

**OFFICE OF THE  
SILIGURI MAHAKUMA PARISHAD  
P.O: SILIGURI :: DIST: DARJEELING**

**NOTICE INVITING QUOTATION NO ... 09 of 2022 - 23**

The Office of the Siliguri Mahakuma Parishad invites sealed quotations from reputed Authorized Distributors/Dealers for the Supply of 01 (one) no. Laptop in their office.

The Details are summarized below:

- a) Name of the Project: Supply of 01 (one) no. Laptop.

**Technical Specifications for the Supply of 01 (one) no. Laptop**

Sl. No.	Brand	Quantity Required (in nos.)	Minimum Specifications
1.	HP/DELL etc.	01 no.	Core i5, , 8GB, 512GB SSD, Win 11 + MS OFFICE, Integrated Graphics, 15.6" (39.62 cms), FHD Display

- b) Terms and Conditions:

1. The Intending quotationer, in case of Authorized Distributors/ Dealers shall possess valid Authorized Distributorship/ Authorized Dealership certificate from Manufacturers. The quotationer shall submit a copy of the same in the bid while submitting the quotation alongwith xerox copy of Valid Pan Card, Valid 15 digit Goods and Services Tax payer Identification Number (GSTIN) under GST Act. 2017, Trade Registration Certificate, P Tax (Current Challan), and IT return.
2. The quotation must be placed in a properly sealed envelope addressed to the District Engineer, Siliguri Mahakuma Parishad.
3. The complete and duly filled in quotation in a sealed envelope super-scribed as "Quotation for the purchase of 01 (one) no. Laptop with NIQ No. \_\_\_\_\_"

4. Date and time schedule: -

Start date of submission of sealed quotation	29.08.2022 (during office hour)
Last date & time of submission of quotation papers	06.09.2022 (during office hour)
Quotation will be opened	07.09.2022 at 12:00 P.M.

5. The quotation shall be completed in all respect and should be signed with date by the Authorized Signatory of the Quotationer with stamp on all the pages of the quotation.
6. The quotation shall be duly, properly and exhaustively filled in. Any cutting /over writing etc. in the quotation must be signed by the person who is signing the quotation. The rates and units shall not be overwritten. The financial part of the quotation shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in figure will be treated as final.

7. The rate of the quotation should be inclusive of all taxes.
8. While submitting the quotation, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the quotation is liable to be rejected. If any quotationer stipulates any condition of his own, such conditional quotation is liable to be rejected.
9. The Office of the Siliguri Mahakuma Parishad reserves the right to reject any quotation/bid wholly/partly without assigning any reason.

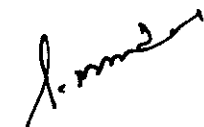
sd/-  
District Engineer  
Siliguri Mahakuma Parishad

Memo No. 1011 / 1(10) / Tender / SMP

Date: 26.08.22

Copy forwarded for information and necessary action to:-

1. The Sabhadhipati, Siliguri Mahakuma Parishad.
2. The Sahakari Sabhadhipati, Siliguri Mahakuma Parishad.
3. The Executive Officer, Siliguri Mahakuma Parishad.
4. The Additional Executive Officer, Siliguri Mahakuma Parishad.
5. The Secretary, Siliguri Mahakuma Parishad.
6. The Financial Controller and Chief Accounts Officer, Siliguri Mahakuma Parishad.
7. The District Information Analyst, Siliguri Mahakuma Parishad.
8. The Computer Assistant, Siliguri Mahakuma Parishad.
9. Notice Board, Siliguri Mahakuma Parishad.
10. The Sahaj Tathya Mitra Kendra, Siliguri Mahakuma Parishad premises for uploading on SMP website.

  
District Engineer  
Siliguri Mahakuma Parishad