



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, NADIA, PIN: 741235.**

Gandhi Bhawan:  
☎(033) 2582-8161/5975  
Fax &☎: (033) 2582-8257

BenoyBhawan:  
☎(033) 2582-9641/9642  
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**e-NOTICE INVITING TENDER NO.: 10 Of 2022-23**

E-tenders are invited from bonafied and reputed supplier(s) for unit rates of the enlisted items valid for one year from the date of quotation. Rates will be quoted in Letter Head for the above articles to the office of the Director, B. R. Ambedkar Institute Panchayats & Rural Development, Kalyani, Nadiaby“**two cover E-TENDERING system**”.

The prequalification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of Challan of cost of Performance Security Money. Financial Bids are to be uploaded in another folder.

Sl. No.	Name of the Work	Performance Security(Rs.)	Bid Validity Date	Time of Contract from the date of supply Order
1	Supply and Installation of One Brand new Photocopier, at Gandhi Bhaban, BRAIPRD, Kalyani, Nadia as per specification enclosed against buy back of one old A-3 photocopier Machine (Canon-IR3035 model).	10,000/-	90 Days	One Time

Intending bidders may download tender documents from e-procurement portal of our website:

<https://wbtenders.gov.in> and [www.wbprd.nic.in](http://www.wbprd.nic.in) and [www.siprd.org](http://www.siprd.org) from the date as mentioned in the Table below [See Table Date and Time for Tender Flow]

B.R.A.I.P.R.D., does not take any responsibility for the delay caused due to non availability of internet connection traffic jam etc. for the online bids. **Performance Security Money** should be deposited by online banking service of ICICI Bank in Procurement System. The pre-qualification documents alone will be opened by the Director, BRAIPRD, Kalyani, Nadia in presence of bidders present.

The Financial bid will be opened after evaluation of technical bid and the bid documents of nonqualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, intimation will be given on-line. No individual intimation will be given.

The Director, BRAIPRD, Kalyani, Nadia reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason whatsoever and the authority does not bind himself to accept the lowest rate only on the basis of financial offer.

**Only per unit rate should be quoted on BOQ.** After completion of the total work, the bill in duplicate may be submitted but the bill will not be paid if the above supply does not satisfy the competent authority.

\*GST and other taxes if any will be applicable as per notification issued by GST Council time to time.

1. Payment of bill will be made as per availability of fund. Claim for delay in payment will not be entertained.
2. This Notice Inviting Tender will be treated as part of the Tender Document.
3. No preconditioned tender will be accepted.
4. All the rates of item are inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc. including all other incidental charges therein.
5. All the Bidders have to deposit Rs. 10,000/-(rupees ten thousand only) as "Performance Security" at the time of application through online banking service. All the Bidders except the successful one will get back the Performance Security Money within 10 working days. The Successful Bidder will get back the performance security money, as will be decided by the Authority.
6. Necessary deduction towards GST, Income Tax and Welfare Cess etc. will be made as per Government norms.
7. B.R.A.I.P.R.D. does not take any responsibility for the delay caused due to non availability of internet connection, traffic jam, etc. for the online bids. The pre-qualification documents alone will be opened by the Tender Inviting Committee, BRAIPRD, Kalyani, Nadia in presence of the bidders present.
8. The offered rate should be after adjusting the value of the old photocopier.
9. The machine to be supplied by the lowest bidder shall be in sealed pack and in brand new condition.

**A) Application for getting Tender Document :**

1. Intending Bidders are requested to download the Tender Document from <https://wbtenders.gov.in> and [www.wbprd.nic.in](http://www.wbprd.nic.in) and [www.braiprd.org.in](http://www.braiprd.org.in) within the stipulated time.
2. The Documents IN ORIGINAL are to be produced to this office as and when asked for.

**B) Documents to be enclosed along with the Tender :**

- ✓ Xerox copy of Valid 15 digit GST Registration No. Certificate in under GST Act 2017 as per memo no. 4374-F(Y) dtd. 13.07.2017 Audit Branch, Finance Deptt. Govt. of West Bengal or prevalent order.
- ✓ Xerox copy of PAN Card.
- ✓ The Firm shall have valid the current Trade License. Copy of the same is to be attached.
- ✓ IT Return of previous 3 years.
- ✓ Credential certificate of similar nature of work.
- ✓ Payment certificate.
- ✓ Manufacturer's Authorization Form (MAF) is essential.

**C) Opening of Tender :**

1. The tenders, so received up to the stipulated time as mentioned in the NIT, only Technical Bid will be opened on and after the date & time fixed by the authority.

