

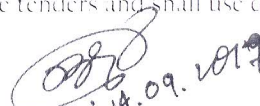
NOTICE INVITING TENDER

Sealed quotations are hereby invited from the bonafied /reputed agencies for supplying a Photocopying Machine for Planning Section as per specification noted below.

Sl No	Item	Particular of the items	Rate should be quoted including all charges
01.	Photocopier (Xerox Machine)	1. Digital Printer & Colour Scanner with fast ARDF facility 2. Document Size- A6 to A3 3. Copying Speed- 25ppm and above 4. 2-3 Paper loading trays with Bypass tray (Capacity 250-300 sheets) 5. Duplex Printing & Scanning Facility 6. Document Printing and Scanning via LAN Facility	

Terms & Conditions

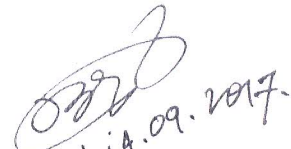
1. Technical Bid and Financial Bid will have to be submitted separately in single sealed envelope.
2. In case of technical specification is met as per the tendered specification then only the financial bid will be opened.
3. 5% of the quoted cost as earnest money must be deposited by the tenderers through bank draft or NSC (duly pledged) in favour of the District Magistrate, Birbhum with the tender paper. The earnest money of unsuccessful bidder shall be refunded within 45 days of final acceptance of bid. No interest will be paid by the D.M, Birbhum on earnest money.
4. Tenderers shall have to deliver the items at the receiving point at their own cost.
5. Rate should be offered by the tenderers including all taxes and all other charges.
6. The rate offered by the tenderers will be valid for one year from the date of acceptance.
7. The tenders accompanied with necessary papers viz. (i) Current income tax clearance certificate (ii) P Tax(Current clearance certificate) (iii) GST (Certificate of Registration) (iv) PAN(card) (v) Credential certificate (for such items) (vi) Demand draft or Postal Savings certificate etc. are to reach within 1 pm on 21st Sept in the Tender Box kept at Planning Section, Birbhum and the same will be opened on the same day at 3 p.m. All the intending bidders/tenderers or authorized representative @ one for each tenderer may remain present during the time of opening the Tenders.
8. Tenders submitted after prescribed date and hours and found to be incomplete in any respect, will not be accepted.
9. Supplying of the items should be completed within 10(ten) days from the date of issuance of work order failing of which work order will be treated as cancelled without any intimation to the bidder and in that case earnest money if so would be deposited will be forfeited and next lowest bidder will get preference to supply the same.
10. Items sent through Courier service will not be entertained.
11. Payment will be made on submission of bill in duplicate along with work order in original after completion of full supply of items. Deduction of Tax etc. will be made as per existing norms.
12. Earnest money may be forfeited for any unfair act and breach of the above condition.
13. The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason thereof. The undersigned also does not bind himself to accept the lowest rate offered by the tenders and shall use discretion in accepting higher rate considering the standard and quality etc of items


14.09.2017
District Planning Officer,
Birbhum

Dated, Suri, the 14/9/ /2017

Memo. No. 3035/7 Dev.
Copy forwarded for information and necessary action for wide publication.

- 1 AEO & ADM, Zilla parishad
- 2-3 D.I.C.O, Birbhum/ P.O, DRDC, Birbhum.
- 4 D.I.O, NIC, Birbhum with a request to publish the notice through his web site
- 5-7 C. A to D.M/ C.A to A.D.M(G)/ C.A to A.D.M(Dev).


14.09.2017
District Planning Officer,
Birbhum