



2021



भारत सरकार
Government of India

गृह मंत्रालय
Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, सॉल्ट लेक, कोलकाता-700106

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ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

File No. D15021/05/2019/Estt/ 0088

Dated 03/07/2020

Notice Inviting Quotations

Sealed quotations are hereby invited from reputed manufacturers/Vendors/dealers/suppliers for supply of one **HP Color Laser Jet Pro M454nw with Five years warranty** for official use as per this office requirement strictly maintaining our specification. The same are to be submitted in sealed envelope super scribing (Quotation for **HP Color Laser Jet Pro M454nw with Five years warranty** including installation software) , so as to reach this office within 3.00 P.M. on 9th July,2020 and will be opened on the same day at 4 P.M. in this office in presence of bidders or their representatives. The quotations are to be dropped in the "Tender Box" placed in the right hand side of the office entrance at Ground Floor of Directorate of Census Operations, West Bengal ,Janganana Bhawan,IB-199.Sector —III,Salt Lake ,Kolkata — 700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate ,action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. The Tender must be accompanied by the photo copies of the following.

1.Registration No. of the firm.]


2.PAN /TIN and GST No.

3. A self-attested certificate specifying that the firm has not been blacklisted by any Govt. Organization.

Quotation received after the specified date and time will not be entertained. The Directorate of Census Operations, West Bengal, however reserves the right to reject any or all quotations without assigning any reason thereof.

Eligibility criteria for bidder

- i) Only Authorized dealer/vendor/manufacturer/supplier/firms dealing in the items listed in the quotation having experience in sale and repair/maintenance, need to apply.
- ii) It should be maintained specifically whether price quoted includes all taxes and duties.
- iii) GST Registration Number and its validity should be indicated.
- iv) The period of quotations and the rates accepted by this office will remain valid and fixed for a period of 90 days from the date of acceptance of rates.
- v) The prospective bidders are required to quote their best inclusive of all taxes and transportation, loading/unloading and delivery charges.
- vi) All tender documents and enclosures are to be signed and stamped.
- vii) Payment will be released on submission of bill in triplicate within one month after satisfactory supply of the items.
- viii) No advance payment shall be made.
- ix) On successful delivery and upon submission Of Invoices.

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A. Chatterjee

Joint Director (EDP)

Annexure

Prescribed proforma for submission of Bid as per NIQ No.....dtd 2/7/2020.

Item	Description	Unit Price	Taxes
Printer	HP Color Laser Jet Pro M454nw with Five years warranty		

I/we agree to the terms and conditions as mentioned in the Notice Inviting Quotation No.....
Dtd 02/07/2020. We have carefully read and understand the terms and conditions of the tender and the conditions of the contract applicable to the tender. We hereby certify the person signing the tender is the authorized by the bidder to sign the tender. Bid Security in the form of a Bank Guarantee(s)/Bank draft(s) issued by..((Bank), valid till /----- (dd/mm/yyyy), for an amount of Rupees..... is enclosed in the cover containing bid.

We do hereby undertake,that,until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder(with official seal)

Date

Name (Capital letters): -

Name of the Agency: -

Tel/Fax

E-mail address: