

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE AND DISTRICT ELECTION OFFICER, ALIPURDUAR
P.O. ALIPURDUAR COURT, PIN-736122
E-mail: general.dmapd20@gmail.com

Memo no. 365...VII/Gen/16/18/1

Date: 29.06.22

NIQ No 01/ General/2022-23
NOTICE INVITING QUOTATION

Sealed quotation are hereby invited from the reputed and bonafide dealers/ suppliers for supply of Printer cum Scanner with DADF 1 (One) and Desktop Speaker 1 (one) , as per specification enclosed herewith.

1. The quotation paper will be received till **12.07.2022 up to 2.00 P.M** and opened on the same date at **3.00 P.M** at office of the District Magistrate (General Section, Room No. 105), Alipurduar. The quotationers may remain present at the time of opening the box of quotation, if they intend to do so.
2. Quotations shall be dropped as per Annexure-A.

Annexure-A

Sl.no	Name of Agency	Name of item	Make	Quantity	Specification	Rate per (In Rs.) Including all taxes
1		Printer cum Scanner with DADF	HP	1	All-in-One monochrome Printer Laser Jet, Multi Function (Print, Scan, Copy) Scanner Type-Flatbed, Printer Output- Black & White	
2		Desktop Speaker		1	Bluetooth/ Wire connectivity	

3. The rates will have to be quoted both in figures and in words and any errors or overwriting must bear initial/signature of the quotationer on it. Any deviation would make the quotation paper liable for cancelation, as decided by the competent authority.
4. Sealed envelope containing quotation along with other necessary papers should be addressed to "The District Magistrate, Alipurduar" and dropped in the drop box to be kept in the office of the District Magistrate, Alipurduar, General Section(Room no 109), Dooars Kanya, Alipurduar on all working days within working hours. Quotation received through any other means will not be accepted.
5. Only one quotation would be accepted from one dealer or supplier.
6. The undersigned also reserves the exclusive right to accept or reject any/ all the quotation without assigning any reason whatsoever.
7. Supply of all items should be made to the General Section within 07(Seven) days after receiving the work order.
8. Verified Trade License, PAN Card, GST registration documents must be submitted along with the quotation.

Enclosed: As Stated

For District Magistrate
Alipurduar

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Copy forwarded for information and wide publicity to:

1. The Sub-Divisional Officer, Alipurduar.
2. The NDC, Alipurduar.
3. The Block Development Officer (All), Alipurduar.
4. The DIO, NIC with a request to publish in the district website.
5. CA to the Addl. District Magistrate (G), Alipurduar.
6. PA to the District Magistrate, Alipurduar.
7. Office notice board.
8. Office file

For District Magistrate
Alipurduar