

**West Bengal Police Directorate
Bhabani Bhawan, Alipore, Kolkata - 27**

QUOTATION NOTICE

Sealed quotation are invited by Inspector General of Police(O)-II, West Bengal on behalf of Director General & Inspector General of Police, West Bengal from the recognized and reputed firms /agencies for procuring following spare parts for the repair work of Cannon Copier Machine, Model No. iR ADC4245 which is used in the office of DG & IGP, West Bengal.

1. **Items :**

- | | | | |
|----|-------------------------|---|--------|
| a. | Cannon NPG 56 Drum Unit | - | 1 Set. |
| b. | Fixing Film Assembly | - | 1 Set |

2. **SCHEDULE :-**

Period of submission of quotation from 29/07/2019 to 31/07/2019

Date of opening the quotation 01/08/2019 & time 12hrs.

3. **SUBMISSION OF BID :-**

- I. The bidders may remain present at the time of opening of quotation.
- II. Prices quoted, shall be including all taxes and should be within MRP. The quotation should be submitted in envelopes duly sealed and properly super scribed with name and address of the firms and "Quotation for Procuring of Cannon NPG 56 Drum Unit & Fixing Film Assembly for Cannon Copier Machine, (Model No. iR ADC4245)". The quotation should be addressed to the Director General & Inspector General of Police, West Bengal Police Directorate, Bhabani Bhawan, Alipore, Kolkata - 700027. It must be dropped in the respective Drop Box under custody of Registrar, West Bengal Police Directorate to this office on or before the closing date. In case the quotations are received without sealed cover, the tender will be liable to be cancelled. No change in quotation will be accepted after receipt of the same in this office. If any firm is found on enquiry as black listed, the tender will be cancelled.

4. **DOCUMENT:-**

All bidders shall submit, along with their tender documents the followings :

- a) Covering letter on the letterhead of the firm clearly indexing the enclosures.
 - b) Income Tax returns, PAN card and duly attested copies of Trade License, GST no. and other relevant licenses which may be necessary towards making such works.
5. Director General & Inspector General of Police, West Bengal reserves the right to reject any or all the tenders without assigning any reason thereof.


(Kallol Ganai)

- Inspector General of Police(O)-II,
West Bengal.