



“ANANDADHARA” DISTRICT OFFICE, SOUTH 24-PARGANAS

DISTRICT MISSION MANAGEMENT UNIT / D.R.D. CELL

NEW TREASURY BUILDING, 7TH FLOOR, * ALIPORE, * KOLKATA - 700 027, * WEST BENGAL

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Memo No. I/198/ 25 /DMMU/2020-2021

Dated : 08/02/2021

Notice inviting Quotation[NIQ – 02/2020-21]

- 1) Rate quotation is hereby invited from bonafide suppliers having good credentials of working with Government Departments / Undertaking agencies for supply of Toner for Photo copier, The details of quantities are as follows :

Sl. No.	Name of Item	Specification/Model no.	Quantity
1	Photo copier Toner	Photo copier -Konika Minolta A3 Digital Copier. Model- bizhub 206(20ppm)	As and when required
2	Printer Toner	88A, 925, 12A (Cartridge)	

- 2) The items will have to be supplied at the Office of the Project Director, DRDC & Additional District Mission Director, New Treasury Building, 7th Floor, Alipore, South 24 Parganas, W.B.
- 3) Quotation will have to be dropped in sealed envelope in the earmarked box kept at the office of the undersigned at District Rural Development Cell, South 24-Parganas. **Last date of submitting Quotation is 12.02.21 up to 3pm.**
- 4) The box will be opened soon thereafter in presence of participating tenders/bidder or their authorized representatives.
- 5) Quotation must be submitted under seal and signature of the authorized representatives of the concern.
- 6) The unit price quoted against each item falling under each group must be written or typed neatly
- 7) All the participant concerns must have PAN, GST registration no. and necessary documentary evidence in support of that which will have to be submitted along with the Quotation.
- 8) The Quoted rates should be inclusive of all duties, taxes and other levies.
- 9) Incomplete Quotation will be rejected.
- 10) The undersigned is not bound to accept the lowest rate only.
- 11) Payment will be made after full receipt of the supplied materials in good condition.
- 12) The bidders are requested to see the delivery site before quoting rates. No claim afterwards regarding transport charges for carrying items will be entertained.
- 13) Register Co-operative societies could also participate in the tender procedure maintaining all formalities as per Govt. Rules
- 14) This Quotation procedure may be cancelled at any stage without assigning any reason thereof.
- 15) Any clerical mistake in the notice may be ignored.
- 16) Inviting the notice does not guarantee issuance of supply order.
- 17) Any doubt/ confusion in the notice may be clarified from the office of the undersigned only before participation in the procedure.

P. D., D.R.D.C. &

Additional District Mission Director

DMMU, South 24 Pgs

Date: 08/02/2021

Memo No: I/198 / 25/1(3) /DMMU/15-16

Copy forwarded for wide publicity

- 1) NDC, South 24 Parganas
- 2) DIO, NIC, South 24 Parganas
- 3) CA to AEO (ZP), South 24 Parganas
- 4) Office Notice Board..

P. D., D.R.D.C. &

Additional District Mission Director

DMMU, South 24 Pgs