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GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
OFFICE OF THE SENIOR JOINT COMMISSIONER
BUREAU OF INVESTIGATION (SOUTH BENGAL), KHARAGPUR ZONE
RUPNARAYANPUR, JAKPUR, PASCHIM MEDINIPUR-721301

TENDER NO: _____

DATED: _____

Name of the Work: (1) Engagement of agency for supply and operation of copier machine at the Offices of the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Zone (2) supply and maintenance of Ceiling fans and pedestal fans at the Offices of the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Zone, Chichira Unit and Haldia Dock Unit

Tenders , Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies/ LLP's etc. for **(1) supply and operation of copier machine at the Offices of the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Zone (2) supply and maintenance of Ceiling fans and pedestal fans at the Offices of the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Zone, Chichira Unit and Haldia Dock Unit** as per details given below having experience of rendering similar services .

SUBMISSION & OPENING OF TENDER

Last date & time of submission of tender	25 th March , 2020 at 01:00 PM.
Date of Opening of Tender:	25 th March , 2020 at 03:00 PM.

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of that office. Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be and submitted to that office within the 15th of the month next to the concerned month.

SCOPE OF WORK:

1) Supply and operation of copier machines for making copies

Sealed quotations are invited from interested persons preferably with experience in the related job for supply & operating of copier machines at Kharagpur Zone for the period 01/04/2020 to 31/03/2021.

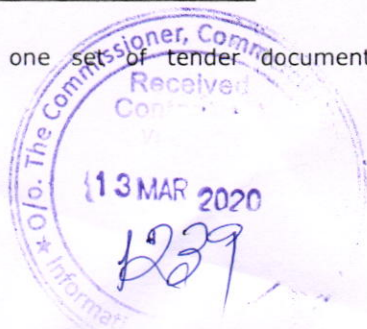
Sl.No.	Services at	No. of copier machine required	Period
1	Kharagpur Zone	01	01/04/2020 to 31/03/2021

(2) Supply and maintenance of Ceiling fans and pedestal fans

Sl.No.	Services at	No of Fans	Period
1	Kharagpur Zone	Celling-72 Pedestal-04	01/04/2020 to 31/03/2021
2	Chichira Unit	Celling-30	01/04/2020 to 31/03/2021
3	Haldia Dock Unit	Celling-08	01/04/2020 to 31/03/2021

INSTRUCTIONS FOR TENDERER:

1. Only one set of tender document duly signed & stamped on each page by authorized



representative of tenderer shall be submitted. Tenderer should note specifically that all pages of tender document submitted by them (after signing/ stamping on each page) as a part of their offer.

2. Office of **the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur-721301** reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, **the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur- 721301** shall not entertain any correspondence from bidders in this matter.
3. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
4. The contract shall be for the period 01-04-2020 till 31-03-2021. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
6. The tenderers or their representative may attend the opening of the bids which shall be opened at Office of **The the Senior Joint Commissioner, Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** at the designated times .

An intending agency shall submit attested copies of the following documents

- a. Valid Trade license
- b. PAN Card
- c. Profession Tax Registration certificate with current challan.
- d. GST Registration certificate (where applicable)
- e. Income tax return for last three years
- f. Audit Report for last three years (where applicable)
- g. Firm/Company/ LLP registration certificate. (Where applicable)
- h. Aadhaar Card

SA/ -
(MD YOUSUF)
Joint Commissioner
Bureau of Investigation (South Bengal)
Kharagpur Zone

Memo. No : 2537/3

Dated : 12/03/2020

Copy forwarded to

- 1) The Commissioner, Commercial Taxes, West Bengal , 14, Beliaghata Road, Kolkata - 700015
- 2) The Special Commissioner , Commercial Taxes, West Bengal
- 3) The Senior Joint Commissioner, Commercial Taxes, West Bengal , ISD Cell, with the request to publish the tender on the website.
- 4) The District Magistrate, Paschim Medinipur for display on the notice board.
- 5) The Sub-Divisional Officer, Kharagpur for display on the notice board.
- 6) The Chairman, Kharagpur Municipality for display on the notice board.



MD YOUSUF
(MD YOUSUF)
Joint Commissioner
Bureau of Investigation (South Bengal)
Kharagpur Zone
Bureau of Investigation (South Bengal)
State Tax, Kharagpur Zone