



**GOVERNMENT OF WEST BENGAL**  
Irrigation & Waterways Directorate,  
Office of the Sub-Divisional Officer,  
Sub-Division No. - I  
**RIVER RESEARCH INSTITUTE, WEST BENGAL.**  
Haringhata Central Laboratory,  
P.O.–Mohanpur, Dist.–Nadia.

**NOTICE INVITING QUOTATION**

**N.I.Q. No- 09/SDO-I/RRI/HCL of 2018-19**

**Memo No. 234**

**Date: 26.11.18**

Sealed quotations for the work “Supply and Installation of 2 (two) nos. digital Photocopier machine (B/W, A3 size max.) latest model with all in one, for River Research Institute, HCL, Nadia, West Bengal” as per Annexed proforma are invited by the SDO-I, RRI, HCL, on behalf of The Governor of West Bengal from reliable resourceful Bonafide agencies having sufficient experience in execution of similar type of works. Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	03.12.2018	Up to 15.00Hrs.
2.	Date of issue of quotation papers	05.12.2018	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	07.12.2018	Up to 15.00 Hrs.
4.	Date and time for opening quotation	07.12.2018	At 15:30 Hrs.

**Note: Preferable brands for procurement are Xerox, Canon, Konica, Samsung, HP Company.**

**Terms and Conditions:**

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be inclusive all taxes & also delivery charges including fitting & fixing proper position wherever applicable.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The lowest quotationer shall have to execute a formal agreement within 7 working days from the date receipt of work order.
9. The quotationers are requested to submit all the requisite documents such as P-Tax Clearance, **Valid 15digit Goods & Service Tax payer Identification Number (GSTIN )**, Trade Licence, Valid IT, PAN etc. at time of submission of the application.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Enclose. – Proforma for quoting rates - One copy.

*Sub-Divisional Officer-I  
River Research Institute,  
HCL, Mohanpur, Nadia  
Govt. of West Bengal*

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.

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River Research Institute,  
HCL, Mohonpur, Nadia  
Govt. of West Bengal*

**\*\* Minimum specification is given hereunder-**

**B / W Laser Multifunctional (Reader / Printer Console)**

1. Maximum Original Size –A3
2. Scan resolution- 600x600dpi
3. Copy resolution- 600x600dpi
4. Print resolution- 600x600dpi
5. Scan Features- TWAIN, WIA compatible
6. Copy speed - minimum 23ppm(A4)& Duplex & A3 12 ppm
7. Memory- 128MBminimum
8. Processor speed- 600 MHZ
9. Duty cycle – 50000 pages per month
10. Copy reduce/enlarge – 25 to 400%
11. File Format-- TIFF, JPEG, PDF, XPS, Compact PDF/XPS, PDF/A-1b,
12. Connectivity- Hi-Speed USB 2.0, Built -in Ethernet

