



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR, ALIPURDUAR
[GENERAL SECTION]
INTEGRATED ADMINISTRATIVE BUILDING, DOOARS KANYA (1ST FLOOR), ALIPURDUAR, PIN- 736122.
EMAIL ID- general.dmapd20@gmail.com

NIT No. 01/General/2021-2022
NOTICE INVITING TENDER

Sealed tenders are hereby invited from the reputed and bonafide dealers/ suppliers for supplying Photocopier as per specification enclosed in Annexure-A.

1. The tenderers will have to furnish up-to date clearance certificate of IT, PAN Card & GST number with their tender papers. No tender paper will be accepted without the PAN, IT & GST certificate.
2. The tender paper will be received till **25.08.2021 up to 2.00 pm and opened on the same date at 3.00pm at office of the Addl. District Magistrate (G), Alipurduar.** The tenderers may remain present at the time of opening, if they intend to do so.
3. The rate will have to be both in figures and in words and any scratches of the tenders, errors of overwriting must bear initial/signature of the tenderers on it. Any deviation would make the tender paper liable for cancellation, as decided by the competent authority.
4. The tenderers should have one sealed envelope containing necessary documents for technical bid and one sealed envelope quoting the rate for financial bid. Both the envelope must be put inside one mother envelope and should be properly be sealed and put into the tender dropping box.
5. The sealed mother envelope should be addressed to the **District magistrate, Alipurduar and dropped in the drop box to be kept in the office of the District Magistrate, General Section, Dooars Kanya, Alipurduar (Room No. 109)** on all working days with in working office hours. Tender received through any others means will be rejected.
6. Not more then one tender would be accepted from one dealer/supplier. Multiple tenders from the same supplier will result in cancellation of all his tenders.
7. The undersigned also reserves the exclusive right to accept or reject any – all the tenders without assigning any reason whatsoever.
8. Certain conditions regarding the supplying of Photocopier along with the format of tender is enclosed in Annexure-A.
9. The rate should be exclusive of GST & all other taxes.
10. The agency should be an authorized dealer/supplier of the same.

Encló: As stated.

Memo no: VII/GEN/16/18/1/361(5)/2021

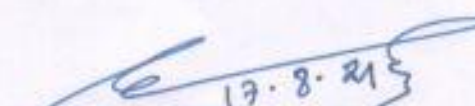
Copy forwarded for information and wide publicity to:

1. PA to the District Magistrate, Alipurduar.
2. The Block Development Officer(All), Alipurduar.
3. The DIO, NIC with a request to publish in the district website.
4. Office notice board.
5. Office file.


17.8.21
Additional District Magistrate (G),

Alipurduar

Dated: 17/08/2021


17.8.21
Additional District Magistrate (G),

Alipurduar



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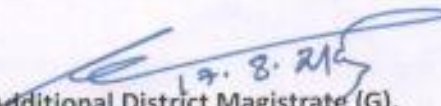
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Annexure-A

| SL No. | Description of Item | Unit | Rate Offered GST included (In Rs.) |
|--------|---|------|------------------------------------|
| 1. | Canon photocopy machine (image Runner 2645 with DADF) | 1 | |


Additional District Magistrate (G),
Alipurduar