



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Memo No: _____/SJDA

Date: _____

NOTICE INVITING QUOTATION

No. 77/22-23/Plg/SJDA dated 06.09.2022

Sealed quotations are invited by the undersigned from reputed company for supply of computer materials 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.	HP LaserJet MFP M233sdw Printer	2	--

* Quantity may vary.

Terms and Conditions:

1. All the supplies are to be made within 7 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 physically at the office of Siliguri Jalpaiguri Development Authority, Siliguri by the supplier. Supply by courier to the address of the undersigned will not be accepted.
3. The license no. shall be given by the supplier 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 or authorised service provider of supplier as and when required.
5. Payment will be made after full, complete & satisfactory installation of hardware/software. 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 items 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.

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

- i) Trade License / Company Registration Certificate.
- ii) Income Tax (I.T.) Return for previous two years.
- iii) Professional Tax (P.T.) Registration Certificate / updated challan.
- iv) 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.

* All required documents must be updated.

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: 13.09.2022 up to 3.00 PM.

11. Opening of Quotations: Quotation will be opened on 13.09.2022 at 4.00 PM.

12. The quotationers shall have to show original copies of the submitted documents as and when demanded by the authority.

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 7 (Seven) Days else the same will be treated as cancelled.

Sd/-
Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

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1497/VIII/Admn/Plg/14/95/P-XIV
Memo No: 1497/SJDA

Date: 06/09/2022

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. AEO SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.


06/09/22

Chief Executive Officer,

Siliguri Jalpaiguri Development Authority