

DRAFT

Speed Post



EMPLOYEES' STATE INSURANCE CORPORATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
REGIONAL OFFICE, "PANCHDEEP BHAWAN"
5/1, GRANT LANE, KOLKATA-700012
ISO 9001: 2008 CERTIFIED
PH: 22364451/55, TOLL FREE NO- 18003454454
WEBSITE:- www.esicwestbengal.org
FAX:- 2236-5279, E-Mail:- rd-westbengal@esic.nic.in

Tender No: C/AG-3/312 (Xerox)/2014-15/Genl. / 52, 53, 54, 55, 56.

Dated: 27 th April' 2016

NOTICE INVITING TENDERS FOR XEROX SERVICES.

Sealed Tenders are invited form photocopy Operator Agencies to work at Regional Office, E.S.I. Corporation (W.B.), Panchdeep Bhawan, 5/1 Grant Lane, Kolkata-12. Machine, paper and any other consumable articles for photocopying will be provided by the agency. The agency will only be provided with free electricity and space at 5/1, Grant Lane. The rate should be quoted for the following papers including all government rates and taxes:-

Sl. No	Size of Paper	Rate per impression (Rs.)
1	A-4	
2	U-1	
3	A-3	
4	Others (Dark impression, Blue print, Front page of Passport etc.)	

Terms and Conditions:-

1. The machine must be in premium conditions, impression should be clear and operator has to attend the office on all working days without fail.
2. The operator needs to attend the work during office hours from 09.45 am to 06.15 pm from Monday to Friday and holiday in emergencies In case of absence due to unavailable reason, substitute operator must be deployed.
3. The rate will remain valid for 01 (one) year from 01.06.2016 to 31.05.2017.
4. The quotation should be submitted to the **Deputy Director (General Branch), R.O, Kolkata by post or by hand by 3.00 p.m on/before 13.05.2016 positively.**
5. The corporation reserved the right to reject/accept any quotation without assigning any reason thereof.
6. The service should be uninterrupted during office hours.
7. Prior Permission is required from the competent authority to work over and above office hours and on holidays.

Received:-
Sma - KUSHYAP

8.The contract can be cancelled only when impression/quality of xerox beyond the normal range with a notice period of one month from either side, without assigning reason

9.Bills should be submitted by 10th of each month for the preceding month along with all relevant documents. Pendency will not be accepted.

10.In the event regional office is shifted to GB Block,salt Lake, the vendor shall be liable to provide the same services at the new adders.



(R Dutta)
Dy. Director (Genl.)

(I) To,
Choudhury Xerox,
38/1,Dum Dum Road,
Motijheel, Devi Complex,
Kolkata-700074.

(II) To,
Image Enterprise,
81/3,Bentinck Street,
Kolkata-700001

(III) To,
PN & CM Store,
Kaikhali (Daspara)
P.O & PS: Kolkata Airport
Dist. 24 Pgs.(N)
Kolkata-700052

(IV) To,
Rajib Paul,
6B, Annanda Prasad Street,
Kolkata-700005.

(V) To,
Multimedia Electronic
1, R.N. Mukherjee Road,
Kolkata- 700001