

# Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003



Phone : Siliguri : (0353) 2512922, 2515647  
: Jalpaiguri : (03561) 230874  
Fax : (0353) 2510056  
E-mail: sjdawb@gmail.com

Memo No.: 259/Admm/Pg/14/95/P-VII SJDA

Date: 02.02.18

## NOTICE INVITING QUOTATION

**No. 32/17-18/Plg/SJDA dated 02.02.2018**

Sealed quotations are invited by the undersigned from reputed company for supplying of computer stationeries at SJDA office, Siliguri. Interested agencies may quote for the following items in the following format inclusive all taxes, as applicable.

Sl No.	Item	Quantity (in nos.)	Rate inclusive of all taxes
1.	UPS-5 KVA-Online (Numeric-Onfiniti Series)	1	
2.	100 Ah Battery Exide/Amaron for 10 Hours Backup with Battery Rack and connecting cables including installation at SJDA office, Siliguri.	20	

\* Quantity may vary.

### Terms and Conditions:

1. All the supplies are to be made within 21 days. If not supplied within the stipulated period, the order will summarily be cancelled.
2. All the supplies are to be made in sealed pack, inspected by SJDA and then to be installed.
3. The license no. shall be given by the Agency alongwith the software and hardware wherever applicable.
4. Warranty, Service and support period shall be same as per the standard provision of the manufacturer/developer from the date of full and satisfactory installation and should be attended by the supplier/service provider as and when required.
5. Payment will be made after full, complete & satisfactory installation of hardware/software and 5% amount shall be kept as security and may be released after 1 month on successful running of the item.
6. Rate shall be inclusive all the taxes.
7. Number of item may vary.

### 8. Submission of Quotations:

**A) Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734003.

**B) Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification

- i) Trade License.
- ii) Income Tax (I.T.) PAN.
- iii) Income Tax (I.T.) statement of financial year 2016-17.
- iv) Professional Tax (P.T.) Registration Certificate with updated challan.
- v) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.



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9. **Receiving of Quotations:** Quotation will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri.

10. **Last date & time of Submission:** 13.02.2018 up to 3.00 PM.

11. **Opening of Quotations:** Quotation will be opened on 13.02.2018 at 4.00 PM.

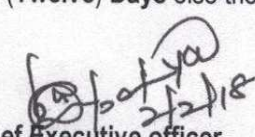
12. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

13. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

14. Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.

15. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.

16. The lowest quotationer will have to enter into an agreement in SJDA's format within 12 (Twelve) Days else the same will be treated as cancelled.

  
Chief Executive officer,

Siliguri Jalpaiguri Development Authority

Memo No. \_\_\_\_\_ /SJDA

Date: \_\_\_\_\_

**Copy forwarded for information to:-**

1. District Magistrate, Darjeeling
2. District Magistrate, Jalpaiguri.
3. Additional District Magistrate, Siliguri.
4. Principal, North Bengal Medical College & Hospital, Siliguri.
5. Sub Divisional Officer, Siliguri.
6. Commissioner, Municipal Corporation, Siliguri.
7. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
8. Sr. Area Manager, N. F. Railway, NJP.
9. Post Master, Head Post Office, Siliguri.
10. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
11. Accounts Officer, SJDA.
12. A.P., SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority