



## INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central),  
Kolkata



**8, Kiran Shankar Roy Road, Kolkata-700 001**

### **PREVIEW OF TENDER**

**TENDER REFERENCE NO:**Record-I/C/Purchase/Photocopier machines/2019-20 dated **06.08.2019**

**DATE OF ISSUE OF TENDER DOCUMENT:** **06.08.2019**

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:** **19.08.2019** at 3.00 pm

**TIME AND DATE OF OPENING OF THE TENDERS:** **20.08.2019** at 4:00 pm

**PLACE OF OPENING OF THE TENDERS:**O/o the D.G.A(C),Kolkata,8,Kiran Sankar Roy Road,G.I.Press  
Bldg.(East wing),Kolkata:700-001

### **NOTICE INVITING TENDER**

Office of the Director General of Audit (Central), Kolkata invites sealed quotations for supply of 07(seven) no. of Photocopier machines as per the specification given below:-

NAME OF THE ITEM	Qty.	Make	Specification
Photocopier machine (Networking facility)	02	Any reputed company	As stated in Annexure-II
Photocopier machine (Without Networking facility)	05	Any reputed company	As stated in Annexure-III

Photocopier machines will have to be supplied in the premises of Office of the Director General of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road,Kolkata-700001 and it's Resident Audit Office located at 15/1 Strand Road, Kolkata as per details terms and conditions(**Annexure-I**) and specifications in **Annexure-II & Annexure-III respectively**.

Bidders should furnish the duly filled tender certificate (**Annexure-IV**), failing which tender will subject to be cancelled.

Sealed quotations, super scribed as "**QUOTATIONS FOR SUPPLY OF PHOTOCOPIER MACHINES ON BUY BACK**", are invited and addressed to the **Director (Administration),Office of the Director General of Audit(Central), Kolkata-700001**,must reach latest by **3.00 pm** on **19.08.2019** by hand/by post in **Record-I** section/in the tender box located on **1<sup>st</sup> floor** to this office. The Bids shall be opened by the purchase committee in chamber of **Director (Administration),O/o the Director General of Audit, Central, Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001** on **20.08.2019** at **4:00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

Senior Audit Officer/Record

## ANNEXURE-I

### TERMS & CONDITIONS:-

1. The Bidder should be registered with the Income Tax, Goods & Service Tax Department. Supporting documents viz. Copies of Income tax Registration (PAN) and Goods & Service Tax registration shall be required to be submitted with the bid.
- 2.
3. Bidders should be Authorized Dealer/Distributor of a reputed brand, who may fulfil other terms & conditions mentioned below and conforming the specifications as stated in the Annexure-II & Annexure-III.
4. Tenderer should quote rate on **Buy-back offer** for the existing old 07 no.s of Photocopier machines. Bid price should be **inclusive of all taxes, levies, delivery charges etc.** No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items. Bidders are requested to visit the office to see the old photocopier machines (as stated in Annexure-III) which are to be replaced on Buy back.
5. Brochure of all the products quoted with technical specifications is mandatory.
6. Bidder/OEM (original Equipment Manufacturer) should submit technical specification of their own products.
7. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID/ phone not the responsibility of the Institute.
- 8.
9. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as "QUOTATIONS FOR SUPPLY OF PHOTOCOPIER MACHINES".
10. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
11. L1 bidder must show the sample photocopier machine conforming the specification specified in Annexure-II & Annexure-III as and when it will be declared by the office.
12. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
13. The competent authority of O/o the Director General of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
14. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Principal Director of Audit, Central, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and its Resident Audit Offices as per the terms and conditions given herein.
15. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an E-payment mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.



Senior Audit Officer/Record