



## Chalachitra Satabarsha Bhaban

Department of Information & Cultural Affairs, Govt. of W.B.  
72, Deshapran Sashmal Road, Tollygunge, Kolkata-700 033  
Phone : (033) 2473 1942

Memo No. 66-ICA/CCB

Dated 3.11.2020

### Quotation Notice

Sealed quotations are invited from bona fide business organizations/ firms etc. engaged in business of repair and servicing of Photocopier Machines, for the following job/ services for this establishment:

Sl No	Item	Quantity	Rate (Rs.)	GST	Total Amount (Rs.)
2.	Annual Maintenance Contract of Photocopier Machine (Model - BIZHUB - 164)	1			
	<b>Total</b>	-			

The photocopier may be inspected through prior appointment [ Ph- ( 033 ) 2473 1942/ M-9433031942 / e-mail : ccbandca@gmail.com ]. The annual maintenance shall be with minor spare **but exclude consumables**. The authority reserves the right to accept or reject any quote in whole or in part. Quotation is to be furnished in sealed cover, super scribed “ Quotation for AMC of Photocopier”, along with self-attested copies of latest **Trade License renewal certificate, PAN CARD, GST Registration Certificate and credentials** from at least two Government/ Semi-Government establishments and / or reputed organizations in support of successful completion or undertaking similar kind of job. **AMC:**The qualified vendor has to enter into an agreement for AMC of the photocopier for one year from the date of agreement. **Payment Terms:** AMC charges shall be payable on **quarterly basis** after successful completion of maintenance job for the quarter. Quotation should be submitted at the office of the Executive Officer, Chalachitra Satabarsha Bhaban, 72, Deshapran Sashmal Road, Kolkata- 700 033. **Last date** of submission of quotation is 24<sup>th</sup> November, 2020 up to 12.45 p.m. and quotations will be **opened** at 3.00 p.m. on the same day at the aforesaid venue.

Executive Officer  
Chalachitra Satabarsha Bhaban

P.T.O.

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Copy forwarded for information and necessary actions to:

1. The Director of Films & ex-officio Joint Secretary, ICA Deptt.
2. The Chairman / Member of Tender/ Purchase Committee.
3. In charge, G 2 C Portal I & C A Deptt.
4. Notice Board of the Registrar Cell, I & CA Department.
5. Notice Board of the Cinema Centenary Building.

*M.*  
3/11/20

Executive Officer  
Chalachchitra Satabarsha Bhaban