

ANANDADHARA – District Office
District Mission Management Unit &
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24-PARGANAS Z.P.(ANGANA BUILDING, 2ND FLOOR)
(Under the Administrative Control of Panchayat & Rural Development Deptt.,
Government of West Bengal) **K.N.C. Road, Barasat, Kolkata-700124.**
Phone: (033)2552-3037/2584-2272, Fax: (033)/2562-5373, E-mail: pddrdc@gmail.com



Memo No: 22100/1/6/2010-21/DRDC

Dated: 05.01.2021


Notice Inviting Quotation

1. Sealed quotation are invited for supply of following goods for DRDC North 24 Pgs, Angana Building, Barasat, K.N.C Road, 700124

Sl No	Name of the Items/Goods	Specification of goods/Items	Numbers/Quantity required to be supplied	Estimated Price per unit (inclusive of all taxes and delivery charges)	Remarks
1	Laptop	i 5 (10 th Gen), 4 GB RAM (8 GB supported) DDR4, 1 TB HDD, 15.6" Led, windows 10 & Office	2	49000 (Per Quantity)	Goods are to be delivered at office address in good condition with installation

2. Quotation in sealed covered shall be submitted at this above office address as per annexed format along with the following documents.
 - i. Copy of GST Registration Certificate.
 - ii. Copy of PAN
 - iii. Copy of last year's IT return.
 - iv. Copy of Trade License
 - v. Copy of at least one credential certificate showing similar works.
3. Bid submission starting date: 31.12.2020.
4. Each bidder shall submit only one Bid.
5. Last date of submission of Bids : By 15/01/2021 & 5 P.M (date & time) at office address
5. Date of opening of Bids: On 16/01/2021 & 11 A.M. (date & time) at office address in presence of authorized representative of Bidder.
6. Issue of **Award of Contract/ Purchase Order (PO)**: Award of Contract/ Purchase Order (PO) will be issued to L1 Bidder to supply the said Goods within 5 days from the opening date of Bids.
7. 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 award of contract.
8. Award of Contract/ Purchase Order (PO) will be notified on the Notice Board of this Office for 7 days from the issue of the Award of Contract/ Purchase Order (PO).
9. **Payment & Others Conditions**: Payment will be made through ECS within 15 days after delivery of the goods in good conditions and submission of Bill.
10. Warranty:1(Year)..... (state the warranty period , if necessary)

We look forward to receive your quotation and would like to thank you for your interest in this Work.

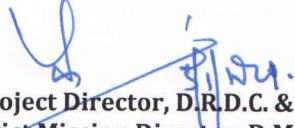

Project Director, D.R.D.C. &
Addl. District Mission Director, D.M.M.U.,
North 24-Parganas Zilla Parishad

Memo No: 22100/(6)/II/6/2020-21/2020

Dated: 05.07.2021

Copy forwarded for information & with a request for wide publicity to :-

- 1) ADM & AEO, North 24 Parganas Zila Parishad.
- 2) SDO, Sub- Division Office Barasat, Basirhat, Bongaon, Bidhannagar, Barrackpore.
- 3) DIO, NIC, North 24 Parganas with a request to publish this notice in the District Website.
- 4) CA to the District Magistrate, North 24 Parganas.
- 5) H.C, DRDC, North 24 Parganas.
- 6) Office Notice Board.


Project Director, D.R.D.C. &
Addl. District Mission Director, D.M.M.U.,
North 24-Parganas Zilla Parishad

Format for Submission of Bids

Office Letter Head/ Office Pad of Contractor/ Supplier

Sir,

1. With reference to your Notice Inviting Quotation vide Memo No. date, we do hereby submit our 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 ₹)
	1	2	3	4	5 = (3 x 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.

We will send our authorised representative on the date of opening of Bids

Yours faithfully

(Signature of Supplier with Seal)