

Memo No.- 161/ICDS

Date :- 19/03/2021

QUOTATION NOTICE

Sealed Quotations are hereby invited from bona-fide Agencies/Suppliers for supply of the following articles to the Office of the undersigned

Sl No	Name of Item	Specification
01	Canon Digital Multifunctional Product (Copy/Print & Colour Scan)	Model-IR2520W (with DADF, one paper tray & Bypass Tray) Speed-20CPM/PPM Duplex-Automatic Duplexing (Copy&Print), Paper Capacity 350 sheets, Recommended paper Size-A-5,A4,Legal,A3 with Wifi Bluetooth connectivity (Rate Rs.) including all taxes (Rupees)

The following papers to be submitted, in the following order, along with the Quotation :

- Photostat Copy of Valid Trade License up to date
- Photostat Copy of up to date P. Tax Clearance Certificate up to date
- Photostat copy of Valid GST Registration Certificate
- Photostat copy PAN Card / Latest Income Tax Return (18-19,19-20)

If, in any envelop, any of the above mentioned documents are not found, the Quotation will be considered as invalid and that will be cancelled.
Intending Bidders have to Quote Rates per piece, including all charges like Transportation charge, loading-unloading charge, etc. in their own Letter Head Pads.

Supply Orders will be issued depending on the actual requirement of the Office and availability of fund in the specific head of account. The payments will be made depending on the availability of the allotment of fund through ECS.
The last date of submitting the Quotation is **25/03/21**, upto **1.00 PM** and that will be opened on the same day at 2.00 PM. The bidders should remain present at the time of opening of the Quotations.

No objection will be entertained after finalization of the matter.

The authority reserves the right to cancel any part or the total process, at any time, without showing any reason.


District Programme Officer
Paschim Medinipur

Memo No. 161 /1(4)/ICDS

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Copy forwarded for information and with request to kindly display the notice in the Office Notice Board to:

- The Officer In charge, NIC Paschim Medinipur, with a request to published the Notice in the District website for wide circulation.
- CA to the District Magistrate, Paschim Medinipur for kind information of District Magistrate.
- CA to the Addl. District Magistrate (P), Paschim Medinipur for kind information of ADM(P)
- Office Notice Board


District Programme Officer
Paschim Medinipur