

Eastern Railway/Asansol Division
Personnel Department

No. ERHS/UDL/Xerox Machine/2023

Dated 18/10/2023

Sub: Proposal for purchasing and installation of Xerox Machine in ERHS/Andal.

The school is inviting quotation in a sealed envelope for providing and installing Xerox Machine in ERHS/Andal: published at school website.

Schedule of Quotation

Sl No& Sched ule	Item description	Only one rate to be quoted	Offer rate in figure	Offer rate in words
		Unit		
1(Sch-B)	Overall percentage Above/Below/At Par rate of all items covered in Schedule B. Total cost = Rs. 65,150/- (Rupees sixty five thousand one hundred and fifty) only (Including GST @18%) (Breakup cost attached in Annexure-A)	%	Above/ Below/ At PAR	

Your quotation in sealed cover should be dropped at Quotation Box kept at the Welfare Section/Personnel Department/DRM Building/ASN by 27/10/2023 up to 14.00 hrs. The quotation will be opened at 16:00 hrs on 27/10/2023 at Asansol. The offer will be governed by the condition as laid down below:

CONDITIONS

1. The work should be completed within 07 working days on the date of issuing confirmed work order.
2. The work will be inspected by HM/ERHS/UDL, the authorized representative of Sr.DPO/ASN.
3. Payment will be made through A/c payee cheque against the bill submitted by the firm (in triplicate) after satisfactory completion of the work and duly certified by HM/ERHS/UDL.
4. Rates should be quoted in the schedule enclosed itself.
5. Rates should be quoted both in figures and in words.
6. Special mention should be there in the quotation regarding all taxes, if any.
7. In case of dispute Eastern Railway's General Conditions of Contract shall be binding on all the firms.
8. All documents / quotations should be signed by the authorized signatory of the firm as a token of acceptance of all the conditions
9. Railway administration reserves the right to accept or reject any quotation without assigning any reason whatsoever and the decision of the Railway authority shall be final and binding on all the firms
10. Payment will be made on actual work done basis.

Yours truly,

For Sr.Divisional Personnel Officer
Eastern Railway, Asansol

Copy to: Sr.DFM/ASN for information and he is requested to depute one section officer to open the quotation at Asansol on 27/10/2023.

Copy to: Headmaster/ERHS/UDL for information please and to upload the notice in school website.

For Sr.Divisional Personnel Officer
Eastern Railway, Asansol

Annexure-A

Sub: Proposal for purchasing and installation of Xerox Machine in
ERHS/Andal.

Schedule "B" Items

Sl	Description of Item	Qty	Rate per unit (Rs)
1	A3.A4.A5 size duplex black & white print Scanner/copier/Network Laser Printer, 16/18 ppm speed. 250 sheet paper tray capacity Konica Minolta bizhub 205i A3 Digital Copier /Printer/Color Scan with Duplex, Network card. Key Specifications: Total Speed Copy/print: 20 pages per minute. EXCEL SERVICES Heavy Duty M/C: Can run at a stretch 999 copies. Reliability: Very High Reliable m/c with consistency of copy quality. Reduction Enlargement: 25% to 400%. Copy/Print Quality: Excellent > system memory 256MB Gst @18% No. of Trays: Two (one automatic+ one automatic multi bypass)	1	55211.86
2	GST @ 18%		9915.25
3	Total Amount		65150.00