



# West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091  
Phone : 2367-7854/55 □ Website : [www.wbbookboard.org](http://www.wbbookboard.org)  
E-mail : [wbstatebookboard2016@gmail.com](mailto:wbstatebookboard2016@gmail.com)



No. 87/Purchase Stationery /2018-19/

Date: 10.05.2018

**FRESH NOTICE INVITING TENDER FOR SUPPLY US A UPDATED XEROX MACHINE WITH SCANNER AND FAX FACILITY AT THE OFFICE OF WEST BENGAL STATE BOOK BOARD, BUILDING AQ-13/1, SALT LAKE, SECTOR-V, KOLKATA - 700091**

1. Fresh sealed rate quotations are invite from the Firm/Agency who are the suppliers of the aforesaid Xerox machine including installation and testing at West Bengal State Book Board of AQ – 13/1 , SALT LAKE CITY ,SECTOR V, KOLKATA- 700091,
2. The sealed quotations, received on the date fixed above, will be opened by the Board employee after 2.00 P.M. of 18<sup>th</sup> May 2018 (Friday). The intending Quotationers/ Tenderers or their representative, if they desire, may remain present at the time of opening of quotations.
3. **The Terms and Conditions of the contract will be as follows:**
  - I. All pages of the tender document should be signed with stamp by the authorized signatory of the Firm/Agency as a token of acceptance of all terms and conditions mentioned in the tender documents.
  - II. The Firm/Agency should quote the lump sum rates for the said Xerox machine in figure and words the value in words will be prevailed.
  - III. Evaluation of tender for deciding L1 bidder shall be done on the basis of lowest rate quoted for the items as indicated in Annexure-I.
  - IV. Firm/Agency is requested to submit quotation for the above mentioned in a sealed cover. It should be completed in all respect and be dropped in the tender box kept at the office of the West Bengal State Book Board 2nd floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 700091 by 2 P.M. of 18<sup>th</sup> MAY 2018 (Friday). If the date of submitting sealed Quotations falls on a holiday, then the date of submission of the sealed quotations may be shifted to next working day.
  - V. The Firm/Agency should furnish a copy of the PAN card and GTS Registration along with experience certificate of at least 2 years in the relevant field in Kolkata office's while submitting their quotation.



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- VI. The West Bengal State Book Board reserve the right to reject any or all quotations (s) without assigning any reason thereof.

*Apanajita Sengupta*

Chief Executive Officer