

Government of West Bengal
Office of the Principal
Memari Government Polytechnic, Memari, Purba Bardhaman.

NOTICE INVITING TENDER

MEMO NO: MEM /47 / 2023

DATE: 01/02/2023

Sealed quotations are being invited from qualified Contractors / Suppliers / Manufacturers etc. having requisite credentials for the following works / items. Sealed quotations complete in all respects must be submitted in the tender box on or before 12 noon of 15.02.2023. **The Quotation Form and Description of Works** can be obtained from the store of Memari Government Polytechnic, up to 13.02.2023 within working hours of the Institute except holidays. Tender will be opened at 2.00 p.m. on 15.02.2023 in the Principal's chamber of this Institute. Intending bidders are requested to be present at the time of opening of the quotations.

NAME OF WORK: Repair of Computer, UPS , Scanner cum Printer, Scanner, Printer and Xerox Machines of our Institute Memari Government Polytechnic, Memari, Purba Bardhaman

Details are given in the quotation form. Total tender value should not exceed Rs. 70,000.00. (Seventy Thousand Only)

Principal in Charge
Memari Government Polytechnic, Memari,
Purba Bardhaman

Date: 01/02/2023

MEMO NO: MEM /TEND/ 09TN / 2023

Copy forwarded for wide circulation of the same to:

- 01) The addl. District Magistrate (Dev), Purba Bardhaman
- 02) The Commissioner, Police Commissionerate, Purba Bardhaman
- 03) The Sabhadhipati, Zillaparisad, Purba Bardhaman
- 04) The Postmaster, Head Post Office, Purba Bardhaman
- 05) The B.D.O Memari Block.
- 06) The Sabhapati, Memari Panchyetsamiti.

Principal in Charge 
Memari Government Polytechnic, Memari,
Purba Bardhaman

Principal-in-charge
Memari Govt. Polytechnic
Memari, Purba Bardhaman

TERMS AND CONDITIONS FOR THE REPAIR OF COMPUTER, UPS & OTHERS ELECTRONICS MACHINES WORKS :-

- 01) The duly sealed Quotation addressed to the Principal, Memari Government Polytechnic, Memari, Purba Bardhaman
- 02) The quotation form shall be duly signed and submitted by the tenderer.
- 03) Latest GST registration certificate, Trade Licenses, Income Tax, P. Tax clearance, Pan No and as well as other credentials if any should be enclosed with the quotation.
- 04) The Works / Items have to be supplied / completed as per specification given within stipulated period.
- 05) The rates should include all cost of work / items including materials, labor, transportation, installation charge, taxes and others if any. No extra amount other than the quoted rate will be paid for any reason whatsoever.
- 06) The Purchase Committee reserves the right to accept or reject any or all of quotations without showing any reason thereof.
- 07) Acceptation and Work Order for all the items of the quotation is not also guaranteed.
- 08) Any counter condition may not be accepted and in that case the bid is liable for rejection.
- 09) Period for validity of the tender shall be 01 (one) year from the date of publication of tender notice.
- 10) Completion of work should be within 02(two) weeks from the date of receipt of the work order.
- 11) The authority reserves the right to split the order to different parties.
- 12) Payment will be made against the bill as per prevalent rules / norms.
- 13) Supplier should submit their bill in triplicate along with a copy of delivery challan duly signed and stamped by the supplier.
- 14) Total tender value should not exceed Rs. 70,000.00. (Seventy Thousand Only)

Declaration: - I/ We agree to abide by the terms & condition specified by the Institute in full.

Date:

Place:

Signature of the Tenderer with seal