

OFFICE OF THE SUB- DIVISIONAL LEGAL SERVICES COMMITTEE
BARUIPUR SOUTH 24 PARGANAS

No. 202 /SDLSC/BRP Dated: 06.08.2026

NOTICE INVITING TENDER FOR PURCHASING A XEROX MACHINE

Sealed quotations are invited from reputed sellers for supply of one Photocopy (Xerox) Machine of following specification.

Richo IM2702 Black A3 MFD.

- 1) Speed- 27cpm
- 2) Network printer and colour scanner
- 3) Automatic Reverse document feeder (ARDF)
- 4) Memory – 2 G.B
- 5) Paper capacity – 600 sheet
- 6) Size-A3
- 7) Automatic Duplex
- 8) 7 inches touch screen panel
- 9) Wifi
- 10) Mobile Print

Only authorized vendor of Richo India Ltd. should participate in this tender.

The last date of submission of quotation is 17.08.2026 till 4.00 p.m at the office of the Sub Divisional Legal Services Committee, Baruipur Sub Divisional Court premises, Baruipur, S. 24 Parganas.

The date of opening of the bids of tender is 18.08.2026 at 4.00 p.m.

The tender document should mention the time period of warranty of the xerox machine and the quantum of time for which free service of said machine shall be made available.



Additional Dist. & Sessions Judge,
Baruipur, South 24 Parganas

&

Chairman

Sub-Divisional Legal Services Committee,
Baruipur, South 24-Parganas.

Sub-divisional Legal Services Committee
Baruipur, P.O. - Baruipur
Dist- South 24 Parganas, West Bengal