



WEST BENGAL DENTAL COUNCIL

Purta Bhavan, 3rd Floor, Room No.303,
DF-Block, Salt Lake, Sector-I, Kolkata-700091
Phone No.2337-5267,
E-mail: info@wbdc.org.in, Website: www.wbdc.org.in



Memo No.567/37/2023/D.

Dated : 16-01-2023.

Notice Inviting Quotation

Invitation	<ul style="list-style-type: none">❖ Sealed Quotation is hereby invited by the Registrar, West Bengal Dental Council, Purta Bhavan, 3rd Floor, Room No.303, DF-Block, Salt Lake, Sector-I, Kolkata-700091 from reputed firms for Comprehensive Maintenance Contract of One CANON Xerox Machine, One Biometric Fingerprint Machine, One Portable Handy Scanner Machine and One RO Water Filter for the period from 15-02-2023 to 14-02-2024 in the office of West Bengal Dental Council.
Special Attention	<ul style="list-style-type: none">❖ All bidders are to note that Quotation is liable to rejected if there is any deviation from the terms conditions and other requirement.❖ Inviting authority reserves all rights to accept the Quotation in whole or part or to reject any or all Quotation without assigning any reason thereof.
Availability of Quotation Document	<ul style="list-style-type: none">❖ Quotation Form including General Terms and Conditions will be available from the office of West Bengal Dental Council at Purta Bhavan, Salt Lake or download from the Council official website i.e. www.wbdc.org.in from dt.16-01-2023 to dt.20-01-2023 between 11.00 AM to 4.00 PM (except Saturday, Sunday & Holiday).
Quotation Documents	<ul style="list-style-type: none">❖ Self attested copy of valid Trade License preferably in General Order Supplier / Govt. Contract from appropriate authority.❖ Self attested copy of PAN card of the Bidder / Bidder Company.❖ GST Registration Certificate.❖ I. Tax Return of last year.❖ Up to date P. Tax Registration Certificate.
Address of Quotation	<ul style="list-style-type: none">❖ Quotation should be addressed to the Registrar, West Bengal Dental Council, Purta Bhavan, 3rd Floor, Room No.303, DF-Block, Salt Lake, Sector-I, Kolkata-700091.
Submission of Quotation	<ul style="list-style-type: none">❖ The intending bidders should submit Quotation as follows :<ol style="list-style-type: none">1. “Technical Bid” in a sealed envelope containing all required documents as stated above.2. “Financial Bid” in sealed envelope containing the rate quoted.3. The outer envelope sealed cover superscripted “Quotation for Comprehensive Maintenance Contract of One CANON Xerox Machine, One Biometric Fingerprint Machine, One Portable Handy Scanner Machine and One RO Water Filter for the period from 15-02-2023 to 14-02-2024”, Quotation Notice No.567/37/2023/D & dated 16-01-2023” in bold letters with the name, full address and phone no. of the bidder must be written on the cover in bold letters.

Price	<ul style="list-style-type: none"> ❖ A single rate shall be quoted including cost of Comprehensive Maintenance Contract of One CANON Xerox Machine, One Biometric Fingerprint Machine, One Portable Handy Scanner Machine and One RO Water Filter for the period from 15-02-2023 to 14-02-2024 and all taxes & charges. ❖ Rate should be quoted below the printed MRP. ❖ Validity of the rates quoted by the bidder is minimum 03 months from the finalization of the Quotation.
Date of Submission of Quotation	<ul style="list-style-type: none"> ❖ Quotation must be submitted/reached to the office of West Bengal Dental Council from dt.16-01-2023 to dt.20-01-2023 between 11.00 AM to 4.00 PM in all working days (except Saturday, Sunday & Holiday).
Opening of Quotation	<ul style="list-style-type: none"> ❖ Quotation will be opened on dt.30-01-2023 at 3.00 PM in the office of West Bengal Dental Council in the presence of intending bidders / their representative, if any. ❖ If for any administrative reason the date of the opening of the Quotation be declared holiday, the Quotation will be opened on the next working day at the same time and place.
Evaluation of Quotation	<ul style="list-style-type: none"> ❖ Evaluation of the bidders will be done on the basis of lowest rate quoted below the printed MRP.
Payment	<ul style="list-style-type: none"> ❖ Selected bidder who has maintained/delivered the items to the office of West Bengal Dental Council and will produce the bills along with copy of acknowledge challan (duly counter signed by any employee of the Council as supplied and work order issued by the Registrar, West Bengal Dental Council for release of payment. ❖ No additional charges will be paid other than the rate quoted.

Any deviation from the terms and condition of the Quotation by the Quotator may result cancellation of the Quotation by the Quotation Selection Committee.



Registrar

West Bengal Dental Council
Registrar
West Bengal Dental Council

TECHNICAL BID

Sl. No.	Statement / Document	Submitted / not Submitted (with Number of Certificate)
1.	Name of the Company / Firm / Agency	
2.	Name of the Proprietor / Managing Director	
3.	Full Address with Contact No.	
4.	Valid Trade License preferably in general order supplier / Govt. Contractor from appropriate authority	
5.	PAN Card of the Bidder / Bidder's Company	
6.	GST Registration Certificate	
7.	I.T. Return of last year i.e. for the year 2021-2022	
8.	Up to date Professional Tax Certificate	

➤ All photocopies should be duly attested.

Signature of Bidder with Official Seal

FINANCIAL BID

To
The Registrar
West Bengal Dental Council
Purta Bhavan, 3rd Floor, Room No.303,
DF-Block, Salt Lake, Sector-I,
Kolkata-700091.

Dear Sir,

I/We do hereby agree to undertake to for **Comprehensive Maintenance Contract** of "One **CANON Xerox Machine, One Biometric Fingerprint Machine, One Portable Handy Scanner Machine and One RO Water Filter** for the period from **15-02-2023 to 14-02-2024** as per rate quoted below abiding by Terms and Condition of the Notice Inviting Quotation vide Memo No.567/37/2023/D dated 16-01-2023.

Type	Description of Items	Quantity	Rate per pc	Total Amount

Yours faithfully,

Full Signature and Designation
of the Bidder with Official Seal