
West Bengal State Council of Higher Education
ASANNA Building, Plot No. DG-10/1,
Premises No. 13-0327, Action Area-ID,
Rajarhat, New Town, Kolkata – 700156.

Sl. No.	Description of Work	Rate inclusive of all Excluding GST (A)	GST %	GST Amount (B)	Amount Inclusive of GST (A+B)
1	Supply and installation of 1 No. Canon Photocopier Model No. IR 2224				
2	Total amount in Rs. including of GST in words: -				
3	Buy back proposal for Canon MODEL no. IR2018N.				

I hereby agree with the terms & conditions of Ref. No.

Dated _____ for Supply and installation of 1 No. Canon Photocopier Model No. IR 2224 with duplex, DADF and a attractive buy back proposal for Canon MODEL no. IR2018N.

Name of Agency/Supplier along with contact details

(Authorized person signature along with Stamp)