



**Office of the
Jalpaiguri Zilla Regulated Market Committee
Shilpasamity Para, P.O. & Dist. Jalpaiguri.**

Constituted Under The West Bengal Agricultural Produce Marketing (Regulation) Act 1972
(Vide Notification No. 1373-AM/P/5A-17/2013, Date -17.10.2014)
(Email. jalpaigurizillarmc@gmail.com)

(Phone No. 03561-224419)

Memo No. 40/JZRCM

Dated, 08/02/2021

NOTICE INVITING QUOTATION

N.I.Q. NO. 05/Gen/JZRCM, Dated 08/02/2021

Sealed quotation is hereby invited by the Secretary, Jalpaiguri Zilla Regulated Market Committee, for following supply and installation works from the Bonafide and Reliable Agencies having sufficient experience for the following nature of work :-

Item	Quantity	Specification	Time of Completion
Desktop	2 Pcs	AMD APU, MOTHERBOARD, 4GB RAM, 1TB HDD, 18'5 MONITOR, MOUSE, KEYBOARD, UPS etc.	20 Days from the date of issue of work order.
Printer	1 Pcs	HP LASERJET 1136 MFP	
Printer	1 Pcs	CANON SINGLE FUNCTION LASER PRINTER	
Laptop	1 Pcs	HP NUO LAPTOP RIZON, 4GB RAM, 256 GB SSD, 14.1 DISPLAY, DOS, 1 YEARS WARRANTY, WIFI, TOUCH PAD	

List of Important Dates & Events

Sl.No	Event	Information to the Agency/Entity
1.	Date of Publishing	08/02/2021
2.	Last Date of Submission	15/02/2021; Time: 2:00 P.M
3.	Date of Opening	15/02/2021; Time: 2:30 P.M
4.	Validity of the Quotation	The Quotation shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A Quotation valid for a shorter period shall be rejected by the Purchaser as non responsive.
5.	NIQ Documents	Self attested Xerox copies of i) Professional Tax clearance/challan, ii) Permanent Account Number (PAN), Goods and Services iii) Taxpayer Identification Number (GSTIN), iv) Credentials, Company or firm must produce the registered documents in respect of their competency, v) Aadhar proof documents
6.	Address for Communication	Jalpaiguri Zilla Regulated Market Committee Shilpasamity Para, P. O. and Dist. Jalpaiguri.
7.	Contact Number	Ph: 03561-224419 (e-Mail: jalpaigurizillarmc@gmail.com)



1. The interested Agencies may quote along with supporting credentials / relevant papers to the undersigned.
2. The Quotationers or their authorised representatives may be permitted to put their signature on the quotation Register or on the Opening Sheet of the quotation.
3. Quotation should be placed in sealed cover and super scribed with the Name of the Work Quotation for, Quotation No. and Memo. No. of the Quotation.
4. Duly signed Xerox copy of valid certificates of **Professional Tax clearance/challan** from the concerned Dept., **Permanent Account Number (PAN)** of Income Tax Department, Valid 15-digit **Goods and Services Taxpayer Identification Number (GSTIN)** under GST Act, etc. and **credentials** of works are produced. The rates are to be quoted both in words and figures as per specification attached herewith.
5. All corrections in the Quotation should be signed with the date by the Quotationer. The Quotationer must sign each page of the Quotation paper.
6. The rates quoted should be considered as inclusive of all charges and taxes. No claim for any extra charge what so ever will be entertained.
7. Before submission of any Quotation, Quotationers are to visit the office and satisfy themselves about the jobs to be done and also other matters related to work. Any Quotationer submitted Quotation should be presumed to have done so.
8. Income Tax and other taxes will be deducted as per Govt. rule from bill(s).
9. **Quotationer who signs on Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the quotation will not considered.**
10. If any Quotationer withdraw Quotation before its acceptance or refuse to execute the work within a reasonable time without assigning any satisfactory explanation for such withdrawal, he shall be disqualified to participate other Quotations for period of one year or more.
11. Quotations, which do not fulfill the conditions specified in these Quotation documents or are incomplete in any respect, will be liable to rejection.
12. Payment for the work will be made subject to availability of Fund and no interest will be paid for delayed payment.
13. The Rate quoted in the quotation shall remain valid for acceptance for 4 (Four) Months from the date of opening of the quotation.
14. The rate quoted shall be inclusive of all taxes and charges as applicable whatsoever including free delivery and installation at Head Office of Jalpaiguri Zilla Regulated Market Committee, Jalpaiguri and rate to be quoted both in figures and words. If any discrepancy found, rate quoted in words consider final.
15. The quotationer is requested to keep themselves present at the time of opening of quotation. In case the firm is represented by officer of the concern, valid written authorization should be produced. In case the quotationer/(s) are not represented, no post claim on any account shall be entertained.
16. Maintenance & repair work to be executed as & when required basis during the one year form the date of installation.
17. Firm/Agency should quote rates on F.O.D Basis (Free Delivery to the JZRMC's Premises).
18. Sub-letting or Sub-Contracting: Not Allowed.



19. The bidder should give manufacturer warranty against any item supplied by them and replace the defective/sub- standard items/articles at their own cost.
20. Items supplied by the selected agency/entity should strictly confirm the quality and standard to the items/articles specified in the list.
21. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject of all Quotations received without assigning any reason thereof.

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Secretary
Jalpaiguri Zilla RMC

Memo No. 40(15)/JZPMC

Dated, 08/02/2021

Copy forwarded for kind information and with the request of wide circulation to:

1. The District Magistrate, Jalpaiguri and Chairman Jalpaiguri Zilla RMC.
2. The Additional District Magistrate (D), Jalpaiguri.
3. The Sub-Divisional Officer, Jalpaiguri Sadar.
- ✓ 4. The Officer-In-Charge, NIC, Jalpaiguri.
5. The District Information and Cultural Officer, Jalpaiguri.
6. The Dy. Director of Agricultural (Admn.), Hakimpara, Jalpaiguri & Member Tender-Sub-Committee.
7. The Asst. Director Agril. Marketing (Admn.), Kamarpara, Jalpaiguri & Member Tender-Sub-Committee.
8. The Dist. Horticulture Officer, Jalpaiguri Horticulture Research & Development Farm, Mohitnagar, Jalpaiguri & Member Tender-Sub-Committee.
9. The Dy. Director, ARD & PO Jalpaiguri, Naya Busty, Near BSNL Tower, Jalpaiguri & Member Tender-Sub-Committee.
10. The Asst. Engineer, WBSAM Board for Jalpaiguri District & Member Tender-Sub-Committee.
11. The A/c's Section, Jalpaiguri Zilla RMC.
12. Notice Board HQ /Belacoba Unit/Dhupguri Unit, Jalpaiguri Zilla RMC.

Secretary
Jalpaiguri Zilla RMC