

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

Memo No.- 632-AC

Dated, Kolkata, the—08.12.2022

**NOTICE INVITING QUOTATIONS**

Sealed Quotations are invited for the Comprehensive AMC on the photo copier machines (RICOH model no. 2001L, RICOH model no. 2000L2, 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, 8<sup>th</sup> Floor, Salt lake , Kolakata-700091.

Sealed Quotations should be submitted to the Receiving Section of the D.P.I., W.B. within 4.00 p.m. on 19.12.2022. The rate should be submitted for per machine per year including all taxes as per Annexure -'A'. Relevant documents (Photo copy of IT return last year, PAN, GST and authorized certificate of above said company.) must be enclosed for consideration. Name the spare parts and consumable items which are not included in AMC must be mentioned in the price quotation. 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 27.12.2022 at 12 Noon at Room no. 802, 8<sup>th</sup> floor Bikash Bhavan, Salt lake, Kolkata- 700091.

*Recd  
27/12/22*

*M. Kana*

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

ANNEXURE-'A' of Quotation Notice no.632-AC Dated 08.12.2022

Quotation No.-----

Dated-----

QUOTATION AS PER NOTICE NO.632-AC

Dated-08.12.2022

SL. NO.	PARTICULARS	Rate including all taxes for per year per machine for Cmprehensive AMC.	Remerk
1.	Comprehensive AMC on the following Photocopier machines		
a)	RICOH MODEL NO.2001L		
b)	RICOH MODEL NO.2000L2		
c)	XEROX MODEL NO.WC 5024		
d)	HP LASERJET MODEL NO.MFP M436dn		

List of enclosure:-

- 1.Photo copy of I.T. RETURN last year
2. Photo copy of PAN
3. Photo copy of GST.
4. Photo copy of authorized certificate of company

*Boof*  
*8/12/22*  
*M. Kanna*  
*8/12/22*