



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES

BUREAU OF INVESTIGATION (SOUTH BENGAL), KHARAGPUR ZONE

RUPNARAYANPUR, P.O - JAKPUR, PASCHIM MEDINIPUR-721301, Email- kgprmail@gmail.com

TENDER NO: 01/2021-22

DATED: 30/12/2021

Name of the Work: (1) Engagement of agency for supply and operation of copier machine (2) supply and maintenance of Ceiling fans and pedestal fans at Bureau of Investigation (South Bengal), Kharagpur Zone, Rupnarayanpur, Jakpur, Kharagpur, Paschim Medinipur -721301 and (3) supply, operation and maintenance of 2 (Two) 20 KVA & 10 KVA Generator set at - BI, (South Bengal) Kharagpur Zone, Kharagpur and Chichira Checkpost Building, Chichira respectively under this office.

Tenders, Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies/ LLP's etc. having experience of rendering similar services for (1) supply and operation of copier machine (2) supply and maintenance of Ceiling fans and pedestal fans at Bureau of Investigation (South Bengal), Kharagpur Zone, Kharagpur for its offices at Rupnarayanpur, Kharagpur (3) supply, operation and maintenance of 2 (Two) 20 KVA & 10 KVA Generator set at office at Rupnarayanpur Kharagpur and Chichira Checkpost Building, Chichira under this office as per details given below.

SUBMISSION & OPENING OF TENDER

Last date & time of submission of tender	19 th January, 2022 at 01:00 PM.
Date of Opening of Tender:	19 th January, 2022 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 photo-copies.

Sealed quotations are invited from interested persons preferably with experience in the related job for supply & operating of copier machines at Kharagpur Office.

Sl.No.	Services at	No. of copier machine required	Period
1	Kharagpur Office, Rupnarayanpur	01	01/03/2022 to 28/02/2023.

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

Sl.No.	Services at	No of Fans	Period
1	Kharagpur Office, Rupnarayanpur	Celling-72 Pedestal-22	01/03/2022 to 28/02/2023.

3) Supply, operation and maintenance of 2 (Two) Generator sets.

Sl.No.	Services at	Generator Capacity	Period
1	Kharagpur Office, Rupnarayanpur	20 KVA	01/03/2022 to 28/02/2023.
2	Chichira Checkpost, at- Chichira, Jamboni, Jhargram- 721507, under BI, South Bengal, Kharagpur Zone.	10 KVA	01/03/2022 to 28/02/2023.

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. 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, Bureau of Investigation (South Bengal), Kharagpur Zone , 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 01-03-2022 till 28-02-2023. 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 Bureau of Investigation (South Bengal), Kharagpur Zone , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 at the designated time.

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

sd/-

(SANTANU BHATTACHARYYA)
Joint Commissioner of Revenue (Admin)
Bureau of Investigation (South Bengal)
Kharagpur Zone, Kharagpur

Memo. No : 2540/2

Dated : 30-12-2021

Copy forwarded to

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



sd/-
30.12.21

(SANTANU BHATTACHARYYA)
Joint Commissioner of Revenue (Admin)
Bureau of Investigation (South Bengal)
Kharagpur Zone, Kharagpur

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