



Memo No. K-13016/1/19/06/DMMU/2021-2022


Date: 18/01/2022

Notice inviting Quotation NIQ - 11/2021-22

- 1) Sealed quotation are invited for supply of following goods for Office of the Project Director, DRDC & Additional District Mission Director, DMMU, ANANDADHARA, New Treasury Building, 7th Floor, Alipore, South 24 Parganas, W.B.

Sl No	Name of the Items/Goods	Numbers/ Quantity required to be supplied	Remarks
1	CMOS Battery	20	
2	Sata Data Cable	20	
3	240 GB SSD- Kingston	5	
4	USB 1.5 Mtr. Printer Cable	5	
5	Mouse Pad	10	
6	USB Optical Mouse (HP)	5	
7	USB multi Adapter (4 Port)	3	
8	Pendrive-64 GB- Kingston	6	

- 2) Quotation in sealed envelope shall be submitted at this above office address as per annexed format along with the following documents
- Copy of GST Registration Certificate.
 - Copy of PAN
 - Copy of last year's IT return.
 - Copy of Trade License
 - Copy of at least one credential certificate showing similar works in the Govt. Office within the last 3 years
- 3) Bid submission starting date:- 18/01/2022
- 4) Each bidder shall submit only one Bid.
- 5) Last date of submission of Bids: 25/01/2022 by 3:00 PM (date & time) at office chamber.
- 6) Date of opening of Bids: On 25/01/2022 at 4:00 PM (date & time) at office addressing presence of authorized representative of Bidder.
- 7) Quotation must be submitted under seal and signature of the authorised representative of the concerned.
- 8) The rates should be inclusive of all duties, taxes and other levies to be quoted in both words & figure.
- 9) Incomplete Quotation will be rejected.
- 10) Payment will be made after full receipt of the materials in good condition.
- 11) The bidders are requested to see the delivery site before quoting rates. No claim afterwards regarding transport charges for carrying items will be entertained.
- 12) Registered Co-operative societies could also participate in the tender procedure maintaining all formalities as per Govt. Rules.
- 13) Issue of Purchase Order (PO): Purchase Order (PO) will be issued to L1 Bidder to supply the said Goods within 5 days from the date of issues of PO.
- 14) Notwithstanding the above, this office reserves the right to accept or reject any quotations/ Bids and to cancel the Bidding process and reject all quotations / Bids at any time prior to the issuance of PO.
- 15) Any clerical mistake in the noticed may be ignored.
- 16) Inviting the notice does not guarantee issuance of supply order.
- 17) Any doubt/confusion in the noticed may be clarified from the office of the undersigned only before participation in the procedure.

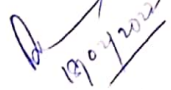

Additional District Mission Director
DMMU, South 24 Pgs

Memo No: K-13016/1/19/06(5) /DMMU/2021-2022

Date : 18/01/2022

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- 1) NDC, South 24 Parganas.
- 2) DIO, NIC, South 24 Parganas.
- 3) CA to DM & DMD, South 24 Parganas for kind appraisal of the authority.
- 4) CA to AEO (ZP), South 24 Parganas for kind appraisal of the authority.
- 5) Office Notice Board.


Additional District Mission Director
DMMU, South 24 Pgs

Format for Submission of Bids

1. With reference to your Notice Inviting Quotation vide Memo No. date, I do hereby submit Quotation / Bid (s) as follows:

Serial No.	Name of Goods/ Items	Specifications	Numbers/ Quantity	Rate per unit inclusive GST, delivery & Installation charges (In ₹)	Total Amount inclusive GST, delivery & Installation charges (In ₹) 5 = (3 x 4) ₹
	1	2	3	4	
Total Rupees (in words)..... only					

2. Following documents are attached as per para 2 of your NIQ Memo No. dated

- (i) Copy of GST Registration Certificate
- (ii) Copy of PAN
- (iii) Copy of last year's IT Return
- (iv) Copy of Trade Licence
- (v) Copy of at least one credential certificate showing similar works in Govt. Section within the last 3 years.

3. Warranty period:-

Yours faithfully

(Signature of Supplier with Seal)