

# SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpura, Siliguri

Notice Inviting Quotation  
Quotation No. ....02...../ SMP of 2022-23

Sealed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply of following items for the office of Siliguri Mahakuma Parishad.

Sl. NO.	Name of Items	Brand	Unit
1	Computer Set (Desktop)	Hp,i-3, 10 <sup>th</sup> Gen, 4GB RAM, 1TB Hard Disc, wifi, SSD Card 265 GB with Monitor HP 19.5, KBD & Mouse.	01
2	Webcam	Logitech video regulation 1280x720 HD	04
3	Microphone portable	Zebronics/i-Ball/Frontech	04
4	Pen drive (64 GB)	HP	04
5	Printer	HP Laser Jet 1020 Plus Single Function	01

The sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below:-

Start for submission of sealed quotation	27.04.2022
Closing date of submission sealed quotation	10.05.2022 up to 3.00 P.M
Date of opening of Sealed Tender Box	10.05.2022
Place where the tender box kept	In the chamber of D.E., SMP

Interested suppliers/Agencies shall submit copies of their **Pan Card, I.T. Return(Assessment year 2021-22), GSTIN(15 Digit No.), Trade Licence, Professional Tax Clearance Certificate etc.** and an **Earnest Money of Rs. 2000.00(Two Thousand)** only in the form of Demand Draft in favour of Siliguri Mahakuma Parishad. The rate should be quoted in rupees against each item(whichever applicable) in clear, unambiguous terms both in figure and in words. List of items and a particular format for rate quotation will be available in the office Website or in SMP receiving section.

Terms & condition:-

1. The quoted rate should be inclusive all taxes and transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce originals of their GSTIN, P.T Clearance for verification before issue of engagement order(s).
3. Interested suppliers should be ready at call to deposit with this office refundable sample of stationery Materials(whatever sought for) when called for producing the same sample deposited will be non refundable.
4. Earnest Money in the form of demand draft should be drawn dated from the date of issue of this tender notice.
5. The materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition and to be taken necessary action for installation of the item.
6. The Materials may be returned, if the supplied Materials are found to be damaged/defective or of below quality.
7. The undersigned reserved every right to accept or reject any tender without assigning any reason whatever.
8. The materials should be supplied within the stipulated date along with the warranty Card. Failing which penalty @1% of quoted amount will be imposed.

Assistant Engineer(R.D)

Siliguri Mahakuma Parishad

Date 27/04/2022

Memo No. 502/1(2)...../VI-6/SMP

1. The Executive Officer, Siliguri Mahakuma Parishad
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad
3. The Secretary, Siliguri Mahakuma Parishad
4. The FC& CAO, Siliguri Mahakuma Parishad
5. The Sub-Divisional Officer, Siliguri, with a request to circulate in the notice board
6. The ADS, Siliguri Mahakuma Parishad
7. The PA&AO, Siliguri Mahakuma Parishad
8. Sahaj Tathya Mitra Kendra, Siliguri Mahakuma Parishad, with a request to circulate in the SMP Website.
9. Office Notice Board

Assistant Engineer(R.D)

Siliguri Mahakuma Parishad