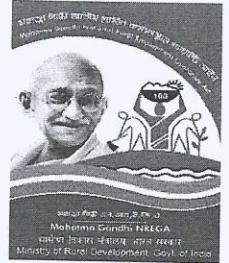


**OFFICE OF
THE DISTRICT PROGRAMME CO-
ORDINATOR, MGNREGA
&
DISTRICT MAGISTRATE,
JALPAIGURI**



**MGNREGS CELL
ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING
JALPAIGURI
E-mail: nrega.jal@gmail.com;
website:
www.nregajalpaiguri.com
Phone : (03561) 224826/ 222334**



Memo No: **608** /MGNREGA

Date: **03-09-2021**

NIQ NO.- 06/MGNREGA/2021-22 (3rd Call)

**NOTICE INVITING QUOTATION FOR ANNUAL MAINTENANCE
OF XEROX 5330 MACHINE**

In cancellation of earlier NIQ-02/MGNREGA/2021-22 (2nd Call) a fresh sealed quotations are invited from resourceful bonafide agencies having experience of similar type of work of any Central/ State Govt. or any undertaking by Central or State Government Office/ Departments for Annual Maintenance of Photocopier Machine(XEROX 5330) at District MGNREGS Cell.

Sl No	Name of Item	Specification	Qty	Place of Supply	Remarks
1	ANNUAL MAINTENANCE (WITH PARTS & SERVICING) OF XEROX 5330 MACHINE	XEROX 5330 MACHINE. At least 12 servicing of XEROX needs to be done in a 1 year contract. Further, servicing and parts replacement, maintenance needs also be done as and when required in contract period.	01 No (One)	District MGNREGS Cell, 2 nd Floor, Room No. 05, Collectorate Building, Jalpaiguri	Rate should be quoted for AMC along with parts and servicing of XEROX 5330 Machine including all taxes

Eligibility:

1. Having credential of similar type of work in Central/ State Govt. or any undertaking by Central or State Government Office/ Departments.
2. Having Trade License, valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, P. Tax and PAN Card.

Terms & Conditions:

1. The quotationers will have to submit the photo copy of Trade License, Valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, P. Tax Challan and PAN Card along with quotation. The undersigned reserve the right to see the original of above document at the time of issue of work order.
2. The quotationers may be asked to examine the 5330 XEROX Machine which is available in the District MGNREGS Cell, Jalpaiguri before submission of his/her proposal for annual maintenance of 5330 Xerox Machine.
3. All quotationers to quote the rate both in figures and in words in his/ her own letter pad. The unit price quoted must be mentioned neatly. Corrections, if any should be properly authenticated.
4. Incomplete quotation will be summarily rejected.
5. Acceptance of the lowest quotation is not obligatory and undersigned reserve the right to accept and reject any or all the tenders without arising any reason.
6. For any query regarding above work will provide on any working day in the office of the undersigned during office hours.
7. Necessary deduction at Govt. prescribed rate will be deducted from original bill.

Continued.....

[Signature]
02/09/21

8. Payment will be made after full receipt of the supplied materials in good conditions.
Quotationers will have to submit receipt copy of material supply along with bill.

Date of Submission of quotation:

1. Date of submission of quotation will be 08/09/21 up to 2.00 pm.
2. The quotation must be submitted in sealed cover superscripting the NIQ No, Name & Address of the quotationers and the quotation should be submitted in the Quotation Box at the Office of the undersigned as mentioned above address within the time stipulated without fail.
3. Submission of quotation through e-Mail/ by post / open letter shall be rejected.

Date of opening of quotation:

Quotation so received on 08/09/21 up to 2.00 pm and will be opened on same day at 3.30 pm in presence of the available quotationers.


District Nodal Officer
WB-MGNREGS
Jalpaiguri.

Memo No: <u>608/1(9)</u>	/MGNREGA	Date: <u>03-09-2021</u>
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Copy forwarded for information to:

- 1) The DPC, MGNREGS & District Magistrate, Jalpaiguri.
- 2) The ADPC, MGNREGS & Addl. District Magistrate (ZP), Jalpaiguri.
- 3) The SDPC, MGNREGS & SDO, Sadar, Jalpaiguri.
- 4) The DPRDO, DM Office, Jalpaiguri.
- 5) The DICO, Art Complex, Jalpaiguri.
- 6) Joint BDO (HQ), MGNREGS Cell, Jalpaiguri.
- 7) The Programme Assistant-in-Charge/ Technical Assistant, District MGNREGS Cell, is asked to serve the notice to all concerned.
- 8) Rajatava Bandyopadhyay, Web-Site Developer requested to upload the notice in District MGNREGS web site.
- 9) Office Notice Board.


District Nodal Officer
WB-MGNREGS
Jalpaiguri.