

OFFICE OF THE MAYNAGURI PANCHAYAT SAMITI
MAYNAGURI :: JALPAIGURI
NOTICE INVITING QUOTATION No :.....02...../2018-19

No : 62/MNG PS

Date : 12/02/2019

Sealed quotation are hereby invited from the bonafied Suppliers / Contractors / Manufacturers / Distributors for supply below listed items for the Office of the undersigned as mentioned in the Annexure.

Sl. No	Name of the Item	Make	Quantity
1.	16 GB Pen Drive	HP	3 Pcs
2.	88A Toner Cartridge (Compatible)	Prodot / Lipi / Etc	5 Nos.
3.	Toner for Canon 2520IR Copier Machine	CANON	3 Pcs
4.	USB KEY BOARD	HP	5 PCS
5.	Flat Bedded Scanner (A4 & Legal Size)	HP / CANON	3 Pcs
6.	Quick Heal Antivirus software for Server (Single user)	Quick Heal	1 Pc
7.	2 TB External HDD	(Seagate/ WD)	1 Pc
8.	32 GB Pen Drive	HP	2 Pcs

The participants will have to apply to the undersigned on production of the documents mentioned below.

- A. Self attested photocopies of the following document in one sealed envelope super scribing the words **"TECHNICAL BID"**
- Valid Trade License
 - PAN Card
 - IT return of last 3 years
 - Valid upto date PT Clearance Certificate
 - Authorization of Dealership by the Manufacturer
- B. The Financial offer is to be submitted in the Letterhead of the agency as per following format duly signed by the quotationer & kept in a separate sealed envelope super scribing the words **"FINANCIAL BID"**

Sl. No	Item Name with full Description	Make	Rate offered per item

The 2(Two) sealed envelopes containing Technical & Financial Bid documents are to be put in a large sealed envelop & super scribed with the words **"COMPUTER PERIPHERALS"** in reference to **"NIQ No. :(2018-19)/IT-MIS/MNG Dated : 12/02/2019** and should reach to the office of the undersigned by dropping in the Tender Box kept in the office or through Registered Post.

Last date of dropping Quotation : 19/02/2019 upto 3.00 PM
Date of Opening of the Quotation : 19/02/2019 at 4.00 PM

Terms and Conditions :-

1. The Supply should strictly be as per specification given.
2. Rate should be quoted inclusive of all taxes, incidental charges & delivery charges to this office.
3. Rate should be quoted legibly in both figures and words.
4. **The last date of dropping the quotation is 19/02/2019 up to 3.00 PM**
5. **The Quotation will be opened on the same date i.e. 19/02/2019 at 4.00 PM**
6. Intending Quotationers may remain present at the time of opening of quotation.
7. Any overwriting in the Quotation Paper must be authenticated by the Quotationer himself / herself in his/her full signature
8. The undersigned reserves the absolute right to accept or reject any or all quotations without assigning any reason thereof.
9. Supply must be completed within 10 (Ten) days from the date of the issue of the supply order.
10. During the warranty period repair including replacement must be carried out within 48 hours
11. The successful quotationer will be given supply order only after an agreement in respect of the modalities of the supply is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.

Executive Officer

Maynaguri Panchayat Samiti

Memo No. :: 62(5)/MNA PS

Dated:- 12.02.2019

Copy forwarded for information to :

1. The Additional District Magistrate & AEO, Jalpaiguri Zilla Parishad, Jalpaiguri
2. The Sub-Divisional Officer, Sadar Sub-Division, Jalpaiguri
3. The DIO, NIC, Jalpaiguri with a request to upload the NIQ in www.jalpaiguri.gov.in
4. The DP&RDO & The District Nodal Officer for ISGPP, Jalpaiguri
5. The Sabhapati, Maynaguri Panchayat Samiti

Executive Officer

Maynaguri Panchayat Samiti