



WEST BENGAL HOUSING BOARD
(ESTD. UNDER WB.ACT XXXII OF 1972)
"A B A S A N"

105, S.N.BANERJEE ROAD, KOLKATA – 700 014.

Phone : 2265-1965, 2264-1967/3966/8968/9974/0950; FAX: 2264/1480/0979 Email: wbhousingboard@gmail.com

Website: www.wbhousingboard.in

No. 1865/JHC 2 Secy/HB.

Date- 18/9/15

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed suppliers for the following products:-

1. Supply of 2(two) new Plain Paper(A4) Fax Machines of reputed brands (Modi/ Panasonic) with all required accessories like ink, power cord etc. against Buy-back of (a) one old Panasonic **KX-FP343** and (b) one old MODI Xerox **F505** Fax Machines. The prices of buy back machines are to be adjusted with the prices of new machines. You are requested to mention the following details in the quotation:-
 - a. New Fax Machine Model & Make, Price (including taxes, charges, delivery, installation and demonstration).
 - b. Buyback offer price.
 - c. Net Amount (a) – (b).

The selected supplier will have to provide all instruments, accessories, wires/wiring, manpower to perform installation of the Fax machine. **The quoted price should be inclusive all taxes, charges showing breakups. No other cost will be entertained other than the quoted price.**

The quotationer should meet the following conditions:-

1. An **Earnest Money Deposit** Rs.1000/- (Rupees One Thousand only) to be submitted by the agency which should be in the shape of Demand Draft of any scheduled Bank Payable at Kolkata drawn **in favour of 'West Bengal Housing Board'** be enclosed with the quotation. No interest shall be payable on the Earnest Money Deposit (EMD) of the Bidder. For successful bidder the EMD will be refunded/ released after successful completion of assigned job. EMD Demand Draft should be attached with the Quotation. The EMD of unsuccessful bidders will be returned without interest **after issuance of work order to the successful Bidder.**
2. Attested copies of Company/ organization's valid VAT registration certificate and PAN/TAN to be attached with the quotation.
3. All papers to be submitted should bear company/ organization stamp and signature of the concerned official of the organization.
4. Incomplete quotations and unsigned documents will not be considered. Also the authority reserves the rights to accept or cancel entire or parts of a quotation without showing any reason. Any amendment/ correction /notices regarding the NIQ will be done through official website only.
5. The quoted rates of fax machines and inks will be valid for **1(one) month** from the last date of submission of quotation subject to provision of extension of time, if required.
6. The last date of sealed quotation submission in the tender box in the 2nd floor of this office is **28/9/15** upto 3.00 Noon to be addressed to the undersigned at 105, S.N.Banerjee Road, 2nd floor, Kolkata-700 014. The quotations will tentatively be opened on **28/9/15 at 3.30 PM** in the WBHB office.


Assistant Secretary
West Bengal Housing Board

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