



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office :Bikash Bhawan (2nd Floor, East Block),Bidhannagar, Kolkata-700091.

Branch Office :Ramendra Sundar,Tantuj Bhavan, DD-18/4,
6th floor, Bidhannagar, Kolkata-700064.

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Memo No. : 108/WBCROS/ACCT/2025

Date : 06.07.2025

Notice Inviting Quotation

Sealed quotations are hereby invited from the reputed authorized agencies / vendors / resourceful suppliers for Annual Maintenance Contract of **03 (Three) nos. CANON IMAGE RUNNER 2224 (XEROX MACHINE)** at the Bikash Bhavan & Tantuja Bhavan Office of The West Bengal Council of Rabindra Open Schooling.

The last date of bid submission will be on 13.07.2025 till 11.30 A.M. and Bid opening date and time will be on 13.07.2025 till 02.30 P.M.

A. Specification of Machine

CANON IMAGE RUNNER 2224 (XEROX MACHINE).

B. Submission of quotation: The agencies / vendors / suppliers are requested to submit their quotation(s) in the letterhead with details of enclosures as mentioned below.

- 1) Valid Trade License
- 2) GST Registration
- 3) PAN

Unit rate should be quoted along with all taxes.

Authority reserves the right to accept or reject any/all quotations without assigning any reason on what so ever ground it may be.

M 7/7/25

(Dr. Namrata Kothari)

Secretary

The West Bengal Council of Rabindra Open Schooling