

**TEA BOARD INDIA**

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)  
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

---

**P.O. Box No. 2172 :: STD Code : 033**                      :::::::::::    **Telefax No. : (033) 2221—5715 / 2235-2466**  
**Tel. No : 2235-1331**    :::::::::::    **Website:www.teaboard.gov.in**    :::::::::::    **E-mail : [secytboard@gmail.com](mailto:secytboard@gmail.com)**

---

Ref. No. 6/6/2013/STR/Part/

Date: 31/08/2015

**NOTICE**

**Limited Tender**

**Sub: Procurement of 01 (one) Photocopier Machine**

Sealed quotations are invited from the authorised distributors as Tea Board intend to buy 01 (one) Photocopier Machine as per minimum specifications mentioned at Annexure-I with buy back of existing one old photocopier machine of XEROX Model No. 5816 with the following terms:

1. The authorized distributors/companies required to supply the same to the Central Stores of the Tea Board at Basement of the **Tea Board Building, 14, BTM Sarani, Kolkata- 700 001**
2. Sealed quotations duly super-scribed '**Quotation for Photocopier Machine**' addressed to the **Secretary, Tea Board** in sealed cover, should be submitted in the Tender Box kept in the 8<sup>th</sup> floor of the Tea Board, 14, BTM Sarani, Kolkata-700 001.
3. An **Earnest Money of Rs. 2000/-** has to be deposited in the form of **Bank Draft drawn in favour of Tea Board** along with the quotation which will be refunded after due procedure of tender and necessary formalities/actions of Tea Board office requisite for the purchasing of the photocopier machine.
4. The Photocopier should be a branded. The specification/brand/manufacturer name should be stated alongwith supporting documents.
5. The firms must be registered with the West Bengal VAT department and incomplete quotations in any manner will not be accepted and are liable to be rejected.
6. Tenderers/Bidders may please quote their unconditional rates inclusive of all taxes, delivery and installation charges and buy back rates without any correction/overwriting.
7. Tea Board reserves the right to accept or reject any tender in full or in part without assigning any reason thereof.
8. Lowest rated bidder will be considered for acceptance.
9. Minimum Technical Specification of the photocopier machine to be procured may please be seen at Annexure-I
10. The following documents should be submitted alongwith the quotation at the time of submission of the tender sequentially. **Latest I.T. Return Particulars/PAN/TAN Numbers/P.T. Certificate/VAT Registration Certificate/Details of Experience/Registration Particulars Company**
11. Tenders/Quotations will be received upto 15.00 hrs. of 10/09/2015 and it will be opened at 16.00 hrs. on the same day in presence of the bidders who like to remain present.

Sd/-

By Order

Secretary (I/C), Tea Board

**ANNEXURE-I**

**TENTATIVE TECHNICAL SPECIFICATION OF THE PHOTOCOPIER MACHINE TO BE PROCURED BY TEA BOARD FOR ITS HEAD OFFICE AT KOLKATA**

SPEED	20 PAGE PER MINUTE
PAPER HANDLING	PLATEN
RESOLUTION	600x600 DPI
MEMORY	STD. 64 MB; MAX. 192 MB
PAPER CAPACITY	STD. 350 SHEETS; MAX. 1850 SHEETS
PAPER SIZE	MAX A3, MIN. A6
WARM UP TIME	20 -25 SEC.
BY PASS TRAY CAPACITY	100 SHEETS
FISR COPY TIME	UPTO 7 SECONDS FOR A4
POWER CONSUMPTION	MAX 1.2 KW
POWER REQUIREMENTS	RATED LOCAL AC VOLTAGE; 50/60 HZ
CONNECTIVITY	USB 2.0
SCAN	PC/ TWAIN/TIFF/PDF/JPEG
ZOOM RANGE	25% TO 200% (Min)

**N.B. THE ABOVE SPECIFICATIONS SHOULD COMPLY. APART FROM THOSE ABOVE SPECIFICATIONS, MACHINES OF THE COMPANIES/BIDDERS HAVING EXTRA SPECIFICATIONS SHOULD NOT BE PERMITTED TO CLAIM ANY PREFERENCE IRRESPECTIVE OF COSTS TOWARDS SELECTING THE LOWEST BIDDER. TEA BOARD AUTHORITY HAS THE POWER TO SELECT L1 BIDDER AFTER DUE VERIFICATION OF THE DOCUMENTS, COSTS, SPECIFICATIONS ETC. AT THE TIME TO OPENING OF THE TENDERS.**