

INCOME TAX DEPARTMENT, BURDWAN, WEST BENGAL
Office of the Commissioner of Income Tax, Burdwan

TENDER NO. ITO/W-2(3)/BWN/PC/2012-13/582, Date: 23.07.2012.

**NOTICE INVITING QUOTATIONS FOR REPLACEMENT OF
OLD PHOTOCOPIER MACHINE WITH A NEW PHOTOCOPIER MACHINE**

- (a) The Income Tax Department, Burdwan, West Bengal invites sealed quotations for replacement of an old SHARP(Model No. AR 5020) photocopier machine with the same type of new SHARP digital photocopier.
- (b) The photocopier machine must be brand new.
- (c) Post installation servicing should be provided during the warranty period, if necessary.
- (d) The installation charges, transportation charges and other incidental charges should be inclusive of the total cost.
- (e) Quotations must be accompanied with **photocopy of Voter Identity Card/ PAN Card.**
- (f) The quotation should be submitted in the prescribed format given below.
- (g) Submission of quotation by itself does not confer any right or entitlement to do the job. Unsealed quotations will be rejected outrightly. The Authority reserves the right to reject any quotation without assigning any reason whatsoever.
- (h) For further information or inspection of the old photocopier, you may contact with the undersigned within 10.00AM to 01.00 PM on any working day.
- (i) The bid should be submitted in sealed envelope marking "Quotation for Replacement of Photocopier". The bids in envelope should reach the office of the undersigned latest by 4.00PM on 06.08.2012, either by post or through representative to the address given below.

**Income Tax Officer, Ward-2(3), Burdwan.
2nd Floor, Aayakar Bhawan Annexe,
Burdwan Court Compound, Burdwan-713101.**

(j) Tenders will be opened by the 'Purchase Committee' constituted by Commissioner of Income Tax, Burdwan, on the same day (06.08.2012) at 4.30 PM.

(k) The sealed tender form duly filled in should reach the office of the undersigned latest by 4.00 PM on 06.08.2012, either by post or through representative. The bids for tender shall be opened on the same day (i.e., 06.08.2012) at 04.30 PM.

(l) This notification is uploaded to the website "<http://www.incometaxindia.gov.in>".



[Abhijit Mondal]
Income Tax Officer
Ward-2(3), Burdwan
O/o the C.I.T., Burdwan.

Quotation for Replacement of Xerox machine

1. Name of the service provider :
2. Address (please enclose Voter I Card :
or PAN Card documentary proof)
3. Name of the contact person :
4. Contact Number :
- 5.. Whether you have experience in :
supplying and maintaining photo-
copier machine in government offices.
(enclose proof)
7. Model No. of SHARP photocopier :
machine which will be supplied.

(a)	Price of the new photocopier machine	Rs.
(b)	Buy back price of the old photocopier machine	Rs.
(c)	Net price for the replacement process (a-b)	Rs.

Net Price in words Rupees _____

Note: Documentary proof shall be enclosed as required and mentioned in the notification, failing which quotation will be rejected.

DECLARATION

I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature:

Name :