



Office of the Sub-Divisional Magistrate  
Chandannagar, Hooghly

No. 25 / TKDA / CGR

Date: 17/01/2019

QUOTATION NOTICE

Sealed Quotations are invited from the reputed Computer Firms / Dealers / Suppliers / Agencies for supply of Computer items at the office of the Executive Officer, Tarakeswar Development Authority & Sub-Divisional Officer, Chandannagar, Hooghly in accordance with the following terms and conditions:

Terms & Conditions:

1. The tentative technical specification, quantity etc. are given in the Annexure – A.
2. The Quotationers may have a record of supplying of Computer items during last three financial years to the Govt. Offices / Semi-Govt. Offices. Therefore they shall furnish the necessary proof (Copy of Work Order or Payment Certificate) along with the Quotation.
3. The Quotationer must have to submit the self attested photocopy of PAN Card, Latest Registration Number / Certificate in respect of GST along with the Quotation.
4. **The successful Quotationer will ensure timely and satisfactory comprehensive maintenance of the items.**
5. Quotationer should submit item wise and total rates. Rates must be quoted both in figures and words. The rate should be quoted inclusive of all taxes and charges including delivery & installation with guarantee / warranty.
6. No advance payment will be made. Payment will be released after proper supply & successful installation of the items.
7. Quotations are to be addressed to the Executive Officer, Tarakeswar Development Authority & Sub-Divisional Officer, Chandannagar, Hooghly.
8. Quotationer must sign each page of the Quotation.
9. Quotation along with all requisite documents must be sealed in a envelope and this must be superscribed in capital letters as “**QUOTATION FOR SUPPLY OF COMPUTER ITEMS**”.
10. The Name & Address with Mobile Number of the Quotationer must be indicated on the cover containing quotation.
11. The sealed Quotation must be dropped in the office of the undersigned on or before 2.00 PM on 25.01.2019 and the same will be opened on that day at 3.30 PM. One representative of each vendor may present at the time of opening of Quotation.
12. Supply & installation works of the item should be completed within 03 (Three) days from the date of issuance of the supply order.
13. The undersigned reserves the right to accept or reject any or all of the quotation without assigning any reason thereof.

  
17.01.19.  
S.D.O. CHANDANNAGAR

&  
EXECUTIVE OFFICER & MEMBER SECRETARY  
TARAKESWAR DEVELOPMENT AUTHORITY

Memo. No. 25 /1(4) / TKDA / CGR

Date: 17/01/2019

Copy forwarded for information and taking necessary action to:

1. The District Magistrate, Hooghly.
2. The Additional Executive Officer, Hooghly Zilla Parishad.
3. The DIO (NIC), Hooghly, with a request to upload this notice to the website of Hooghly District.
4. The S.D.I. & C.O. Chandannagar.

  
S.D.O. CHANDANNAGAR

&  
EXECUTIVE OFFICER & MEMBER SECRETARY  
TARAKESWAR DEVELOPMENT AUTHORITY

Annexure – A

**Specification of the Computer Items of the Tarakeswar Development Authority**

| Sl. No. | Name of the item with specification  | Quantity (In Nos.) |
|---------|--|--------------------|
| 1       | <b><u>Desktop (PC)</u></b><br><i>Specification:</i> Core i5 8 <sup>th</sup> Gen Processor, 4 GB RAM, 1 TB HDD, DVDRW, Network interface USB Keyboard, Optical Scroll Mouse, 21.5" LED Monitor<br><i>OS:</i> Windows 10 standard specification<br><i>UPS:</i> 600 VA, APC Make, 02 (Two) Years on site comprehensive warranty except Battery (One year)<br><i>Antivirus:</i> Quick Heal Total Security with one year license (Single User)<br><i>Warranty:</i> 03 (Three) years on site comprehensive warranty.<br><i>Make / Brand:</i> HP/Dell or any other reputed brand. | 02 (Two) Nos.      |
| 2       | <b><u>HP Laserjet Multifunctional Printer (Wireless)</u></b> Mention Model Number  | 01 (One) Nos.      |
| 3       | <b><u>HP Laserjet Multifunctional Printer</u></b> Mention Model Number   | 01 (One) Nos.      |
| 4       | <b><u>USB Pen Drive 32 GB USB 3.0</u></b> (HP / KINGSTON / TRANSCEND)  | 02 (Two) Nos.      |