

ELECTION URGENT

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
I.T. & COMMUNICATION CELL
MALDA**

Memo No. 81 /IT&C

Date 19 .03.2021

Notice Inviting Quotation 16 of 2021

Quotation in sealed cover is invited from the reputed suppliers who are capable of delivering/supplying the following items on hire basis if required for ensuing Legislative Election 2021.

Sl No.	Name of Item	Rate per Piece	Quantity
1	Printer Cartridge of Model No ECOSYS (M2040dn) [Toner for ECOSYS Printer TK-1178]		Informed later
2	Printer Cartridge of Model No MPC 2503S (RICOH MPC 2011)		Informed later
3	110A Compatible Cartridge with Chip		Informed later

TIME LINE FOR QUOTATION

PARTICULARS	DATE AND TIME
Quotation Receiving Start Date and Time	19-03-2021 from 12 noon
Quotation Receiving end Date and Time	22-03-2021 till 12 noon
Opening of Quotation in the Chamber of ADM(ZP), Malda	22-03-2021 at 3 PM

Statutory Documents: Quotationer shall submit latest GST registration, copy of valid PAN, latest IT return, P.TAX Return, Trade License.

The above mentioned documents are mandatory and if the quotationer fails to submit any of them, their quotation will summarily be rejected.

Submission of Bids: The quotation shall be submitted in the drop box kept in the Office Chamber of Officer-in-Charge, I.T.Section, Malda

Validity of the Quotation: The quotation once submitted will be valid for 180 days.

Other Terms & Conditions:

- 1) Sealed cover should be mentioned "Quotation for purchasing of various Cartridge" and Memo No of the quotation to be address to the Additional District Magistrate(ZP), Malda
- 2) This is also to be noted that the materials mentioned in serial no.1 to 3
- 3) be purchased as and when necessary.
- 4) The rate quoted by the quotationer must be inclusive of all taxes and duties.
- 5) All the items /materials being delivered / supplied should be of reputed company/ brand and service centres should be located in Malda.
- 6) Quotation must be submitted in the prescribed format.

The authority reserves the right to reject or cancel any or all pre-qualification documents/bid documents without assigning any reason whatsoever.



Additional District Magistrate (ZP)
Malda

Memo No. 81/1(6)/IT&C

Date 19.03.2021

Copy forwarded for information to:

- 1) The Sub-Divisional Officer, Sadar/Chanchal Sub-Division, Malda
- 2) The Officer-in-Charge, Election Section, Malda
- 3) The District Informatics Officer, NIC, Malda with a request to publish the same in the District Website
- 4) The Nezarath Deputy Collector, Malda with a request to hanging the same on Notice Board.
- 5) CA to the District Magistrate, Malda
- 6) Guard File


Additional District Magistrate (ZP)
Malda