

Government of West Bengal
Mass Education Extension & Library Services Department
Bikash Bhawan, Salt Lake, Kolkata 700091

No. 1353/MEE/Sectt./Estt.
Comp. No. 430679

Dated 14/09/2026

Notice Inviting Quotation

Sealed quotations are invited by the undersigned from bona fide and experienced worker having credentials for similar type of work for the working of following service.

Sl. No.	Name of the service	Specification of the service	Quantity
1.	AMC	AMC (Annual Maintenance Contract) of the Canon photocopiers Model No. IR-2116J, IR-2420L, IR-2202N and IR-2525 for 1 (one) year	4 (Four) machines

The bidders shall abide by the following terms and conditions:-

(i) The bidders shall submit their quotations on their official letterhead, duly signed, to the undersigned by hand, registered post or courier service within fifteen (15) days from the date of issuance of this notice, up to **4:00 PM**. The Department shall not be held responsible for any delay in the receipt of quotations due to postal service, courier services or any other reason whatsoever.

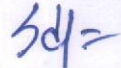
(ii) The quotations shall be opened on the sixteenth day left from the date of issue at **2.00 PM** in the office chamber of the undersigned, while the bidders may remain present at the time of opening of the quotations. If this Department happens to be closed on the date of opening of the quotations as specified, the quotations shall be opened on the next working day at the same time and venue.

(iii) Incomplete Quotations shall be rejected summarily.

(iv) GST and any other taxes, which are payable on the contract service at the time of invoicing in connection with the service, shall be included in the total price. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. All the prices shall be quoted in Indian Rupees only.

(v) The Department reserves the right to accept rate for any or all of the items.

(vi) The Department also reserves the right to acceptance of cancellation of any or all of the quotation at any stage without showing any reason.

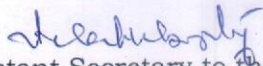

Assistant Secretary to the
Government of West Bengal

No. 1353/1(3)/MEE/Sectt./Estt.

Dated 14/09/2026

Copy forwarded for information and necessary action to:

1. The Notice Board of the Department of Mass Education Extension & Library Services, Government of West Bengal
2. ✓ Shri Nitendu Roy, SSP of this Department, with the request to upload the Notice Inviting Quotation to the Departmental Website
3. The Guard File


Assistant Secretary to the
Government of West Bengal