NOTICE INVITING QUOTATION

No. Record-I/AMC of Xerox machine/Vol. IV/2019-20/223 Dated: 02.03.2020

Sealed (gala seal/rubber stamp seal) quotations for Annual Maintenance Contract of 3 (three) nos. of Ricoh photocopier machine (Model: MP -1813L) are hereby invited from the RICOH authorized vendors/ agencies/ organizations having experience of maintaining Ricoh make photocopier machines in Government or Semi-Government organizations.

GENERAL TERMS AND CONDITIONS:

1. Date of issue of tender document: 02.03.2020
2. Last date for receipt of tender document: 12.03.2020 by 12:00 PM
3. Time and date of opening of the tender: 12.03.2020 at 3:00 PM
5. Period of the contact: One year
6. Bids must be received at Record-I section of O/o the Principal Accountant General (E & RSA), W.B, Kolkata as per scheduled time and date specified above. In the event of the specified date for submission of bids being declared as a holiday for O/o the Principal Accountant General (E & RSA), W.B., the quotations will be received up to the scheduled time on the next working day.
7. The Maintenance Contract (MC) will be comprehensive and will include preventive maintenance/ monthly regular service of the photocopier machines and/or replacement of spare parts of original quality for keeping the photocopier machines working and free from any defects/disturbance.
8. The AMC charges shall be inclusive of cost of consumable items, i.e. Cartridges, Toners except Paper.
9. The vendor may inspect the system/machines on any working day between 11.00 am and 4.00 pm before submitting the quotation.

10. In the event, the successful bidder is found in breach of any term and condition/agreements at any stage, the contract is liable to be terminated without any notice.

11. All the machines must be serviced onsite at the office premises. If the problem is not solved within 24 hours, the agency will provide adequate standby machines/system.

12. All the complaints should be attended within 24 hours, failing which penalty shall be charged @ Rs.50/- per day.

13. Quotations, which do not fulfill all or any of the conditions or are incomplete in any respect, are liable to be summarily rejected.

14. The contractor should confirm any ambiguity and discrepancy related to the work before submitting the quotation in writing.

15. Canvassing/Recommendation in connection with the quotation is prohibited and the quotations submitted by the vendor/contractor who resort to canvassing are liable to be rejected.

16. Quotations submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be done on mutual consent.

17. The bidder shall quote rates both in figures and words. He/she shall also workout the amount for each item of work and shall write in both figures and words. If any difference is found between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed:

17.1 When there is difference between the rate in figures and in words, the rates that correspond to the amounts worked out by the bidder, shall be taken as correct.

17.2 When the bidder has not worked out the amount of an item or it does not correspond with the rate written either in figures and words, the rate quoted by the bidder in words shall be taken as correct.

17.3 When the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount.

18. Before submitting the quotation, the bidder shall inspect the site to fully acquaint himself about the condition with regard to accessibility of site, nature and extent of ground, working condition of site and locality required for the satisfactory execution of the contract. No claim whatsoever on
such account shall be entertained by the O/o the Principal Accountant General (E & RSA), W.B.
Kolkata in any circumstances.

20. The contract may be extended for further period of one year or more on mutual consent on the
ground of good performance or prevailing/ current rate of contract.

19. Payment Terms:

19.1 The payment to the firm shall be made on quarterly basis, at the end of each quarter, subject
to satisfactory performance. Bill(s) in triplicate for the quarter must be submitted within
a fortnight of the next quarter.

19.2 If performance is not found satisfactory, payment for that quarter will be forfeited and if
Unsatisfactory performance is continued then contract is liable to be terminated.

19.3 O/o the Principal Accountant General (E & RSA), W.B, Kolkata reserves the right to accept
or reject any tender in full or in part without assigning any reason.

19.4 One-month notice will be given by either party for termination of the contract on the ground
of breach of contract clause during the tenure of contract.

19.5 The quoted rate shall have mention of GST separately. In the rate, the components other than
GST shall remain firm throughout the contract period.

20. Submission of Records/Documents:

a) Statement of quoted value of contract
b) Self-attested copies of registration certificates of Service Tax.
c) Self-attested copies of PAN Card.
d) Mandate Form.
e) Certificate of authorization of service by RICOH.
f) GSTIN, if any.

Sr. Audit Officer (Record)
Office of the Principal Accountant General
(Economic & Revenue Sector Audit), West Bengal,
3rd MSO Building, CGO Complex, DF Block, 5th
Floor, Sector-I, Salt Lake City, Kolkata-700 064
Telephone No. 033-23347856, Fax: 033- 2334 7854
To,
O/o the Principal Accountant General (Economic & Revenue Sector Audit), W.B
CGO Complex, 3rd MSO Building, DF Block, 5th floor,
Salt lake, Kolkata – 700 064.

Madam,

With reference to your tender Notice No. ____________________ dated ____________________ I am to submit my tender for Annual Maintenance Contract of photocopier machines installed in your office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions of the contract satisfactorily, the contract shall be liable to be terminated under the respective terms and conditions.

Encl:

2. Terms and conditions duly signed.
3. Copy of valid Trade License.
4. Working experience in reputed office.
5. Xerox copy of PAN card.
6. GSTN No.

Signature ........................................
Name of Tenderer .............................
M/s .............................................
Copy forwarded to -

1. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (G & SSA), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, Kolkata – 700 001.
4. The Sr. Audit Officer (Admn.), O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-I, 1, Council House Street, Kolkata – 700 001.
5. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 23/4 A.J.C. Bose Road, Kol-700020.
7. The Sr. Audit Officer (Record/Admn.), Pr. Director Central of Audit,MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
8. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex-Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, kol-700 020.
9. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building 5th floor, 14 Strand Road, Kol-700 001.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghat Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in Notice Board of this office.

Sr. Audit Officer (Record)
Office of the Principal Accountant General
(Economic & Revenue Sector Audit), West Bengal,
3rd MSO Building, CGO Complex, DF Block, 5th Floor,
Sector-I, Salt Lake City, Kolkata-700 064
Telephone No. 033-23347856, Fax: 033-2334 7854