



The West Bengal Central School Service Commission

ACHARYA SADAN

11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

No. 278 /125(VIII)/CSSC/ESTT/2026

Date: 06.02.2026

NOTICE INVITING TENDER

This office intends to procure following item of Digital Photocopier Machine from the reputed vendor(s) functioning in the area covered under jurisdiction of Bidhannagar and Kolkata Municipal Corporations. The specifications are particularized below:-

Specification for Digital Photocopier:

Main Unit	
Machine Type	A3 Monochrome Laser Multifunctional
Core Function	iR22214 N: Print, Copy, Scan and send iR2224: Print, Copy and Scan
Processor Speed	1.6GHz Dual Core Processor
Control Panel	3.5inch monochrome Touch Panel
Memory	Standard:1.0GB RAM
Storage	eMMC:2GB
Interface Connection	Network(only for iR2224N) standard 100Base-TX/10Base-T, wireless Lan (IEEE802.11b/g/n) OTHERS Standard:USB2.0 (Divice)x1
Paper Supply Capacity (A4, 80GSM)	Standard:350sheets Maximum:600 sheets (with Cassette Feeding Module-AK1)
Supported Media Types	
Multi-purpose Tray:	Thin, Plain, Recycled, Thick, Color, Bond, Transparency, Label, Pre-punched, Evelope (COM10, Monarch, DL,ISO-C5)
Custom size	Min. 95.0x148.0 mm up tp 297.0x431.8mm
Weight	Standard: Approx.31.6kg without toner
Print specification	1-sided: Up to 24ppm (A4), Up to 12ppm (A3), up to 11ppm (A4R) 2-sided : Up to 16.7 ppm (A4), Up to 7.5ppm (A3), Up to 11 ppm (A4R)
Scan	Standard Platen Cover and optional Duplexing Automatic Document Feeder[2-sided to 2-sided]

The intending tenderer(s) may visit the office of the Commission in the above address and inspect the area/space/position on any working day between 11am and 3pm. The intending tenderer(s) shall submit their rates in respect of item in their printed letter heads duly signed by the proprietors/authorized representative of the firm addressed to the Secretary, West Bengal Central School Service Commission and that has to reach this office by 2.00pm of **20.02.2026**. The credentials, E-Certificates of STDS, I.T. and GST registration Certificates as well as documentary evidence confirming proposed rate of GST shall have to be enclosed with the sealed quotation.

Earnest money of Rs.5,000=00 (Rupees Five thousand) only shall have to be deposited in the form of D.D. drawn in favour of "**West Bengal Central School Service Commission**".

The intending tenderer(s) shall ensure that they will be able to the supply the consignments within 07days from the date of receipt of the formal purchase order. Payment will be released in A/c payee cheque on completion of supply satisfactorily and on production of duly drawn up bill in duplicate.

The sealed quotation will be opened on **26.02.2026** after **3.00 pm**. Intending participants may be present at the time of opening of the tender.

In the context of quality, acceptance of lowest quoted rate is not mandatory. The Commission also reserves the right to reject any or all tenderer(s)/quotationers without assigning any reason for that.

Picture/Photograph(colour) and Brochure of Xerox Machine be submitted along with quotation papers for perusal at this end.



Secretary

West Bengal Central School Service Commission