



Government of West Bengal
Office of the District Panchayat & Rural Development Officer – Birbhum
Email i.d.<dprdobirbhum05@gmail.com Tele / Fax 03462255347

Quotation No: 22/21-22 / DPRDO

Dated: 18 /11/2021

NOTICE INVITING QUOTATION (1st Call)

Sealed Quotation are invited from bonafide vendors/Manufactures/contractors/suppliers for **repairing 2 nos. Desktop Computer and 15 nos. Antivirus at DPTRC, Md Bazar** as per work schedule below on the term and condition mentioned below: -

Date of the publication of the Notice: -18.11.2021

Venue for the dropping & opening of the Quotation: -Office of the District Panchayat & Rural Dev.Officer , Birbhum

Last Date of dropping of Quotation paper: - 26.11.2021 upto 3 PM

Date of opening of the Quotation: - 26.11.2021 at 3.30 PM

The schedule of work –

Sl No	Name of Item(s)	Quantity	Work place at
1	Desktop Computer repair	2 nos.	DPTRC, Md. Bazar
2	Antivirus (prefer : Quickheal)	15 nos.	DPTRC, Md. Bazar

Terms &Conditions:

- 1) Applications for the quotationer documents should be done in their own letter within the date mentioned above.
- 2) Separate rate for each of above-mentioned items should invariably and clearly be mentioned in the letter head pad duly signed by the quotationer.
- 3) The rate must be quoted in terms of figure and words neatly and correctly in English including all charges.
- 4) Other services and installation related this are to be borne by the quotationer within the rate.
- 5) The quotationer must submit their full postal address with contact number with the quotation.
- 6) The tender will be opened, on the date and time as mentioned, Office of the District Panchayet & Rural Dev. Officer, Birbhum and at that time supplier /their representatives themselves may remain present.
- 7) Selection will be made on the basis of the total price.
- 8) The undersigned reserves the right to accept or reject any quotation assigning any reasons whatsoever and not bound to accept the lowest rate, stating the reasons thereof.
- 9) Any damaged or deformed items will not be entertained. If any damaged / deformed articles found, replacement with the new fresh one is to be done at that time of execution.
- 10) The quotationer shall submit duly PAN Card, Premium Certificate, Trade License issued by municipality with acknowledgement receipt for the year 2021-22, GST registration certificate, MSME certificate (As an added advantage).
- 11) The Quotationer may submit the quotation either physically or through the mail ID :dprdobirbhum05@gmail.com as per the time schedule.

Qmr 18/11/2021
District Panchayats

&

Rural Development Officer, Birbhum

Date. 18/11/2021

Memo No : 295 /1(4) /DP&RDO/STARPARD

Copy forwarded for information& with a request to display in the Notice Board to:

- 1) The Dy. DP&RDO/PDO/HC/Cashier/ADTC of the office of the DP&RDO to remain present on the date of opening and placement before the undersigned.
- 2) The Cashier, Office of the DP&RDO, with a request for wide publicity.
- 3) Notice Board of this office.
- 4) The Office copy file.

Qmr 18/11/2021
District Panchayats

&

Rural Development Officer, Birbhum