

GOVERNMENT OF WEST BENGAL  
Office of the Commissioner of Police, Kolkata,  
Administration (Equipment) Branch  
18, Lalbazar Street, Kolkata-1

NIQ No. 3808 / EQP

Date : 17/02/2025

Sub : Repairing of 02(two) Xerox machine of Kolkata Police.

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from the willing firms for repairing of below mentioned articles.

Sl. No.	Description of Work	Requisition
1.	Repairing of Xerox machine(KM1620) (Sl. No. AGH3204812) (OPC Drum & Blade assembly, Drum Seal and pick up roller need to replace)	Pass Section, KPD
2.	Repairing of Xerox machine.(Kyocera-M2640dw) (Laser unit need to replace)	PA to Jt. CP(A)

- Guarantee/ Warranty period of replaced parts should be mentioned at the time of quoting rate.
- The price should be quoted inclusive of GST.
- Willing firms having necessary & sufficient financial capability and experience (Authorised Dealer / Service Center ) in this type of work may submit their quotations with the Photo copy of the latest Professional Tax Certificate, Trade License, PAN Card, Valid 15 digit goods & services taxpayer identification number (GSTIN) under act 2017 to the Equipment Cell, KPD, Lalbazar within 7 (seven) days from the date of issue of this notice.
- The authority reserves the right to reject any or all the quotations without assigning any reason in this regard.
- The quantity may increase according to need.
- Lowest accepted rate in this quotation will valid for next one year or till further orders.
- Firms/Agencies who are willing to comply with the above criteria only should submit rate.
- Intending bidders shall have to furnish financial bid in the following proforma :
- The vendors who had previously received work order but were unable to complete the job in time are barred from participating in this bid.
- The Company should have Office/ Branch in Kolkata.

Submission of financial bid by M/s.....in response to NIQ No. ....

Description of Article	Quoted Base Price	Applicable GST	Total

17/02/2025  
for Commissioner of Police,  
Kolkata

NIQ No. / EQP

Date :

Copy forwarded for information and necessary action to communicate the matter among the interested bidders :

01) Pass Section, KPD, 02) PA to Jt. CP(A), 03) Tender Section, KPD.

A copy is being uplodged in Kolkata Police website.

for Commissioner of Police  
Kolkata