

दूरभाष : 2577-0595/0597/0598 (ईपीएबीएक्स)  
टेलीफैक्स : 25775531 (दिरेक्क)  
ई-मेल : director@sisikolkata.gov.in  
वेबसाइट : www.sisikolkata.gov.in  
हमें देखें : www.smallindustryindia.com



Phone : 2577-0595/0597/0598 (EPABX)  
Tele-fax : 25775531 (Director)  
E-mail : director@sisikolkata.gov.in  
Visit Us : www.sisikolkata.gov.in  
Visit DC (MSME) : www.smallindustryindia.com

## एमएसएमई - विकास संस्थान

( पूर्व में, लघु उद्योग सेवा संस्थान )  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
भारत सरकार  
111 व 112, बी.टी. रोड, कोलकाता 700108

**MSME - DEVELOPMENT INSTITUTE**  
(Formerly - Small Industries Service Institute)  
Ministry of Micro, Small and Medium Enterprises  
**GOVERNMENT OF INDIA**  
111 & 112, B.T. Road, Kolkata - 700108

F.No...../WBSX(10)/2006-07

Dt. 24.03.08.

Separate sheet enclosed.

### Sub : Quotation for supply of Xerox Machine (Plain paper Copier)

Sir,

Please quote your rate in a sealed cover addressed to the Director, MSME-DI, 111 & 112 B.T.Road, Kolkata -108 with the word " Quotation for supply of Xerox Machine (Plain paper Copier) " boldly super scribed on the top of the envelop with following terms and conditions. The store and materials to be supplied are mentioned below.

Sl.No.	Description of Stores/Materials	Unit/Quantity
1.	Heavy duty Digital Photocopier with Network Printer, Network Scanner, Duplexing (RADF, ADU), 40 GB Hard Disk, 288 MB Ram , 400 MHZ high Speed Processor, 2X550 + 100 sheets paper tray & Wheel Trolley, 35 pages copy/print, 50 pages scan per minute	1 No.

#### Terms & condition :

1. Quotation should reach this office by 26<sup>th</sup> March 2008 within 5 p.m.
  2. Validity of the quotation should be one month from the date of receipt of the quotation by this office.
  3. You have to deliver the goods on or before 28<sup>th</sup> March 2008 along with 3 copies of bill within 5 p.m. in good condition.
  4. Vat and other charges if extra should be mentioned in the quotation
  5. Quotation will not be acceptable after 26<sup>th</sup> March 5 p.m.
  6. The competent authority reserve rights to cancel any quotation without any clarification.
  7. Payment should be made within 14 days from the date of delivery of the goods.
- Please quote mentioning the above terms and condition.

Thanking you.

**Yours faithfully,**

FOR DIRECTOR

1. The Notice Board, MSME-DI, Kolkata.
2. Shri D. Mitra, AD, Senet. He is requested to display the quotation in MSME-DI Web site within 26<sup>th</sup> March 2008.

FOR DIRECTOR.