

**Government of West Bengal
Education Directorate
Bikash Bhavan , Salt lake, Kolkata- 91.**

Memo No.-----689AC-----

Dated, Kolkata, the-----10.12.19-----

QUOTATION NOTICE

Sealed Quotations are invited for the Comprehensive AMC on the photo copier machines (RICOH model no. 2001L,RICOH model no. 2000L2,XEROX WC 5225, XEROX WC 5024, HP Laserjet MFP M436dn) from the authorised dealers of RICOH, XEROX and HP. Detailed information can be available from the Accounts Section of the D.P.I , W.B. Bikash Bhavan, 8th Floor, Salt lake , Kolakata-700 -091.

Sealed Quotations should be submitted to the Receiving Section of the D.P.I., W.B. within 4.00 p.m. on 18.12.2019. The rate should be submitted for per machine per year including all taxes as per Annexure -'A'. Relevant documents (IT., PAN. GST. NO.and authorized certificate of above said company.) should be enclosed for consideration.The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and explanations. The sealed cover of quotations will be opened on 24.12.2019 at 12 Noon at Room no. 802, 8th floor Bikash Bhavan, Salt lake, Kolkata- 700091.


10.12.19
**Director of Public Instruction,
Education Directorate,
Government of West Bengal.**

Annexure - 'A' of Quotation Notice no

689 AC dt. 10-12-19

Quotation No.-----

Dated-----

QUOTATION AS PER NOTICE NO.----- DATED-----

SL.No.	Particulars	Rate including all Taxes for per machine per year.(Rs.)	REMARKS
1.	Comprehensive AMCon the following Photocopier machine .		
a)	RICOH Model No. 2001L.		
b)	RICOH Model No. 200L2.		
c)	XEROX Model No. WC 5225.		
d)	XEROX Model No. WC 5024.		
e)	HP Laserjet Model No. MFP M436dn.		

List of enclosure:-

1. Photo copy of IT of last year.
2. Photo copy of PAN.
3. Photo copy of GST NO.
4. Photo copy of Authorisation certificate from Company.