

**NORTH 24-PARGANAS ZILLA PARISHAD**  
RISHI BANKIM SARANI, BARASAT, KOLKATA – 700124.

Date:- 12.03.2020

Q NO. 07/19-2

**Notice inviting Quotation**

Sealed quotation are hereby invited by the undersigned from the bonafide, resourceful and experienced Organisations/Agencies having credential of assembling and supplying computers and accessories as per terms & conditions laid down in the quotation notice below for the supply the following IT products. .

Sl. No.	Item Description	Qty. (No)	Cost of Paper (Rs.)
01	HP Desktop Computer with Intel Core-i5 6MB Cache ,OEM Motherboard, 4 GB DDR4 RAM, 1TB SATA HDD, DVD-RW Optical Drive, OEM 104 Keys Keyboard, OEM Optical Scroll Mouse, Integrated Gigabit Ethernet ,USB Ports, Windows/OEM 18.5" Monitor, OEM Warranty	01	1000.00
02	Microtek 1KVA UPS	01	
03	HP 1005 All-In-One Laserjet Printer	01	

**TERMS & CONDITIONS**

1. The sealed envelope with PAN, GST certificate ,Trade License , Audited Balance Sheet (3 Years), Credential,Completion Certificate are to be dropped in the tender box only kept at the chamber of the Deputy Secretary up to 01.00 pm on 23.03.2020 .
2. The applicant, in the same name and style, as prime contractor should have successfully completed at least one contract of same type of work at least one-third value of the proposed contract within the last 5 years.
3. The sealed envelope with all relevant documents will be opened on the same date at the Office chamber of Deputy Secretary, North 24 Parganas Zilla Parishad at the above address at 02.00pm.. The intending tenderers may remain present at the time of opening of the notice inviting quotation.
- 4.. Acceptance of lowest rate is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons what so ever and to split up the tendered work to more than one Organisation/Agency in the interest of the work execution.
5. Rate should be quoted both in words and figure including carriage charges and all taxes.
6. The payment will be released in full after successful delivery and installation ( within 15 days of receipt of supply order) and subject to the production of bill in triplicate and issue of installation certificate of each item by your authorized Engineer and countersigned by the concerned officer of the North 24 Parganas Zilla Parishad.

**Secretary**  
**North 24 Parganas Zilla Parishad**

Copy Forwarded for information and necessary action to:-

1. Shri D. Bhattacharya, Special Secretary to the Govt. of West Bengal, Panchayat & Rural Development Department, Joint Administrative Building ( 9<sup>th</sup> floor ) Floor, Salt Lake City, Sector-III, H.C.-7, Kolkata-700 106.
2. Chairman District Council, North 24 Parganas Zilla Parishad.
3. Karmadhakshya, (All) /.....), North 24 Parganas Zilla Parishad.
4. Financial Controller & chief Accounts Officer, North 24 Parganas Zilla Parishad.
5. CA to Addl. Executive Officer, North 24 Parganas Zilla Parishad.
6. Deputy Secretary, North 24 Parganas Zilla Parishad.
7. **Sri Dipankar Chatterjee** , Dealing Assistant- he is directed to take necessary steps for up-keeping the file and take necessary initiative for opening of technical bid and financial bid in consultation with District Engineer, North 24 Parganas Zilla Parishad.  
He is also requested to maintain the tender register in appropriate form & take steps for publication of the abridged notice in News Paper & maintain Guard File in consultation with District Engineer/ Executive Engineer, North 24 Parganas Zilla Parishad .
8. C.A to District Magistrate North 24 Parganas and Executive Officer, North 24 Parganas Zilla Parishad.
9. P.A. to the Sabhadhipati, North 24 Parganas Zilla Parishad for kind information to the Sabhadhipati.
10. Office Notice Board.
11. Guard File.

**Secretary**  
**North 24 Parganas Zilla Parishad**