



**GOVERNMENT OF WEST BENGAL**

Directorate of Forests  
Office of the Divisional Forest Officer  
Monitoring South Division, West Bengal  
New C.I.T Building, 3<sup>rd</sup> Floor,  
P -16, India Exchange Place Extension, Kolkata – 700073

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**NOTICE INVITING TENDER  
NIQ No. 17/2-2Q/2018 dated 30/10/2018**

**Name of Works: Supplying Digital Photocopier at New C.I.T Building, 3<sup>rd</sup> Floor, in the Office of the Divisional Forest Officer, Monitoring (South) Division, West Bengal.**

Sealed Tenders are invited by the Divisional Forest Officer, Monitoring (South) Division, West Bengal, New C.I.T Building, 3<sup>rd</sup> Floor, P -16 India Exchange Place Extension, Kolkata 700073 from bonafide Contractor/Vendor/Suppliers, who have satisfactorily executed similar nature of works during at least 07(seven) financial year in any Government and/or Statutory bodies at the competitive rate in supplying of digital photocopier.

**General Terms and Conditions**

1. The intending participant will have to produce up-to-date P.T Clearance Certificate, PAN, Trade License, GST Registration Certificate or proof of application for GST Number and credentials (under authority of State/Central Government) along with their application on respective letter head.
2. "Rate" should be clearly manifested for each item mentioned including all taxes etc.
3. The works that to be undertaken is given in Annexure A with this notice.
4. All prices quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
5. If the bid value is 80% or less of the Estimate put to tender, an Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder. Separate order for deposit of Security Money will be issued after selection of the successful bidder.
6. Payment will be made through ECS by Pay and Accounts Officer, Kolkata – I to the successful Tenderer and after successful completion of successful installation of the machine as per extant Government Rules and Orders.
7. Regarding the work/ terms of payment and all other Terms and Conditions relating to the whole works, the decision of the Divisional Forest Officer, Monitoring (South) Division, West Bengal, is final and to be abide by.
8. Tender paper super-scribing the name of the work on top of envelop should reach this office of the Divisional Forest Officer, Monitoring South Division, West Bengal, **before 1:00 P.M on 26/11/2018 and will be opened on that day at 1:30 p.m.**
9. The Divisional Forest Officer, Monitoring (South) Division, West Bengal, reserves the right to accept and reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing.

Divisional Forest Officer  
Monitoring South Division

**Annexure A**  
**(for specification of Works)**  
**NIQ No. 17/2-2Q/2018 dated 30/10/2018**

**Name of Works: Supplying Digital Photocopier Canon iR 3020 (Color) at New C.I.T Building, 3<sup>rd</sup> Floor, in the Office of the Divisional Forest Officer, Monitoring (South) Division, West Bengal.**

**Specification:-**

Sl.No.	Main Unit	Description
Main Unit	Machine Type	Color Laser Multifunctional
	Control Panel	5inch TFT LCD WVGA Color Touch panel
	Memory	Standard 2.0 GB RAM
	Paper Capacity	Standard 1200 sheets, Maximum 230 Sheets
	Finishing capabilities	Standard: collate, Group with Inner Finisher; Collate, Group, Offset, Staple, Eco-Staple, Staple-on-demand
	Supported media sizes	Cassette 1: A4, B5, A5R, Envelopes : ISO – C5 Cassette 2: A3, B4, A4, B5, A4R, B5R, Envelopes: No. 10 9COM10), Monarch, ISO-C5DL, Custom Size139.7mm x 182mm to 304.8mm x 457.2mm Multipurpose Tray: A3, B4, A4, A4R, B5R, B5, B5R, A5, A5R, SRA3, Custom Size:98.4mm x 139.7mm to 320mm x 457.2mm, Envelope no. 10(COM10), Monarch, ISO-C5DL
	Warm up Time	From Power On: 30 seconds or less From Sleep Mode: 10seconds or less
	Tonar (Estimated Yield @ 5% coverage)	Black: 36,000 , Color: 19,000
	Drum Yield	54,000
Print Specifica <sup>n</sup> .	Printing Method	Color Laser Beam Printing
	Print Speed (BW/CL)	20ppm (A4), 15ppm (A3)
	Print Resolun.	600dpi x 60dpi, 1200dpi x 1200dpi
	Direct Print	USB Supported. File Type: TIFF, JPEG, PDF & XPS
	Fonts	PCL fonts: 93 roman, 10 Bitmap fonts, 2 OCR fonts, Bardode fonts, PS FONTS, 136 Roman
OS	UFR II	Windows Vista/7/2008/10
	PCL	Windows Vista/7/2008/10
	PS	Windows Vista/7/2008/10
	PPD	Latest MAC OS
Scan Specifican.		Color Platen & Duplexing Automatic Doc. Feeder, Send, Scan to USB, Pull scanning
Send Specifican.	Destination	E-mail/Internet FAX (SMTP), SMB, Super G3,FAX
	Color Mode	Auto Color system with all supported format
FAX Option		Super G3, 33.6 kbps
	Sending/Recording Size	A5 and A5R to A3
	FAX Memory	Upto 512 pages
Paper Supply Option	Paper Capacity	Upto 1100 Sheets

**Rate should be inclusive of GST.**



Divisional Forest Officer  
Monitoring South Division

No. 1084/2-2Q/2017

Dated: 30/10/2018

Copy to:

1. The Principal Chief Conservator of Forests, Head of Forest Force/WB to the Govt. of West Bengal
2. The Principal Chief Conservator of Forests /Wildlife/WB to the Govt. of West Bengal
3. The Principal Chief Conservator of Forests /Research Monitoring & Development, to the Govt. of WB
4. All CCF to the Govt. of West Bengal(with special attention to the CCF/MIS & E-governance for uploading the same in the Dept. Website)
5. All CFs to the Govt. of West Bengal
6. All DFOs to the Govt. of West Bengal
7. The O/o The D.Ms to the Govt. of West Bengal
8. The O/o The Police Commissioner, Kolkata Police
9. The O/o The SPs to the Govt. of West Bengal
10. The SDOs to the Govt. of West Bengal
11. Office Guard file



Divisional Forest Officer  
Monitoring South Division