



**“ANANDADHARA – Howrah District Office”**  
**District Mission Management Unit**  
**District Rural Development Cell, Howrah Zilla Parishad**  
**H.I.T Building (6<sup>th</sup> Floor), 19, G. T. Road (South), Howrah – 711101.**

NIQ. No. 49 /DRDC-HZP/IV-45(Part)

Dated: 09.08.2018

**Notice Inviting Quotation**

Sealed Quotations are hereby invited for Supply of One Laser Printer & One Automatic duplex printer with Scanner for Anandadhara District Office of Howrah from bonafied Agencies.

Item	Specification	Quantity
Laser shot Black & White Printer	<ul style="list-style-type: none"><li>Featuring a true 600x600 dpi laser-quality</li><li>The printer capability of replicating texts up to a speed of 12 ppm.</li><li>Function : Printing</li><li>USB 2.0 Hi-Speed Interface</li><li>Paper Size: (Front Tray) A4, B5, A5 and more</li></ul>	01
Automatic duplex printer with Scanner	<ul style="list-style-type: none"><li>A4, 25ppm, mono, print,</li><li>Print, scan and copy, duplex</li></ul>	01

Interested Agencies may submit their rates in a sealed envelope **from 10<sup>th</sup> August'18 to 17<sup>th</sup> August'18** in the Office Tender Box. Sealed envelope will be received on each working day from 11.00 a.m. to 4.00 p.m.

Sealed envelopes will be opened on **17.08.2018 at 4.00 p.m.** in “ANANDADHARA – Howrah District Office” District Mission Management Unit, District Rural Development Cell Office, Howrah Zilla Parishad.

Terms and Conditions are as follows -

**Terms & Conditions**

- Complete details of the firm have to be submitted in Annexure-I.
- Rate should be quoted in 'Price Bid Format' as per prescribed in the Annexure-IV of NIQ.
- Undertaking in Annexure II & Covering letter for Price Bid in Annexure-III should be duly signed by the quotationer.
- Rate should be quoted in figures and words for Laser Printer & Automatic duplex Printer. The rate should be inclusive of all taxes, duties and delivery charges and should be valid for a period of 90 days.
- Self attested copy of Valid Trade License, GST Registration Certificate, PAN/GIR & Income tax returns of last two years should be submitted.
- The undersigned reserves the right to accept in full or part or reject any tender without assigning any reason thereof.

## SECTION II: GENERAL COMMERCIAL DETAILS

### 10. **EARNEST MONEY DEPOSIT [EMD]:**

Earnest Money @ 2% of total amount of Quotations in the form of DD/Banker's Cheque in favour of "**A/C DMMU HOWRAH NRLM FUND**" payable at Howrah must be submitted with the Quotation. The EMD is payable for all categories of quotationers and no exemption from EMD is permissible.

EMD of unsuccessful bidders shall be refunded within one month after successful bidder has been given supply order.

### 11. **FORFEITURE OF EARNEST MONEY DEPOSIT [EMD] :**

The Earnest Money shall be forfeited

- a) if the Quotation is withdrawn by the bidder;
  - (i) At any time prior to its rejection or
  - (ii) Before or after its acceptance is communicated to the bidder;
- OR**
- b) if the successful bidder fails to comply with the terms & condition of the Quotation Notice.

### 12. **PENALTY CLAUSE:**

12.1. **FOR NON-COMPLIANCE OF Terms & Conditions:** Non-compliance of any of the terms and conditions of the NIQ by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the Addl. District Mission Director, DMMU & Project Director, DRD Cell, Howrah Zilla Parishad :

- a) Cancellation of the acceptance of Quotation as a whole or in part.
- b) Forfeiture of the EMD and/or Security Deposit.
- c) Cancellation of the particular work order.
- d) Recovering loss, if any, occurred to the Institute.
- e) Black listing the agency.

### 13. **COMPENSATION CLAUSE:**

Penal deduction will be made for any negligent poor quality of supply on the basis of mutually agreed assessment by the authorised representative of the PD, DRD Cell, Howrah.

The decision of PD, DRD Cell, Howrah or his-authorized representative in the implementation of the above penalties will be final and binding.

### 14. **AWARD OF CONTRACT:**

The bidder, whose bid has been accepted, will be informed by this Office through "**LETTER OF ACCEPTANCE**".

### 15. **Security Deposit:**

Interest Free Performance **Security Deposit @ 10%** of the value of Quotation through draft in favour of '**A/C DMMU Howrah NRLM FUND**' will have to be submitted within 7 days of receipt of letter of Acceptance by the successful bidder to ensure due performance.

The Security Deposit can be forfeited wholly or partially in the event of any breach or negligence or non observations of the conditions of NIQ or unsatisfactory performance or non performance. The Security Deposit will be released within 3 months of successful completion of supply work.

