



Memo No. 420/MGNREGA/18

Dated: 22.06.2018

NOTICE INVITING QUOTATION

Subect : Quotation for AMC of Computer Accessories

Sealed Quotations are hereby invited from the competent, reputed & eligible agencies/ vendors/suppliers having GST Registration No. for Annual Maintenance Contract (AMC) for computer accessories and peripherals & Hardware/Software items including IT networks and communication equipment installed/used ,on the following terms & conditions. It is desirable the agency has an office within 30kms. from the District(H.Q). Details of Quotations are enclosed in separate Annexure.

Last Date of submission of Quotation : 29.06.2018 upto 2.00 p.m

Date of opening of Quotation : 29.06.2018 at 3.00 p.m

Venue : Chamber of District Nodal Officer, MGNREGA, Hooghly

Terms & Conditions for submit the quotation is as follow:

- 1) All agencies offering rate should submit the quotation in their own letterhead.
- 2) The rate should be quoted in figure as well as in words.
- 3) The rate should be quoted in the enclosed format and submitted along with firm's letter in the letter Pad.
- 4) Quotationer has to indicate the Trade License, GST Registration No. & PAN submitting photocopies thereof.
- 5) Name and address of the quotationer should mention clearly, indicating Lane, Bye Lane, House No., Post Office, PIN Code etc. and all required details.
- 6) The office of the District Magistrate, MGNREGA Cell, Hooghly reserves the right to reject any or all the quotations without assigning any reason.
- 7) Payment will be made after satisfactory performance of the concern.
- 8) Any advance payment will not be made.
- 9) Validity period of the quotation will be 3(three) month from the date of acceptance of the same.
- 10) No extra charge will be paid above the quotation rate.

(D) 22/06/18
District Nodal Officer
MGNREGA, Hooghly

Date: 22.06.2018

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Copy forwarded for kind information and taking necessary action to :

1. DIO, NIC, Hooghly with request to upload in the District website.
2. Secretary, Hooghly Zilla Parishad with a request to publish the Quotation notice in the notice board of Hooghly Zilla Parishad.
3. NDC, Hooghly with a request to publish the Quotation notice in the District notice board.
4. C.A to District Magistrate, Hooghly for kind information to the District Magistrate, Hooghly.
5. P.A to Additional District Magistrate(G), Hooghly for kind information to the Additional District Magistrate (G), Hooghly.
6. Notice Board of the MGNREGA section, Hooghly.

(D) 22/06/18
District Nodal Officer
MGNREGA, Hooghly

TECHNICAL BID

Particulars to be furnished by the concern applying for AMC of Computer Accessories at MGNREGA Section, Hooghly

1.	Name of the concern	
2.	Address	
3.	Phone Number	
4.	E-mail ID :	
5.	Year of Establishment	
6.	Status of concern (Please attach documentary proof)	
7.	Trade License (Please attach a copy of the valid registration certificate)	
8.	PAN(Please attach supporting documents)	
9.	GST No. (Please attach supporting documents)	

Certify that the above informations are true and correct to the best of my knowledge and belief.

Place:

Signature.....

Date:

Name of the Proprietor/ Authorized
Signatory Seal indicating complete address

Financial Bid
Quotation for AMC of Computer Accessories

Description	Quantity	Rate (without parts) per piece including GST (Rs.)	Remarks
Desktop Computer	11		
Laptop	2		
Printer	8		
Scanner	2		
Multifunctional Office Machine(CanonMF226DN)	1		

Place:

Signature.....

Date:

Name of the Proprietor/ Authorized
Signatory Seal indicating complete address

Note : Computer includes 2 no. of LED & 9 no of LCD monitor, Intel mother board, 9 no. of 4GB memory & 2 no. of 8GB memory, windows7 operating system, 9 no. of 500GB & 2 no. of 1 TB of storage memory. All types of official software's support are required as and when required.