



भारतसरकार

GOVERNMENT OF INDIA

कोलकता दक्षिण केन्द्रीयवस्तु एवं सेवा करआयुक्तालय:कोलकाता

KOLKATA SOUTH CGST& CX: KOLKATA

सीजीएसटीभवन: 180, राजडांगा मेन रोड : शांतिपल्ली : कोलकाता-700107

GST BHAVAN : 180, RAJDANGA MAIN ROAD: SHANTIPALLY: KOLKATA-700107

Phone No. 033- 2441-2048 : Email - [southgl2017@gmail.com](mailto:southgl2017@gmail.com)

**TENDER NOTICE NUMBER: 01 /GL/SOUTH CGST/KOL/18**

**TENDER NOTICE FOR AMC OF PHOTOCOPIER MACHINE**

Sealed Quotations are invited from eligible and experience service providers in carrying out Photocopier repair and maintenance for Annual Maintenance Contract with all spares, consumables etc. except tonner, paper and manpower for the following 16 (sixteen) Nos. of Photocopier machines installed in different section/rooms of the Office of the Commissioner of Kolkata South CGST & CX Commissionerate, Kolkata at GST Bhavan, 180, Shantipally, Rajdanga main road, Kolkata-700107 for a period of One year and can be extended for further period if service of AMC is satisfactorily done.

The machines are as bellow:

Sl.No.	Room No.	Section	Photocopier machine with model No.	Condition of Photocopier machine
1.	304	P.S.to Commissioner	Kilburn KM-1635	Working
2.	305	T&R, South	PanasonicDP8016P	Working
3.	314	Adjudication (HQ)	PanasonicDP8016	Working
4.	314	Adjudication (HQ)	CanonIR2202N	Working
5.	315	Vigilance(HQ)	CanonIR2202N	Working
6.	319	HQ Pool	PanasonicDP8016	Working
7.	319	HQ Pool	HP MFP M436N	Working
8.	329	CERA Audit & Stat	CanonIR2202N	Working
9.	327A	HQ ET	Canon IR2018N	Working
10.	330	HQ Accounts	CanonIR2018N	Working
11.	335	Legal	CanonIR2018N	Working
12.	339	Anti-evasion	PanasonicDP8020	Working
13.	348	HQ GL	Canon-IR2002N	Working
14.	350	Pre & Post Audit	PanasonicDP8016	Working
15.	356	Anti-evasion	Canon-IR2202N	Working
16.	403	Technical/RTI	CanonIR2202N	Working

**General Terms and Condition:-**

1. Service Provider should submit photocopy of self-attested valid trade License, Pan Card, GST registration and Last 03 years I.T. Returns.
2. The quoted rate submitted by the service provider should be inclusive of all taxes and other charges.
3. This office reserves the right to cancel any/all the quotations or tender notice without assigning any reason whatsoever and no correspondence in this regard will be entertained.
4. The service provider should mention the complete address of their agency/office along with telephone number and other related information.
5. Rates quoted by the service provider should be valid for one year from the date of issuing contract order.
6. The service provider should have an experience of minimum 10(ten) years in maintenance of photocopier machines in Govt. Offices. Supporting copies should be submitted.
7. The service provider should be provided trained technicians.

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8. In case of any machine goes out of order, the repair work should be carried out within 48 hours on working days from the date of verbal/written complain to the service provider. If the service provider not attended within 48 hours on working -days, the contract will be terminated.
  9. The payment will be made to the AMC holder on quarterly basis on submission of satisfaction service report from each of the sections/rooms along with triplicate bill.
  10. The bidder is advised to visit the site of photocopier machines installations before quoting the price.
  11. This office reserves the right to cancel the contract at any time in case of unsatisfactory service provided by the service provider/vendor within the contract period by giving 30 days of notice.
  12. The contract shall be with all spares, consumables etc. except tonner, paper and man power for One year basis service. The successful bidder should keep all the Photocopier machines in perfect working condition and should be cleaned /serviced every month.
  13. Replacement of defective parts should be made with spares/parts of the same specification and in case these are not available, the higher specification will have to install.
  14. Contract may be renewed at the discretion of this Office based on satisfactory service provided by the service provider.
- Reputed Vendors may submit their quotations in a sealed envelope super scribed with words **“Quotation for providing AMC for Photocopier Machines with all parts and consumables for Kolkata South CGST & CX Commissionerate, Kolkata”** in the drop box placed outside of the Room No. 348 of the following address on or before 12 noon of 11.06.2018 at the address: Office of the Commissioner of Kolkata South CGST & CX Commissionerate, GST Bhavan, 180, Rajdanga Main Road, Shantipally, Kolkata 700107. The quotation shall be opened by the tender opening committee in presence of Assistant Commissioner (P&E), Kolkata South CGST & CX Commissionerate at 04.00 p.m. on 11.06.2018. No quotations will be entertained after expiry of the due date and time. Details of the tender notice are also available in the website [www.cbec.gov.in](http://www.cbec.gov.in)

Assistant Commissioner (P&E)  
Kolkata South CGST &CX Commissionerate

C.No. I(22)7-Misc/GL/South GST/Kol/18

Date:

Copy to:-

01. The Superintendent (Systems) Kolkata South CGST & CX Commissionerate with request to upload the tender notice on the official website.
02. Md. Iqbal, Superintendent (Vigilance), Member of Tender Opening Committee, CGST & CX, Kolkata South Commissionerate.
03. Shri Susanta Majumder, Superintendent (HQ Pool), Member of Tender Opening Committee, CGST & CX Commissionerate.
04. Shri Pijush Kanti Pramanik, A.C.A.O, member of Tender Opening Committee, CGST & CX Commissionerate.
05. Notice Board, Kolkata South CGST & CX Commissionerate.

Administrative Officer (GL)  
Kolakta South CGST & CX Commissionerate