

**ANANDADHARA DISTRICT OFFICE**  
**District Mission Management Unit, Birbhum &**  
**District Rural Development Cell**  
**Birbhum Zilla Parishad**  
**Suri :: Birbhum**

NIQ. No. 03/2018-19

Dated:- 16.07.2018

**QUOTATION NOTICE**

Sealed quotations of rates are invited from the reputed Agencies having experiences in the relevant matter for supply of 7 Nos. of Laptops following configuration which is given below. Interested agencies may submit quotations at the office of the undersigned by **25/07/2018** up to **1.00 P.M.** and those will be opened on **25.07.2018** at **2.00 P.M.**

SL. No.	Name of item	Configuration
1.	Laptop	8 <sup>th</sup> Gen Intel Core i3 Processor (2.2 Hz base frequency up to 3.4 GHz with intel Turbo Boost Technology, 4 MB cache, 2 cores) Windows 10 Home, Single Language 64 bit, 1 TB 5400 rpm SATA SSHD (8 GB NAND) 4GB DDR4-2400 SDRAM (1 x 4 GB), Intel UHD Graphics 620 14 Inch diagonal FHD IPS Micro-edge WLD-backlit Touchscreen Display, MS Office Home & Student 2016, Active Pen (Inking Pen) with Bag. Weight 1.68 Kg (Approx.)

1. Interested Agency shall have to submit the following documents:-
  - a) Credentials of similar type of work to GOVT. Office /undertaking /Municipality etc.
  - b) Photo copy of valid Trade License in specific job.
  - c) Photo copy of PAN Card and current Income Tax Return.
  - d) Photo copy of current Challan of P. Tax.
  - e) Photo copy of GST registration certificate and current Challan.
2. Earnest Money amounting to Rs.7,000/- (Rupees seven thousand) only is to be submitted in favour of ADMD, DMMU, Birbhum by Demand Draft only.
3. The Quotation is to be submitted in sealed cover only superscribing "Quotation for supply of 7 nos of Laptops – against NIQ No. .... Dated ....."
4. The following items must be placed inside the sealed cover –
  - (a) The requisite documents as mentioned in Sl. No. 1.
  - (b) Demand draft as mentioned in No. 2.
  - (c) The financial offer may be submitted by the agency in the specified format only which will be collected from this Office on 20.07.2018 and 23.07.2018.
5. No. Variation of standard will be allowed while supplying the item.
6. Supply is to be completed within 15 (fifteen) days from the date of issue of Supply Order.
7. The rate should be quoted including all kinds of Taxes.
8. The payment will be made after making deductions as per Govt. Rules in vogue.

Continued...

9. It is to be noted carefully that any incomplete application will be summarily rejected. If any of the items as mentioned in Sl. No. 4. (a), (b), (c) is found missing after opening of the sealed cover, the corresponding quotation will be cancelled forthwith and no request for consideration of the concerned application will be entertained under any circumstances. The decision of the Authority as regards the admissibility of a document submitted by the intending quotationer shall be final and binding on all applicants.
10. The scope of work and completion of the supply of the item shall include the supply of all machines along with initialization of the operative system and its registration online plus creating backup in each Laptop.
11. It is also to be noted carefully that in case the selected agency fail to complete the work as mentioned in the preceding para within the stipulated period, the work order is liable to be cancelled after giving opportunity of hearing and in that case the entire Earnest Money shall be forfeited.
12. The undersigned reserves the right to reject any or all quotations without assigning any reason whatsoever and will not bound to accept either lowest quotation or any of the quotations.

*16/7/18*

Addl. Dist. Mission Director

Anandadhara District Office, DMMU, Birbhum  
& Project Director, DRDC, Birbhum ZP

Memo No. 739/182 <sup>Vf-5</sup> /DMMU/Birbhum

Dated:- 16.07.2018

Copy forwarded for kind information & wide publicity to:-

- 1) The District Magistrate, Birbhum.
- 2) The A.E.O., Birbhum Zilla Parishad.
- 3) The D.L. & L.R.O., Birbhum.
- 4) The D.I.C.O, Birbhum.
- 5) The Sub-Divisional Officer, Sadar (Suri) Sub-Division.
- 6-9) The DPD(M), DPD(Cr.), DPD(A/Cs.), H.C.
- 10) DIO, NIC, Birbhum with a request to upload the NIQ in District Web Site.
- 11) Tarun Samaddar, SAE (Electrical), BZP.
- 12) Office Notice Board.

*16/7/18*

Addl. Dist. Mission Director

Anandadhara District Office, DMMU, Birbhum  
& Project Director, DRDC, Birbhum ZP