16. Supply order will be issued only after the receipt of Security Deposit.
17. Supply of the item should be completed within 7 working days of receipt of supply order.
18. Utmost importance should be given on the quality of items to be supplied.
19. Item of substandard quality will be rejected out-right and the PD, DRD Cell has the right either to cancel the supply order or involve penalty as mentioned in this Quotation Notice and / or ask the bidder to effect fresh supply of good quality of items within a specified date as mentioned by him.

  
**Addl. District Mission Director, DMMU &  
Project Director, DRD Cell, Howrah Zilla Parishad**

Memo. No. 456 /1(7)/DRDC-HZP//IV-45

Dated 09 . 08.2018

Copy forwarded for information and request to give vide publicity –

1. The District Magistrate, Howrah & District Mission Director, DMMU (Nezarath Section)
2. Addl. District Magistrate (Panchayat) & Addl. Executive Officer, Howrah Zilla Parishad,
3. Chief Executive Officer, Howrah Improvement Trust, Howrah
4. District Informatics Officer, Howrah – with a request to publish the notice in the Official Website of Howrah District
5. District Information & Cultural Officer, Howrah
- 5.-6. Sub-Divisional Magistrate, Sadar / Uluberia Howrah.
7. Office Notice Board.

  
**Addl. District Mission Director, DMMU &  
Project Director, DRD Cell, Howrah Zilla Parishad.**

**FORMS AND FORMATS**  
**ANNEXURE-I**  
**ORGANISATIONAL CAPABILITY**

1. Name of Quotating Company/Firm/Agency :.....  
(Attach certificate of registration)
2. Nature of the concern :.....  
(i.e. Sole proprietor of partnership firm or a company under Company Act, 1956)
3. Full address of Registered Office of the firm:.....  
.....
  - i) Telephone/Mobile No. :.....
  - ii) FAX No. :.....
  - iii) E-Mail Address :.....
4. Full address of Operating/Branch Office of the firm( if any) :.....  
.....
  - i) Telephone/Mobile No. :.....
  - ii) FAX No. :.....
  - iii) E-Mail Address :.....
5. Valid GST Registration Certificate :.....  
(Attach Self-attested copy)
6. Self-Attested copy of the valid Trade License:.....
7. PAN/GIR No. of the firm :.....  
(Attach Self-attested copy)
8. Photocopy of income tax returns for last two years:.....  
(Attach Self-attested copy)
9. GST Registration No. :.....  
(Attach Self-attested copy)
10. Details of Earnest Money Deposit : (Rs.....D.D.No.....  
.....Date.....Drawn on Bank.....

**SIGNATURE & SEAL OF BIDDER**

**ANNEXURE-II**

**UNDERTAKING**

1. I, \_\_\_\_\_ Son/Daughter/Wife of  
Shri \_\_\_\_\_ Proprietor/Director/Authorised Signatory of the  
Agency/Firm, mentioned above, is competent to sign this declaration and execute this Quotation  
document;
2. I have carefully read and understood all the terms and conditions of the Notice Inviting Quotation  
undertake to abide by them.
3. I/We not have been blacklisted by any Government Department/Autonomous Body or PSU Bodies  
under the Central/State Govt. at any time. If anything to the contrary is subsequently found, the bid  
submitted will be cancelled and EMD/SECURITY DEPOSIT will be forfeited;
4. The information/documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my Quotation at any stage besides  
liabilities towards prosecution under appropriate law.

**Dated:**

**Place:**

**SIGNATURE & SEAL OF BIDDER**

**ANNEXURE-III**

**COVERING LETTER FOR PRICE BID**

To  
Addl. District Mission Director, DMMU &  
Project Director, DRD Cell, Howrah Zilla Parishad.

**Sub:- Supply of One Laser shot Black & White and One Automatic duplex printing with  
Scanner Printer**

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of 90(ninety days) from the date of bid opening. We do accept all the terms and conditions of the Quotation document.

If at any point of time we deviate from the terms and conditions mentioned in NIQ DRD Cell has the right to forfeit our Earnest Money Deposit (EMD) and/or Security Deposit (SD) without giving any clarification to us.

Thanking you,

Sincerely,

**Dated :**

**Place :**

(SEAL & SIGNATURE OF THE BIDDER)

ANNEXURE-IV

PRICE BID FORMAT

Scope of work	Specification	Quantity	Rate per piece (All inclusive)	Total Amount (All inclusive)
Laser shot Black & White Printer	<ul style="list-style-type: none"><li>• Featuring a true 600x600 dpi laser-quality</li><li>• The printer capability of replicating texts up to a speed of 12 ppm.</li><li>• Function : Printing</li><li>• USB 2.0 Hi-Speed Interface</li><li>• Paper Size : (Front Tray) A4, B5, A5 and more</li></ul>	01		
Automatic duplex printing with Scanner	<ul style="list-style-type: none"><li>• A4, 25ppm, mono, print,</li><li>• Print, scan and copy, duplex</li></ul>	01		