

OFFICE OF THE SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara, Siliguri

Notice Inviting Quotation

NIQ NO. 06 /SMP of 2020 - 21

Sealed quotations are hereby invited from the bonafide resourceful dealers/reputed suppliers for supplying of the following item for Siliguri Mahakuma Parishad in their own letterhead on such terms and conditions as laid down below.

Sl. No.	Name of article	Specifications	No. of items (Unit)
1.	Printer	HP Laser Jet Pro (Model:- M30a)	5 nos.

Terms & condition:

1. The rates with proper specification, model etc. in own letterhead of the agency to be addressed to the District Engineer, Siliguri Mahakuma Parishad, Haren Mukharjee Road, Hakimpara, Siliguri.

2. Date and time schedule: -

Start date of submission of sealed quotation	04.12.2020
Last date & time of submission of quotation papers	16.12.2020 upto 3.00 P.M.
Quotation will be opened	16.12.2020 at 3.30 P.M.

3. The sealed tender box is being kept in the Entrance Corridor of the Siliguri Mahakuma Parishad Office.

4. The rates should be quoted in the prescribed format attached with the notice(Annexure-1)

5. The lowest quotationer will have to supply the above mentioned items within 07 days from the date of acceptance.

6. The authority is not bound to select the dealers/reputed suppliers quoting lowest rate rather technical/financial resource, experience, reputation etc. will also be considered.

7. The rate should be inclusive of all taxes and installation charges, if any.

8. Warranty period 1(one) yr. from the date of supply.

9. Necessary deduction will be made as per existing Govt. Norms.

10. Essential document to be submitted along with the sealed quotation - (a) Valid Pan Card (b) Valid Adhaar Card/Valid Epic Card (Optional) (c) Valid 15 digit Goods and Services Tax payer Identification Number (GSTIN) under GST Act. 2017, if applicable (c) Trade Licence, (d) P Tax (Current Challan), (e) IT return (Assessment year 2019 - 20).

11. EMD a fix amount of Rs. 500.00 (Rupees five hundred only) in the form of Demand Draft to be submitted along with essential document mentioned in sl. No. 10 in favour of Siliguri Mahakuma Parishad.

12. EMD will be released after successful supply (including installation) of qualifying bidder. EMD of unsuccessful bidder will be released immediately after the tender process.

13. Siliguri Mahakuma Parishad reserves the right to accept or reject any quoted rate received from any firm/agency without showing any reason or any correspondence whatsoever.

f. m. m. d. e. t.
District Engineer

Siliguri Mahakuma Parishad

Memo No. 1258/1(6)/SMP

Dated, Siliguri the 04.12.2020

Copy forwarded for information to:-

1. The Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling.
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad.
3. The Secretary, Siliguri Mahakuma Parishad.
4. The F.C. & C.A.O., Siliguri Mahakuma Parishad.
5. Notice Board, Siliguri Mahakuma Parishad.
6. The Sahaj Tathya Mitra Kendra, Siliguri Mahakuma Parishad premises.

o/c



f. m. m. d. e. t.
District Engineer

Siliguri Mahakuma Parishad

FORMAT

ANNEXURE - 1

Sl. No.	Name and Address of the Quotationer	Name of article	Specification	Unit	Rate of quotation	
					In figure	In words
1.		Printer	HP Laser Jet Pro (Model:- M30a)	05		

Signature of the Agency with Seal