

GOVERNMENT OF WEST BENGAL
Panchayats and Rural Development Department
Joint Administrative Building (6th to 10th Floor), Sector – III, Block-HC-7
Salt Lake, Kolkata- 700106.

**Notice for inviting Techno –Commercial offer from reputed firms for
supply of CANON INKJET MFP .**

No. - 6450-RD/MIS (Com) /5M-1/17

Dated- 5/7/2018

Panchayats & Rural Development Department, Joint Administrative Building (6th to 9th Floor), Sector III, Block-HC-7, Salt Lake, Kolkata- 700106, Government of West Bengal, invites Commercial bid for procurement & installation of 01 no. Canon Inkjet MFP at the above mentioned address.

The detail specification of Canon Inkjet MFP is given enclosed at **Annexure – A**

The interested firm must have the following credentials / Criteria (Terms & conditions for the bidders while sending their tender paper enclosed at **Annexure-B**).

The tender paper can be *downloaded from website www.wbprd.nic.in under the* Notification or latest tender from 5/7/2018 to 13/7/2018. The last date of receipt of sealed quotation for above article (alongwith the particulars) at this office is **13/7/2018 up to 2:30 P.M.**

The sealed tender will be opened in the chamber at the MIS (Computer) cell (**9th Floor, Block-A, Room-9**) of this department **on 13/7/2018 at 3:00 pm**. One representative of each tenderer will be allowed to remain present at the time of opening the sealed tenders. The representative of each tenderer should carry the identity card and letter of authority of the tenderer.

Eligibility :

1. At the time of submission of the sealed tender documents filled-in Annexure-C must be attached.
2. At the time of submission of the sealed tender documents the firm should be signed and sealed all documents.

This Department reserves the right to accept or reject any quotation received from any firm without showing reason or any correspondence whatsoever.

Schedule to Tender as follows:

Date & time of issue of Tender documents	5/7/2018 to 13/7/2018 <i>from website www.wbprd.nic.in</i>
Cost of Tender Enquiry	Free of Charge
Last Date & time for submission of Tender	13/7/2018 at 2.30 PM
Date & time for Tender Opening	13/7/2018 at 3.00 PM
Venue of Tender Opening	Computer Cell (Room no.-9A) at 9th Floor


(Smt. N. Dasgupta)
Special Secretary

Anexure- A

(Annexure to tender notice No.-6450-RD/MIS(Com)/5M-1/17 . Dated- 5/7/2018)

1. Specification of CANON INKJET MFP (PIXMA MX537)

Print, Scan Copy, Fax with cloud Printing

- Up to 4800 x 1200 dpi print resolution
- 1200 x 2400 dip scan resolution - CIS
- ISO Print Speed 9.7/5.5 ipm(Blk/Cir)
- Duty Cycle up to 3000 pages per month
- Access Point Mode
- Apple Air Print***, Mopria, google cloud Print***, PIXMA Cloud Link
- Borderless Printing up to A4
- Scan to USB Memory
- 30 sheet Automatic Document Feeder
- Auto 2 side print
- 1 USB 2.0 Hi Speed, Wi-Fi 802.11/b/g/n

Handwritten signature
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Anexure- B

(Annexure to tender notice No.-6450-RD/MIS(Com)/5M-1/17 , Dated- 5/7/2018)

TERMS & CONDITIONS

Note : Bidders should read these conditions carefully and comply strictly while sending their tender.

Panchayats & Rural Development Department Joint Administrative Building (6th to 9th Floor).
Sector -- III, Block-HC-7, Salt Lake, Kolkata- 700106, Government of West Bengal, invites sealed
'Expression of Interest' for Procurement & installation of 01 no. Canon Inkjet MFP at the above mentioned
address.

1. **PAYMENT** : 100% cost shall be paid on successful installation and functioning of the items.
 2. **WARRANTY** : Warranty period has to be mentioned for each items. The Agency should be capable of undertaking proper maintenance support for the entire period as per OEM at the site of Installation and have to attend the site within 3-4 hours of intimation.
 3. **SUBMISSION OF TENDER PAPER** : The sealed Tender must be dropped in the Tender Box to be kept for this purpose at the Computer Cell of this Office (Room no.-9A at 9th Floor) by 2:30 P.M. on 13/7/2018 . No tender paper will be accepted after the said date & time. The TENDER PAPERS submitted by *post/ courier/ telex / telegrams / fax / e-mail will not be considered.* Department will not be responsible for any delay in submission of the tender paper.
 4. **OPENING** : The Expression of Interest of the Agencies will be opened on 13/7/2018 at 3:00 P.M. in presence of intending bidders or their authorised representatives.
 5. The Authority of Department of Panchayats & Rural Development, Government of West Bengal ***reserves the right to accept or reject any or all the bids without assigning any reason thereof.***
 6. **Technical Evaluation:-** Technical evaluation of the bids shall be done on the following parameters: -
 - a. Sales Tax Clearance Certificate.
 - b. Latest I. Tax Clearance Certificate.
 - c. Copy of the registration certificate of Trade License.
 - d. Brand and Model of the items must be mentioned in the Bid documents by the bidder.
 - e. The firm must be registered under GST .
- ❖ ***Data sheet has to be submitted.***
- ❖ ***Only relevant document has to be attached.***
7. One representative of each vendor will be allowed to remain present at the time of opening the sealed tenders. The representative of each vendor should carry the identity card and letter of authorisation of the vendor.


(Smt. N. Dasgupta)
Special Secretary

Anexure- C

(Annexure to tender notice No.-6450-RD/MIS(Com)/5M-1/17, Dated- 5/7/2018)

Vendors are requested to fill up this form and attach with the price bid.

Name of the Vendor		Date :
Address		
Contact Person & Contact No.		Signature & Seal :

Printer Price [inclusive of all charges] (Rs.)	Whether copies are attached [Mention Yes/No]						Remarks (If any)
	Printer Brand and Model	ST	VAT	Trade License	IT	GST	

Rupees in word :