**Location & Address of Supply :-**

**B. R. Ambedkar Institute of Panchayats & Rural Development, Gandhi Bhavan, Kalyani, Nadia. PIN -741235. West Bengal.**

**Terms and Conditions of the above supply as follows:-**

- 1) All bidders have to deposit Rs. 10,000/- (Rupees Ten Thousand only) as a performance security money at the time of dropping of tender paper.



- 2) The intending Bidders must have supply experience of similar nature of items, amounting Rs. 2 Lakh (Rupees Two Lakh) in a single year within last five years. Payment certificate / Supply Order with related payment voucher amounting to minimum of Re. 1 Lakh (Rupees One Lakh) to be attached.
- 3) If tenderers offer identical price, they may be called for negotiation at the discretion of the tendering authority. The offered rate should remain valid for 1 (One) year from the date of quotation. The order of supply may be placed by the Authority in phase-by-phase manner within 1 (One) year from the date of acceptance.
- 4) The quoted rate shall be inclusive of all materials, labour required for carrying out the work, loading- unloading, transportation. And shall also include those items which are not specified but required for completion of the works.
- 5) The agency must submit his Bank Account details with IFSC with the tender.
- 6) No advance payment will be made. However payment will be made after supply of the item and satisfactory performance of the said item, on submission of the bill in triplicate.
- 7) The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
- 8) The undersigned reserves the right to demand from the tenderers the classification and justification against their offer, if required.
- 9) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
- 10) Payment shall be released after satisfactory completion of works in all respect. Necessary statutory deduction as applicable shall be made from the amount payable to the party.
- 11) In the event of any dispute, the same shall be referred to the sole arbitration of the Tender Committee, BRAIPRD, or such officer as the Director may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the Institute, or that he / she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Director, he has expressed his views on all or any of the matters in dispute or difference. The decision taken by him or the officer so appointed by him in this case shall be final and binding on the Tenderers.

  
**OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia**

**Date and Time for Tender Flow :**

SL No	Particulars	Date and Time
1	Date for Publish of Tender [Online]	10.02.2023at 18:00 Hrs
2	Document Download Start Date[Online]	11.02.2023at 10:00 Hrs
3	Bid Submission Start Date[Online]	11.02.2023at 12:00 Hrs
4	Bid Submission End Date[Online]	18.02.2023at 12:00 Hrs
5	Date of Opening for Technical Bid[Online]	20.02.2023at 12:00 Hrs
6	Date of Opening of Financial Bid[Online]	To be notified later.

*Rajat Biswas*  
OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.

Memo No : 311/26 / II-29/19 (Pt. IV)

Dated : 17/02/2023

Copy forwarded for information and necessary action to :-

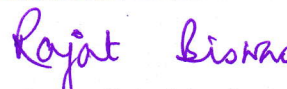
1. The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
3. The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
7. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
11. The Assistant Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
12. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia. with the request to upload the notice in the Office Website
13. The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.
14. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
15. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
16. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

*Rajat Biswas*  
OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.



**Specification for High Speed Heavy Duty A3 Mono photocopier Machine**

Sr. No	SPECIFICATIONS	DESCRIPTION
1	Print Technology	Laser
2	Machine Type	Multifunction Machine
3	Basic Function	Print, Copy, Scan, Send
4	Type of Printing	Mono(Black and White)
5	Cartridge Technology	Separate Drum and Toner
6	Developer Unit	Yes
7	Platen Glass size	A3
8	Paper Size	Up to A3
9	Memory size(MB)	2048 MB
10	Minimum Speed per Minute for A4	45 ppm for Black and white
11	Minimum Speed per minute for A3	22 ppm for Black and white
12	Minimum speed per minute for A4R	32 ppm for Black and white
13	Scanning Features availability	Yes
14	Duplex	Yes
15	Fax	Not required
16	Networking Feature Availability	Yes
17	If Yes, Type of Network Interface	Ethernet 10/100/1000
18	Wi-Fi Availability	Yes
19	If yes, Wi-Fi Type	Wi-Fi 802.11 b/g/n
20	Original Document Feeder Type	DADF
21	Feeder Capacity ( Number of Sheets)	Minimum 100 Sheets
22	Number of main paper Tray	2
23	Each main Paper Tray Capacity	Minimum 550 Sheets
24	Multipurpose Tray Facility	Yes
25	If yes, M-Tray capacity	100 A4 Sheets
26	Warm up time	maximum 4s
27	FCOT	maximum 5.3s
28	Supported media weight	52-256 gsm
29	Yield of Cartridge (NPG-87)supplied with machine	30000 A4 sheets (Approx.)
30	Life of Drum in Terms of number of prints	80000
31	Duty Cycle (No. of prints /month)	185000
32	On site OEM warranty (years)	3
33	Dimension (mm x mm x mm)	912 x 586 x 713

  
**OSD & Ex-officio Joint Secretary,**  
**BRAIPRD, Kalyani, Nadia.**